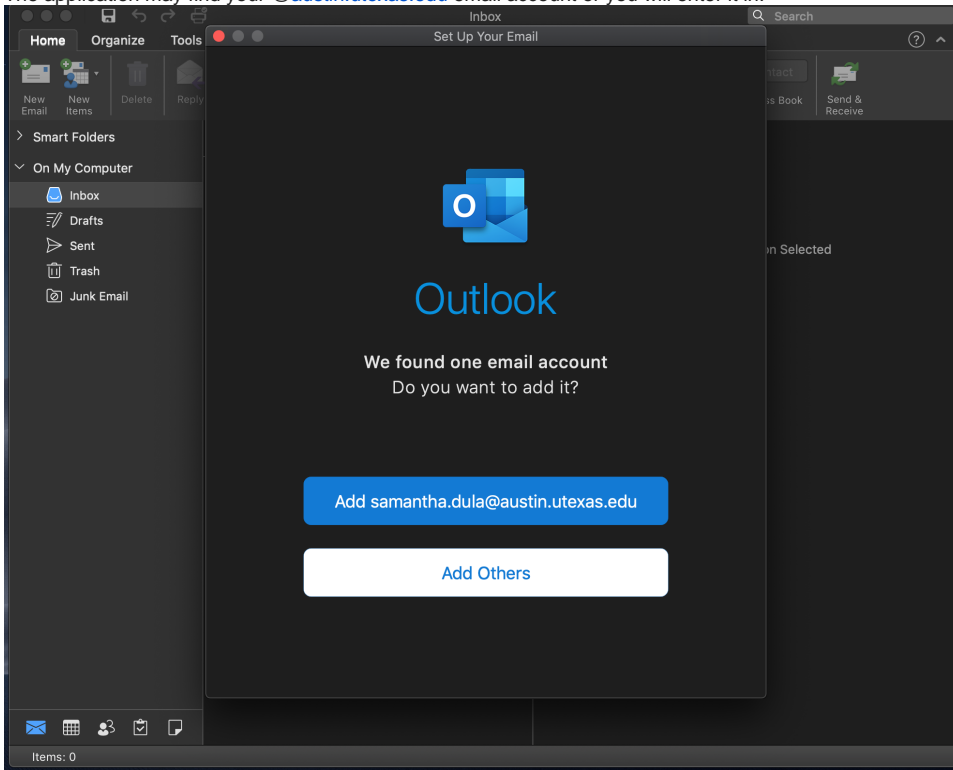


Add Email Account to Outlook Application



The images below reflect the setup process on the most recent version of Outlook on a Mac OS. On Windows, this process is a bit similar but the photos may not match.

1. Ensure you have signed up for an [@austin.utexas.edu](mailto:austin.utexas.edu) account.
 - a. You check if you have one if you login here: <https://office365.austin.utexas.edu/>
 - i. CHOOSE Outlook WebApp
 - b. Once you have your [@austin.utexas.edu](mailto:austin.utexas.edu) account provisioned (takes up to 2 hours) you can add this email account to your Outlook application.
2. Open the Outlook Application/Program.
 - a. If you need to install it, you can submit a [ticket to LAITS](#).
3. The application may find your [@austin.utexas.edu](mailto:austin.utexas.edu) email account or you will enter it in.



4. Once entered select **Add** and you will be prompted to enter in your UT Email or EID and PW.

Home Organize Tools

New Email New Items Delete Reply Reply All Forward

Smart Folders

On My Computer

Inbox

Drafts

Sent

Trash

Junk Email

Items: 0

TEXAS
The University of Texas at Austin

Sign in with your UT EID or e-mail address

eid

Password

Sign in

TWO FACTOR AUTHENTICATION REQUIRED
All web-based access to Office 365 services requires two-factor authentication with Duo. More information and instructions are available online at [KB0017056](#). For further assistance, please contact the UT Service Desk at 512-475-9400, email help@its.utexas.edu, or visit the service catalog at [UT ServiceNow](#).

ACCEPTABLE USE
Unauthorized use of UT Austin computer and networking resources is prohibited. If you log in, you acknowledge your awareness of and concurrence with the [UT Austin Acceptable Use Policy](#). The university will prosecute violatorsto the full extent of the law. The university is not responsible for services provided by third parties authorized to use the university's authentication service.

5. Next you will authenticate via DUO - If you do not have DUO you'll need to contact ITS [here](#).

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Sent

Trash

Junk Email

Items: 0

TEXAS
The University of Texas at Austin

Two-factor authentication required. [Why am I here?](#)

DUO Settings

Send Me a Push

Call Me

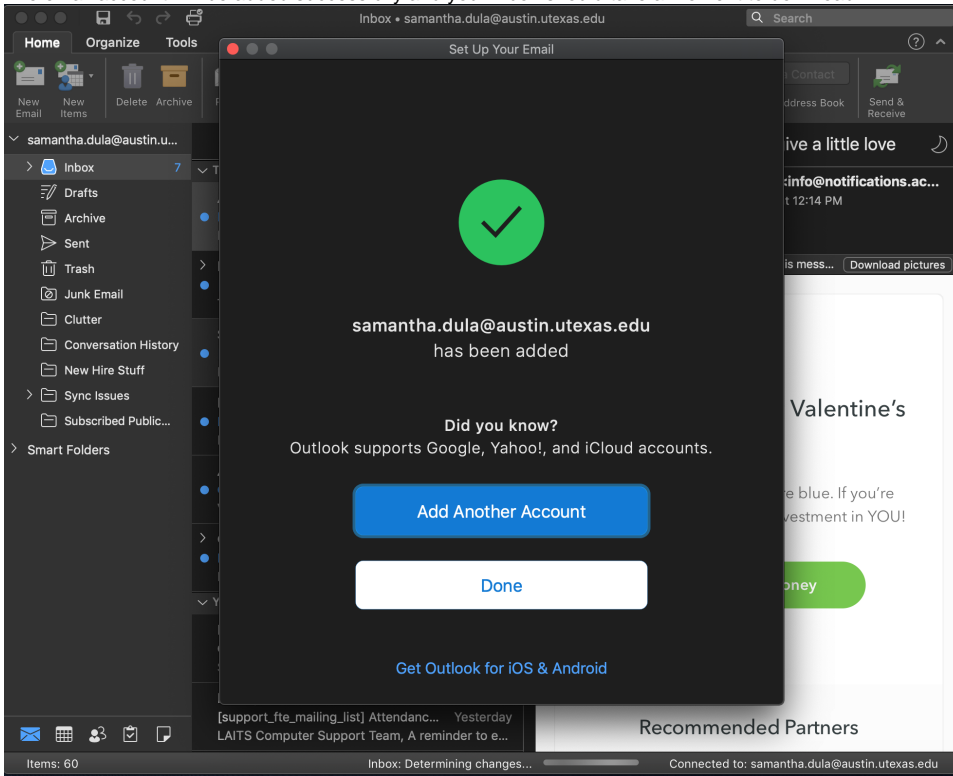
Enter a Passcode

Pushed a login request to your device...

Cancel

DUO REGISTRATION REQUIRED
If you have not registered a device with Duo, you will see an error message above. Click [here](#) to register for two-factor authentication with Duo. More information and instructions are available online at [KB0017056](#). For further assistance, please

6. The email account will be added successfully and your inbox should take a moment to download.



7. Select Done.