



## Connecting to Staffmail with Outlook 2011 on Mac OS X

This document will help you connect **Outlook 2011** for Mac OS X on a computer that **is not on Edinburgh University's Network** to the University's Staffmail and online calendar/diary services.

This document is intended for users on the University's Staffmail service only.

In order to complete this task, you will need to know your EASE Username and Password. You will also need to have **Outlook 2011** installed on your Macintosh computer.

For any problems or questions, please contact [IS.Helpline@ed.ac.uk](mailto:IS.Helpline@ed.ac.uk) or phone (6) 515151.

### The University Network

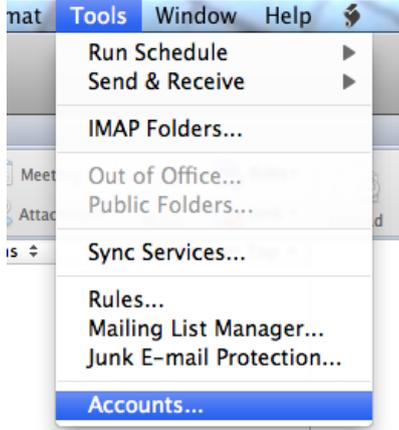
If you are unsure if your machine is on the University's network, please contact the IS Helpline ([is.helpline@ed.ac.uk](mailto:is.helpline@ed.ac.uk)).

## 1. Running Outlook 2011 for the first time with automatic setup

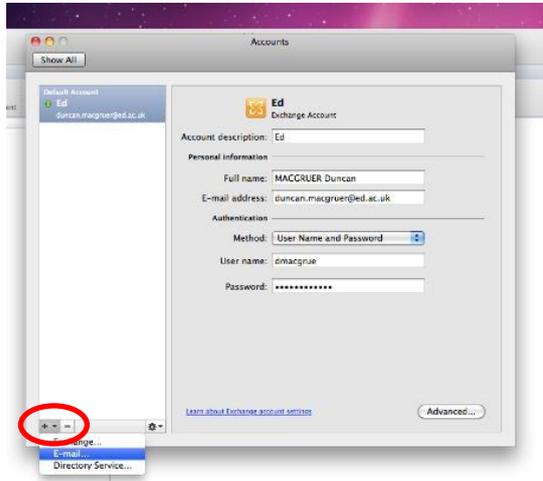
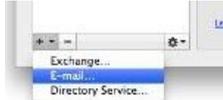
<p>1. Open <b>Microsoft Outlook 2011</b> from the dock, or from the applications folder.</p>	
<p>2. If this is the first time you run Outlook 2011, you will see a <b>welcome screen</b>.</p> <p>Tick the box <b>Make Outlook the default application for e-mail, calendar and contacts</b>.</p> <p>Click <b>Add account</b>.</p>	
<p>3. In the <b>Add an Account</b> window, which opens now, click <b>Exchange Account</b>.</p>	
<p>4. Now, to enter your <b>account information</b>:</p> <p>Enter your e-mail address in the form: <b>Firstname.Lastname@ed.ac.uk</b></p> <p>For <b>User name</b>, enter <b>ed\</b> followed directly by your username.</p> <p>Type in your <b>Password</b> and click <b>Add Account</b>.</p>	

## Connecting to Staffmail with Outlook 2011

### 2. Adding a new account into Outlook 2011

<p>1. On the <b>Tools</b> menu, click <b>Accounts...</b></p>	 A screenshot of the Outlook 2011 application window. The 'Tools' menu is open, showing options like 'Run Schedule', 'Send & Receive', 'IMAP Folders...', 'Out of Office...', 'Public Folders...', 'Sync Services...', 'Rules...', 'Mailing List Manager...', 'Junk E-mail Protection...', and 'Accounts...'. The 'Accounts...' option is highlighted in blue at the bottom of the menu.
--	--

### 3. Add a Staffmail account into Outlook 2010

<p>1. Complete Section 2 (above): “Adding a new account into Outlook 2011”</p>	
<p>2. The <b>Accounts</b> window displays the settings for your account.</p> <p>Click the <b>plus</b> symbol in the bottom left.</p>	 A screenshot of the Outlook 'Accounts' window. The window title is 'Accounts'. It shows a list of accounts on the left and a configuration form for an 'Ed Exchange Account' on the right. The form includes fields for 'Account description', 'Personal information' (Full name, E-mail address), and 'Authentication' (Method, User name, Password). A red circle highlights a plus sign (+) in the bottom left corner of the account list area.
<p>3. From the menu that appears, select <b>E-mail</b>.</p>	 A close-up screenshot of the context menu that appears when the plus sign is clicked. The menu options are 'Exchange...', 'E-mail...', and 'Directory Service...'. The 'E-mail...' option is highlighted in blue.

