How to set up Outlook in Mac OS X and macOS

Before you start: If you have never done so, sync your UIS Password to the Blue Active Directory by running through the Change Password procedure using the UIS Password Management app at password.csx.cam.ac.uk. You can keep using your current password – the important part is that you run through the process one time only in order to trigger the sync with Blue, and then onwards to Azure, Microsoft’s Active Directory which ultimately controls your access to Exchange Online services. It may take up to 3 hours for your password to sync to Azure. You can’t complete the Exchange Online configuration until your UIS Password has synced with Azure, and will get error messages when you try to log in. These errors will stop once your password has synced.

These screenshots were taken in macOS 10.12 (Sierra), but the process is similar in earlier versions of Mac OS X.

1. Open Outlook.

2. From the Outlook menu, select Preferences:

3. Click the Accounts icon:

4. Click the Exchange or Office 365 icon:

5. Fill in your E-mail address and User name using your CRSid@cam.ac.uk address, and your Password using your UIS Password...

   ...untick the Configure automatically checkbox...

   ...type outlook.office365.com into the Server field, and click the Add Account button:
6. Your account will auto-configure, and you will see the **Accounts** window now shows your Exchange Online account listed. If you wish, you can edit the **Account description** field, otherwise, just close this window by clicking the red circle icon:

7. You will see the main **Outlook** window start to sync your Exchange Online inbox, and when this completes, **Outlook** is ready to use: