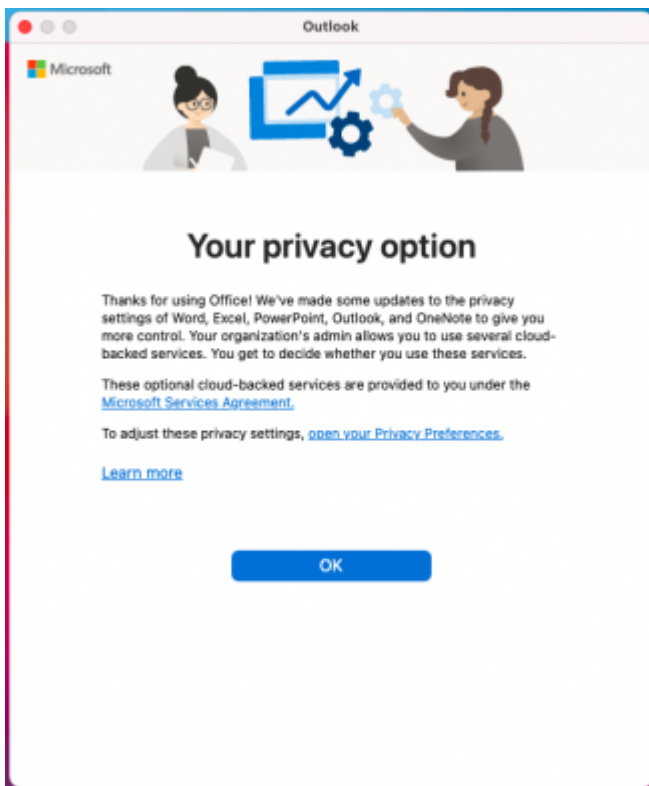


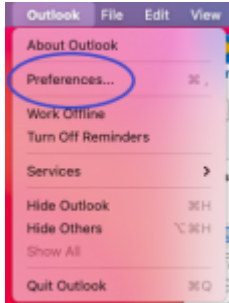
Set up Trinity Email in Outlook on macOS

Your Trinity email may be accessed at <https://mail.trnty.edu>, but many users set it up in Microsoft Outlook, as it has more functionality. (All staff, faculty, and students have access to Microsoft Outlook as part of the Office suite while active at Trinity. A link to install Office can be found after logging in with your Trinity account at office.com.) In order to set up your Trinity email in Outlook on your **macOS** device, you may follow these instructions:

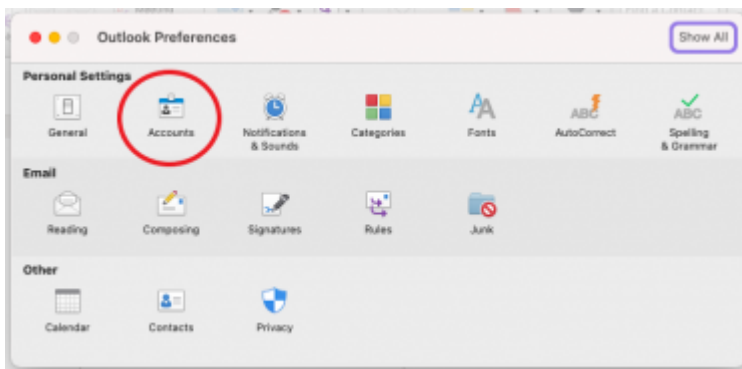
1. If you are opening Outlook for the first time, click **Get Started**, then **Start Using Outlook**, then **OK**.



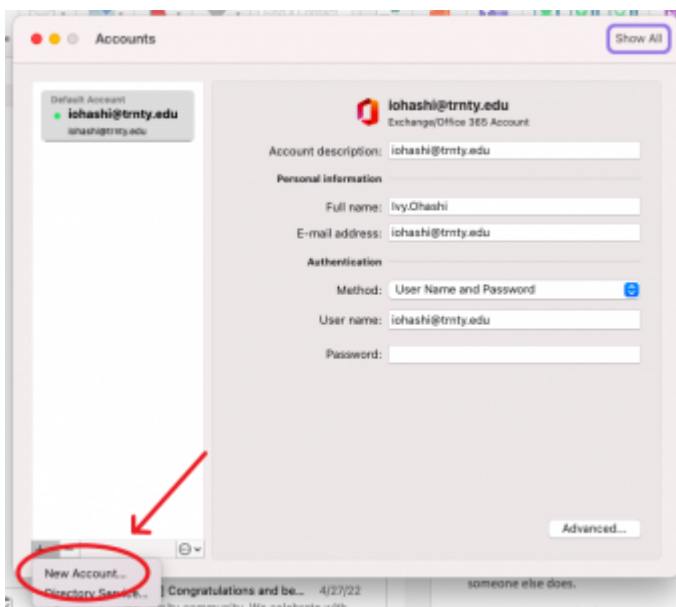
If you already use Outlook and have previously added other emails, click **Outlook**, then **Preferences**.



