Australian
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How to configure your Mac post migrating to Microsoft Office 365

Contents

Purpose

This document is designed to assist with configuring MAC email clients following your migration to Microsoft Office 365 (Office 365).

Document support boundaries

This Document is written to support the following mail clients used on a Mac Operating System:

- Apple Mail on Mac OS X 10.6 and later
- Apple Mail on Mac OS X 10.5 and earlier
- Outlook 2011 for Mac
- Entourage 2008 (Web Services Edition)
- Thunderbird for Mac

<u>NOTE</u>

For any other versions of email clients, please consult your manual, built in help system, place of purchase, or use online searches for configuration instructions.

Examples used in this document

We have used examples throughout this document for usernames and email addresses

- Where email address is asked for, please enter your ANU email address

- Where username is asked for please enter it in the format listed below

  Uni-id@uds.anu.edu.au (for example u1234567@uds.anu.edu.au)
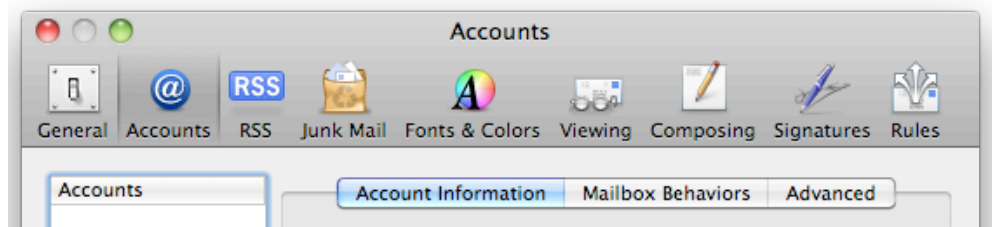
Apple Mail on Mac OS X 10.6 (Snow Leopard) and later
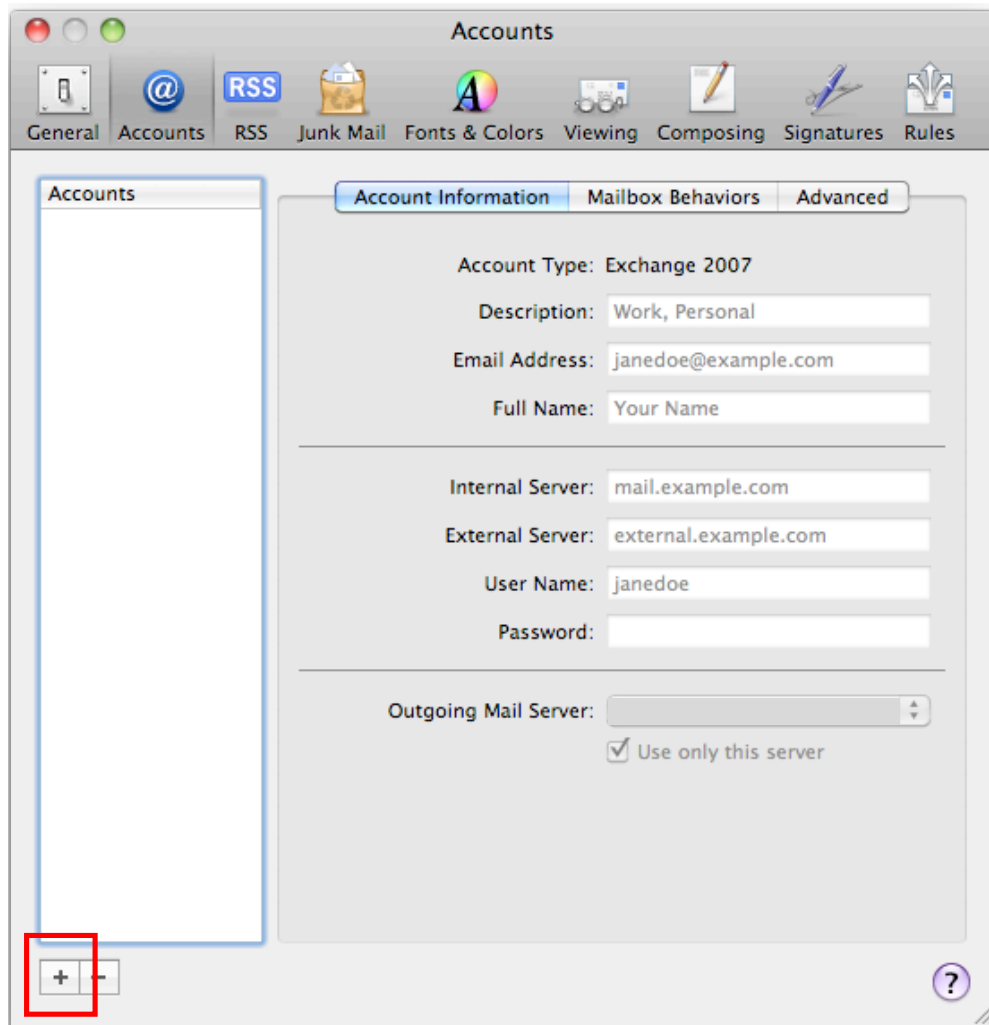
1. Open **Mail**

