

Information Services

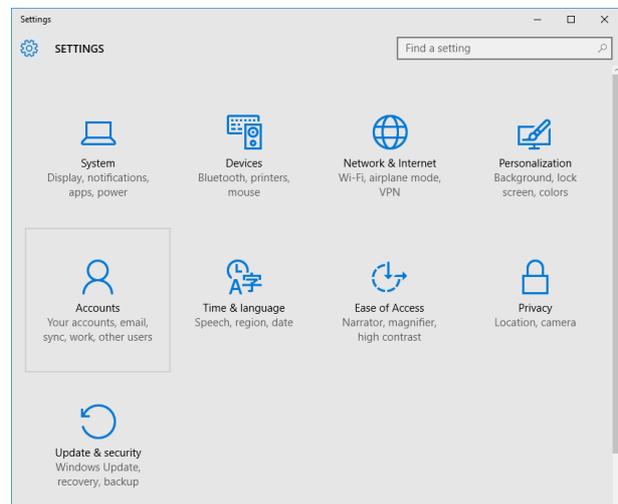
Connecting to Office 365: Windows 10 Mail

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

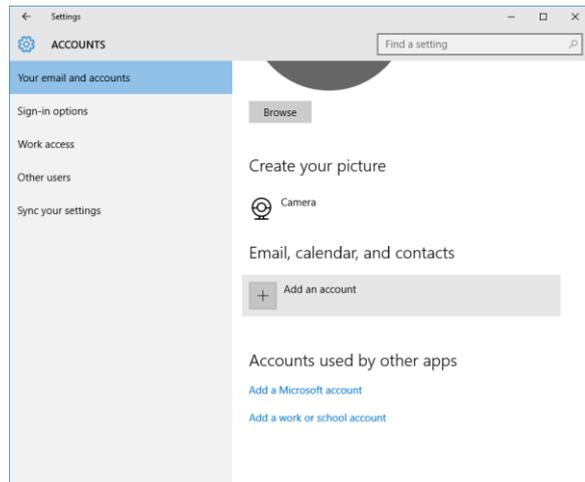
1. From **Start**, select the **Settings** and **Accounts**.



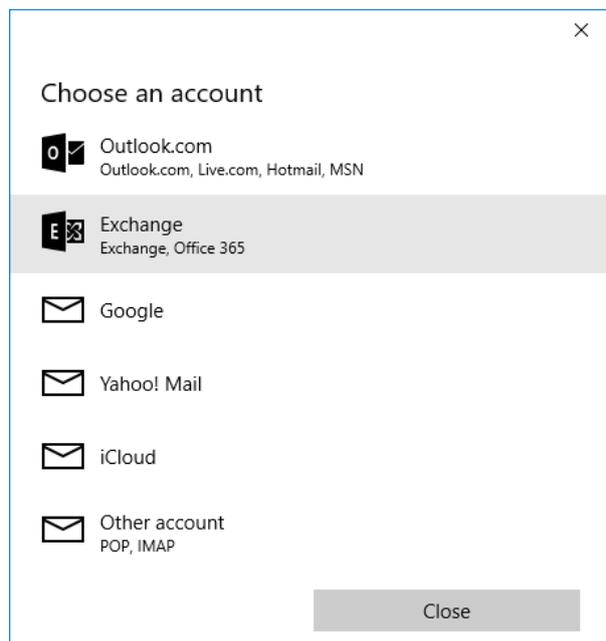
If you require this document in an alternative format, such as larger print, please contact Andy Todd in the Digital Skills and Training team at is.skills@ed.ac.uk or call 0131 6504950.

