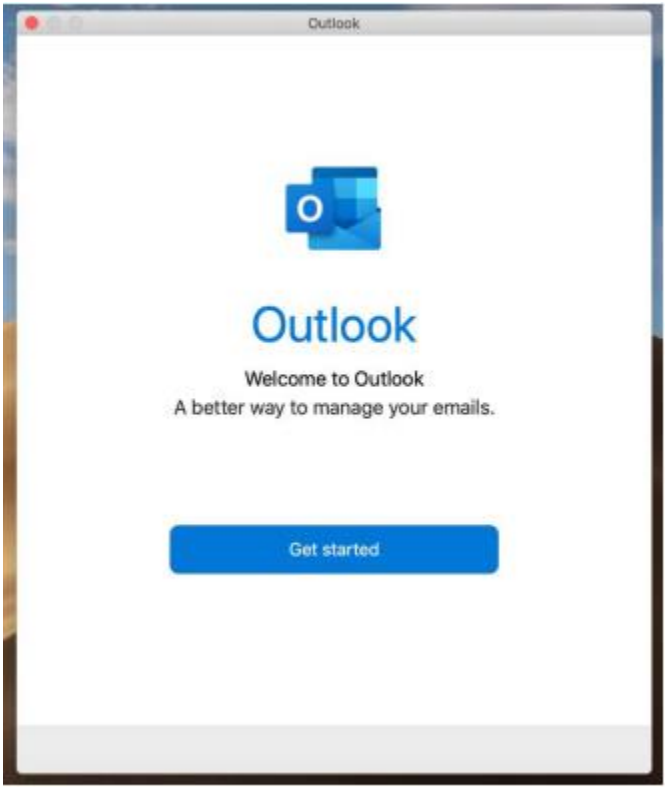
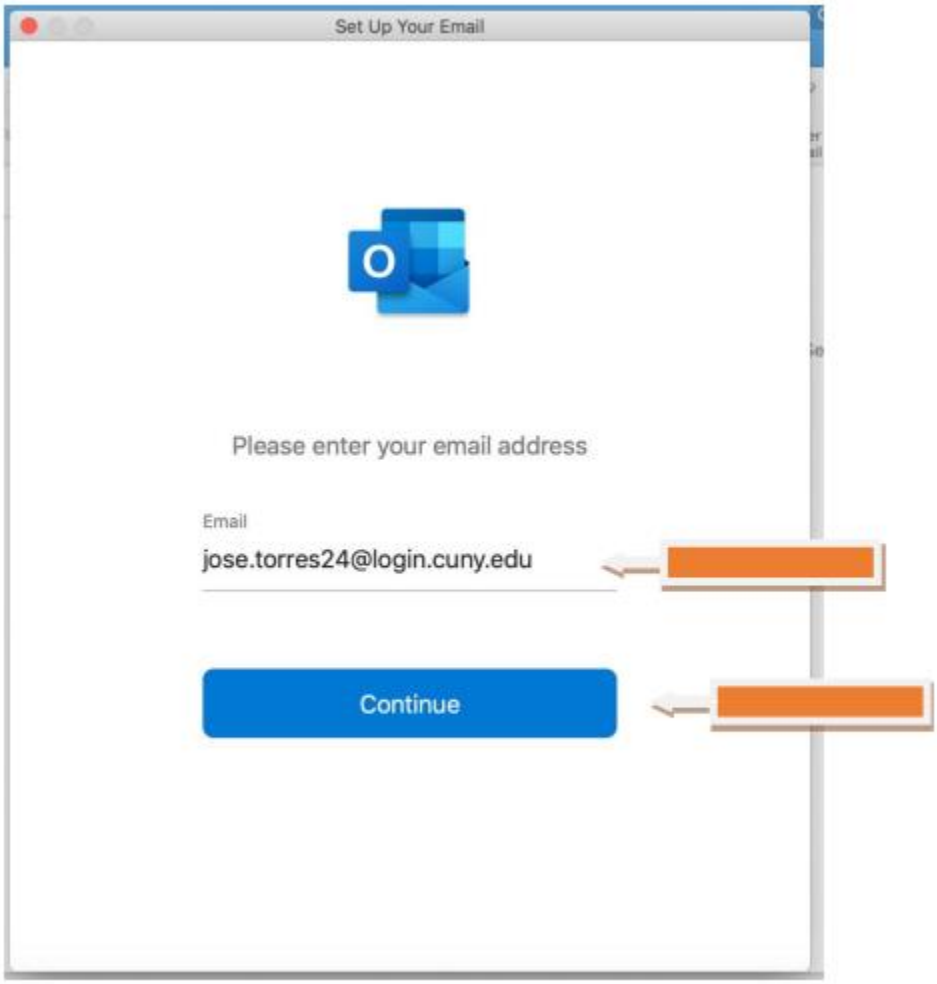
## Setting up John Jay M365 email on MAC using Outlook 2019

