



Information Services

Access or Get Connected with Office 365

You need to be licensed for the services before you can use Office 365 with your organisation's account. For email you must have been migrated by Information Services before you can access Exchange Online.

All client connectors, mobile devices and the web

- Usernames must be entered in the format ***uun@ed.ac.uk*** □
- Use your usual windows active directory password.

Office 365 Web Portal

Log in for access to the Outlook Web App via your preferred web browser for University email, calendar and contacts. Here you can also access your documents in SkyDrive Pro, Lync Instant Messaging, the Office Web Apps and more via **www.office365.ed.ac.uk** **Any Mac client:**

- Server: <https://outlook.office365.com/EWS/Exchange.asmx>
- SSL should be enabled/ticked
- Port: 443

Mobiles:

Microsoft Exchange ActiveSync can auto-discover with your email address and credentials on an Exchange connection, or you can configure manually with:

- Server: outlook.office365.com
- SSL should be enabled

NOTE – Google Android devices may require the server setting to be *m.outlook.com*

POP and IMAP:

POP setting

- Server name: outlook.office365.com
- Port: 995, Encryption method: SSL

IMAP setting

- Server name: outlook.office365.com
- Port: 993, Encryption method: SSL

SMTP setting

- Server name: outlook.office365.com
- Port: 587, Encryption method: STARTTLS

NOTE: On some setups the SMTP server may need to be set as **smtp.office365.com**