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2. Scroll down to **Email, Calendar and contacts** and select **Add Account**

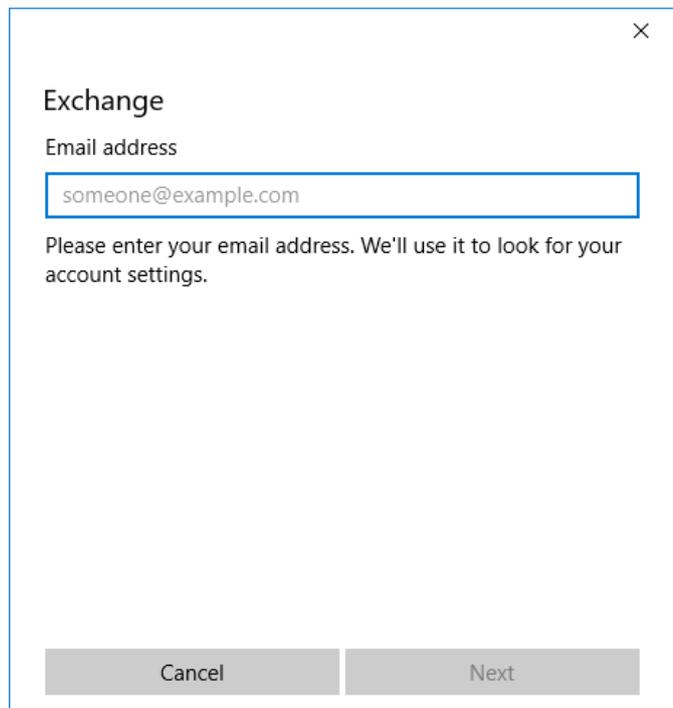


3. Select **Exchange, Office 365** from the **Choose Account** list



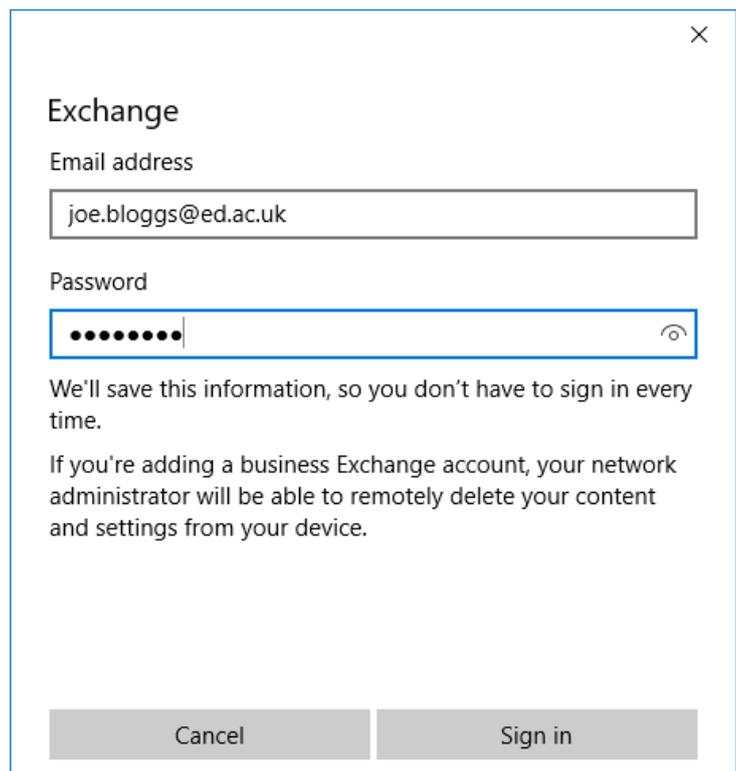
4. Enter your university email address for example:
s1234567@sms.ed.ac.uk

