Configuring your Mac for Outlook 2011 - a guide for staff
Training and Documentation Team, November 2014

This fact sheet shows you how to configure your Mac to connect to your University email account using Microsoft Outlook for Mac 2011.

Configuring your account

1. Launch Outlook for Mac 2011.
2. Click the Tools menu.
3. Click Accounts…

The Accounts window appears:


5. Complete the fields as follows:
   - Email address: type your email address in the format [yourmailname]@abdn.ac.uk, e.g. j.bloggs@abdn.ac.uk
   - User name: type your email address in the format [your userID]@abdn.ac.uk, e.g. com124@abdn.ac.uk
   - Password: type your usual University password
   - Untick the checkbox to deselect the option to ‘Configure automatically’. The ‘Server’ field appears.
   - Server: type outlook.office365.com
   - Click Add Account. If all settings are correct, a message window appears asking you to grant permission to allow the server to configure your settings.

If you don't untick the 'Configure automatically' checkbox before clicking the 'Add Account' button, you will not see the 'Server' field. Instead, you will see a message telling you that authentication has failed. To correct this, untick the 'Configure automatically' checkbox to deselect it then type the server name shown in step 5 into the 'Server' field.
6. Click the **checkbox** to confirm *Always use my response for this server*.

7. Click **Allow**

The **Accounts** window shows the *account name* in the left pane and the *settings* in the right pane.

8. Click the close button (top left) to close the **Accounts** window. Outlook starts to synchronise your mailbox.

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**Further information and help**

Trouble configuring Outlook on your Mac? Contact the IT Service Desk on [servicedesk@abdn.ac.uk](mailto:servicedesk@abdn.ac.uk).

Remember, you can also access your University email, calendar and contacts via a web browser using Outlook Web Access (OWA) 365. Log in at [http://outlook.com/abdn.ac.uk](http://outlook.com/abdn.ac.uk)

For guidance on using OWA 365, see our [What's new, what's changed](#) fact sheet.