

## Setup O365 mailbox access on MACs



You can use a web browser or an email program on your computer to connect to your email account.

### Web browser access

You connect your Apple computer to your email account by using a web browser in the same way that you connect a Windows computer.

### Mail program access

You can connect to your account automatically, or you can connect by using IMAP or POP.

There are three programs you can use to connect to your email account by entering your email address and password:

- Outlook for Mac 2011
- Entourage 2008, Web Services Edition
- Mail (the email application included with Mac OS 10.6 Snow Leopard and Mac OS 10.7 Lion)

Connecting to your email account by using Outlook for Mac 2011 or Entourage 2008, Web Services Edition provides a more complete email experience than connecting to your email by using IMAP or POP. For example, if you connect using Outlook for Mac 2011 or Entourage 2008, Web Services Edition, you'll be able to synchronize Notes, Tasks, Calendar items, or Categories between Outlook Web App and Outlook for Mac 2011 or Entourage 2008, Web Services Edition.

**Note:** If you're running Entourage 2008, you must install Entourage 2008, Web Services Edition, a free update for Entourage 2008 users.

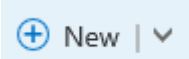
If you're running Mac OS 10.6 Snow Leopard, you can use the Mail program that's included with Snow Leopard to connect to your account without using IMAP or POP. As with Outlook for Mac 2011 and Entourage 2008, Web Services Edition, the steps for connecting to your account with Mac Mail for Mac OS 10.6 Snow Leopard only require you to enter your email address and password.

For more information about how to use these email programs to connect to your account, follow the steps in one of these topics:

## Set up Outlook for Mac 2011

1. Open Outlook for Mac 2011. On the **Tools** menu, click **Accounts**. If this is the first account you're creating in Outlook 2011, under **Add an Account**, click **Exchange Account**.

If you've previously created an email account for a different email address, in the lower corner

of the **Accounts** dialog box, click , and then click **Exchange**.

1. On the **Enter your Exchange account information** page, type your email address.
2. Under **Authentication**, make sure **User Name and Password** is selected.
3. In the **User name box**, type your complete email address. In the **Password box**, type your password.
4. Make sure **Configure automatically** is selected, and then click **Add Account**.
5. After you click **Add Account**, Outlook will perform an online search to find your email server settings. In the dialog box that asks if you want to allow the server to configure your settings, select the **Always use my response for this server** check box, and then click **Allow**.
6. If Outlook is able to set up your account, you'll see the account you set up in the **Accounts** dialog box. Close the **Accounts** dialog box. If Outlook isn't able to set up your account, see the next section in this article.

## Set up Entourage 2008, Web Services Edition access to email using an Exchange account

1. Install Entourage 2008, Web Services Edition.
2. Open Entourage 2008. In the **Entourage** dialog box, under **Select an identity**, click **New**, type a name for your email account, and then click **OK**.
3. On the **Welcome to Entourage** page, make sure **Start using Entourage without importing anything** is selected. Click the right arrow button.
4. On the **Set Up a Mail Account** page, in **Email address**, enter your full email address, for example, john.doe@email.kpu.ca.
5. Select the **My account is on an Exchange server** check box. Click the right arrow button.
6. The Entourage Setup Assistant will try to set up your account automatically based on your email address. If Entourage is redirected to the server to get your settings, click **Always use my response for this server**, and then click **Allow**.
7. The **Entourage Setup Assistant** page will appear. Then you'll see the **Configuring Account** screen while Entourage tries to set up your account automatically.

8. If a message that asks you if you want to allow <server name> to configure your settings appears, select **Always use my response for this server**, and then click **Allow**. The server name listed may be similar to `https://autodiscover-s.outlook.com/autodiscover/autodiscover.xml`.
9. In the **Optional: Verify Settings** dialog box, click **Verify My Settings**. Read the results of the verification process.
10. In the **Account Information** dialog box, do the following:
  - a. Make sure the **Domain** text box is blank.
  - b. In the **Account ID** text box, enter your full email address, for example, `john.doe@email.kpu.ca`.
  - c. In the **Password** text box, enter your password. If you want to save your password, select the check box next to **Save password in my Mac OS keychain**. Click the right arrow button.

**Note:** The Autodiscover process may populate the LDAP server text box with a server name. This information isn't needed. If a server name is present in the LDAP server text box, delete the server name.

11. Do one of the following:
  - a. If the results show that verification succeeded, click the right arrow button, and then, in the **Setup Complete** dialog box, click **Finish**.
  - b. If the results show that verification failed, click the right arrow button and repeat the previous step, and then click the right arrow button. If the results show verification succeeded, click the right arrow button, and then, in the **Setup Complete** dialog box, click **Finish**. If the account setup fails again, see the section "What else do I need to know?" at the end of this article.
12. If the verification process succeeded, Entourage 2008 will try to synchronize with your email account. If you're prompted with the **Account Information** dialog box, do the following:
  - a. Make sure the **Domain** text box is blank.
  - b. In **Account ID**, enter your full email address, for example, `john.doe@email.kpu.ca`.
  - c. In **Password**, enter your password. If you want to save your password, select the check box next to **Save password in my Mac OS keychain**.
13. If a warning message appears that indicates that your account information couldn't be retrieved, click **Yes** in the dialog box, and then re-enter your email address and password.
14. To view your mail, click your account name in the Entourage console tree and expand the folders.

## **Set up Entourage 2008, Web Services Edition access to email using POP or IMAP**

You can connect Microsoft Entourage for Mac OS X to your email account using POP3 or IMAP4. This procedure applies to Entourage 2004 and Entourage 2008.

