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 https://edin.ac/helpline or phone 0131 (6)515151.


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

1. In Apple Mail, click Mail, then Accounts.

   This opens Internet Accounts in the System Preferences.

   Then click the option called Exchange and press Continue.

2. Enter your full name in the Name box.

   Enter your University of Edinburgh Email Alias (i.e. forename.surname@ed.ac.uk or s1234567@sms.ed.ac.uk) and click Sign In.
Connecting Office365 to Apple Mail

3. At the next window, choose to Sign In.

4. You should be taken to the University of Edinburgh’s Office 365 login page.

   Enter your University username in the format jbloggs@ed.ac.uk or s1234567@ed.ac.uk and press Sign In.

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.

   Please see the following external Microsoft pages for more information:

   1. Verification by a call:  [Set up MFA to receive calls to a phone](#)

   2. Verification by a SMS or text message:  [Set up MFA to receive text messages to a mobile](#)

   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.
6. Select the applications you would like to be set up with your Office 365 account and press **Done**.

Your account should now be added in Apple Mail and begin importing any email you have.