## Connecting to Staffmail with Outlook 2011

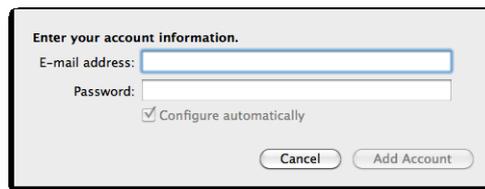
4. The **Enter your account information** window appears.

Enter your mail address in the **e-mail address** box:

**Firstname.Lastname@ed.ac.uk**

Once you are finished, click the **Password** box, and the **“Configure Automatically”** check box should uncheck.

Ensure that this box is **not checked**.



5. The window will expand to allow more settings to be input. Fill in the fields as follows:

Enter your **EASE password** in the **Password** box.

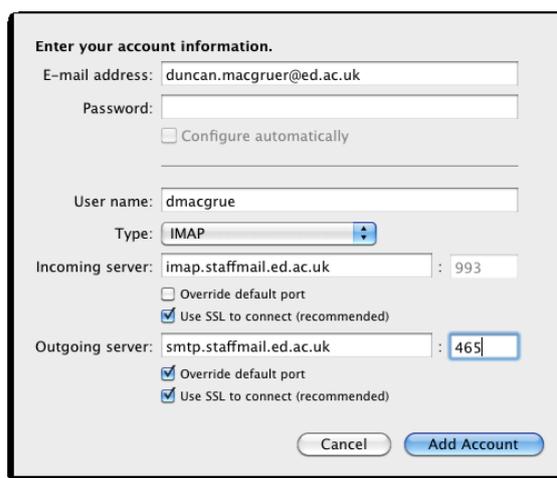
Enter your **username** in the **User name** box.

Type **imap.staffmail.ed.ac.uk** in the **Incoming Server** box.

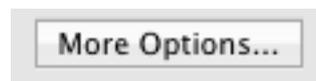
Tick the **Use SSL to connect** box underneath the **Incoming Server** box. Tick the **Always use secure password** box. Ensure the number beside the **Incoming Server** box is set to **993**.

Type **smtp.staffmail.ed.ac.uk** in the **Outgoing Server** box. Tick the **Use SSL to connect** box. Ensure the number beside the **Outgoing Server** box is set to **465**.

Click **Add Account**.



6. You will return to the **Accounts** window. Click **More Options** below the **Outgoing Server** box.



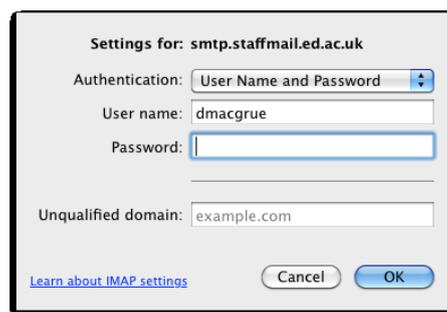
7. The **Settings for: smtp.staffmail.ed.ac.uk** box opens.

Change the **Authentication** to **“User Name and Password”**.

Enter your **Username** in the **User name** box.

Enter your **EASE password** in the **Password** box.

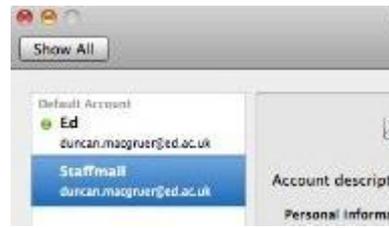
Click **OK**.



