Before you begin you will need to turn on **Google 2-Factor Authentication** and create a **Google App Password**. If you haven’t completed both task you won’t be able to setup Outlook for VT E-mail. Go to: [http://www.nvc.vt.edu/intranet/is/](http://www.nvc.vt.edu/intranet/is/) for instructions on setting up Google 2-Factor and Google App Passwords.

1. Open Outlook 2016 for Mac OS
2. On the menu bar click on **Outlook**, then **Preferences**.
3. In Outlook Preferences, click on **Accounts**.
4. Click on the **Add E-mail Account** button.
5. Type in your VT email address, then click on **Continue**.
6. On the next screen click on **“Not Exchange?”** in the upper right corner.
7. On the next screen, click on **Gmail**.
If you haven't generated a **Google App Password**, you will need to before continuing. See the Google App Password guide here: [http://www.nvc.vt.edu/intranet/is/](http://www.nvc.vt.edu/intranet/is/)

8. When prompted for a password, type in a generated **Google App Password**.

9. Click on the **Add Account** button.

10. On the final screen, click on the **Done** button. Your email setup is complete.

**Having trouble or still need help?**

**NVC Information Services:**
Phone (M-F 9AM to 9:30P.M): 703-538-8444
[http://www.nvc.vt.edu/intranet/is/](http://www.nvc.vt.edu/intranet/is/)

**Virginia Tech 4-Help:**
Phone (24/7): 540-231-4357
[https://vt4help.service-now.com/sp](https://vt4help.service-now.com/sp)