How to Add an M365 Account to Outlook Desktop App for Mac

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M365 email migration will require all MAC users to manually add your cloud email account to your Outlook desktop client.

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 First credentials in the Set Up Your Email dialog box.
6. Enter your credentials on the Web Applications Login page and click Login you will be prompted to authenticate with MFA. For additional MFA instruction for reference.

7. You will see the mailbox associated with your newly added account on the left-hand side, below your GC account. You can expand and collapse mailboxes in the left-hand menu.