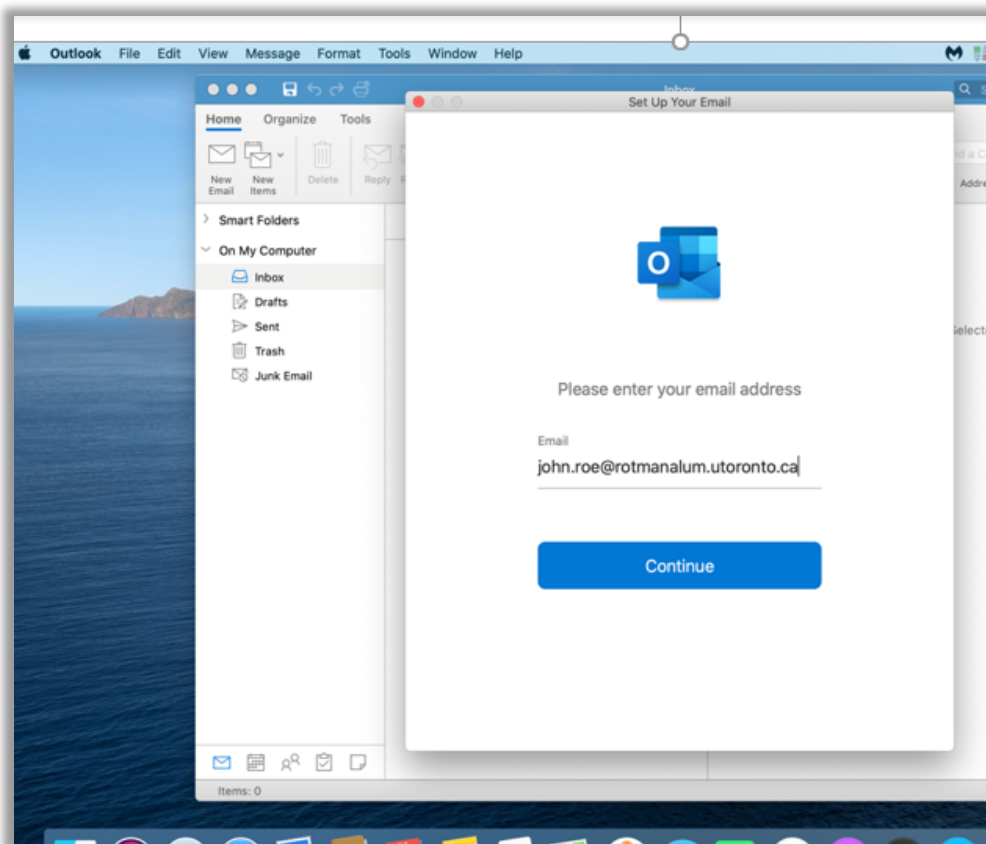# Rotman Alumni Email Account Setup – Outlook for Mac

This guide provides instructions for adding your Rotman Alumni email account to Outlook for Mac (desktop mail client). Steps are provided for Outlook running for the first time and if Outlook is already in use.

Get Outlook for Mac: At this point you can still install Microsoft Office (which includes Outlook) through your Student email account (UTmail+). Microsoft Office available from your student account will not expire until November 1st. Installation instructions can be found here
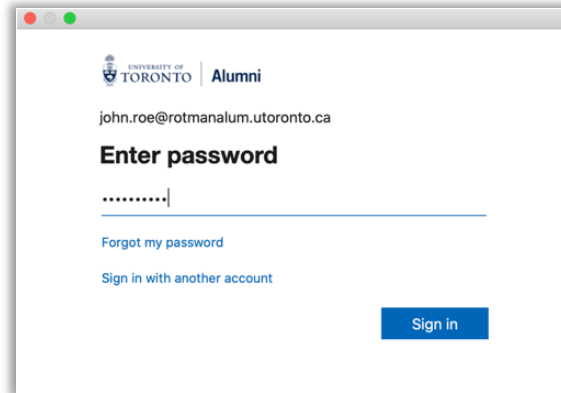
- ▪ **Office 365 ProPlus for Windows - [Link]**
- ▪ **Office 365 ProPlus for Mac - [Link]**

Here is how to setup your Rotman Alumni Email account in Outlook for Mac (First time running)

- Open Outlook for Mac.

