Connecting to Office 365: MS Outlook 2013 / 2016 on the university-supported desktop

This document will help new users of the University’s email and calendar service connect to Office 365. It is for users of MS Outlook 2013 / 2016 on the university-supported (‘managed’) Windows 7 desktop. Alternative guides are available for other email clients and operating systems.

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

Configuring MS Outlook 2013 / 2016 for Office 365

1. Select the Windows start button at the bottom left of your screen, then select Control Panel.

2. In the Control Panel, make sure the View by: field at the top right of the window is set to either Large icons or Small icons.

If you require this document in an alternative format, such as larger print, please email is.skills@ed.ac.uk.

4. In the Mail Setup window that appears, select Email Accounts.

5. In the Account Settings window, make sure the Email tab is selected, then select New.

6. Select E-mail Account and then click Next.

7. When the Add New Account window appears, enter your details:
   - Name
   - E-mail address (uun@exseed.ed.ac.uk)
   - Password

8. Click Next.
9. You should see the window shown while your email server settings are configured. This may take a few minutes.

10. If you are asked for your username and password, enter your username in the format uun@ed.ac.uk and ensure the Remember my credentials checkbox is ticked.

11. Click OK.

12. When your e-mail account has been successfully configured, you will see the window shown.

13. Click Finish.

14. You should see the account that has been added within the Email tab of the Account Settings window.

15. Click Close.
16. Close the **Mail Setup** window.

17. Open **Outlook 2013 / 2016**.

18. Your Office 365 account should now be set up within Outlook 2013 / 2016 and ready for use.