



Connecting to Office365 after migration

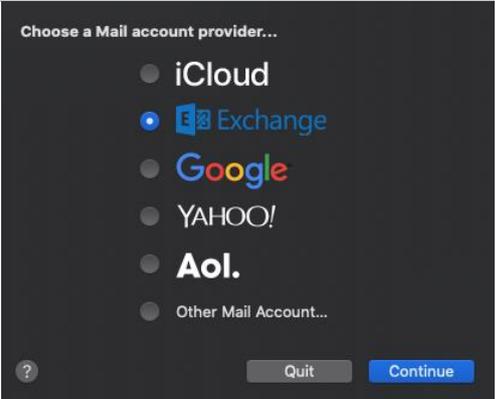
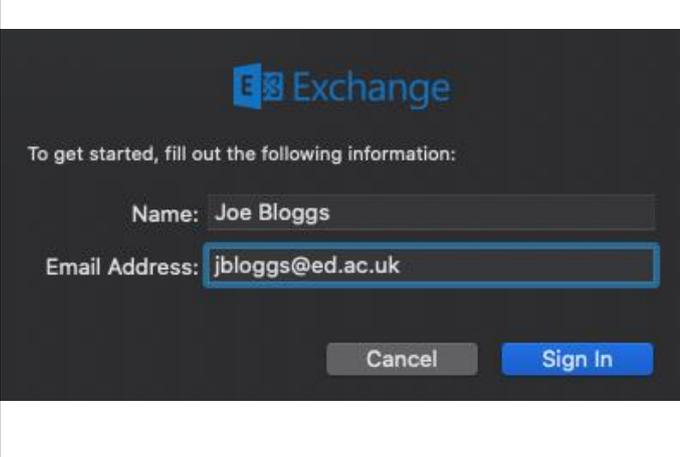
Mail and Calendar

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.

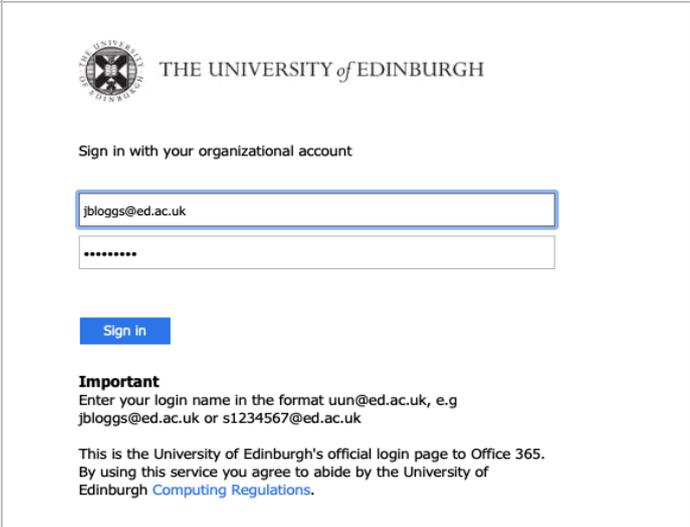
For help with alternative versions, or with any problems or questions, please contact the IS Helpline by visiting <https://edin.ac/helpline> or phone 0131 (6)515151.

1. Configuring Apple Mail for Office365 using Exchange.

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

<p>1. In Apple Mail, click Mail, then Accounts.</p> <p>This opens Internet Accounts in the System Preferences.</p> <p>Then click the option called Exchange and press Continue.</p>	
<p>2. Enter your full name in the Name box.</p> <p>Enter your University of Edinburgh Email Alias (i.e. forename.surname@ed.ac.uk or s1234567@sms.ed.ac.uk) and click Sign In.</p>	

Connecting Office365 to Apple Mail

<p>3. At the next window, choose to Sign In.</p>	
<p>4. You should be taken to the University of Edinburgh's Office 365 login page.</p> <p>Enter your University username in the format <code>jbloggs@ed.ac.uk</code> or <code>s1234567@ed.ac.uk</code> and press Sign In.</p>	
<p>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.</p> <p>Please see the following external Microsoft pages for more information:</p> <ol style="list-style-type: none">1. Verification by a call: Set up MFA to receive calls to a phone2. Verification by a SMS or text message: Set up MFA to receive text messages to a mobile3. Verification through the Microsoft Authenticator app: Instructions to download and install the Microsoft Authenticator app <p>If you don't use MFA, please ignore this section and move on to step 8.</p>	

Connecting Office365 to Apple Mail

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.

