

# Office 365 Email Setup on MAC Computers

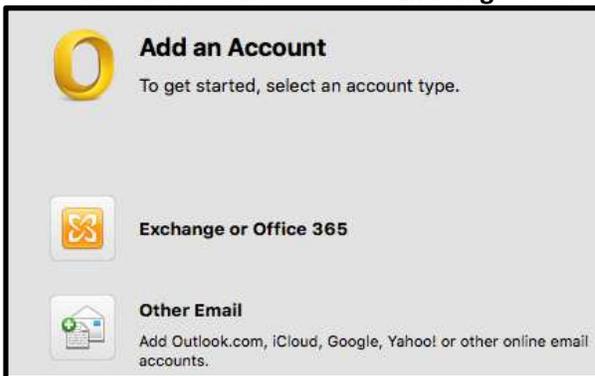
**Important:** If you have already configured your NYGH email on one MAC computer with Outlook prior migration, you will have to **delete the profile and re-create** one after your account is migrated to the Office 365. The reason is that the new Cloud-based Office 365 server has very different settings than the previous Premise Servers so simply updating the user name and password will not help you to connect to the server.

Please follow the instructions below to setup your NYGH email account on your MAC computers.

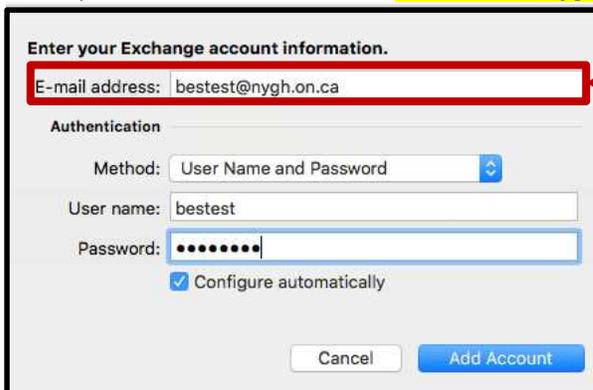
1. Open Outlook 2011 for MAC (or later version). Confirm that you allow it to access your contact.



2. Select **Add an Account** and then **Exchange or Office 365**.



3. Enter your NYGH Email (Format: **username@nygh.on.ca**) and password then **Add Account**.



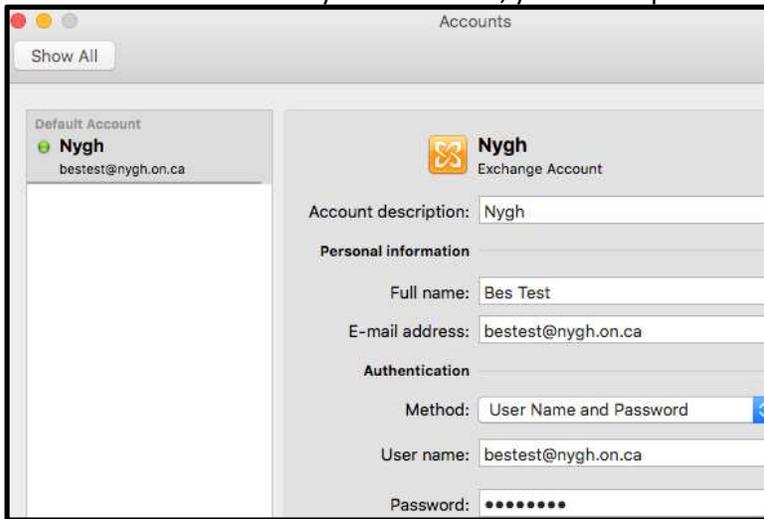
Email must be enter as **username@nygh.on.ca**

(For example: If your user name is abcd, you would enter abcd@nygh.on.ca)

4. Confirm to allow Outlook to re-direct the mail server to the cloud. Check the box so you do not have to answer it every time.



5. Once the Outlook verifies your credential, your NYGH profile will be created in Outlook.



6. Outlook will automatically sync your mail items with the server.

