This guide shows you how to configure your Mac to connect to your University email account using Microsoft Outlook. It covers both Outlook for Mac 2011 and Outlook for Mac 2016.

**Instructions for Outlook for Mac 2016**

**Instructions for Outlook for Mac 2011**

**Configure your account- Outlook for Mac 2016**

1. Launch Outlook and click Get started.
2. Type your email address in the format userID@abdn.ac.uk, e.g. com097@abdn.ac.uk and click Continue.

3. Type your usual University password and click Sign in. Outlook starts to connect to Office 365 and builds your mailbox.

4. Click Done when the confirmation message appears.
Configuring your account- Outlook for Mac 2011

1. Launch Outlook.
2. Click the Tools menu.
3. Click Accounts...

![Accounts window appears](image)

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.

![Server configuration](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, uncheck 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.

The account name is initially displayed as *Abdn*. 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.

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

**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)