If you have previously used Mail:
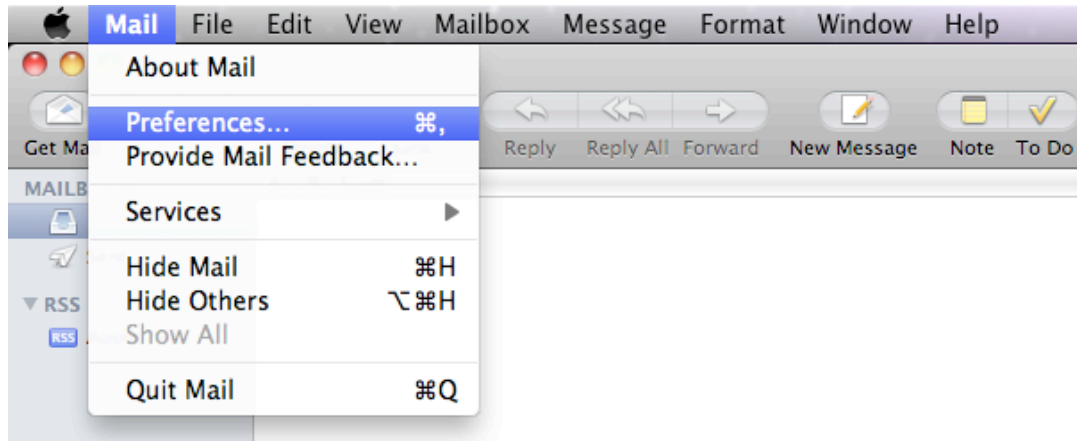
> 1a. From **Mail** menu, select **Preferences.**

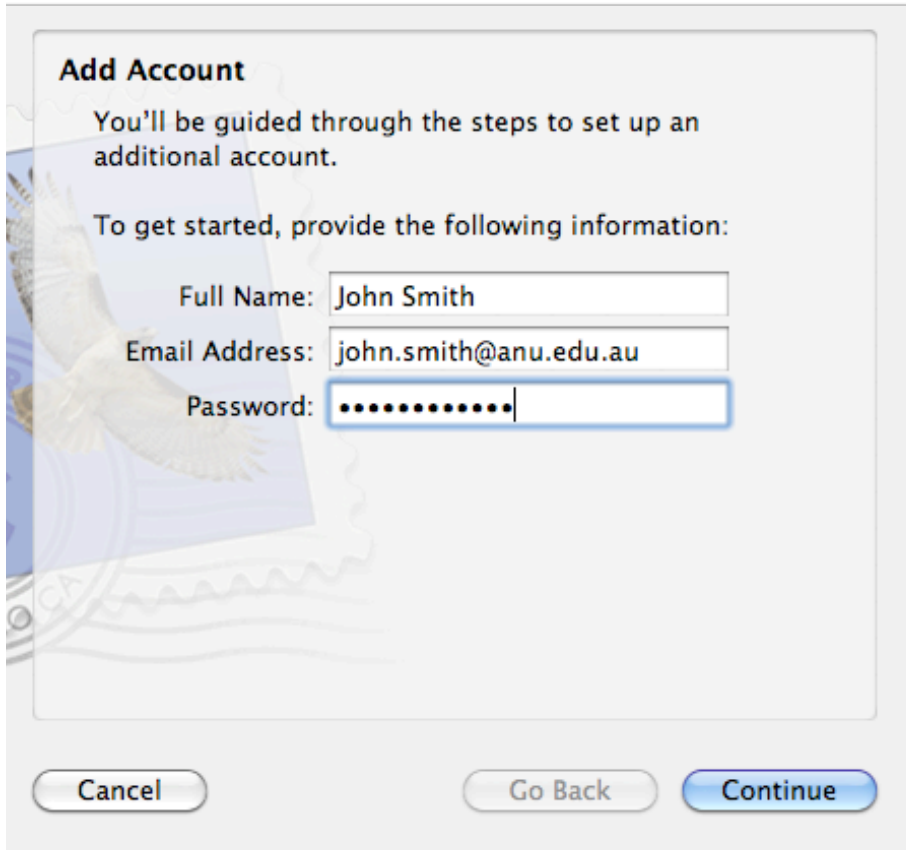> 1b. Select **Accounts** tab at the top of preferences window.

1c. Select **+** button at the bottom left of **account** list.

2. Enter the following details:

- Full Name: eg John Smith
- Email Address: eg john.smith@anu.edu.au for staff or u1234567@anu.edu.au for students
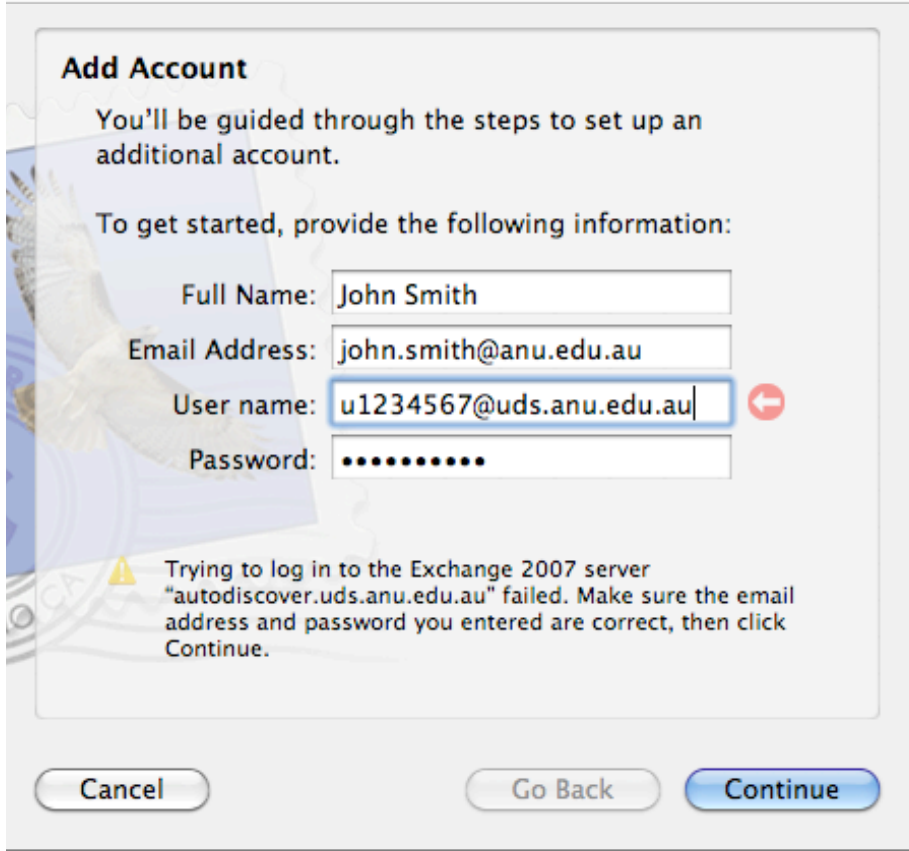- Password: your ANU password