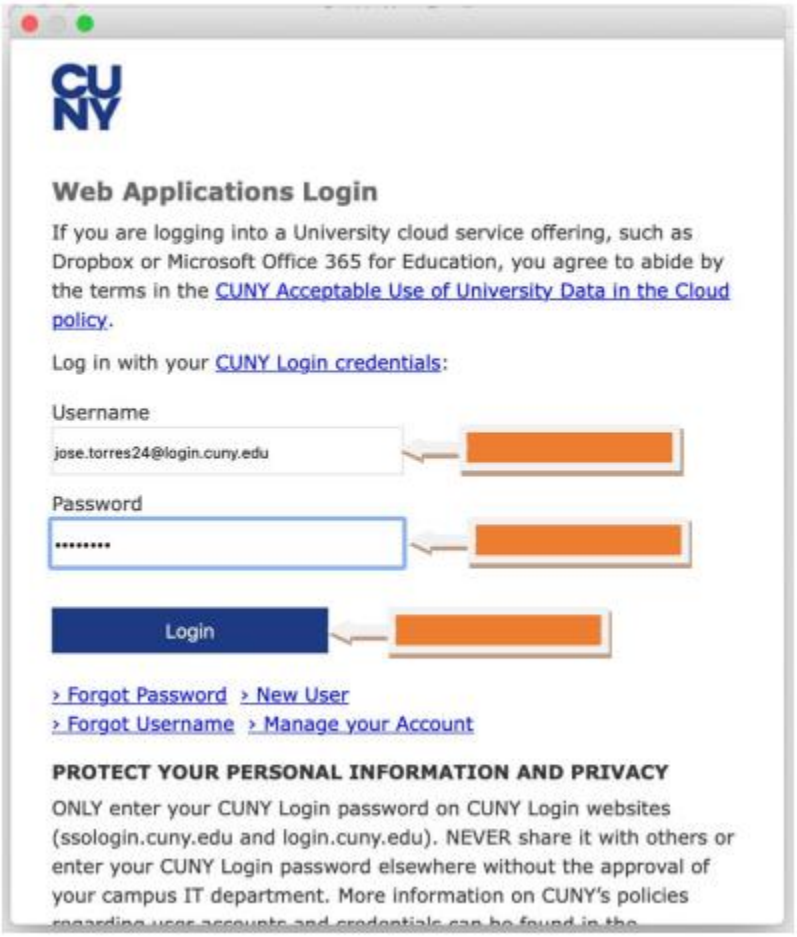
**STEP 1:** Open Outlook and click on **Get Started.**



