

The University of Edinburgh

Information Services



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 <u>IS.Helpline@ed.ac.uk</u> 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.

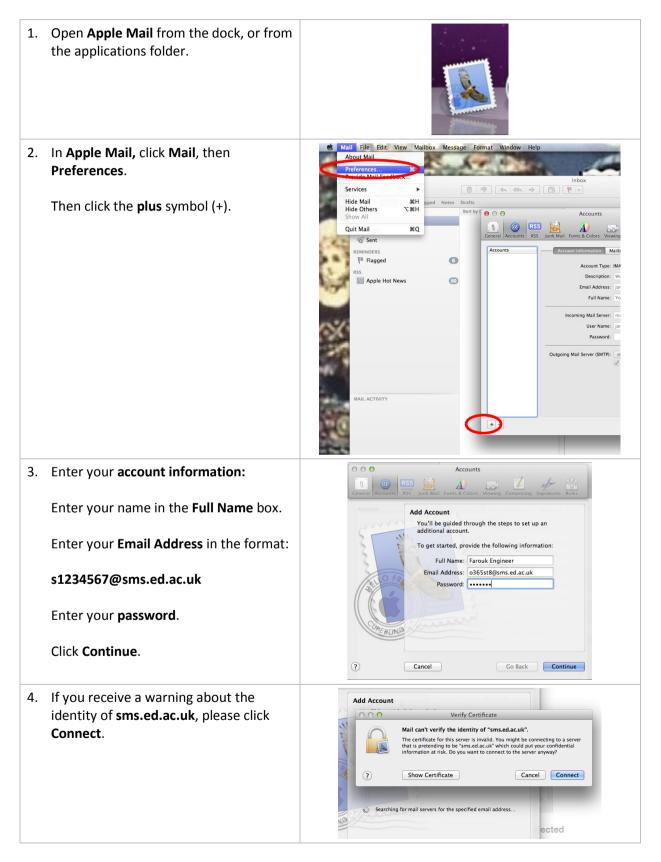
 Open Apple Mail from the dock, or from the applications folder. 	
 In Apple Mail, click Mail, then Preferences. 	Mail File Edit View Mailbox Message Format Window Help About Mail Preference: Services Inbox Services Inbox
Then click the plus symbol (+).	Hide Mail Berker Cherris

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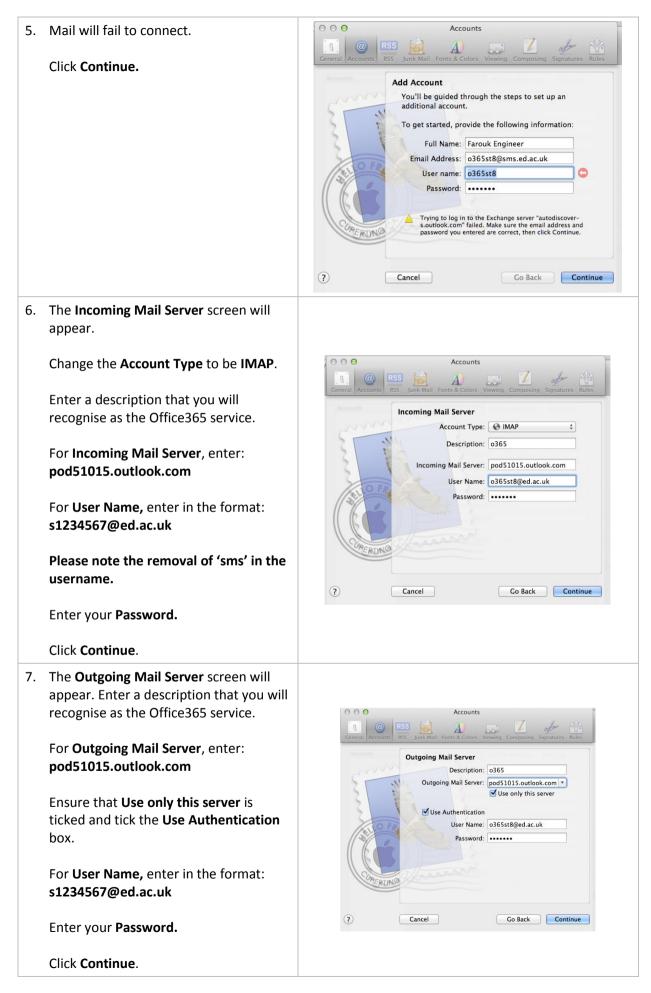
3.	Enter your account information:	O O O Accounts
3.	Enter your account information: Enter your name in the Full Name box. Enter your Email Address in the format: s1234567@sms.ed.ac.uk Enter your password. Click Continue. If you receive a warning about the identity of sms.ed.ac.uk, please click Connect.	Accounts Add Account You'll be guided through the steps to set up an additional account. To get started, provide the following information: Full Name: Farouk Engineer Email Address: 0365st8@sms.ed.ac.uk Password:
		? Show Certificate Cancel Connect 3.* Searching for mail servers for the specified email address ected
5.	Mail will fail to connect. Change your User Name to be in the format:	Add Account You'll be guided through the steps to set up an additional account. To get started, provide the following information:
	s1234567@ed.ac.uk	Full Name: Farouk Engineer
	Please note the removal of 'sms' in the username.	Email Address: 0365st8@sms.ed.ac.uk User name: 0365st8@ed.ac.uk Password: ••••••
	Click Continue.	Trying to log in to the Exchange server "autodiscover- souttook.com" failed. Make sure the email address and password you entered are correct, then click Continue. Cancel Co Back Continue
6.	Click Create to finish this process. Your mail is now ready for use.	Accounts Image: Control of the server account for the email address you provided. The following account will be set up on your computer: Account Summary Account type: Exchange Buil address: 0365st&@sms.ed.ac.uk Server address: db3prd0510.outlook.com Also set up: Contacts Cancel Contacts

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.



Connecting Office365 to Apple Mail



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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 <u>IS.Helpline@ed.ac.uk</u>

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