3. Select **Continue**

      Note: Apple Mail will be unable to log you in, as it needs your username.

4. Enter the following details:

    User name: eg u1234567@uds.anu.edu.au

5. Select **Continue**.

6. When prompted, select if you want to also configure Office 365 contacts and calendars

7. Select **Create**.

8. Close **Mail Preferences**.

Apple Mail (Mac OS X 10.5 (Leopard) and earlier)

1. Open **Mail**

If you have previously used Mail:

> 1a. From **Mail** menu, select **Preferences**
>
> 1b. Select **Accounts** tab at the top of preferences window
>
> 1c. Select **+** button at the bottom left of **account** list.

2. Enter the following details:
   - Full Name: eg John Smith
   - Email Address: eg john.smith@anu.edu.au for staff or u1234567@anu.edu.au for students
   - Password: your ANU password

3. Enter the following details for Incoming Mail Server (you may only see 3 of the below headings):
   - Account Type: IMAP
   - Description: ANU Email (or your own description)
   - Incoming Mail Server: pod51024.outlook.com
   - User Name: eg u1234567@uds.anu.edu.au
   - Password: your ANU password

4. Select **Continue**.

5. Enter the following details for Outgoing Mail Server:
   - Description: ANU Email (or your own description)
   - Outgoing Mail Server: pod51024.outlook.com
   - Use Authentication: On
   - User Name: eg u1234567@uds.anu.edu.au
   - Password: your ANU password
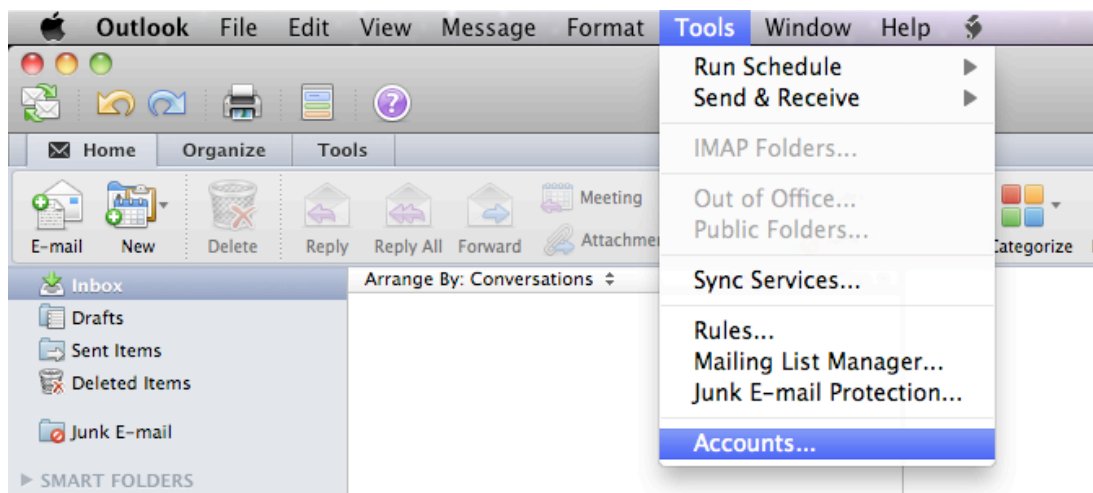
6. Select **Continue.**

7. Select **Create.**

8. Close **Mail Preferences**.

Outlook 2011 for Mac
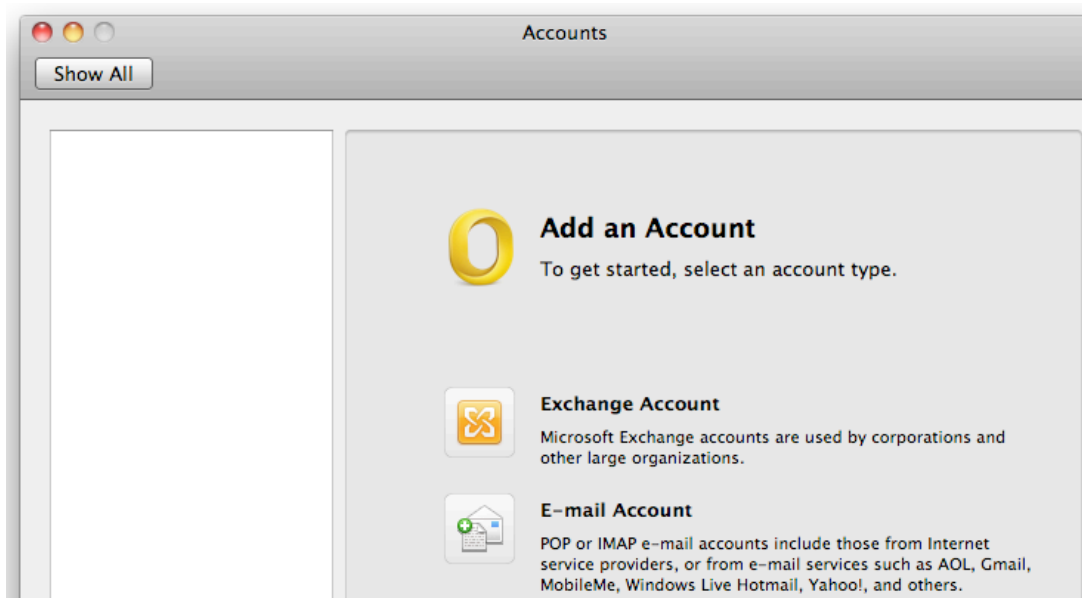
1. Launch **Outlook**

