



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.

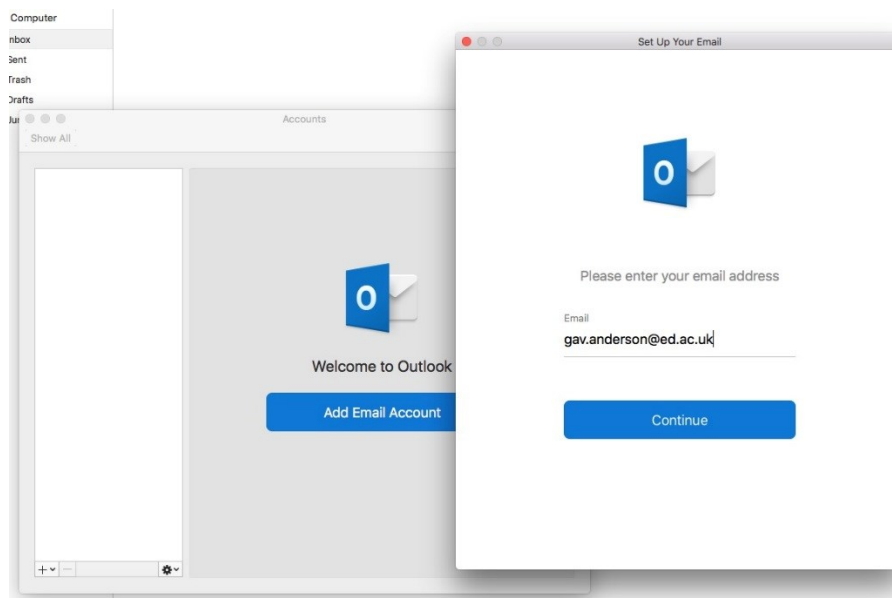
For help with any problems or questions, please contact the IS Helpline using the contact form at <http://www.ishelpline.ed.ac.uk>

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.

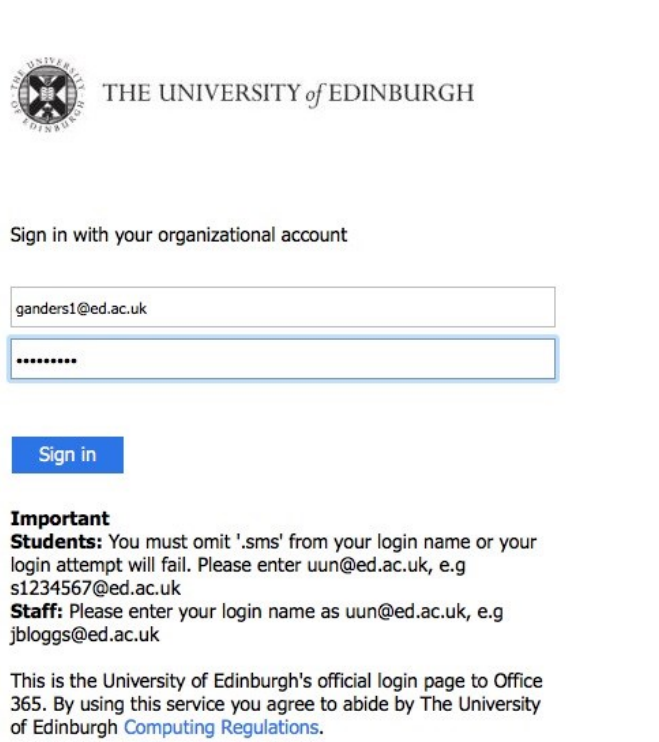


2. Once Outlook is open, you should see a 'Set Up Your Email' window. This can also be found by going to the **Outlook** menu > **Preferences** > **Accounts** and choosing **Add Email Account**.



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.

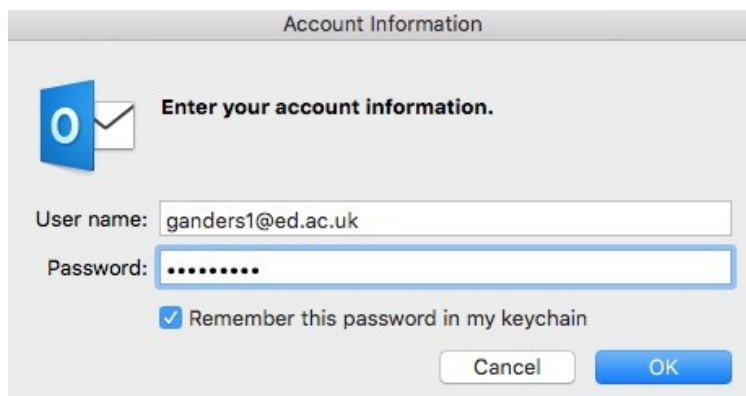


The screenshot shows the University of Edinburgh login page. At the top left is the university's crest, followed by the text 'THE UNIVERSITY of EDINBURGH'. Below this is the instruction 'Sign in with your organizational account'. There are two input fields: the first contains the email address 'ganders1@ed.ac.uk' and the second is a password field with masked characters. A blue 'Sign in' button is positioned below the fields. An 'Important' section follows, with instructions for students and staff regarding the correct email format. At the bottom, a disclaimer states that this is the official login page and that users agree to abide by the university's computing regulations.

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.



The screenshot shows an Outlook 'Account Information' dialog box. It features the Outlook logo and the instruction 'Enter your account information.'. There are two input fields: 'User name:' containing 'ganders1@ed.ac.uk' and 'Password:' with masked characters. A checkbox labeled 'Remember this password in my keychain' is checked. At the bottom right, there are 'Cancel' and 'OK' buttons.

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.