

Information Services

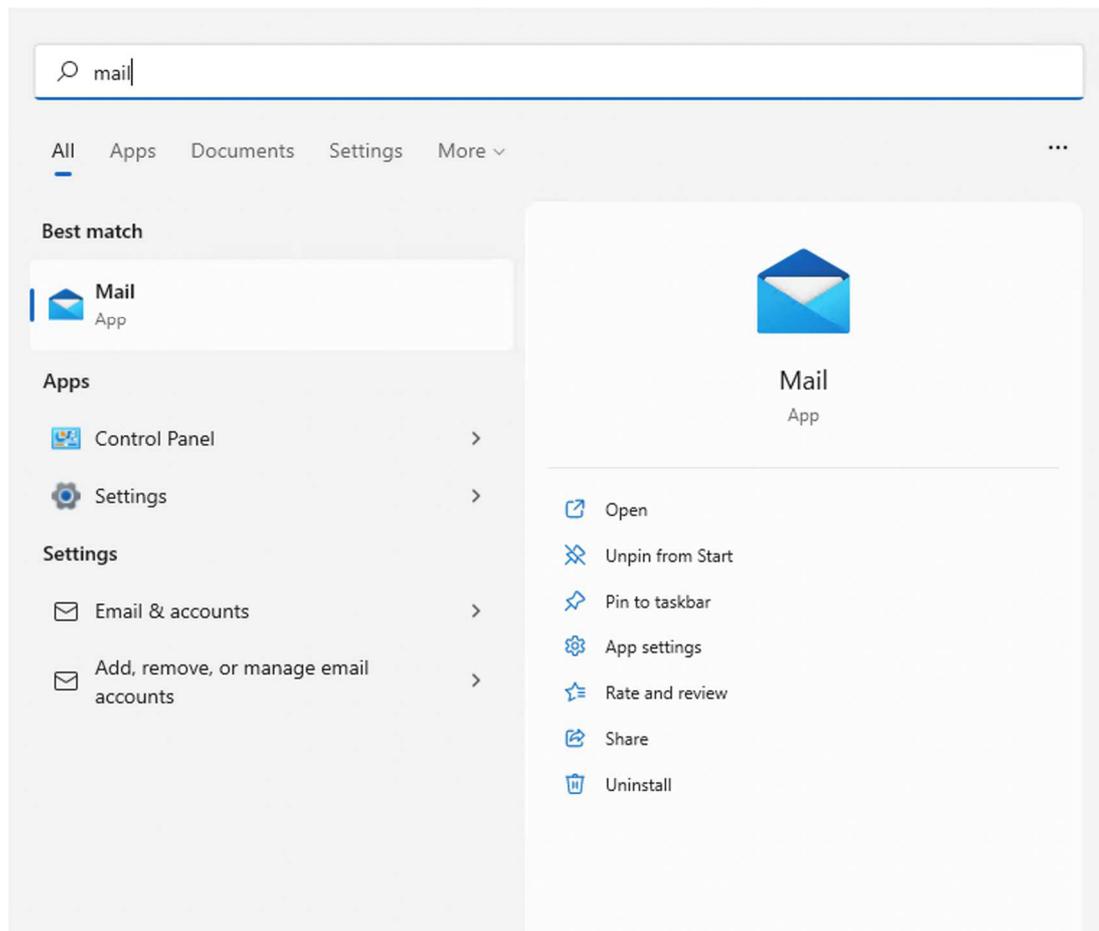
Connecting to Office 365: Windows 11 Mail

This document will help new users of the University's email and calendar service connect to Office 365. It is for **Windows 11 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

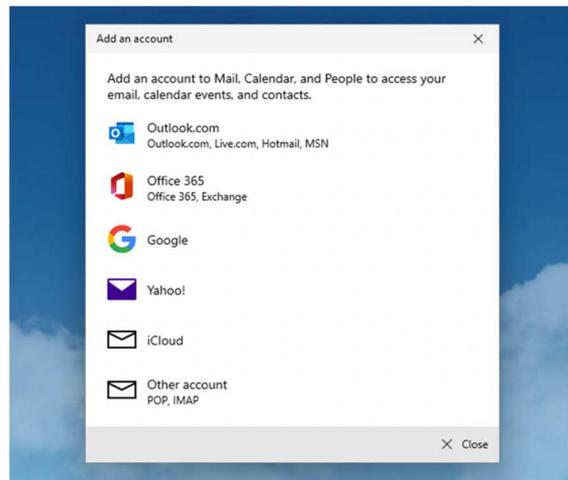
Connecting to Office 365 with Windows 11 Mail

1. Select **Start** , enter **Mail**, and choose the app from the results.



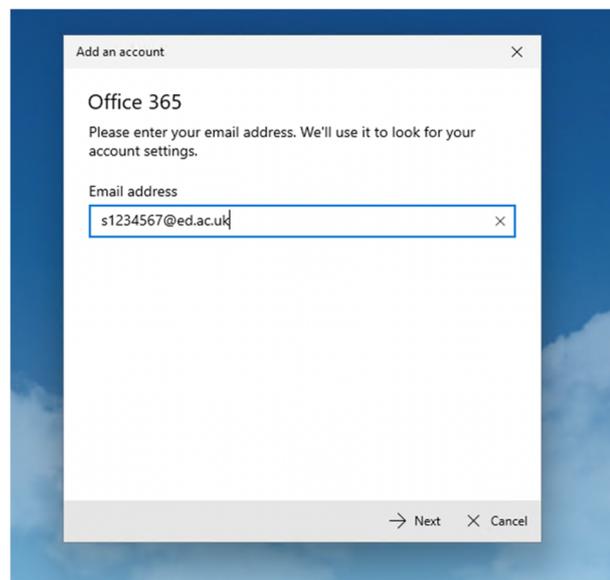
If you require this document in an alternative format, such as larger print, please contact Andy Todd in the Digital Skills and Training team at is.skills@ed.ac.uk or call 0131 6504950.