## Set up Entourage for access to email using POP or IMAP

1. In Entourage for Mac, on the **Tools** menu, click **Accounts > New**.
2. In the **New Account** window, under **Add new mail account**, select **IMAP** or **POP** from the drop-down menu next to **Account type**, and then click **OK**. You might want to use IMAP because it supports more features.
3. On the **Edit Account** page, do the following:

Under **Account name**, type a name for this account.

Under **Personal Information**:

- a. Next to **Name**, enter the name you want people to see when you send them email.
- b. Next to **E-mail address**, enter your full email address, for example, john.doe@email.kpu.ca.

Under **Receiving mail**:

- c. Next to **Account ID**, enter your full email address.
- d. If you're using IMAP4, next to **IMAP server** enter the IMAP4 server name. If you're using POP3, under **POP server**, enter the POP3 server name. If you're connecting to your Office 365 email, the IMAP or POP server name is **outlook.office365.com**.
- e. Next to **Password**, enter your password. If you want to save your password, select the check box next to **Save password in my Mac OS keychain**.
- f. Click **Click here for advanced receiving options**. In the pop-up window that appears, select the check box next to **This IMAP service requires a secure connection (SSL)**, and then click the close button in the upper-left corner of the pop-up window.

Under **Sending mail**:

- g. Next to **SMTP server**, enter the SMTP server name. If you're connecting to your Office 365 email, the SMTP server name is **smtp.office365.com**.
- h. Click **Click here for advanced sending options**. In the pop-up window that appears, do the following:
  - Select the check box next to **SMTP service requires secure connection (SSL)**.
  - Select the check box next to **SMTP server requires authentication**.

- Select the **Use same settings as receiving mail server** option, and then click the close button in the upper-left corner of the pop-up window.
4. On the **Options** page, select the options you want. If you're using IMAP4, you can also select options on the **Advanced** page.

**Note:** If you're using POP3, on the **Options** page, under **Server options**, select **Leave a copy of each message on the server** if you want to keep a copy of your messages on the server. If you don't do this, all messages will be removed from the server and stored locally on your computer.

5. In the **Edit Account** window, click **OK** to save your settings.
6. Close the **Accounts** dialog box.

### Find your POP and IMAP server settings

If you're connecting to your Office 365 email, you don't need to look up your settings. For Office 365, the server name for IMAP and POP is **outlook.office365.com** and the server name for SMTP is **smtp.office365.com**.

## Set up Exchange account access using Mac OS 10.6 Snow Leopard or later

If you're running Mac OS 10.6 Snow Leopard or later, follow these steps to set up an Exchange email account:

1. Open Mail, and then do one of the following:
  - If you've never used **Mail** to set up an email account, the **Welcome to Mail** page opens. Go to step 2.
  - If you've used **Mail** to create email accounts, on the **Mail** menu, click **Preferences**. On the **Accounts** tab, click **Add +** to open the **Add Account** window.
2. In the **Welcome to Mail** or **Add Account** window, do the following:
  - In the **Full Name** box, type the *name* you want to display to people who receive your email messages.
  - In the **Email Address** box, type your *primary email address*.
  - In the **Password** box, type the *password* for your email account, and then click **Continue**.


The Mail program uses the information you entered to try to set up your email account automatically.

3. Next choose the Mac apps you want to use with this account. Available choices are **Contacts**, **Calendar**, **Notes**, and **Reminders**.
4. Click **Done** to finish setting up your account.

If the Mail program isn't able to set up your account automatically, wait a few minutes or a few hours, and then repeat these steps.

## Set up POP or IMAP on Mac OS X

If you just want to manage your Exchange email on the Mac, you can set up POP or IMAP access to your account.

1. Open Mail, and then do one of the following:
  - If you've never used Mail to set up an email account, the **Welcome to Mail** page opens. Go to step 2.
  - If you've used Mail to create email accounts, on the **Mail** menu, click **Preferences**. On the **Accounts** tab, click **Add**  to open the **Add Account** window.
2. In the **Welcome to Mail** or **Add Account** dialog box, do the following:
  - a. In the **Full Name** box, type the *name* you want to display to people who receive your email messages.
  - b. In the **Email Address** box, type your *primary email address*.
  - c. In the **Password** box, type the *password* for your email account, and then click **Next**.
3. You'll see a message stating that the account must be configured manually. Click **Next**.
4. In the **Incoming Mail Server Info** dialog box, enter the following:
  - Next to **Account Type**, choose **POP** or **IMAP**. IMAP supports more features.
  - In the **Mail Server** box, type the *IMAP or POP3 server name*. If you're connecting to your Office 365 email, the IMAP or POP server name is **outlook.office365.com**.
  - In the **User Name** box, type your *primary email address*.
  - In the **Password** box, type the *password* for the email account if necessary.
  - Click **Next**. Mail uses default settings to test your connection to the incoming server.

**Note:** If the test isn't successful, you can go to **Mail > Accounts** to verify your settings after you complete this procedure.

5. In the **Outgoing Mail Server Info** dialog box, do the following:
  - . In the **SMTP Server** box, type the *SMTP server name*. If you're connecting to your Office 365 email, the Simple Mail Transfer Protocol (SMTP) server name is **smtp.office365.com**.
  - a. Enter your **User Name** and **Password** again. Most outgoing email servers use this information for security purposes.
  - b. Click **Create**. Mail uses default settings to test your connection to the outgoing mail server.

**Note:** If the test isn't successful, you can you can go to **Mail > Accounts** to verify your settings.

### **Find your POP or IMAP server settings**

If you're connecting to your Office 365 email, you don't need to look up your settings. For Office 365, the server name for IMAP and POP is **outlook.office365.com** and the server name for SMTP is **smtp.office365.com**.