Connecting to Office 365: Windows 8 Mail

This document will help new users of the University’s email and calendar service connect to Office 365. It is for Windows 8 Mail users.

Connecting to Office 365 with Windows 8 Mail

1. From Start, select the Mail tile.

2. If Mail shows the Add your Microsoft account page when you start it, you need to sign in to Windows 8 Mail using a Microsoft account.
   - Type the email address and password for your Microsoft account, and then click Save.
   - If you don’t have a Microsoft account, select Sign up for a Microsoft account.

NOTE: If you do not see the Add your Microsoft account page when you start Mail, you are already signed into Windows or Windows 8 Mail with a Microsoft account. Go to the next step.

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
3. If Mail shows the Add your email accounts list when you start it, select Outlook to set up your first account in Mail, then go to step 5.

4. If Mail shows email from an account that you have previously set up, do the following:
   - If you are using a touch device, swipe in from the right edge of the screen, and select Settings. If you are using a mouse, point to the lower-right corner of the screen, and click Settings.
   - In the Settings menu select Accounts > Add an account > Exchange, Office 365, Outlook.com.

5. On the Add your Exchange account screen, type the email address (uun@exseed.ed.ac.uk) and password for the email account you want to add, then select Show more details to fill in the additional information:
   - Server address: outlook.office365.com
   - Domain: ed
   - Username: uun@ed.ac.uk (e.g. o365mt1@ed.ac.uk)

6. Click Connect.

7. If you see the message Your email account is successfully configured, select Finish and your Office 365 mail account is ready to be used.

   If you see the message titled Make my PC more secure, read the message, and then select Enforce these policies.