If you have previously used Outlook for Mac:

- From the **Tools** menu, select **Accounts**
- Select **+** button at the bottom left of **account** list and select **Exchange** from the menu.
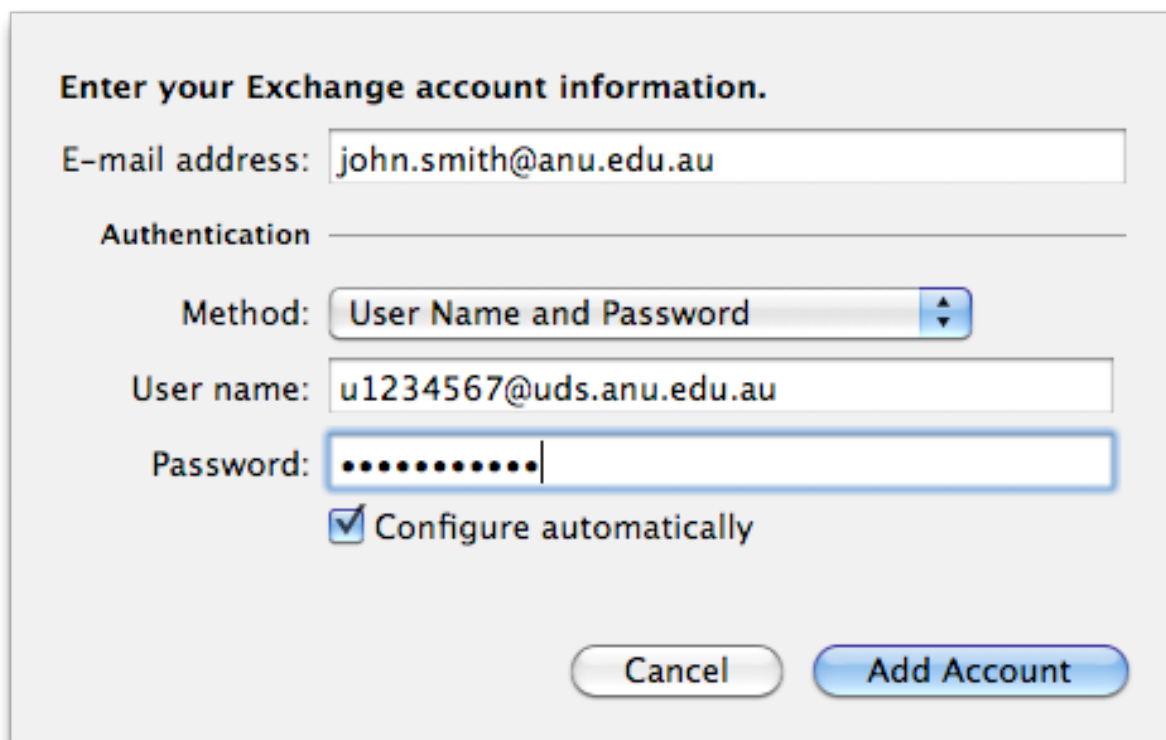
2. Account

- Select **Exchange Account**.

3. Enter the following information:

- E-mail address: eg john.smith@anu.edu.au for staff or u1234567@anu.edu.au for students
- Method: **User Name and Password**
- User name: eg u1234567@uds.anu.edu.au
- Password: your ANU password
- Configure automatically: **On** (check the box)

Enter your Exchange account information.

