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.
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.

5. Type Uncheck ‘Allow my organisation to manage my device’ and then click ‘No, sign into this app only’
6. You should receive a confirmation screen saying your account has been successfully setup. Click Done

![Confirmation Screen]

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

![Mail App]