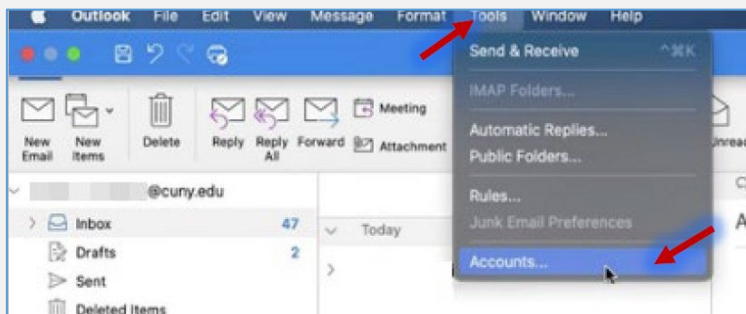# Setup - Microsoft Outlook App (MacOS)

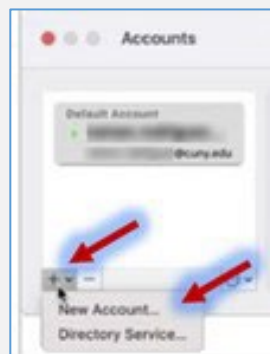The Hunter email migration will require all Apple users to manually to add your MS365 cloud email account to your Outlook desktop client. Please refer to the systematic guide below.
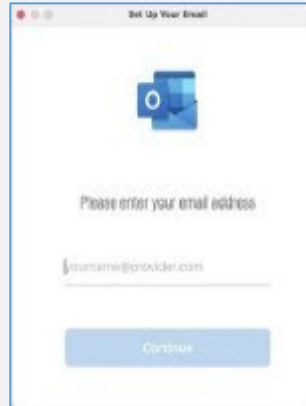
1. Open your **Outlook desktop client**.
2. On the **Menu** bar, click on the **Tools** menu item.
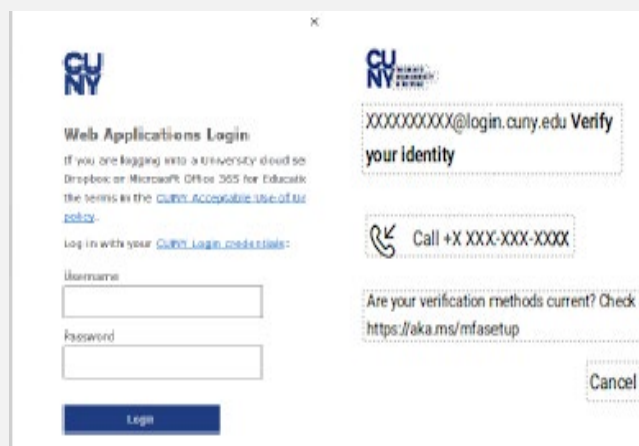3. Select **Accounts…** from the **Tools** menu.

4. The **Accounts** dialog box will open. Click on the **plus** icon located in the lower left-hand corner and select **New Account**.

5. In the **Set Up Your Email** dialog box, enter your **CUNYfirst** credentials. Click **Continue**.

6. Next you will see the **CUNY Web Applications Login** dialog box open. Enter your CUNYfirst credentials and click on the **Login** button. Next, you will be prompted to authenticate with MFA. Continue with the authentication.

7. Setup is now complete! You will then see your Hunter mailbox listed on the left-hand column. Be advised, it may take several minutes for your mailboxes to populate.