E-mail address: john.smith@anu.edu.au

Authentication

Method: User Name and Password
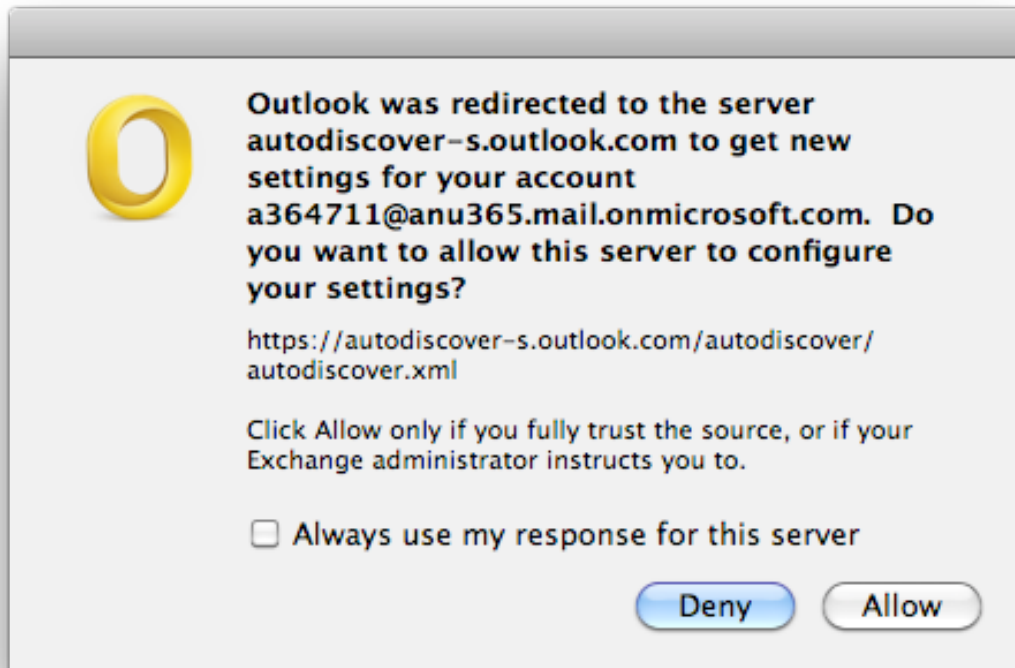
User name: u1234567@uds.anu.edu.au

Password: ••••••••••••

☑ Configure automatically

Cancel   Add Account

4. Select **Add Account**.

5. When prompted **allow** the server **autodiscover-s.outlook.com** to configure your account.

   - Check **Always use my response for this server**.
   - Select **Allow**.

Outlook was redirected to the server autodiscover-s.outlook.com to get new settings for your account a364711@anu365.mail.onmicrosoft.com. Do you want to allow this server to configure your settings?

https://autodiscover-s.outlook.com/autodiscover/autodiscover.xml

Click Allow only if you fully trust the source, or if your Exchange administrator instructs you to.

☐ Always use my response for this server

Deny   Allow

6. Once Outlook has configured itself, you may wish to rename the default account name, for example:

   Account Description: ANU Email (or your own description)

7. Close the **Accounts Settings** screen.

Entourage 2008 (Web Services Edition)

You must have the Entourage (Web Services Edition) optional update from Microsoft installed to work with Office 365. Office 365 does not work with the standard version of Entourage 2008.

1. Launch **Entourage**.

If you have previously used Entourage:

> 1a. Select **Accounts** from the **Tools** menu.
>
> 1b. Select the **New** button at the top of the **Accounts** window.

If you have not used Entourage before:

> 1a. Select **Start using Entourage without importing anything**.
>
> 1b. Select the **right arrow**

2. Enter your email address when requested:

- E-mail address: eg john.smith@anu.edu.au for staff or u1234567@anu.edu.au for students
- My account is on an Exchange server: **On**

3. When prompted, enter your account details:

- Account ID: eg u1234567@uds.anu.edu.au
- Password: your ANU password
- Save password in my Mac OS keychain: **On** (recommended)

4. When prompted, allow the server **autodiscover-s.outlook.com** to configure your account by selecting **Allow**.

5. Select the **right arrow** when asked to confirm your account details.

6. Check that your name and email address are correct on this screen, then select the **right arrow**.

7. Select **Verify my settings** and ensure that the following is displayed:

> **Your account settings have been successfully verified.**

8. Select the **right arrow.**

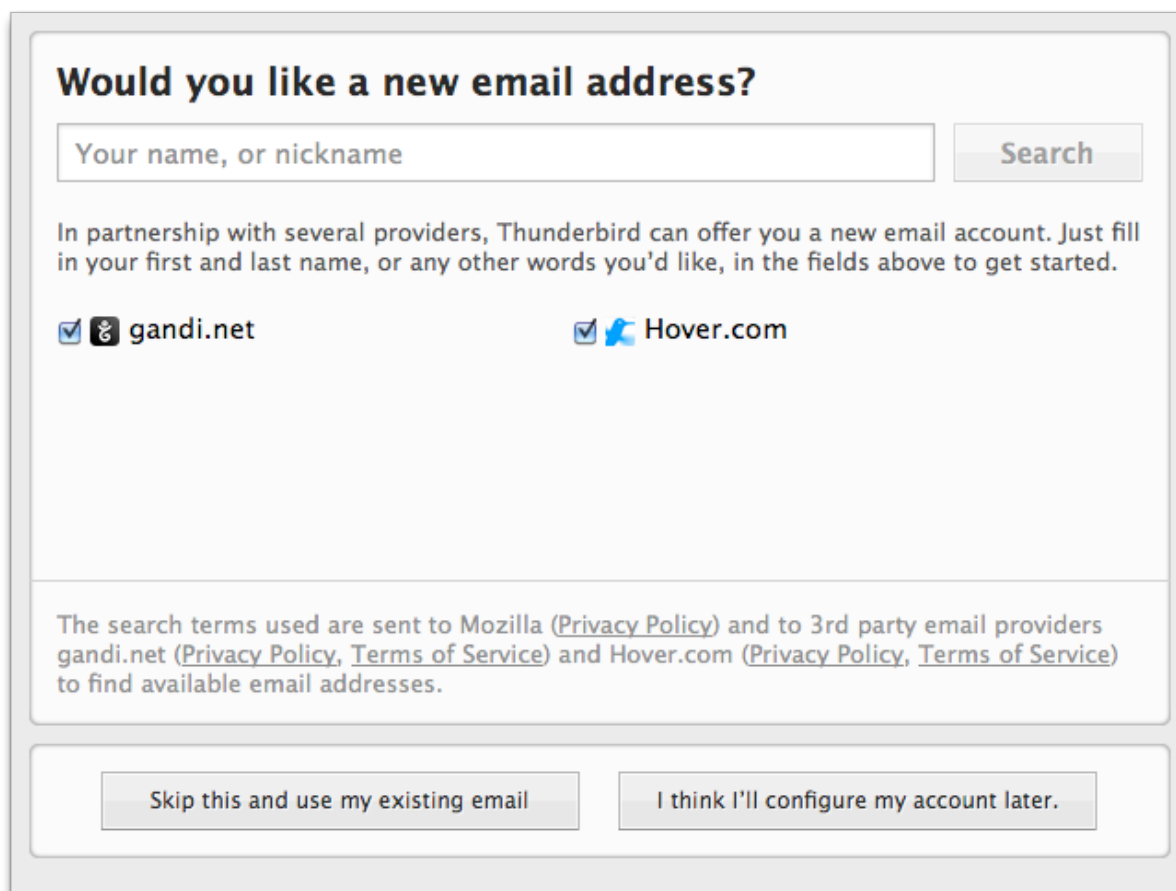9. Enter a description for your account, for example:

