

# University email – Access via Outlook for Mac

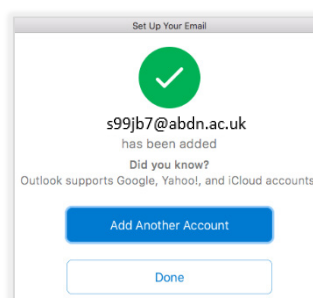
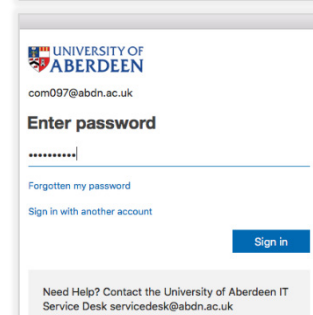
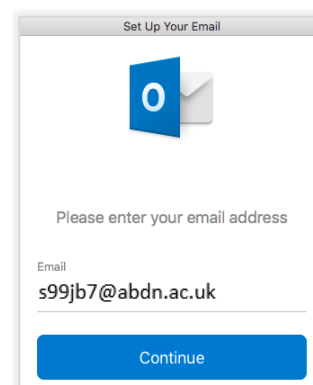
This guide shows you how to configure your Mac to connect to your University email account using Microsoft Outlook for Mac 2016.

## Configure your account

1. Launch **Outlook** and click **Get Started**.
2. Type your email address in the format **userID@abdn.ac.uk**, e.g. [s99jb7@abdn.ac.uk](mailto:s99jb7@abdn.ac.uk) and click **Continue**.
3. Type your usual University password and click **Sign in**.
4. If your account has been enabled for MFA, you will be prompted for your second factor of authentication.

Outlook starts to connect to Office 365 and builds your mailbox.

5. Click **Done** when the confirmation message appears.



## Further information and help

Use MyIT to report an issue with the IT Service Desk: <https://myit.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>