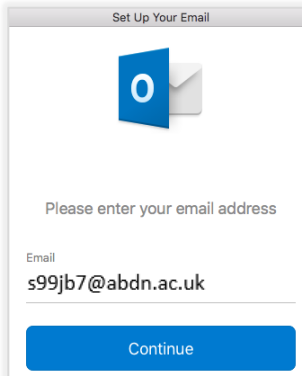


Staff email – Access via Outlook for Mac

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 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.

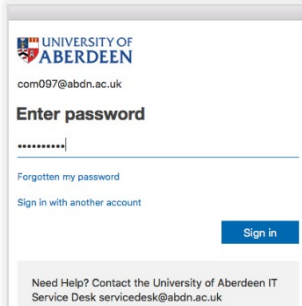


Set Up Your Email

Please enter your email address

Email
s99jb7@abdn.ac.uk

Continue



UNIVERSITY OF ABERDEEN

com097@abdn.ac.uk

Enter password

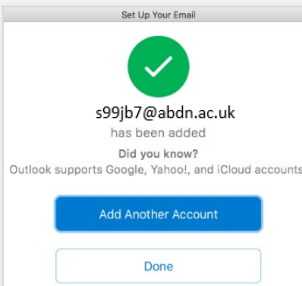
.....

Forgotten my password

Sign in with another account

Sign in

Need Help? Contact the University of Aberdeen IT Service Desk servicedesk@abdn.ac.uk



Set Up Your Email

s99jb7@abdn.ac.uk has been added

Did you know?
Outlook supports Google, Yahoo!, and iCloud accounts.

Add Another Account

Done

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>