1. If this is the first time you've opened the Mail app, you'll see a Welcome page. Select Add account to get started. Then select Office 365. If you've used the Mail app before, at the bottom of the left navigation pane, select Settings and then choose Manage Accounts.

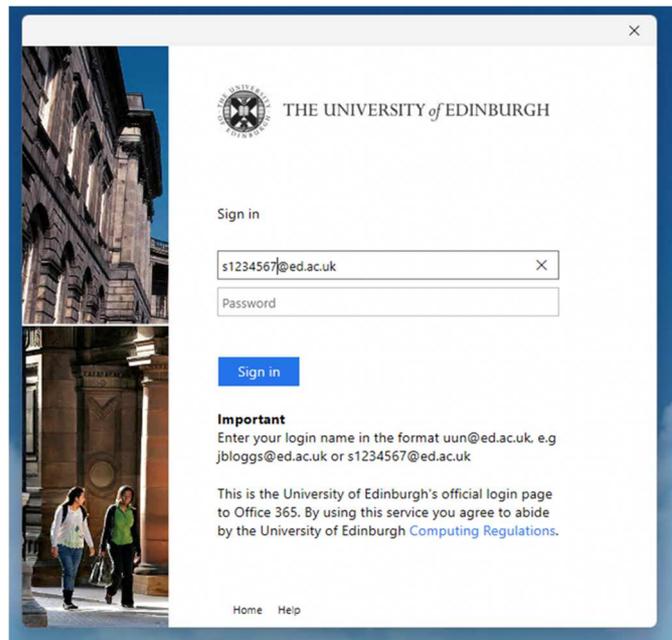


2. Enter your university email address in the uun@ed.ac.uk format, for example: s1234567@ed.ac.uk

Then Click Next



4. A University of Edinburgh login window will then open, enter your university email address in the uun@ed.ac.uk format and your normal University login password and click sign in.



THE UNIVERSITY of EDINBURGH

Sign in

s1234567@ed.ac.uk

Password

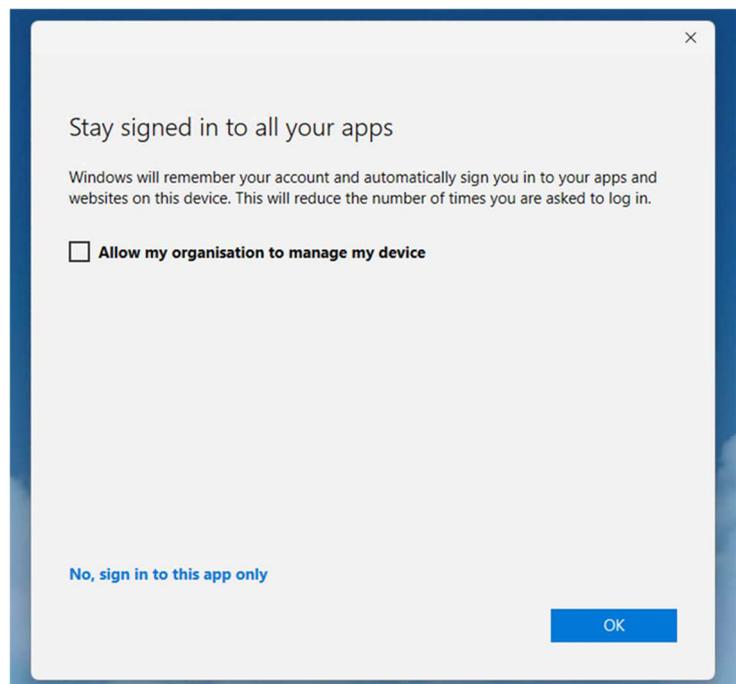
Sign in

Important
Enter your login name in the format uun@ed.ac.uk, e.g. jbloggs@ed.ac.uk or s1234567@ed.ac.uk

This is the University of Edinburgh's official login page to Office 365. By using this service you agree to abide by the University of Edinburgh [Computing Regulations](#).

Home Help

5. Type Uncheck 'Allow my organisation to manage my device' and then click 'No, sign into this app only'



Stay signed in to all your apps

Windows will remember your account and automatically sign you in to your apps and websites on this device. This will reduce the number of times you are asked to log in.

Allow my organisation to manage my device

[No, sign in to this app only](#)

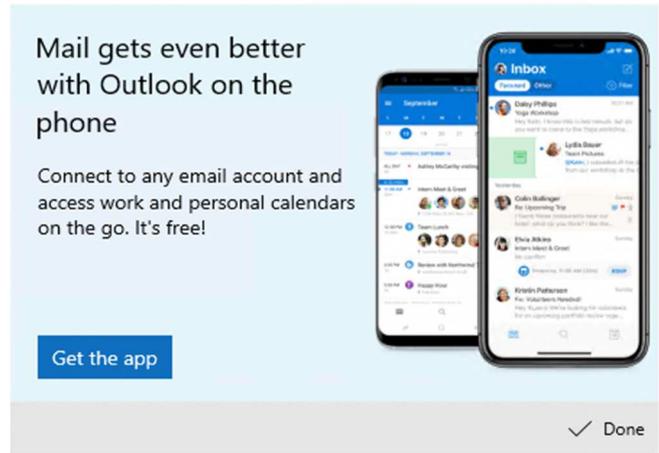
OK

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

All done!

Your account was set up successfully.

 dwilso20@ed.ac.uk



7. Your mailbox will now populate in the Mail app and will appear in the menu on the left.

