THE UNIVERSITY of EDINBURGH

Information Services

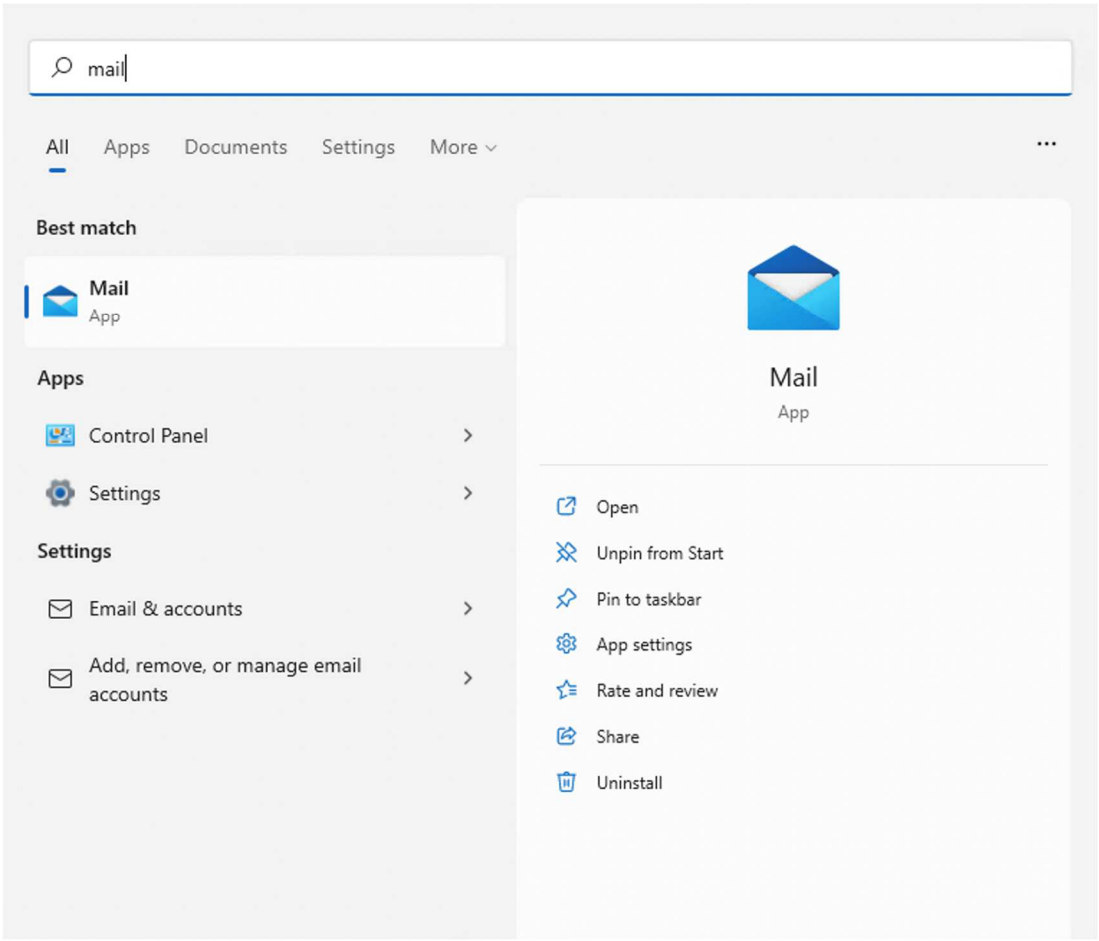
Connecting to Office 365: Windows 11 Mail

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**

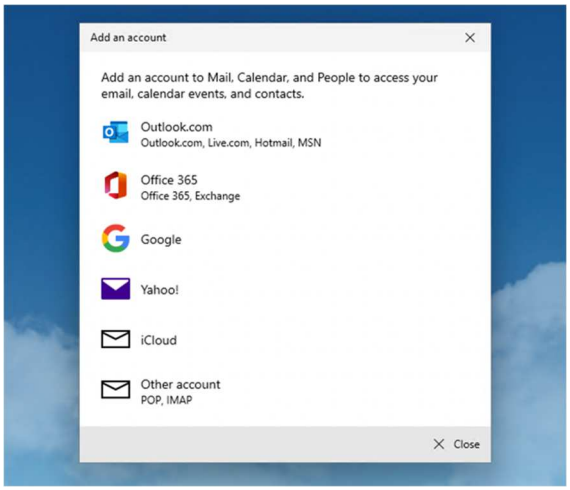
Connecting to Office 365 with Windows 11 Mail

