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@aberdeen.ac.uk`, e.g. `j.bloggs.14@aberdeen.ac.uk`
   - **User name**: type your email address, as before.
   - **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.

   ![Add Account Window](image)

   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**.

![Checkbox to confirm Always use my response for this server]

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

- The account name is initially displayed as *Aberdeen*. If you want, you can type a new name in the *Account description* field (right pane), e.g. *University Email*, but the change will not take effect until you restart Outlook.

![Accounts window with Aberdeen account]

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.

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)