Microsoft Outlook 2016 for Macintosh Setup

1. Open Outlook
2. Click Outlook
3. Click Preferences
4. Click Accounts
5. Click +
6. Click Other email
7. Enter your PSFC email address
8. Enter your PSFC Password
9. Enter your PSFC Username (the part before @psfc.mit.edu)
10. Type: IMAP
11. Incoming server: mail1.psfc.mit.edu
12. Use SSL (Port 993)
13. Outgoing server: mail1.psfc.mit.edu
14. Override default port, use port 465
15. Use SSL
16. Click Add account

That should do it. Please be patient as it can take up to two minutes for your PSFC email to appear.

Questions or problems?

Email it@psfc.mit.edu

Call Lee Berkowitz 617-253-9665 or Brandon Savage 617-253-7616.