Connecting to Office365 after migration

Mail and Calendar

This document will help you connect Apple Mail for Mac OSX to the University’s Office365 service. This document is based on Apple Mail v9.1 on Mac OS 10.11, but applies to earlier versions as well.

For help with alternative versions, or with any problems or questions, please contact IS.Helpline@ed.ac.uk or phone (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.

2. Enter your name in the Full Name box.

   Enter your University of Edinburgh Email Alias (i.e. forename.surname@ed.ac.uk or s1234567@sms.ed.ac.uk)

   Enter your password and click Sign In.
3. You will receive the message ‘Unable to verify account name or password’.

Enter your User Name in the following format:

uun@ed.ac.uk

In the Internal URL & External URL server address boxes, please enter:

outlook.office365.com

and press Sign In.

4. 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.