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



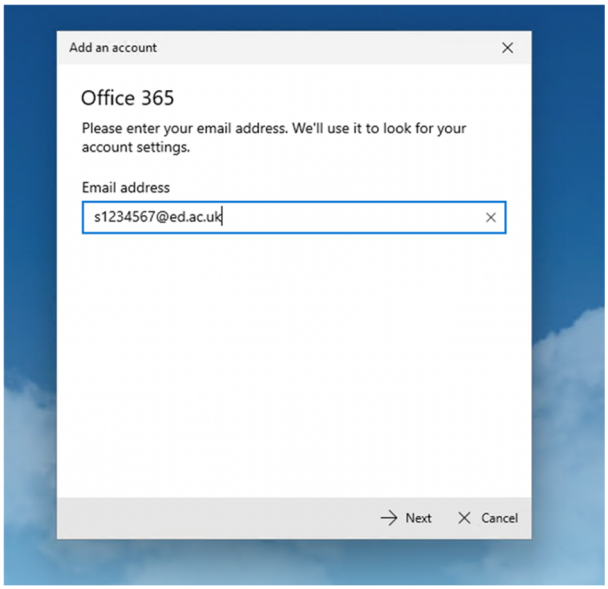
If you require this document in an alternative format, such as larger print, please contact Andy Todd in the Digital Skills and Training team at **is.skills@ed.ac.uk** or call 0131 6504950.

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.