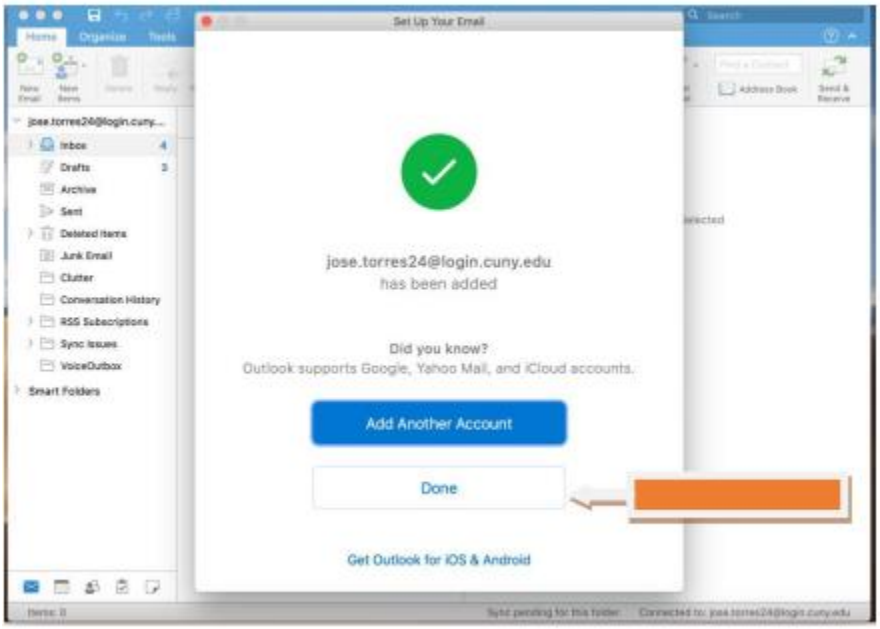
**STEP 2:** Type in your **CUNY login user ID** and Click on **Continue**.



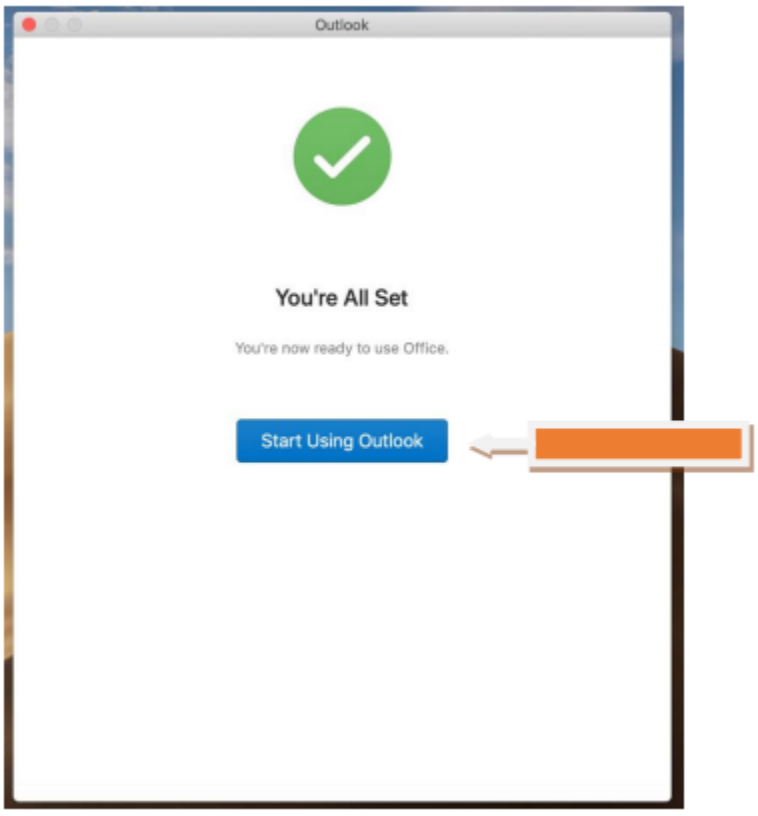
**STEP 3:** Type in your **CUNY login information** and then Click on **Login**.



**STEP 4:** Click on **Done**.




**STEP 5:** Click on **Start Using Outlook**.



NOTE: Your emails should start flowing into your mail app once you have completed these steps. Please contact the DoIT Help Desk (L2 in the New Building or (212)237-8200 or helpdesk@jjay.cuny.edu) if further assistance is needed.