

The University of Edinburgh

# **Information Services**

## Connecting to Office365 after migration

## Mail and Calendar

This document will help you connect **Apple Mail** for macOS to the University's **Office 365** service and is based on **Apple Mail** v13.0 on macOS 10.15.

For help with alternative versions, or with any problems or questions, please contact the IS Helpline by visiting <u>https://edin.ac/helpline</u> or phone 0131 (6)515151.

### 1. Configuring Apple Mail for Office365 using Exchange.

This is the quickest, easiest way to set up **Office365** in **Apple Mail**.

1.	In <b>Apple Mail</b> , click <b>Mail</b> , then <b>Accounts</b> . This opens <b>Internet Accounts</b> in the <b>System Preferences</b> . Then click the option called <b>Exchange</b> and press Continue.	Choose a Mail account provider iCloud iElia Exchange Google YAHOO! AOI. Other Mail Account	
2.	Enter your full name in the <b>Name</b> box. Enter your University of Edinburgh <b>Email</b> <b>Alias</b> (i.e. forename.surname@ed.ac.uk or s1234567@sms.ed.ac.uk) and click <b>Sign</b> <b>In</b> .	To get started, fill out the following information: Name: Joe Bloggs Email Address: jbloggs@ed.ac.uk Cancel Sign In	

#### Connecting Office365 to Apple Mail

3. At the next window, choose to Sign In.	Sign in to your Exchange account using Microsoft?         Your email address will be sent to Microsoft to discover your Exchange account information.         Cancel       Configure Manually         Sign In
<ul> <li>4. You should be taken to the University of Edinburgh's Office 365 login page.</li> <li>Enter your University username in the format jbloggs@ed.ac.uk or s1234567@ed.ac.uk and press Sign In.</li> </ul>	THE UNIVERSITY of EDINBURGH         Sign in with your organizational account         jbloggs@ed.ac.uk         Image: Sign in         Sign in         Sign in         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. Brueing this rearding your agrees to able to the University of Edinburgh's official login page to Office 365.
<ul> <li>5. If you use Multi-Factor Authentication (MFA) when connecting to your Office 365 account, you may be queried at this point to sign into your second factor.</li> <li>Please see the following external Microsoft pages for more information:</li> <li>1. Verification by a call: <u>Set up MFA to receive calls to a phone</u></li> <li>2. Verification by a SMS or text message: <u>Set up MFA to receive text messages to a mobile</u></li> <li>3. Verification through the Microsoft Authenticator and:</li> </ul>	Edinburgh Computing Regulations.
3. Verification through the Microsoft Authenticator app: Instructions to download and install the Microsoft Authenticator app If you don't use MFA, please ignore this section and move on to step 8.	