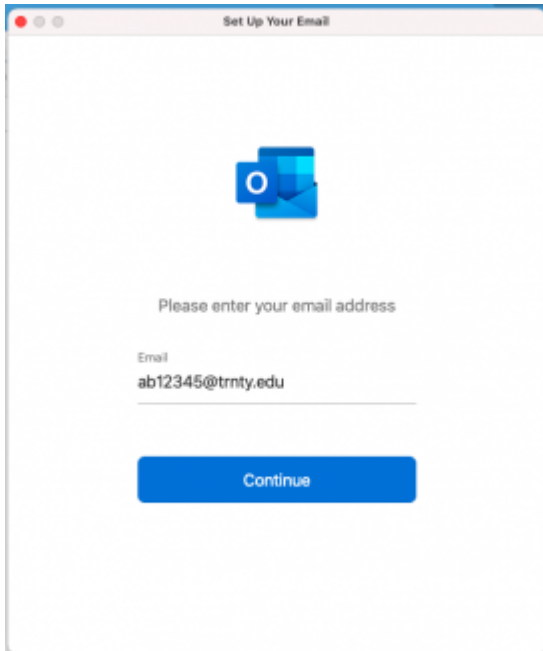
Click **Accounts**.



Click the + symbol under the account list, then click **New Account**.

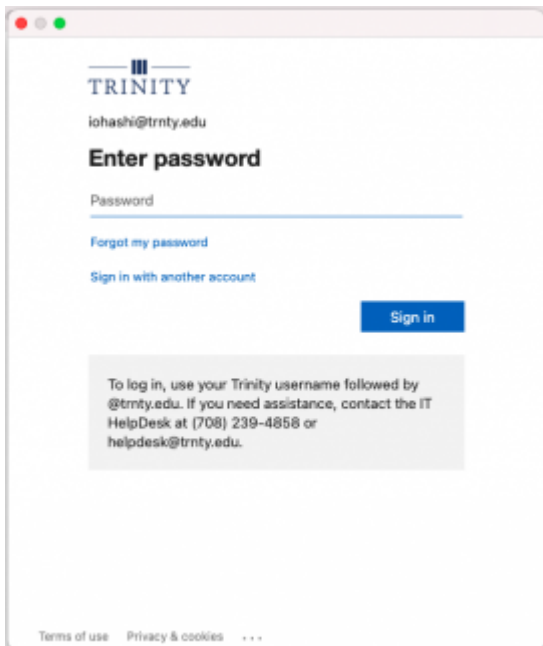


4. Enter your Trinity email address in the form of **ab12345@trnty.edu** (for students) or **jdoe@trnty.edu** (for faculty/staff) and click **Continue**.



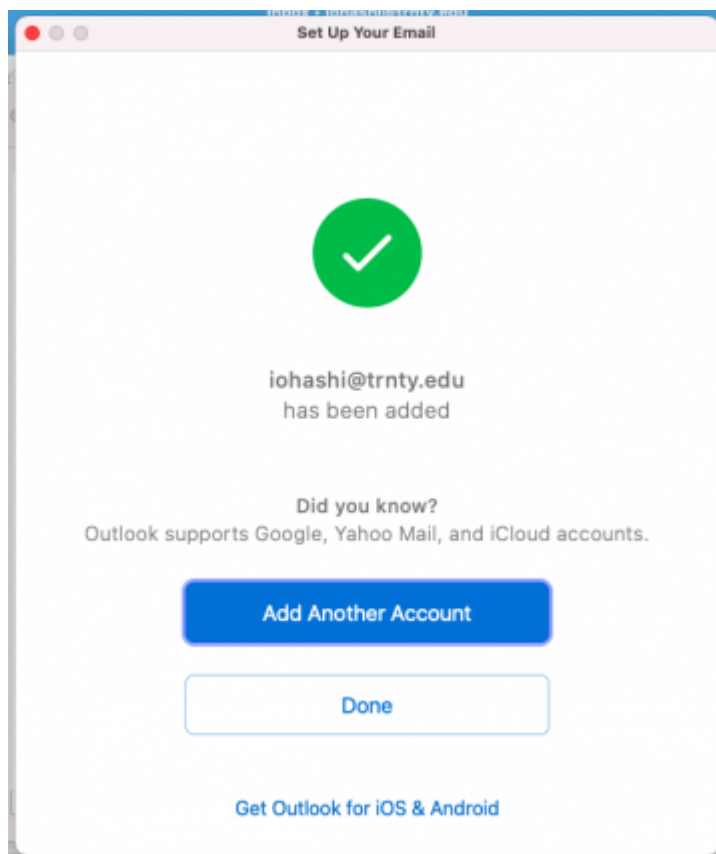
The screenshot shows a web browser window titled "Set Up Your Email". At the top center is the Trinity logo, a blue square with a white circle and a white 'O'. Below the logo, the text "Please enter your email address" is displayed. Underneath, the word "Email" is followed by a text input field containing "ab12345@trnty.edu". A blue "Continue" button is positioned at the bottom center of the form.

5. Enter your Trinity password and complete the multi-factor authentication (MFA) approval prompt if you have it set up.



The screenshot shows the Trinity login page. At the top left is the Trinity logo. Below it, the email address "iohashi@trnty.edu" is displayed. The main heading is "Enter password". Below this is a "Password" input field. There are three links: "Forgot my password", "Sign in with another account", and a blue "Sign in" button. A grey box contains the text: "To log in, use your Trinity username followed by @trnty.edu. If you need assistance, contact the IT HelpDesk at (708) 239-4858 or helpdesk@trnty.edu." At the bottom left, there are links for "Terms of use", "Privacy & cookies", and a menu icon.

6. You will get a confirmation screen indicating that your account has been added. Click **Done**.



7. Outlook may take up to 15 minutes to set up your Trinity mailbox, especially if there is a significant amount of content in your mailbox.