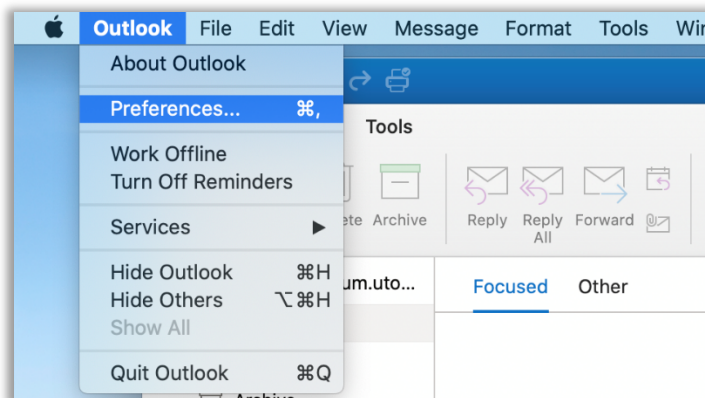- Enter your Rotman Alumni email address and click **Continue.**

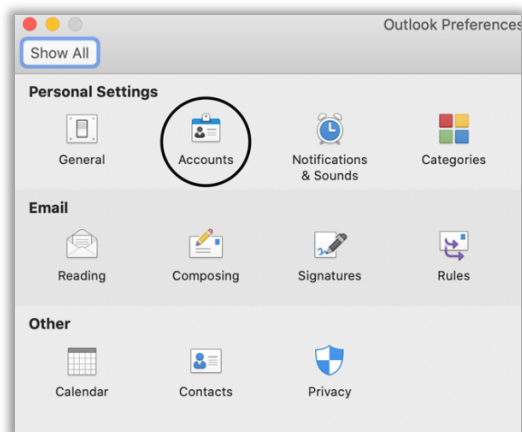- Enter your password and select **Sign In**.

Here is how to setup your Rotman Alumni Email account in Outlook for Mac (Outlook already in use)
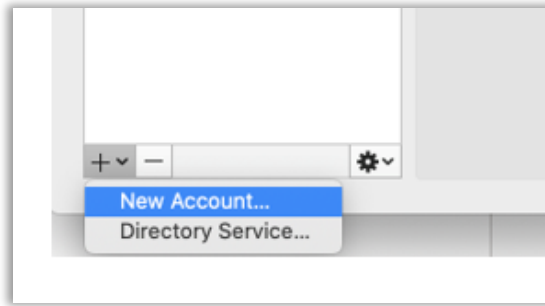
- Open Outlook for Mac.
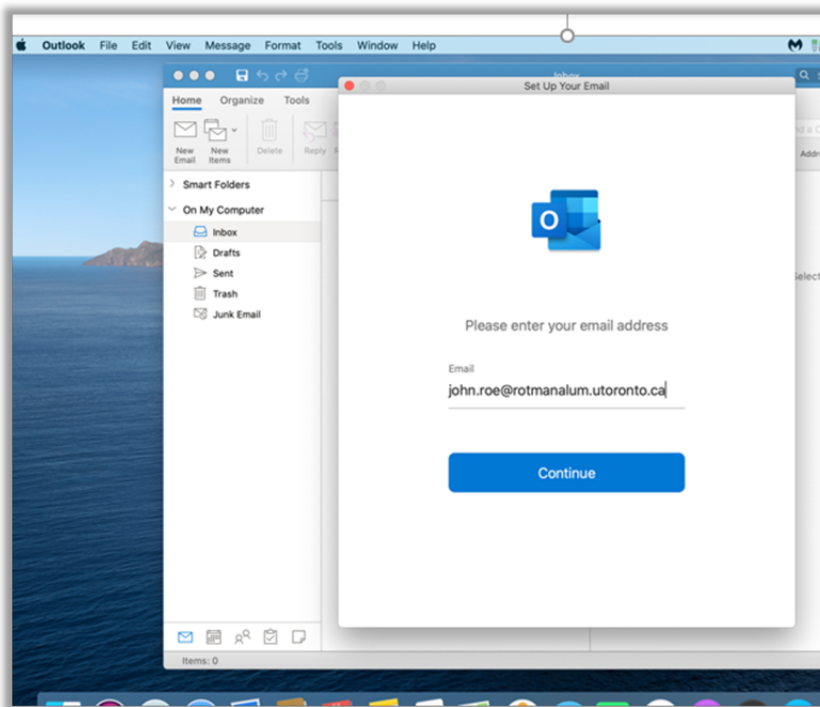- Click **Outlook** from the top menu and select **Preferences…**

- Click **Accounts.**

- Click the "**+**" located toward the bottom left and select "**New Account…**"

- Enter your Rotman Alumni email address and click **Continue.**

- Enter your password and select **Sign In**.