

# University of California Office of the President

Information Technology Services

Setting up Office 365 (Exchange) Email on Outlook for Mac (OSX)

August 12, 2015

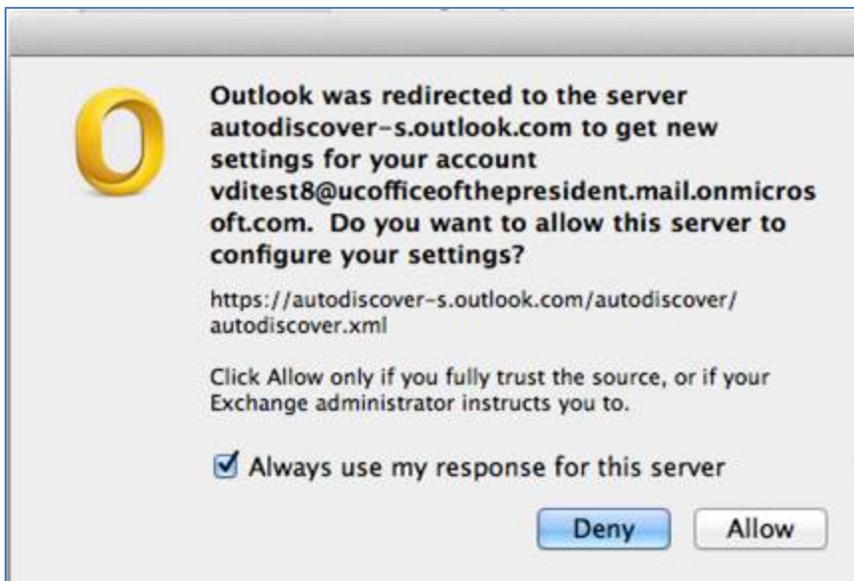
## EXCHANGE EMAIL SETUP FOR MAC OSX

1. Adding Exchange Email on a Mac is a manual process. After the Office 365 Upgrade has been launched, open Outlook and select the “Tools” menu, and then “Accounts”. Add a new exchange account or, if an account already exists for UCOP, choose “Edit an Existing Account”.
2. Fill out all fields with given account information. The “User Name” field should be in “[username@ucop.edu](mailto:username@ucop.edu)” format. Make sure “Configure Automatically” is checked.



The screenshot shows the 'Enter your Exchange account information' dialog box in Outlook. The 'E-mail address' field contains 'vditest8@ucop.edu'. The 'Authentication' section is expanded to show 'Method' set to 'User Name and Password'. The 'User name' field also contains 'vditest8@ucop.edu'. The 'Password' field is filled with dots. The 'Configure automatically' checkbox is checked. At the bottom, there are 'Cancel' and 'Add Account' buttons.

3. Click “Add Account”. The following popup may appear.



The screenshot shows a security warning dialog box with the Outlook logo. The text reads: 'Outlook was redirected to the server autodiscover-s.outlook.com to get new settings for your account vditest8@ucofficeofthepresident.mail.onmicrosoft.com. Do you want to allow this server to configure your settings?'. Below this, the URL 'https://autodiscover-s.outlook.com/autodiscover/autodiscover.xml' is shown. A note states: 'Click Allow only if you fully trust the source, or if your Exchange administrator instructs you to.' The 'Always use my response for this server' checkbox is checked. At the bottom, there are 'Deny' and 'Allow' buttons.

4. If so, click “Allow”.

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5. Wait while email and calendar entries are updated. This may take several minutes, depending on how many mail and calendar items are being imported. Please be patient.