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.

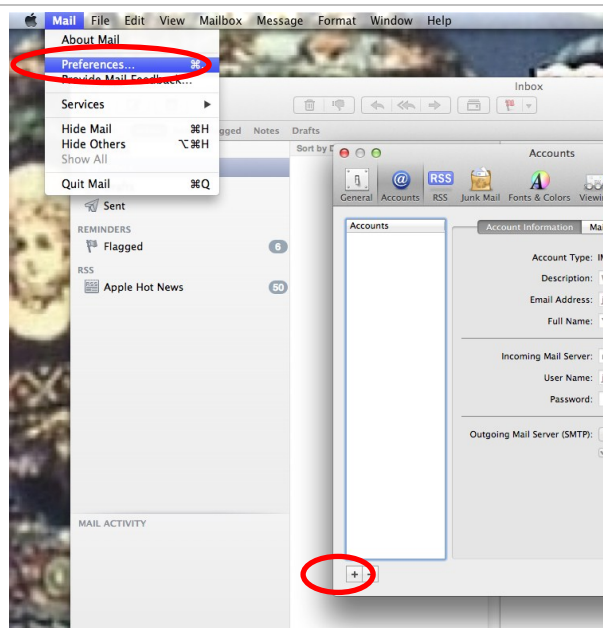## 1. Configuring Apple Mail for Office365 using Exchange.

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

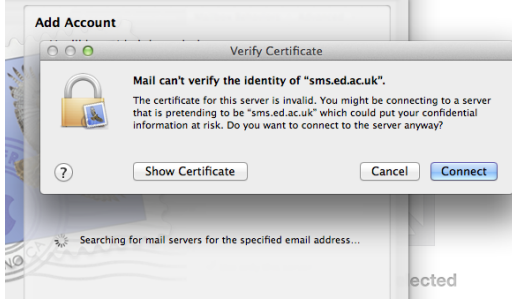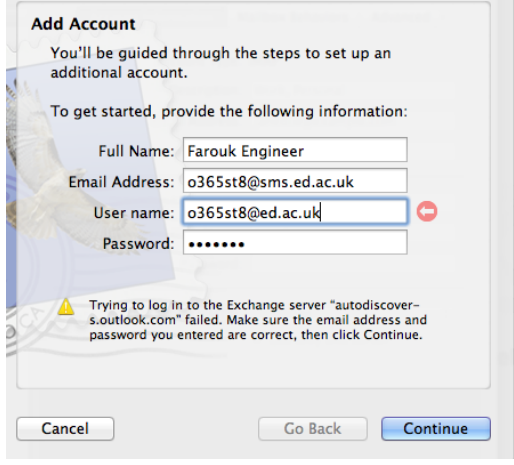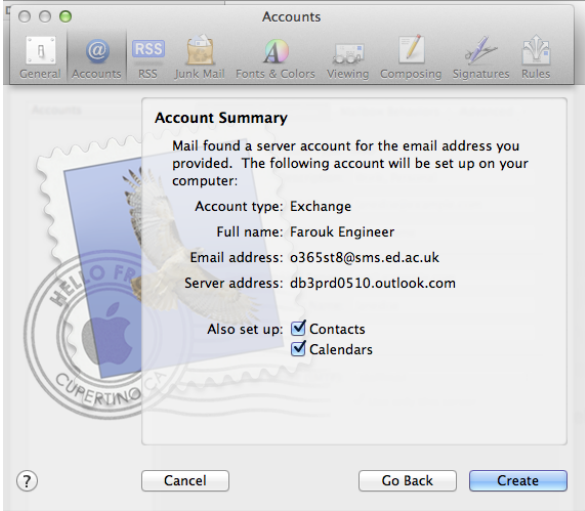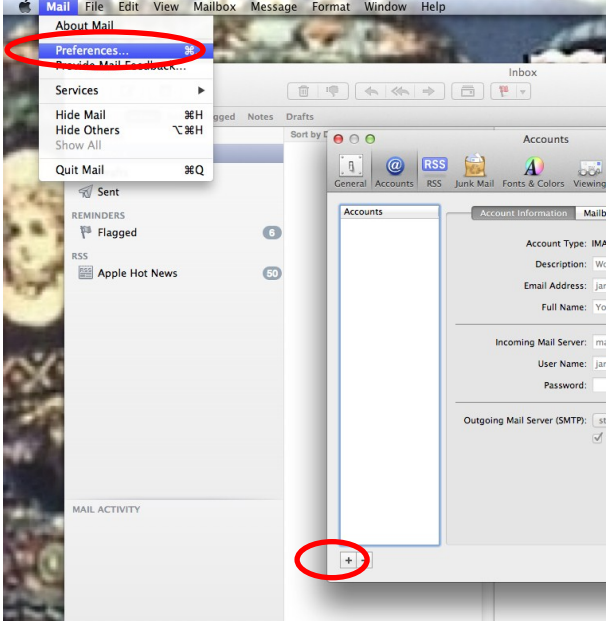|	
1. Open **Apple Mail** from the dock, or from the applications folder.	
2. In **Apple Mail,** click **Mail**, then **Preferences**. Then click the **plus** symbol (+).	

