How to Change the Email Server on Mac Computers

1. Start Outlook.
2. Select Accounts from the Tools menu.

3. Click the Advanced button at the very bottom of the Accounts dialog box.

4. The screen shown below will now appear on your screen.
5. Change the server to: https://outlook.office365.com
6. Ensure that the **Use SSL to connect (recommended)** box is checked.
7. It is not necessary to make any changes for the Directory service.
8. Click **OK**.
9. Close the **Accounts** window.
10. Outlook should connect momentarily and begin synchronizing.