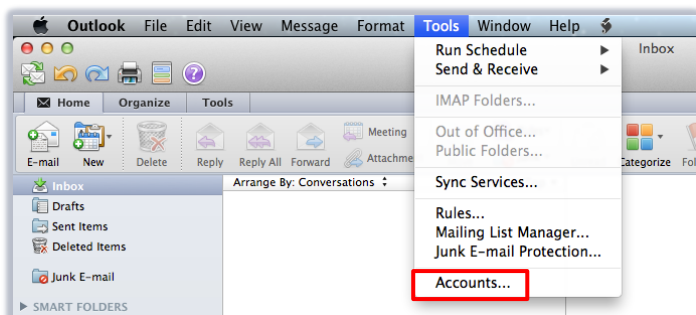


# Staff email – Access via Outlook 2011

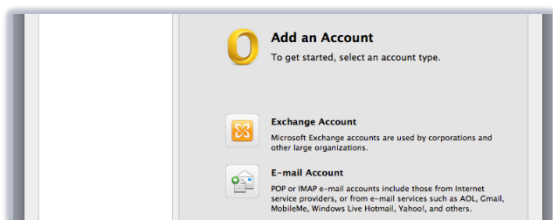
This guide shows you how to configure your Mac to connect to your University email account using Microsoft Outlook for Mac 2011.

## Configuring your account

1. Launch **Outlook for Mac 2011**.
2. Click the **Tools** menu.
3. Click **Accounts...**

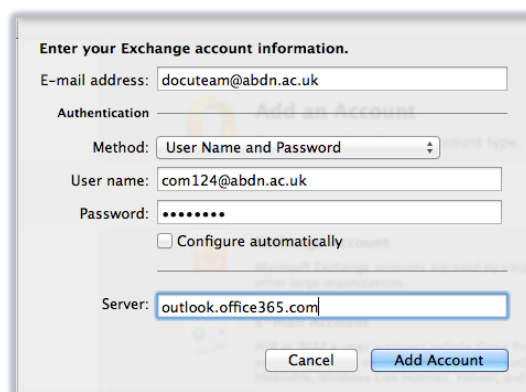


The **Accounts** window appears:



4. Click **Exchange Account**. The Account settings window appears.
5. Complete the fields as follows:

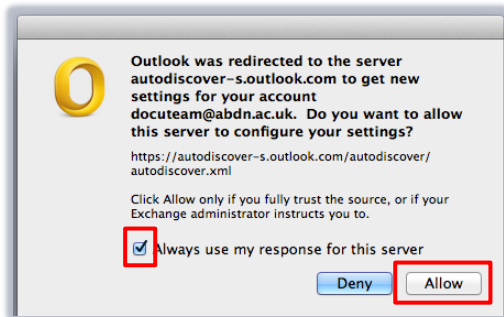
- **Email address:** type your email address in the format **[yourmailname]@abdn.ac.uk**, e.g. *j.bloggs@abdn.ac.uk*
- **User name:** type your email address in the format **[your userID]@abdn.ac.uk**, e.g. *com124@abdn.ac.uk*
- **Password:** type your usual University password
- **Untick the checkbox** 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.



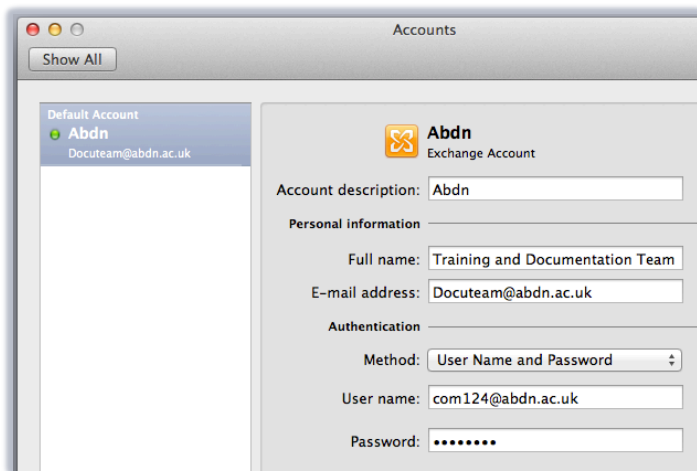
If you don't **untick** the 'Configure automatically' checkbox before clicking the 'Add Account' button, you will not see the 'Server' field. Instead, you will see a message telling you that authentication has failed. To correct this, untick the 'Configure automatically' checkbox to deselect it then 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**



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](mailto: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>

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