> Account name: ANU Email (or your own description)

Thunderbird for Mac:

1. Launch **Thunderbird**.

If you haven't used Thunderbird before:

> 1a. Select **Skip this and use my existing email** at the bottom left of the dialog box.
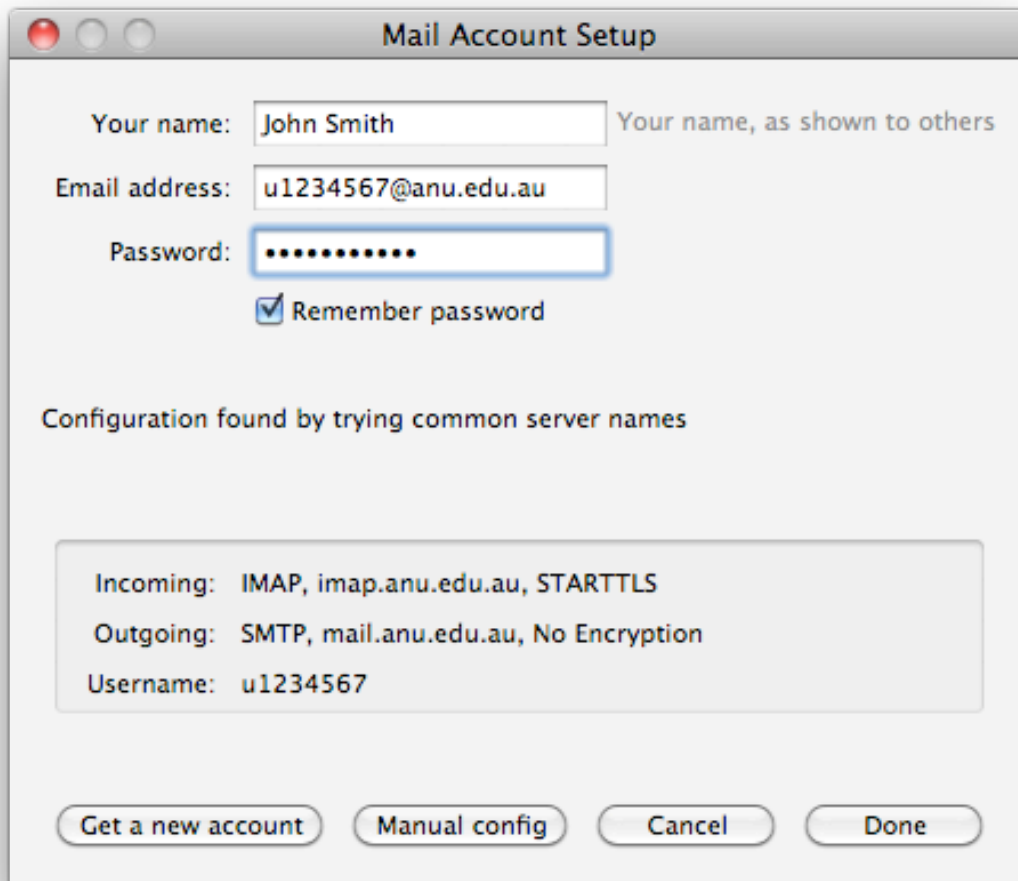
2. Enter the following information:

- Your name: eg John Smith
- Email address: john.smith@anu.edu.au for staff or u1234567@anu.edu.au for students
- Password: your ANU password
- Check the **Remember password** box.

