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## 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:



### Outlook

Welcome to Outlook  
Before we begin, let's activate your licence.

Get started

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



### Sign In to Activate Office

Sign in with the Microsoft account that you used to purchase Office or with the account assigned to you by your work or educational institution.

Sign In



# Configuring your School Email in Outlook (Mac)



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



## Sign in

Email, phone, or Skype

No account? [Create one!](#)

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'

Please enter your username and password

Username

Password

Sign in

[Forgot my password](#)

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# Configuring your School Email in Outlook (Mac)



- 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 [redacted]@oakhill.nsw.edu.au

Add Others

- Your Outlook is now configured