Connecting to Office 365: Windows 10 Mail

This document will help new users of the University’s email and calendar service connect to Office 365. It is for Windows 10 Mail users.

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

Connecting to Office 365 with Windows 10 Mail

1. From Start, select the Settings and Accounts.
2. Scroll down to **Email, Calendar and contacts** and select **Add Account**

3. Select **Exchange, Office 365** from the **Choose Account** list
4. Enter your university email address for example: s1234567@sms.ed.ac.uk
   Click **Next**

5. Type in your Office 365 password (this should be the same as your EASE password)

6. Click the **Sign in** button
7. Most details should be pre-populated with the information you have already given.

8. Amend the **Username** field to have your university username followed by @ed.ac.uk for example: **s1234567@ed.ac.uk**

9. Click **Sign in** button

10. You should receive a confirmation screen saying your account has been successfully set up. Click **Done**

11. You may see this dialog box appear, click **Enforce these policies**