Configure Dukes E-mail on Outlook 2016 (Mac)

1. Open Outlook 2016. In the top left of the screen, click Outlook and select Preferences.

2. In the Outlook Preferences window, click Accounts under the Personal Settings section.

3. Enter your Dukes e-mail address for both the E-mail address section and the User name section. Enter your Dukes e-mail Password

   Click Add Account. You will then see an auto-discover pop-up. Click Allow.
4. You will be prompted to enter your Dukes password again on this screen.

   Click Sign in.

   You will get another auto-discover pop-up. Click Allow.

5. The e-mail account is now configured for access with Outlook. An accounts settings window will show, which allows you to change the Account description (optional).