Click **Next**



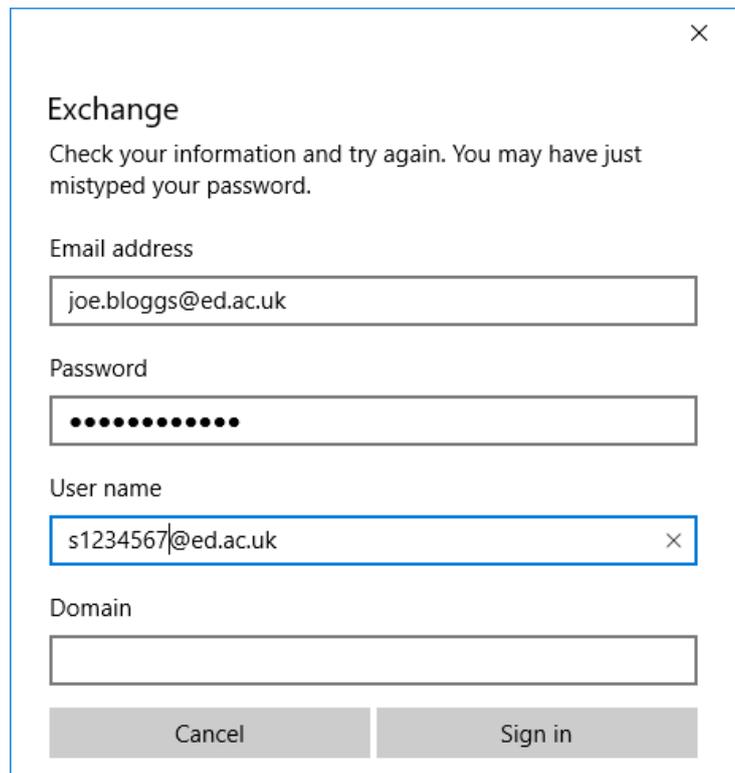
The screenshot shows a dialog box titled "Exchange" with a close button (X) in the top right corner. Below the title is the label "Email address" followed by a text input field containing "someone@example.com". Below the input field is the text: "Please enter your email address. We'll use it to look for your account settings." At the bottom of the dialog are two buttons: "Cancel" and "Next".

5. Type in your Office 365 password (this should be the same as your EASE password)
6. Click the **Sign in** button



The screenshot shows a dialog box titled "Exchange" with a close button (X) in the top right corner. Below the title is the label "Email address" followed by a text input field containing "joe.bloggs@ed.ac.uk". Below that is the label "Password" followed by a password input field with a blue border, containing seven dots and a cursor. To the right of the password field is a small eye icon. Below the input fields is the text: "We'll save this information, so you don't have to sign in every time." followed by a warning: "If you're adding a business Exchange account, your network administrator will be able to remotely delete your content and settings from your device." At the bottom of the dialog are two buttons: "Cancel" and "Sign in".

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



Exchange

Check your information and try again. You may have just mistyped your password.

Email address
joe.bloggs@ed.ac.uk

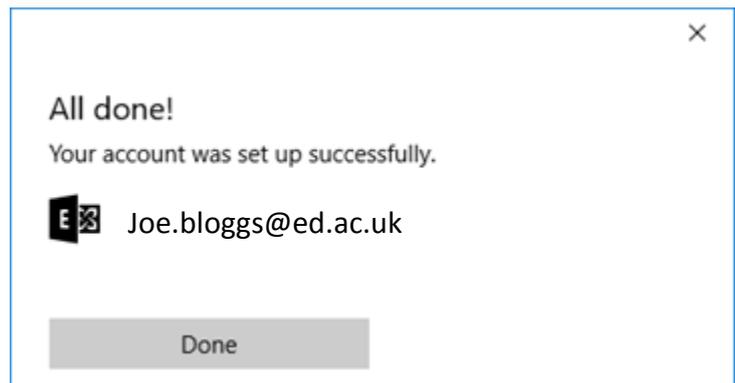
Password
●●●●●●●●

User name
s1234567@ed.ac.uk

Domain

Cancel Sign in

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



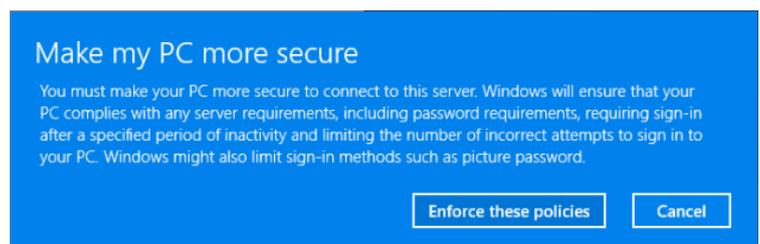
All done!

Your account was set up successfully.

 Joe.bloggs@ed.ac.uk

Done

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



Make my PC more secure

You must make your PC more secure to connect to this server. Windows will ensure that your PC complies with any server requirements, including password requirements, requiring sign-in after a specified period of inactivity and limiting the number of incorrect attempts to sign in to your PC. Windows might also limit sign-in methods such as picture password.

Enforce these policies Cancel