Email - How to Add a New Email Account to Outlook for Mac

Question:
How to I add my email account on Outlook for Mac?

Answer:
Instructions for adding a new Office 365 email account to Outlook for Mac.

1. In Outlook, on the Tools tab, click Accounts.
2. Click Exchange (choose the + sign on the bottom left and select Exchange) to add your work or school email account.
3. Enter your account information, and click Add Account.
4. For a work or school account with Office 365 subscriptions, please make sure you use your whole email address for both the Email address and User name fields.
5. If you see a pop-up box that says "A secure connection cannot be established with the server outlook.office365.com. Do you want to continue?" Check the box that says Always Trust and click Continue.
6. You will have to do the MultiFactor Authentication like you normally do for MyWSU but after that it should log all the way in.