Setting up Office 365 in Apple Mail application on Mac OS 10.9 or later

This document explains how to set up the Apple Mail application on Mac OS 10.9 (Mavericks) or later for your Office 365 account. On Mac OS 10.8 and earlier, Apple Mail gleaned Office 365 server information automatically, but from 10.9 onwards this needs to be added in manually in a separate step. The instructions in this document should also allow you to add the account into the Mac’s Calendar application if you choose to include that to be set up in step 8 of the process.

1. Open the Apple Mail application from the dock or the **Macintosh HD > Applications** folder.

2. Select **Mail** from the menu bar at the top of the screen and then select **Preferences**.

3. Select the **Accounts** tab.
4. Select the + icon at the bottom left of the window.

5. In the next window that appears select **Exchange** for the account type, then press **Continue**.

6. Enter your full name, your University email address (this can be either in the format of your email alias, e.g. Joe.Bloggs@ed.ac.uk or the direct address of your Office 365 account, e.g. jbloggs@exseed.ed.ac.uk) and your usual University computer logon password. Click **Continue**.
7. A warning will appear advising that “Internet Accounts couldn’t log in to the Exchange server “autodiscover.ed.ac.uk” with the user name […]” Please simply ignore this and press **Continue**.

8. In the next window, enter the Description as **Office 365**, put in your username in the format **uun@ed.ac.uk** (i.e. if your University username is **jbloggs**, you would enter it here as **jbloggs@ed.ac.uk**), add your usual University computer logon password and set the Server Address to be **outlook.office365.com**. Press **Continue**.

9. Press **Continue** at the ‘Account Summary and you will get the option to set up other applications with your account. Make your choice and press **Done**.
10. In the next window, which is, from the menu bar, Mail > Preferences > Accounts), ensure that the Description of the account still reads Office 365. If it has changed, please re-enter ‘Office 365’.

11. The account should now be set up successfully. Should you have any existing Staffmail IMAP account in the list that will no longer be required after you have moved to Office 365, you can highlight it and press the minus symbol at the bottom left to remove it.