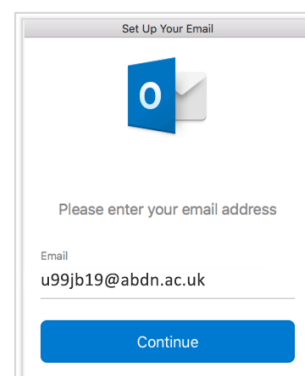# Student email - Outlook for Mac

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**.

2. Type your email address in the format **[yourusername]@abdn.ac.uk** e.g. *u99jb19@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.

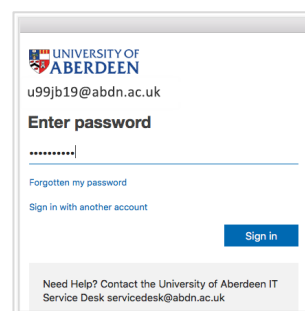4. Click **Done** when the confirmation message appears.
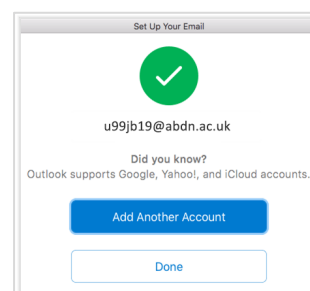
Further information and help

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