Information Services

Connecting to Office 365: MS Outlook 2016

This document will help new users of the University’s email and calendar service connect to Office 365. It is for users of Microsoft Outlook 2016 and, although based on Outlook version 15.36 on macOS 10.12 (Sierra), it should be viable for any MS Outlook 2016 version on macOS 10.10 or later. Alternative guides are available for other email clients and operating systems.

For help with any problems or questions, please contact the IS Helpline using the contact form at http://www.ishelpline.ed.ac.uk

Configuring MS Outlook 2016 for Office 365 on macOS

1. Open Outlook by clicking the Outlook icon in the dock or in your Applications folder.

2. Once Outlook is open, you should see a ‘Set Up Your Email’ window. This can also be found by going to the Outlook menu > Preferences > Accounts and choosing Add Email Account.
3. Enter your University email address, e.g. Joe.Bloggs@ed.ac.uk or s0123456@sms.ed.ac.uk and press Continue.

4. At this point, a ‘University of Edinburgh’ window will appear requiring your Office 365 username in the format.

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THE UNIVERSITY of EDINBURGH

Sign in with your organizational account

Enter your University email address, e.g. Joe.Bloggs@ed.ac.uk or s0123456@sms.ed.ac.uk and press Continue.
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5. **DELETE** the email address already in the username line and enter your Office 365 username in the format **username@ed.ac.uk**, for example jbloggs@ed.ac.uk or s0123456@ed.ac.uk.

6. Enter your Office 365 password below and press **Sign In**.

7. An Outlook ‘Account Information’ pop-up will appear. In it, **please repeat steps 5 and 6**, entering your **username@ed.ac.uk** and your Office 365 password.
8. Tick the box marked ‘Remember this password in my keychain’ and press **OK**.

9. You should receive a message that your account has been added and can then close that window.

Your email should now begin to import.