

The University of Edinburgh

# **Information Services**



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

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

1.	Open <b>Microsoft Outlook 2011</b> from the dock, or from the applications folder.	0
2.	If this is the first time you run Outlook 2011, you will see a <b>welcome screen</b> . Tick the box <b>Make Outlook the default</b> <b>application for e-mail, calendar and contacts</b> . Click <b>Add account</b> .	<image/>
3.	In the <b>Add an Account</b> window, which opens now, click <b>Exchange Account</b> .	Exchange Account Microsoft Exchange accounts are used by corporations and other large organizations.
4.	Now, to enter your account information: Enter your e-mail address in the form: Firstname.Lastname@ed.ac.uk For User name, enter ed\ followed directly by your username. Type in your Password and click Add Account	Enter your Exchange account information. E-mail address: Authentication Method: User Name and Password \$ User name: DOMAIN\username Password: © Configure automatically Cancel Add Account

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

mat Tools Window Help 1. On the Tools menu, click Accounts... ý **Run Schedule** ► Send & Receive Þ IMAP Folders... Out of Office... Meet Public Folders... Attac s ÷ Sync Services... Rules... Mailing List Manager... Junk E-mail Protection... Accounts...

## 3. Add a Staffmail account into Outlook 2010



4.	The <b>Enter your account information</b> window appears.	
	Enter your mail address in the <b>e-mail address</b> box: Firstname.Lastname@ed.ac.uk	Enter your account information. E-mail address: Password: I Configure automatically
	Once you are finished, click the <b>Password</b> box, and the " <b>Configure Automatically</b> " check box should uncheck.	Cancel Add Account
	Ensure that this box is <b>not checked</b> .	
5.	The window will expand to allow more settings to be input. Fill in the fields as follows:	
	Enter your <b>EASE password</b> in the <b>Password</b> box.	
	Enter your <b>username</b> in the <b>User name</b> box.	Enter your account information. E-mail address: duncan.macgruer@ed.ac.uk Password:
	Type <b>imap.staffmail.ed.ac.uk</b> in the <b>Incoming</b> <b>Server</b> box.	User name: dmacgrue Type: IMAP
	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.	Incoming server: imap.staffmail.ed.ac.uk : 993 Override default port Use SSL to connect (recommended) Outgoing server: smtp.staffmail.ed.ac.uk : 465 Override default port Use SSL to connect (recommended)
	Type <b>smtp.staffmail.ed.ac.uk</b> in the <b>Outgoing</b> <b>Server</b> box. Tick the <b>Use SSL to connect</b> box. Ensure the number beside the <b>Outgoing</b> <b>Server</b> box is set to <b>465</b> .	Cancel Add Account
	Click Add Account.	
6.	You will return to the <b>Accounts</b> window. Click <b>More Options</b> below the <b>Outgoing Server</b> box.	More Options
7.	The Settings for: smtp.staffmail.ed.ac.uk box opens.	
	Change the Authentication to "User Name and Password".	Settings for: smtp.staffmail.ed.ac.uk Authentication: User Name and Password  User name: dmacgrue Password:
	Enter your <b>Username</b> in the <b>User name</b> box.	Unqualified domain: example.com
	Enter your <b>EASE password</b> in the <b>Password</b> box.	Learn about IMAP settings Cancel OK
	Click <b>OK</b> .	

Show All	
Default Account <b>Ed</b> duncan.magruer@ed.ac.uk	Ę
Staffmail durcanmacgruenSed.ac.uk	Account descript
	Default Account e Ed euncan.magruer§ed.ac.uk StatTmall durcan.magruer§ed.ac.uk

# Migrating from Entourage

1.	If this is the first time you run Outlook 2011, you will see a <b>welcome screen</b> .	
	<ul> <li>Tick the box Make Outlook the default application for e-mail, calendar and contacts.</li> </ul>	Welcome to <b>Outlook</b> :mac=: worksr ()
	• Click Import.	C. on super tais the filterage windler 4 and applications (chall here).  But channel and charled applications that charles (charles on terms  Laterature)  Faire Control  F
2.	You will see a window titled <b>Begin Import</b> .	Import
	<ul> <li>Select the option Entourage information from an archive or earlier version.</li> </ul>	What do you want to import? Outlook Data File (.pst or .olm) Entourage information from an archive or earlier version
	• Click the <b>right arrow</b> at the bottom of the window to continue.	<ul> <li>Information from another application</li> <li>Contacts or messages from a text file</li> <li>Holidays</li> </ul>
		Click the right arrow to continue.
3.	You are asked to <b>Choose an Application</b> .	e C Import
	• Select your version of Entourage.	Choose an Application
	If you don't know which version: Run Entourage, click the <b>Entourage</b> menu and click <b>About Entourage</b> .	What would you like to import? <ul> <li>Entourage archive (.rge)</li> <li>Entourage 2008 (including Web Services Edition)</li> <li>Entourage 2004</li> </ul>
	• Click the <b>right arrow</b> to continue.	
4.	You now need to <b>Select the items that you</b> want to import.	Import Import Items
	Either keep <b>all</b> checkboxes ticked to import	Select the items that you want to import.
	everything from Entourage, or <b>selectively</b> tick those checkboxes for individual items. Then click the <b>right arrow</b> to continue.	<ul> <li>✓ Messages</li> <li>✓ Calendar events</li> <li>✓ Contacts</li> <li>✓ Tasks</li> <li>✓ Accounts</li> <li>✓ Notes</li> </ul>
5.	You are now asked to Select an Identity.	Import     Select an Identity
	This box will usually just contain one already highlighted entry, <b>Main Identity</b> .	The following Entourage 2008 identities were found in: /Users/ jschaten/Documents/Microsoft User Data/Office 2008 Identities. Select the identity that you want to import.
	You can move on from this window by clicking the <b>right arrow</b> at the bottom.	Identity Name     Date Modified       Main Identity     18/03/2011 10:45
6.	If you see the message shown in the screenshot to the right, click <b>OK</b> .	If your identity contains an Exchange account, the data in that account will be downloaded from the Exchange server after the import
	Outlook will now begin to import your Entourage settings and data.	process is complete.

#### Connecting to Staffmail with Outlook 2011

7.	When asked for your account information:	
		Account Information
	<ul> <li>For User name, enter ed\ followed directly by your username.</li> <li>For example: ed\jbloggs</li> </ul>	Enter your account information for "Exseed"
	• You may like to tick the box <b>Remember this password</b> for convenience.	User name: ed\jbloggs Password: Remember this password in my keychain Cancel OK
	• Click <b>OK.</b>	
8.	You should see the message <b>Import</b> <b>Complete</b> .	Import Import Complete
	Click <b>Finish</b> .	Outlook has finished importing data from your application. To start using Outlook, click Finish.
	Congratulations! You successfully migrated and can now <b>start using Outlook 2011 for Mac</b> .	
		Finish
		<b>₫ 6 ▶</b>

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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