Connecting to Office365 with Apple Mail on Mac OS X

This document will help you connect Apple Mail for Mac OS X to the University’s Office365 service. This document is based on Apple Mail v5.3 on Mac OS 10.7.5

This document is intended for users on the University’s Office365 service only.

In order to complete this task, you will need to know your Username and Password, and have activated your Office365 mail. If you have not done this already, please visit:

www.ease.ed.ac.uk/emailactivation

For help with alternative versions, or with any problems or questions, please contact IS.Helpline@ed.ac.uk or phone (6) 515151.


This is the quickest, easiest way to set up Office365 in Apple Mail.

1. Open Apple Mail from the dock, or from the applications folder.

2. In Apple Mail, click Mail, then Preferences.

   Then click the plus symbol (+).
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3. Enter your account information:
   Enter your name in the Full Name box.
   Enter your Email Address in the format:
   s1234567@sms.ed.ac.uk
   Enter your password.
   Click Continue.

4. If you receive a warning about the identity of sms.ed.ac.uk, please click Connect.

5. Mail will fail to connect. Change your User Name to be in the format:
   s1234567@ed.ac.uk
   Please note the removal of ‘sms’ in the username.
   Click Continue.

6. Click Create to finish this process. Your mail is now ready for use.
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2. Configuring Apple Mail for Office365 using IMAP.

This method is slightly more complex, but can be used in the case of failure using the Exchange connection.

1. Open Apple Mail from the dock, or from the applications folder.

2. In Apple Mail, click Mail, then Preferences.

   Then click the plus symbol (+).

3. Enter your account information:

   Enter your name in the Full Name box.

   Enter your Email Address in the format:

   s1234567@sms.ed.ac.uk

   Enter your password.

   Click Continue.

4. If you receive a warning about the identity of sms.ed.ac.uk, please click Connect.
5. Mail will fail to connect.
   Click Continue.

6. The Incoming Mail Server screen will appear.
   Change the Account Type to be IMAP.
   Enter a description that you will recognise as the Office365 service.
   For Incoming Mail Server, enter: pod51015.outlook.com
   For User Name, enter in the format: s1234567@ed.ac.uk
   Please note the removal of ‘sms’ in the username.
   Enter your Password.
   Click Continue.

7. The Outgoing Mail Server screen will appear. Enter a description that you will recognise as the Office365 service.
   For Outgoing Mail Server, enter: pod51015.outlook.com
   Ensure that Use only this server is ticked and tick the Use Authentication box.
   For User Name, enter in the format: s1234567@ed.ac.uk
   Enter your Password.
   Click Continue.
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8. The **Account Summary** screen will appear.

   **Click Create.**

   Your mail account will be ready for use.

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If you require this document in an alternative format, such as braille or larger print, please phone IS Helpline on 0131 651 5151 or email IS.Helpline@ed.ac.uk

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