

Setup a Personal mailbox

Outlook for MacOS



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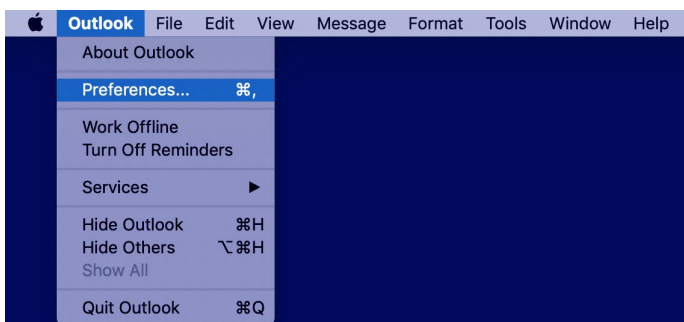
1 Instructions

Before you begin

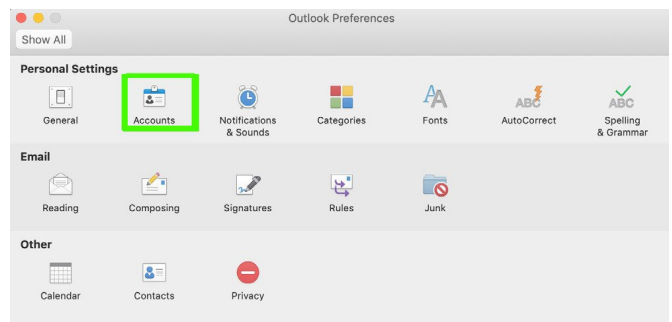
The following instructions are supported by the TU Delft and have been tested to be working. However, we offer this manual to you as an extra service. In case you have a configuration or version of OS X other than the one described here and you have problems setting up a personal mailbox, neither ICT nor a Service Desk will be able to help you to setup a personal mailbox in Outlook for Mac.

1.1 Setup a personal mailbox

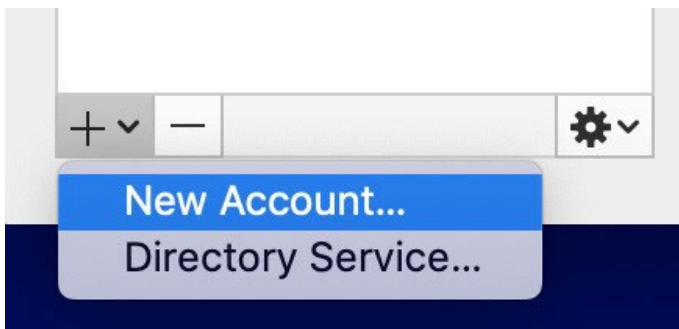
Step 1. In the Outlook menu, choose “settings”



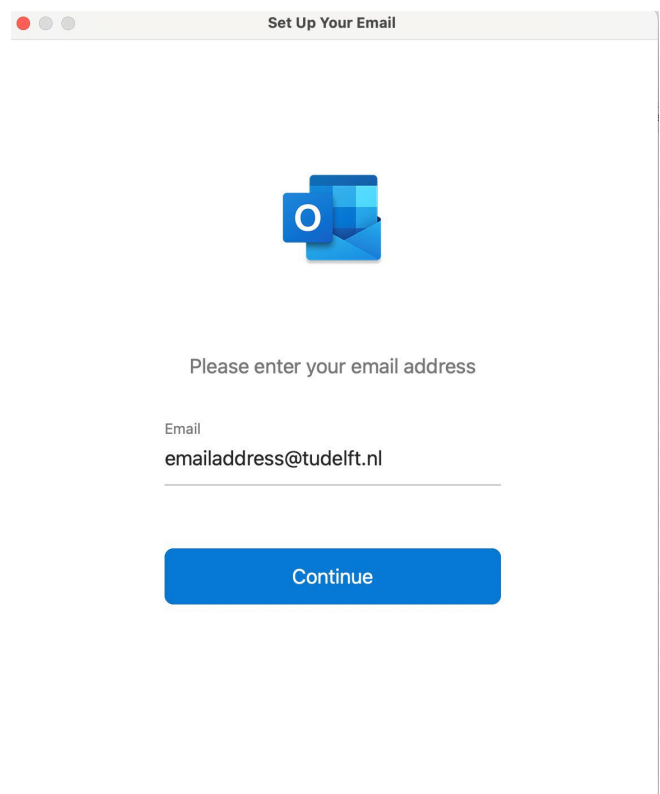
Step 2. In “Outlook settings” choose the option “Accounts”