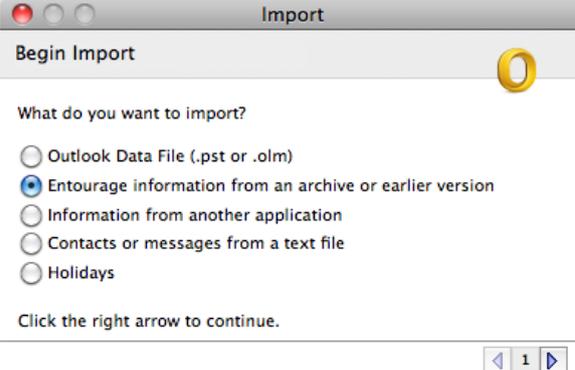
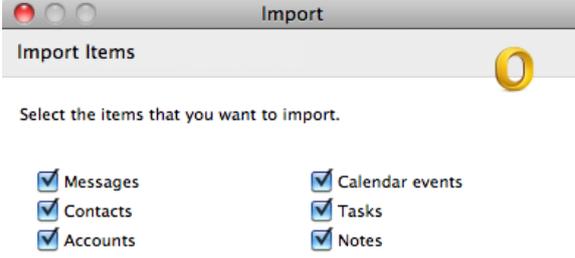
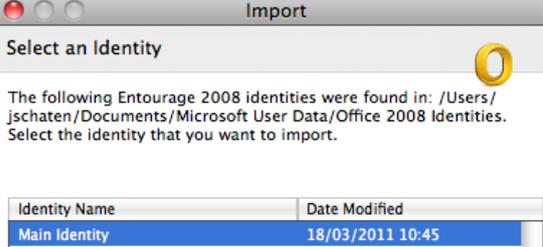
## Connecting to Staffmail with Outlook 2011

8. Click the **close** button.

You can now begin using **Outlook 2011**.



## Migrating from Entourage

<p>1. If this is the first time you run Outlook 2011, you will see a <b>welcome screen</b>.</p> <ul style="list-style-type: none"> <li>• Tick the box <b>Make Outlook the default application for e-mail, calendar and contacts</b>.</li> <li>• Click <b>Import</b>.</li> </ul>	
<p>2. You will see a window titled <b>Begin Import</b>.</p> <ul style="list-style-type: none"> <li>• Select the option <b>Entourage information from an archive or earlier version</b>.</li> <li>• Click the <b>right arrow</b> at the bottom of the window to continue.</li> </ul>	
<p>3. You are asked to <b>Choose an Application</b>.</p> <ul style="list-style-type: none"> <li>• Select <b>your version of Entourage</b>.</li> </ul> <p><i>If you don't know which version: Run Entourage, click the <b>Entourage</b> menu and click <b>About Entourage</b>.</i></p> <ul style="list-style-type: none"> <li>• Click the <b>right arrow</b> to continue.</li> </ul>	
<p>4. You now need to <b>Select the items that you want to import</b>.</p> <p>Either keep <b>all</b> checkboxes ticked to import everything from Entourage, or <b>selectively</b> tick those checkboxes for individual items. Then click the <b>right arrow</b> to continue.</p>	
<p>5. You are now asked to <b>Select an Identity</b>.</p> <p>This box will usually just contain one already highlighted entry, <b>Main Identity</b>.</p> <p>You can move on from this window by clicking the <b>right arrow</b> at the bottom.</p>	
<p>6. If you see the message shown in the screenshot to the right, click <b>OK</b>.</p> <p>Outlook will now begin to import your Entourage settings and data.</p>	

## Connecting to Staffmail with Outlook 2011

<p>7. When asked for <b>your account information</b>:</p> <ul style="list-style-type: none"><li>• For <b>User name</b>, enter <b>ed\</b> followed directly by your username. <i>For example: ed\jbloggs</i></li><li>• You may like to tick the box <b>Remember this password</b> for convenience.</li><li>• Click <b>OK</b>.</li></ul>	
<p>8. You should see the message <b>Import Complete</b>.</p> <p>Click <b>Finish</b>.</p> <p>Congratulations! You successfully migrated and can now <b>start using Outlook 2011 for Mac</b>.</p>	

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](mailto:IS.Helpline@ed.ac.uk)