



## Information Services

---

# Connecting to Office 365: MS Outlook for Mac

This document will help new users of the University's email and calendar service connect to Office 365 on an Apple Mac. It is for users of **Microsoft Outlook**, which is the primary supported email client at the University.

Alternative guides are available for other email clients and operating systems.

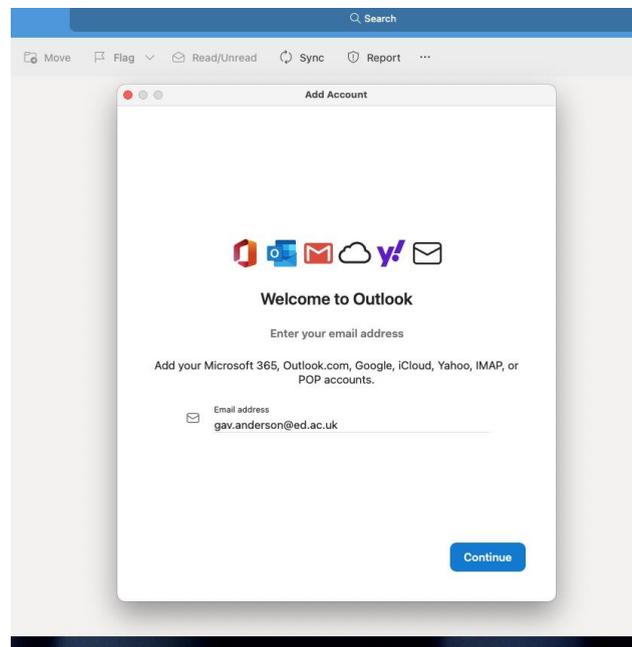
For help with any problems or questions, please contact the IS Helpline using the contact form at <https://www.ishelpline.ed.ac.uk>

## Configuring MS Outlook for Office 365 on macOS

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



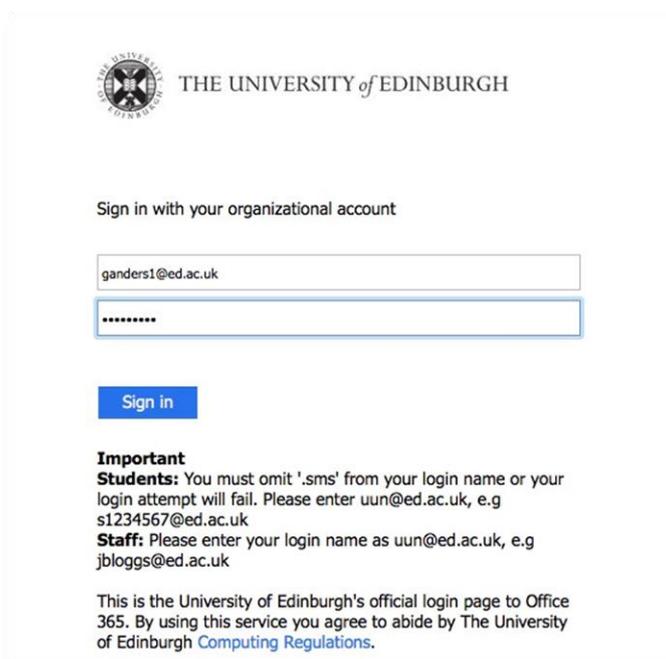
2. Once Outlook is open, you should see an 'Add Account' window. This can also be found by going to the **Outlook** menu > **Preferences** > **Accounts** and choosing **Add Account**.



3. Enter your University email address, e.g. [Joe.Bloggs@ed.ac.uk](mailto:Joe.Bloggs@ed.ac.uk) or [s0123456@sms.ed.ac.uk](mailto:s0123456@sms.ed.ac.uk) and press **Continue**.

4. If a box comes up asking if you are with 'Yahoo' email, click the 'Not Yahoo?' option at the top-right and then select 'Microsoft 365'.

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



The screenshot shows the official login page for Office 365 at the University of Edinburgh. At the top left is the University of Edinburgh 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 contains a masked password '\*\*\*\*\*'. A blue 'Sign in' button is positioned below the password field. Underneath the button, there is an 'Important' section with instructions for students and staff. 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.

6. **DELETE** the email address already in the username line and enter your Office 365 username in the format [username@ed.ac.uk](mailto:username@ed.ac.uk), for example [jbloggs@ed.ac.uk](mailto:jbloggs@ed.ac.uk) or [s0123456@ed.ac.uk](mailto:s0123456@ed.ac.uk).

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

8. An Outlook 'Account Information' pop-up may appear. In it, **please repeat steps 5 and 6**.

9. Tick the box marked 'Remember this password in my keychain' and press **OK**.

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

Your email should now begin to import.