# Add an email account to Outlook Desktop Instructions (Mac)

Add an email account to Outlook Desktop client

You need to add your cloud email account to your Outlook desktop client in order to be able to use it.

1. Open your Outlook desktop client.

2. Click on **Tools** menu item.

3. Select **Accounts…** in the menu.

4. Click on the plus icon in the bottom left corner and select **New Account**.

5. Enter your CUNY login username in the **Set Up Your Email** dialog box.

6. Enter Your credentials on the Web Applications Login page and click **Login**.
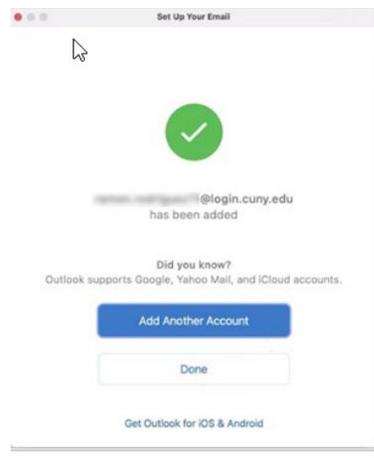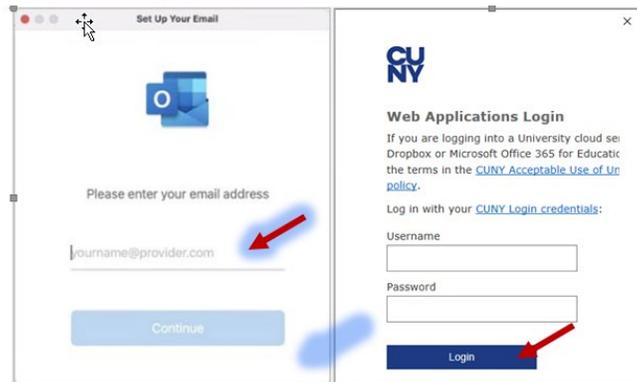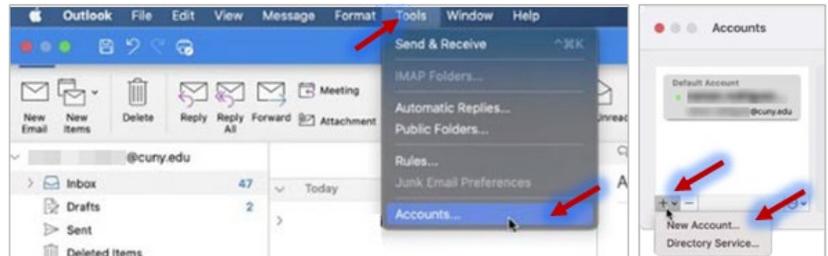
You will see the mailbox associated with your newly added account on the left side, below your other accounts. You can expand and collapse mailboxes in the left menu