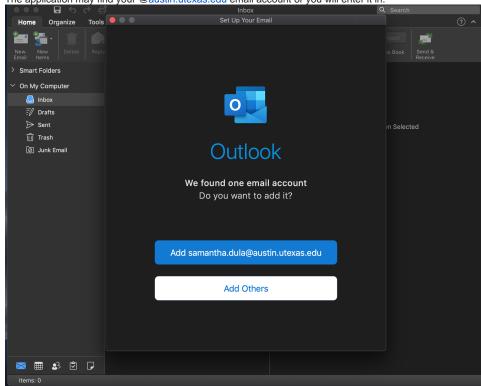
## **Add Email Account to Outlook Application**



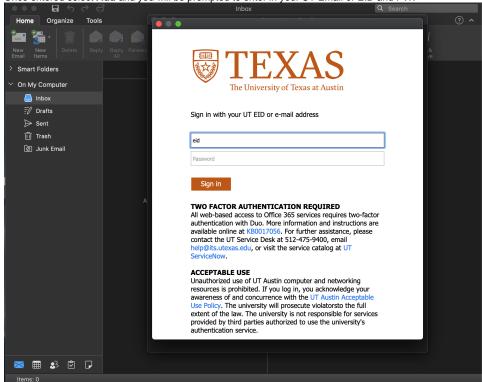
The images below reflect the setup process on the most recent version of Outlook on a Mac OS. On Windows, this process is a bit similar but the photos may not match.

- 1. Ensure you have signed up for an @austin.utexas.edu 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 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 email account or you will enter it in



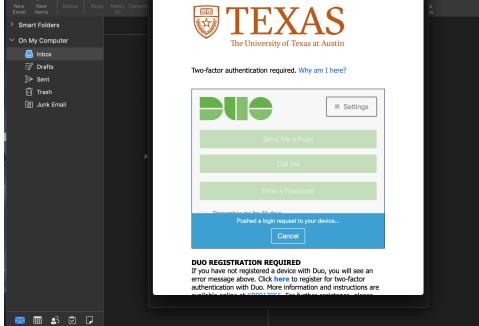
4. Once entered select Add and you will be prompted to enter in your UT Email or EID and PW.



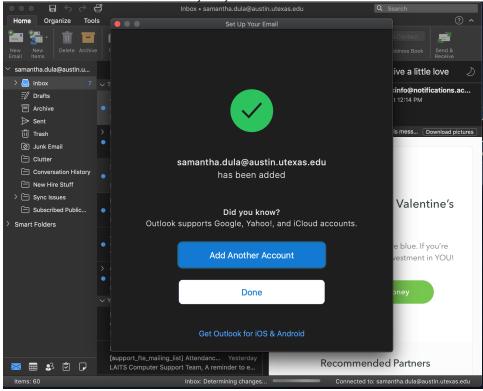
Home Organize Tools

New New Delete Reply Reply Forward All

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



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



7. Select Done.