Staff email – Access via Outlook 2011

This guide 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:

   ![Accounts Window](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.

   ![Add Account Window](image)

   **Warning**: 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**

![Image of the Accounts window](image)

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

![Image of the Accounts window](image)

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)