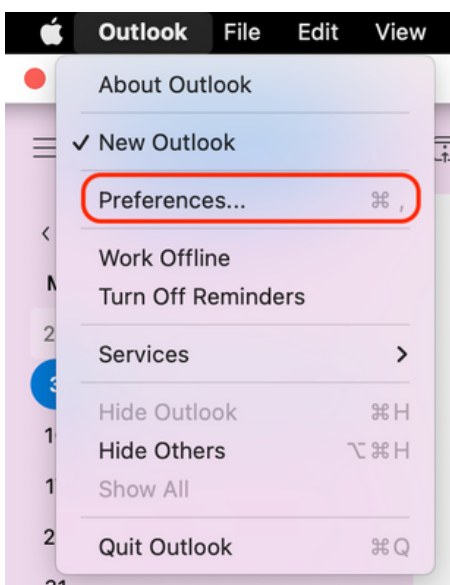


How to configure your EHL email on your Mac

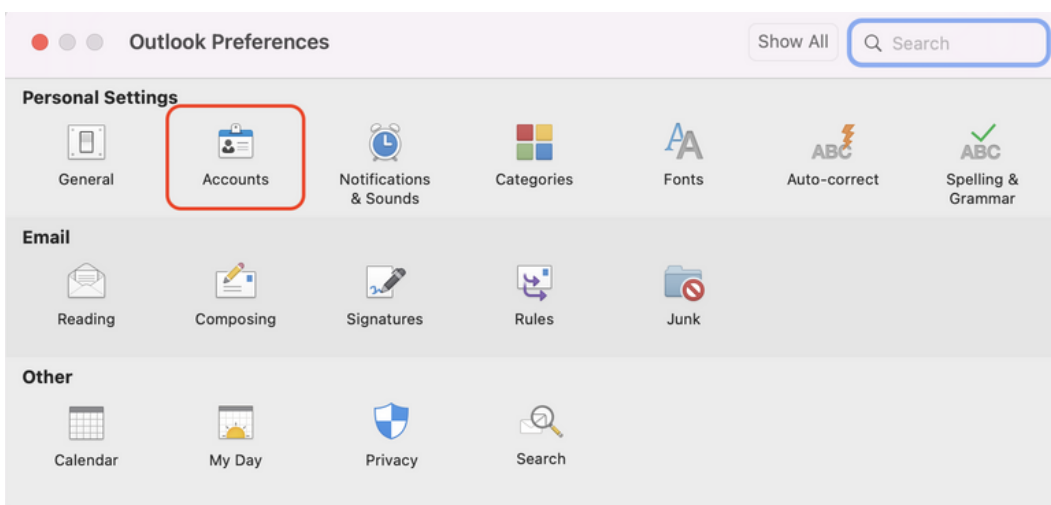
1. Open Outlook and click on the Outlook menu



2. Go to **Preferences**

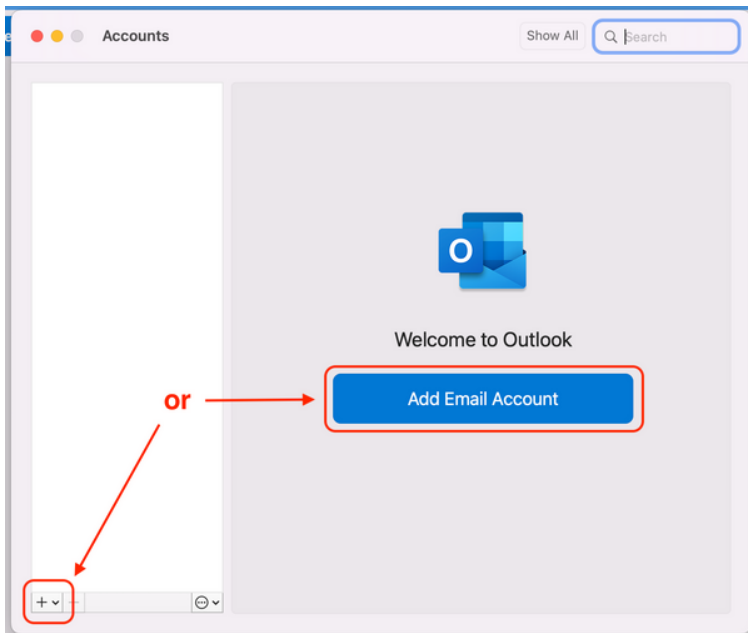


3. Select **Accounts**



How to configure your EHL email on your Mac

4. Click on the plus sign « + » or on **Add email account**



5. Enter your EHL e-mail address and click on **Continue**. Then enter your password when prompted.



Please enter your email address.

