KB0068 – Configuring your School Email in Outlook (Mac)

The following instructions apply to Mac users configuring a clean installation of Office 365.

- Click the Outlook icon to open Microsoft Outlook. The following window will appear:

- Click on 'Get Started' to begin setting up your email account.
- On the next screen, click on 'Sign In'

- Enter your Oakhill email address in full and click 'Next'

- Your sign-in screen will redirect to the Oakhill login page
- Enter your Oakhill username (without @oakhill.nsw.edu.au) and your password and click 'Sign In'

- If your details were entered correctly, your Outlook will now be successfully configured and you're good to go!
- Click on 'Start Using Outlook'

You're Good to Go

You're now ready to use all of the benefits included with your Microsoft 365 subscription.

Start Using Outlook

- Outlook will then detect your Oakhill email account and ask if you would like to add this
- Click the blue button that says 'Add you@oakhill.nsw.edu.au'

Outlook

We found one email account
Do you want to add it?

Add [blurred]@oakhill.nsw.edu.au

Add Others

- Your Outlook is now configured