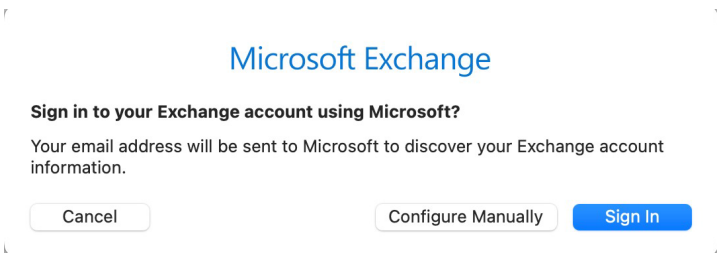
Step 3. In the ‘Accounts’ Panel choose + to add a personal mailbox to Outlook.



Step 4. In the setup dialog box fill in your complete TU Delft email address and click continue.



Step 5. On the using Microsoft question click on sign in.



Step 6. Login with: Netid@tudelft.nl and password.

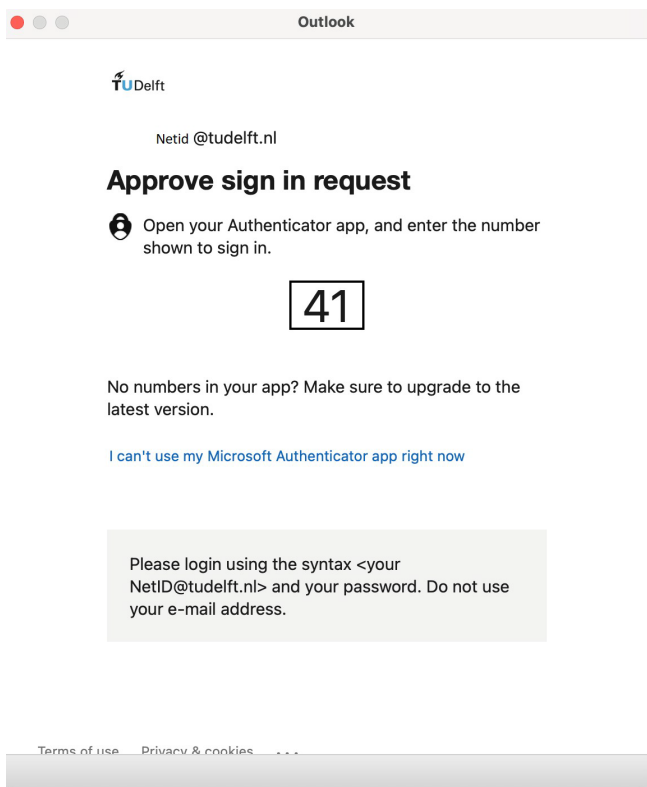
TU Delft Federation Service

Sign in

Sign in

Please login using the syntax 'your NetID@tudelft.nl' and your password. Do not use your e-mail address.

Step 7. Authenticate using MFA.



Step 8. When you succeeded you will see a green checkmark as in the image below, Now click the "Done" button



@tudelft.nl
has been added

Did you know?

Outlook supports Google, Yahoo!, and iCloud accounts.

Add Another Account

Done

Step 9. You will now see that your mailbox has been added successfully as indicated by the green pointer in front of the mailbox name.

