Connecting to Office 365: Mac OS X Calendar application

This document explains how to set up the Calendar application within Mac OS X for your Office 365 account. Before Mac OS X 10.8 the Calendar application was named iCal. The instructions in this document should also work for iCal for operating systems running version 10.6 or above.

If you want to accept and decline calendar invites within Apple Mail, you need to set up Office 365 within both Calendar (iCal) and Apple Mail. If you only setup your account within Calendar, you will need to open the Calendar application to respond to any invites.

This document is for the Calendar application only. If you also wish to setup Apple Mail, please see the alternative guide on the University’s Office 365 web pages.

Connecting to Office 365 with the Mac OS X Calendar application

1. Open the Calendar (or iCal) application.

2. Select Calendar (or iCal) from the menu bar at the top of the screen and then select Preferences.

3. Select the Accounts tab.

For help with any problems or questions, please contact the IS Helpline using the self-service portal at https://ed.unidesk.ac.uk/tas/public/ or email IS.Helpline@ed.ac.uk.
4. Select the + icon at the bottom left of the window.

5. For the Account Type select **Exchange**, then enter your name, email address in the format `uun@exseed.ed.ac.uk`, and your email password.

6. Click **Create**.

7. A message will appear saying ‘Calendar couldn’t log in to the Exchange server...’ and asking you to enter your User Name now.

8. Enter your User Name in the format `uun@ed.ac.uk`.

9. Click **Create**.

10. If you only want your calendar account set up within the Calendar (iCal) application, untick **Mail** – otherwise leave the box ticked.

11. Click **Create**.
12. You should now see the account listed under the **Accounts** tab within the **Preferences**.

13. You can change the calendar name to something more meaningful by editing the **Description** field. In this example it has been renamed to **Office 365**.

14. Your Office 365 calendar should now be available for use within the Calendar (iCal) application.