Email

john.student@ehl.ch




6. Your EHL e-mail address is now added. You can now personalise Outlook if you wish to do so.



Office 365 account has been added

john.student@ehl.ch



Welcome to Outlook! Let's get you set up
Make Outlook your own with custom themes,
layouts, and density preferences.

[Personalise Now](#)

[Add another account](#)



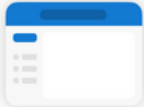
[Personalise Now](#)

Personalise the new Outlook

Select Appearance and Theme.







Blue (default)

Appearance:



Light Dark System

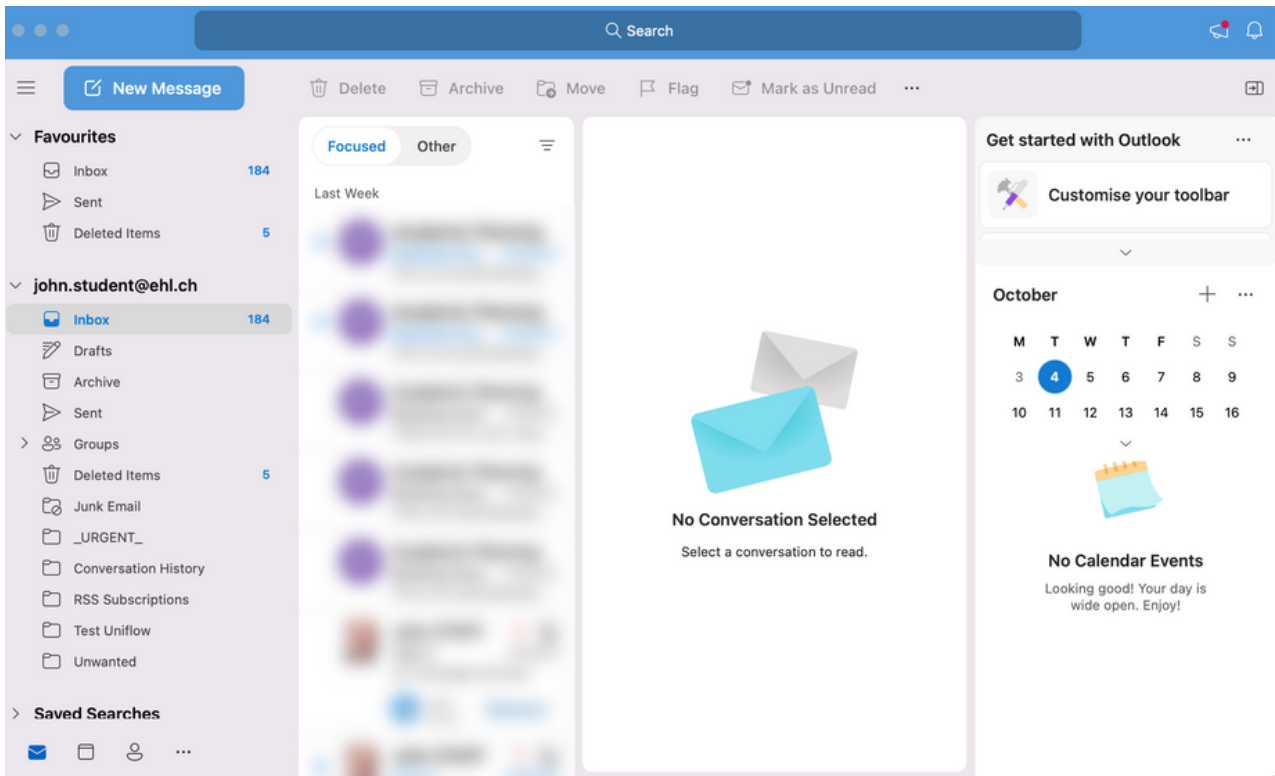
Theme:

[Finish Later](#)

[Continue](#)

7. Your EHL account is ready to use.



If you encounter any issues, please open a ticket by using our **service catalogue** or by sending us an **email**. We will get back to you in the shortest possible time.

<https://services.ehl.edu>
itservicedesk@ehl.ch

Your Digital Support Team