

Tutorial: How to set Outlook as your Mac's Default Mail Client

To change the Mac default from Mail app to Outlook:

1. Open **Finder > Applications**.
2. Select **Mail**.
3. Select **Mail > Preferences**.
4. On the **General** tab, in **Default email reader**, select **Microsoft Outlook**.

If you need any assistance or have questions, please contact the Help Desk
via Teams by clicking [Here](#)
via phone at: **575-562-4357**
via email at: Help.Desk@enmu.edu

–ENMU Portales ITS Technical Trainer