Microsoft Outlook for Mac 2019

Requirements

- **Operating system**: Apple macOS 10.13 High Sierra or newer
- **Office Service Pack**: Microsoft Office 2019 for Mac 16.31 or newer
- You have an email account on the **Jade University Exchange system**

Starting Outlook for Mac for the first time after installation

When you launch Outlook for Mac for the first time after installation, the **Outlook 2019 for Mac** setup wizard will start. To complete the process, click **Start using Outlook** to launch the **Set up email** wizard (see section "Set up new email account").

Add another email account

If you have already configured email accounts in Outlook for Mac, go to **Outlook** and **Settings** in the menu to add another email account.

In the **Outlook Settings** window, select **Accounts** to access account management.

To add another email account, click on the **+** icon at the bottom left and then select **New Account…**

Set up a new email account

In the wizard, first enter your **email address** (usually vorname.nachname@jade-hs.de or vorname.nachname@student.jade-hs.de) and click **Next**.

The wizard will start searching for the account settings. When asked for the **provider** of the email account, click **Exchange**.

In the next step, the wizard asks for any missing information. First, double-check the **email address** you entered for your Exchange account and select the **Username and password** option under **Method**.

In the **DOMAIN\ Username or email** field, enter your username (PC login) in the form **loginname@hs-woe.de** (e.g., ma1234@hs-woe.de) and, under **Password**, enter the password you use to log in to your Exchange mailbox.

After entering/confirming (button: **Add Account**) the information, the wizard configures the email account with the correct settings.

Finally, exit the configuration wizard by clicking the **Finish** button.

After closing the wizard, Microsoft Outlook for Mac will start, connect to your Exchange Online account, and synchronize the Exchange server data with Outlook 2019 for MAC.

From:
https://hrz-wiki.jade-hs.de/ - **HRZ-Wiki**

Permanent link:
https://hrz-wiki.jade-hs.de/en/hrz/internal/email-classic/clients/outlook-2019-mac

Last update: **2026/02/06 23:10**