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.	

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.

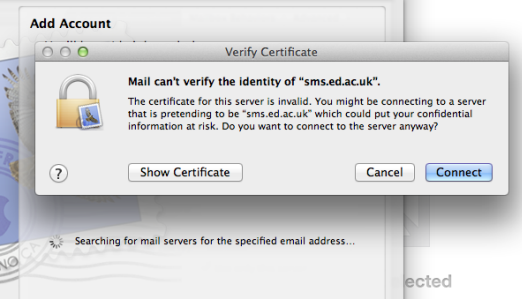|		
1.	Open **Apple Mail** from the dock, or from the applications folder.	
2.	In **Apple Mail,** click **Mail**, then **Preferences**. Then click the **plus** symbol (+).	
3.	Enter your **account information:** Enter your name in the **Full Name** box. Enter your **Email Address** in the format: **s1234567@sms.ed.ac.uk** Enter your **password**. Click **Continue**.	
4.	If you receive a warning about the identity of **sms.ed.ac.uk**, please click **Connect**.	

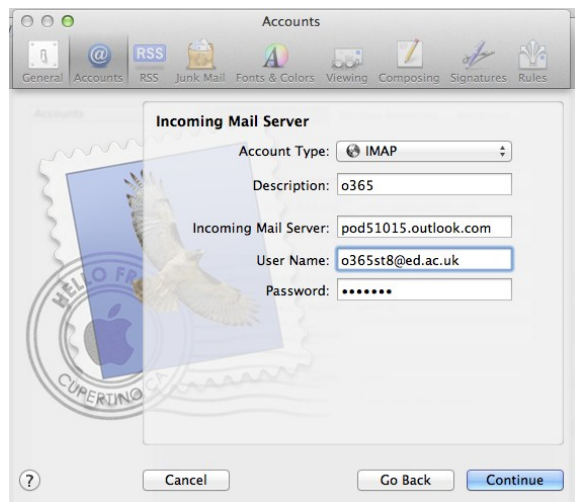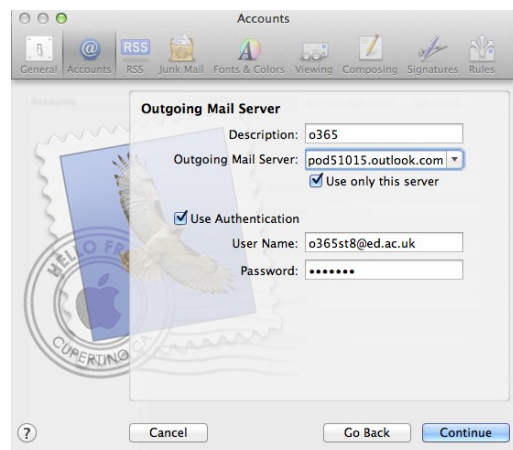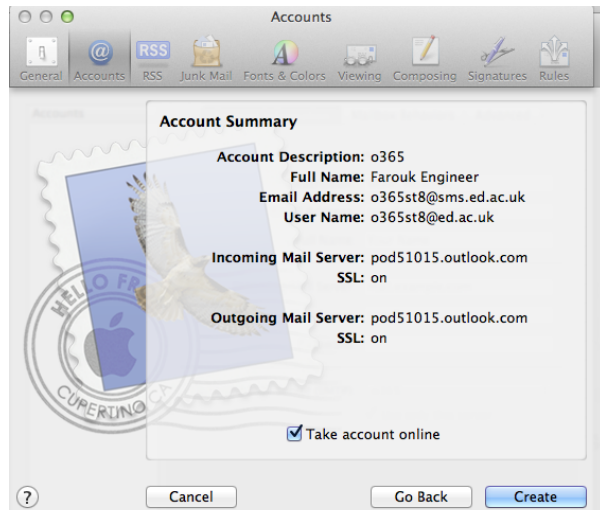|		
5.	Mail will fail to connect. Click **Continue.**	
6.	The **Incoming Mail Server** screen will appear. Change the **Account Type** to be **IMAP**. Enter a description that you will recognise as the Office365 service. For **Incoming Mail Server**, enter: **pod51015.outlook.com** For **User Name,** 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**.	

8. The **Account Summary** screen will appear. Click **Create**. Your mail account will be ready for use.	

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