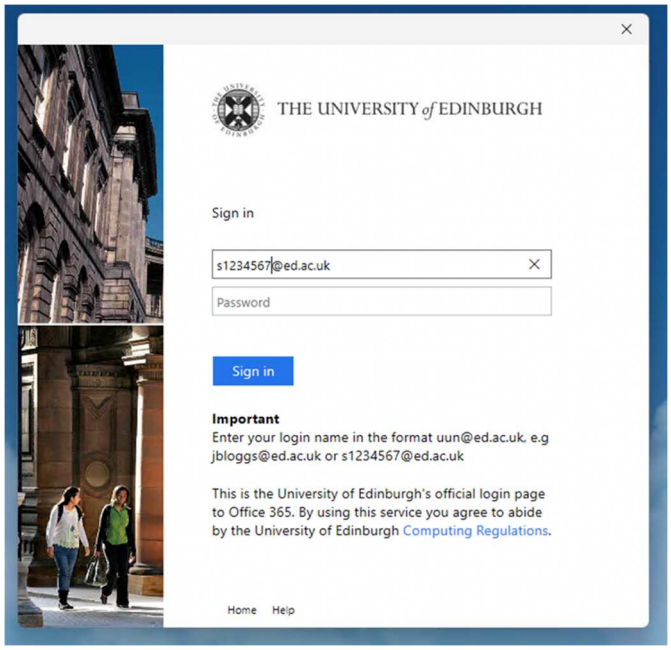


2. Enter your university email address in the uun@ed.ac.uk format, for example: s1234567@ed.ac.uk

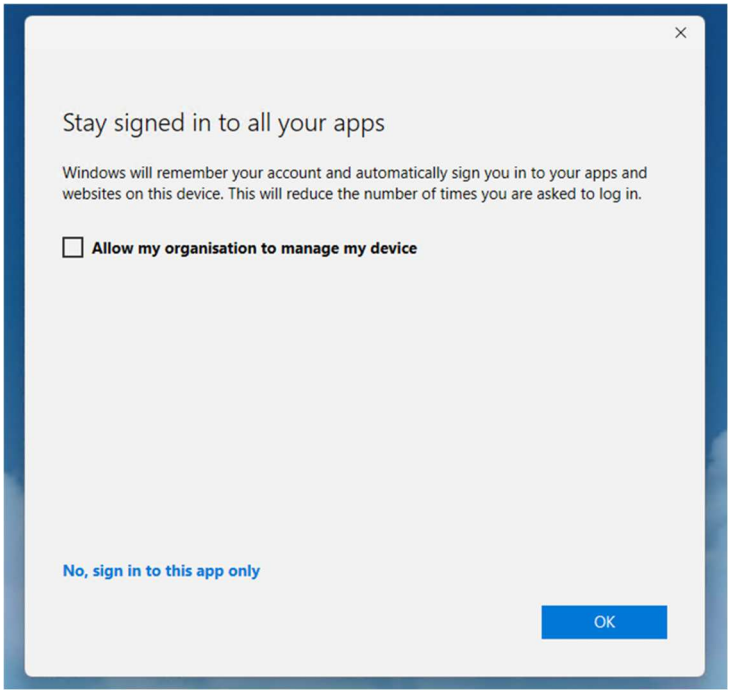
   Then Click Next



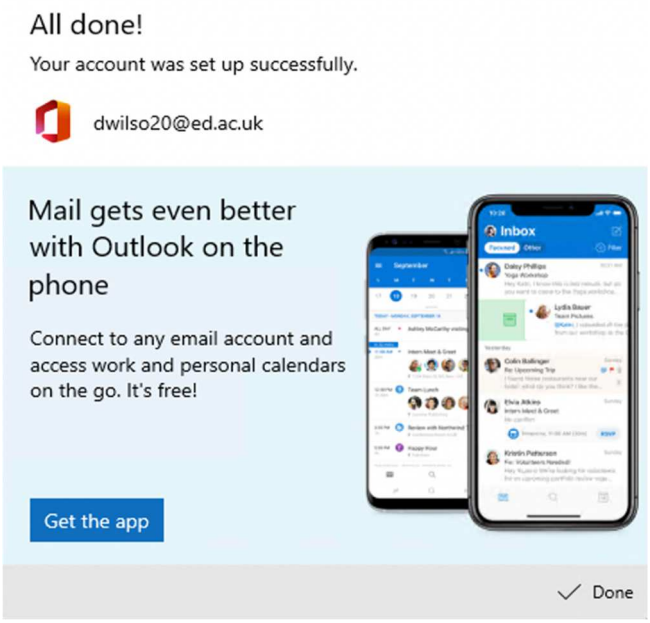
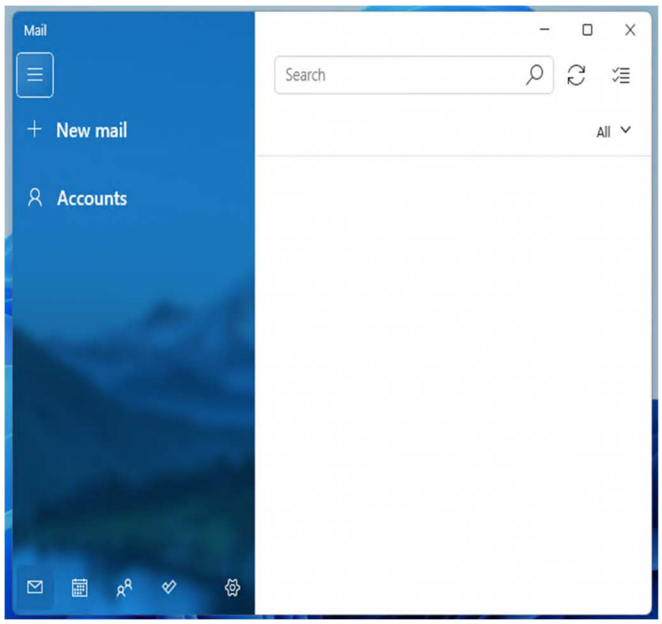
4. A University of Edinburgh login window will then open, enter your university email address in the uun@ed.ac.uk format and your normal University login password and click sign in.



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



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