3. Select **Continue**.

4. Select **Manual config**.
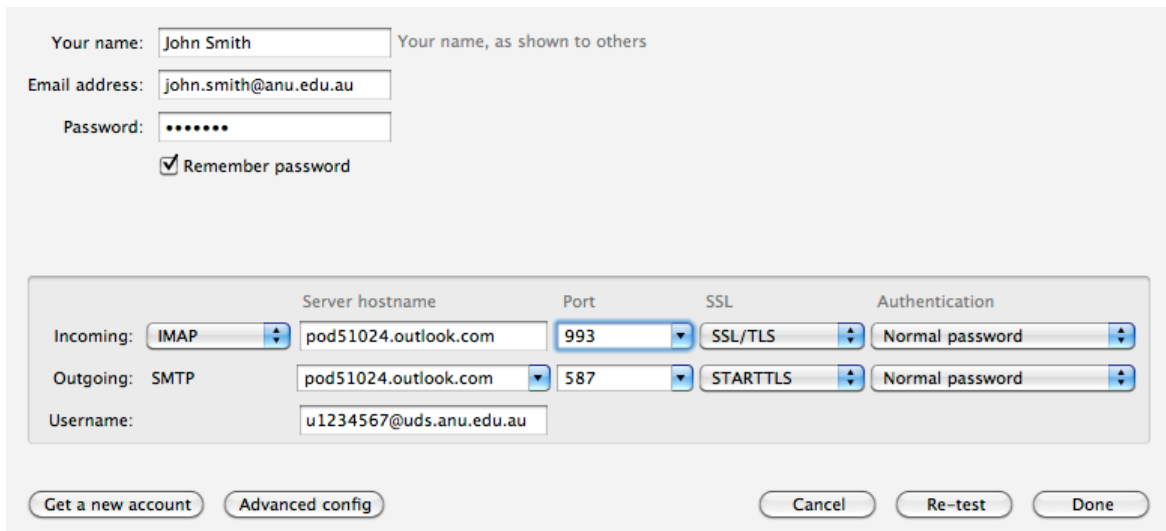
5. Enter the following information:

Incoming

- Server type: IMAP
- Server hostname: pod51024.outlook.com
- Port: 993
- SSL: SSL/TLS
- Authentication: Normal password

Outgoing

- Server hostname: pod51024.outlook.com
- Port: 587
- SSL: STARTTLS
- Authentication: Normal password
- Username: u1234567@uds.anu.edu.au
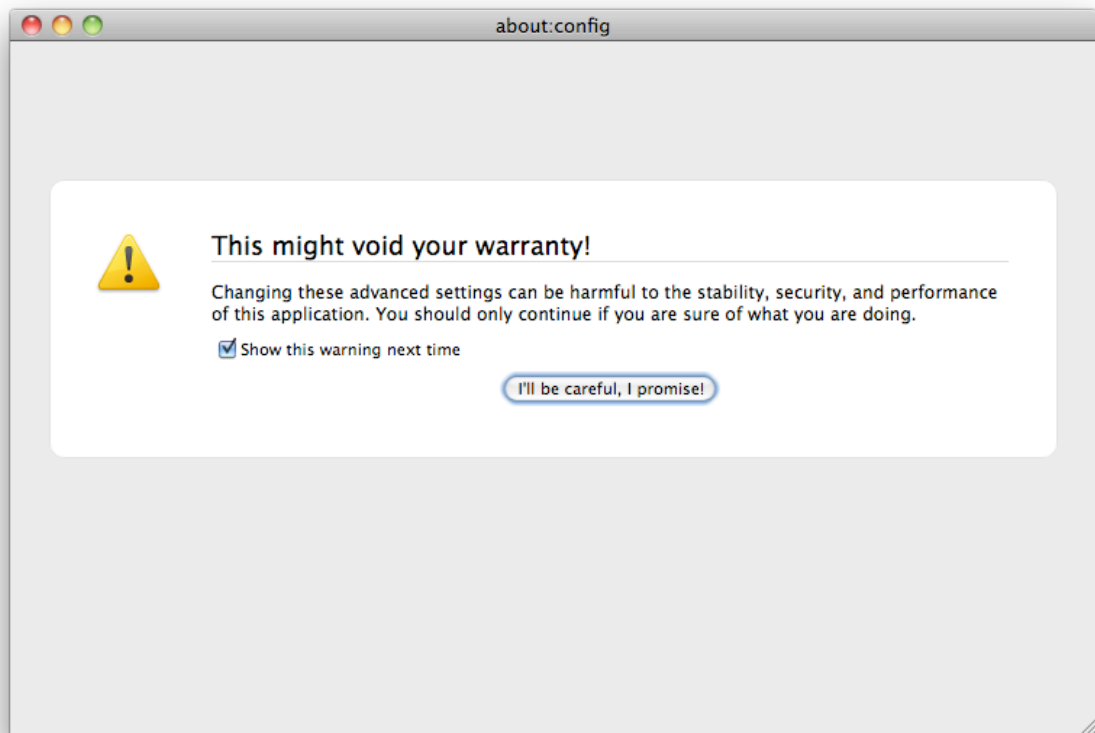

6. Select **Done**.

Thunderbird needs an advanced configuration to work with Office 365 IMAP.

1.   From the Thunderbird menu, select **Preferences**.

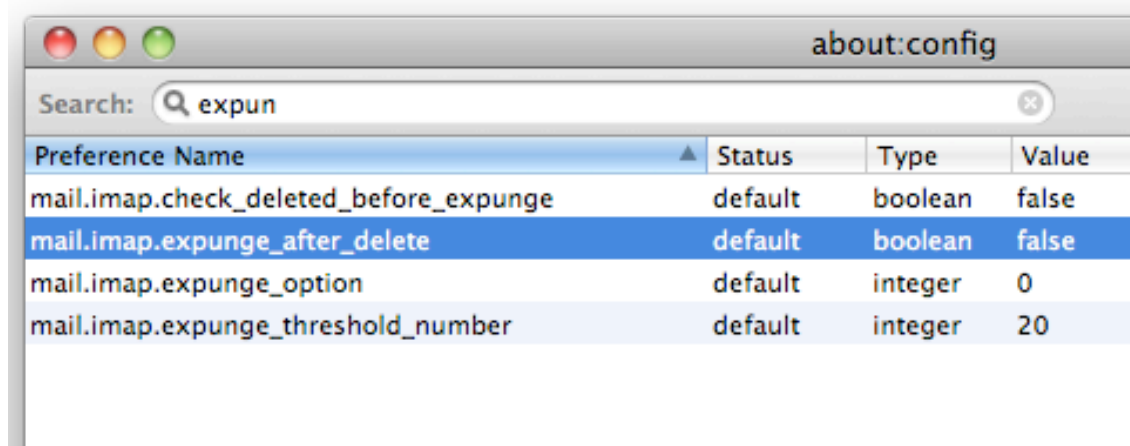2.   Select the **Advanced** section, then the **General** tab.
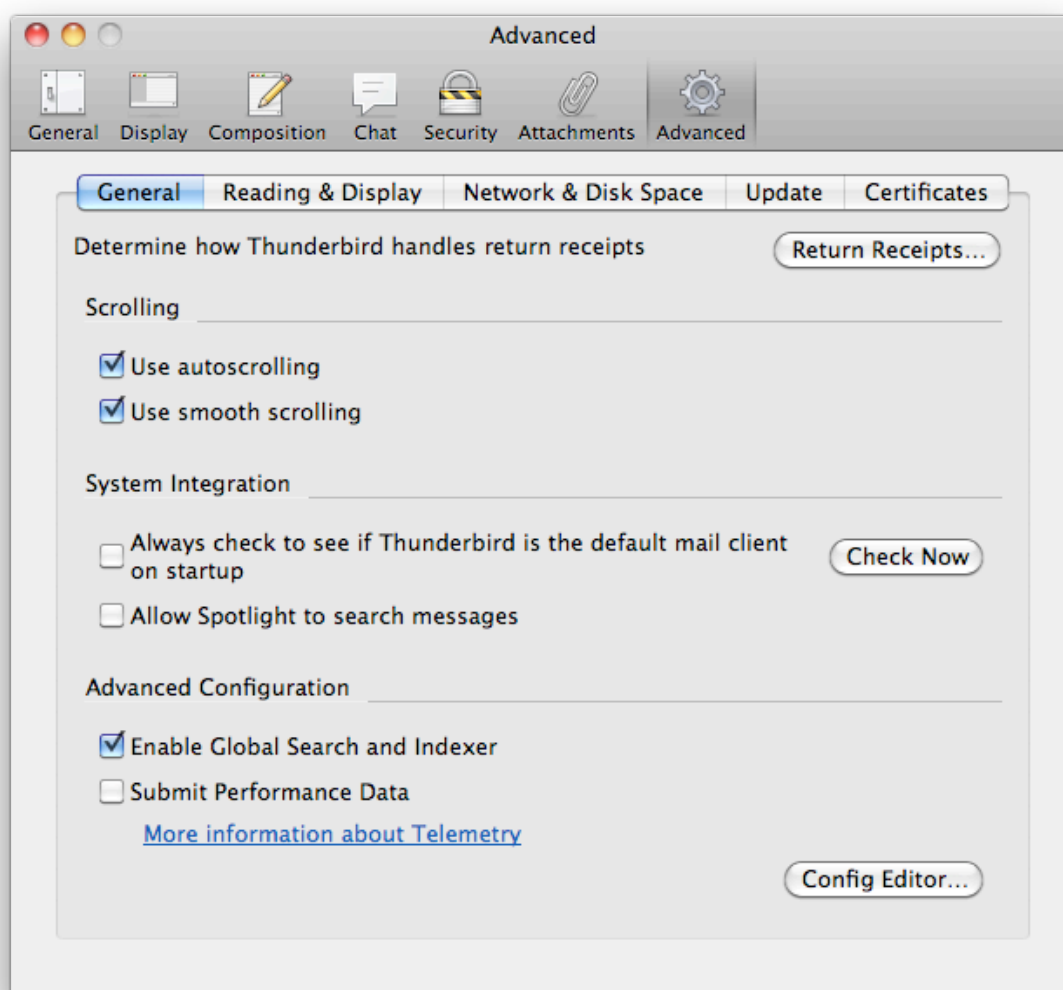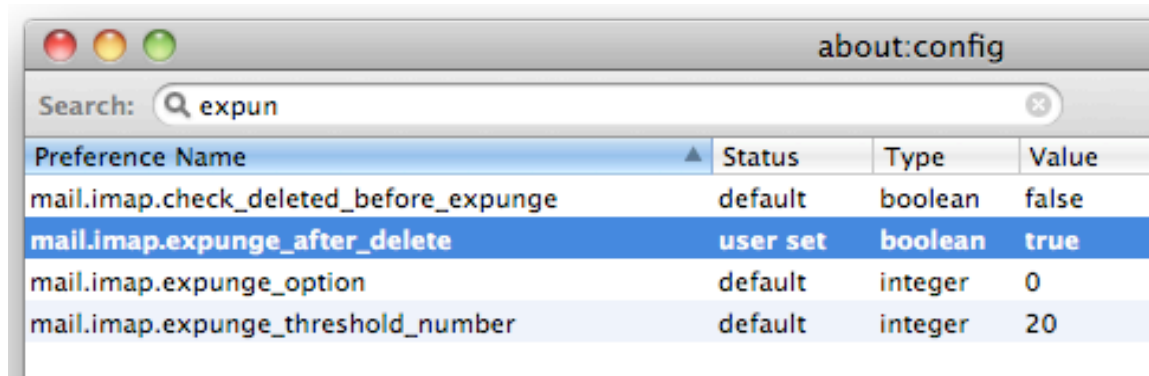

3.   Select **Config Editor**.

4. Select **I'll be careful, I promise**!.

5. Enter **expunge** in the search field.

6. Double click on **mail.imap.expunge_after_delete** setting to change the value to **true**.

7. Close the **configuration** window.

8. Close the **Advanced settings** window.

Your email is now configured.