



## Configure UM e-mail on a Mac using Outlook 365

### Based on macOS Ventura

This manual helps you setting up your Maastricht University mailbox via Outlook 365 on macOS

-- *When using UM IT services you agree to UM's Acceptable Use Policy. The complete text can be found on the website: <http://www.maastrichtuniversity.nl/informationsecurity> --*

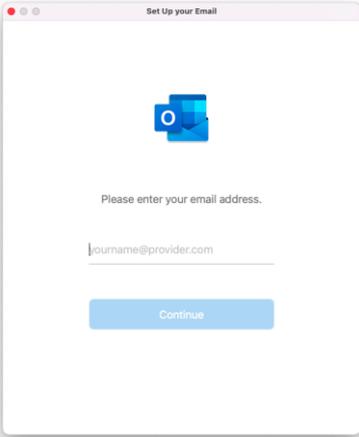
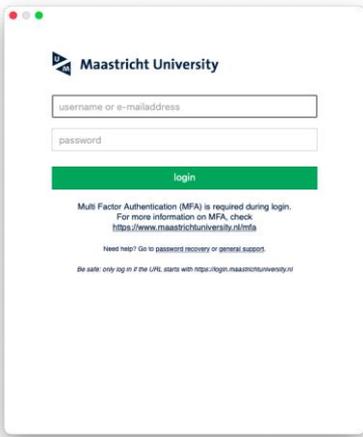
What do you need?

- An Apple computer with Outlook 365 installed.
- An active internet connection.

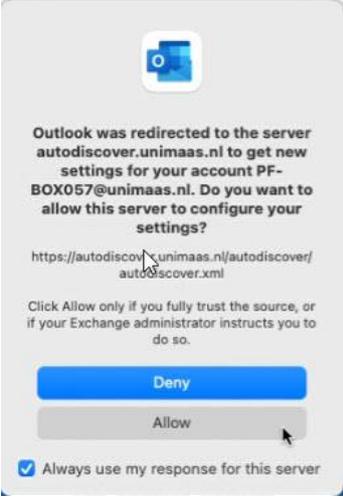
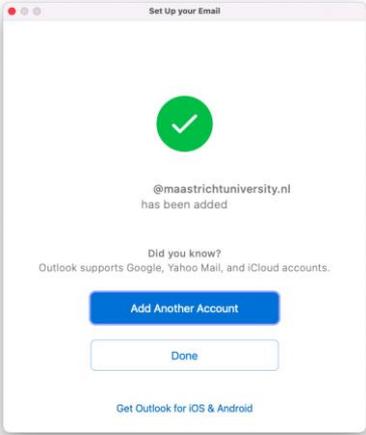
Please consult the "Frequently Asked Questions" at the end of the manual in case you encounter problems in using the manual or the service.

You can install Microsoft 365 apps via <https://portal.office.com>.



Screenshot	Information
	<p><b>Step 1: Open the Microsoft Outlook mail client</b></p> <ul style="list-style-type: none"><li>Click on the "Microsoft Outlook" icon.</li></ul>
	<p><b>Step 2: Email address</b></p> <ul style="list-style-type: none"><li>Type in your e-mail address.</li></ul> <p>IMPORTANT: If you already have your UM account configured you need to sign out of that first. To do this select <b>Tools &gt; Accounts</b>. Then click on the minus ( - ) sign and then "<b>Sign Out</b>".</p> <p>To add the new account select the plus ( + ) sign &gt; <b>New Account</b>.</p>
	<p><b>Step 3: Enter your credentials</b></p> <ul style="list-style-type: none"><li>Enter your UM username or email address</li><li>Enter your password</li><li>Click "Login"<ul style="list-style-type: none"><li>If applicable approve the <a href="#">MFA authentication</a> request</li></ul></li></ul>



 <p>Outlook was redirected to the server autodiscover.unimaas.nl to get new settings for your account PF-BOX057@unimaas.nl. Do you want to allow this server to configure your settings?</p> <p><a href="https://autodiscover.unimaas.nl/autodiscover/autodiscover.xml">https://autodiscover.unimaas.nl/autodiscover/autodiscover.xml</a></p> <p>Click Allow only if you fully trust the source, or if your Exchange administrator instructs you to do so.</p> <p><input type="button" value="Deny"/> <input type="button" value="Allow"/></p> <p><input checked="" type="checkbox"/> Always use my response for this server</p>	<p><b>Step 4:</b></p> <p>If prompted: Check 'Always use my response for this server' &gt; Click '<b>Allow</b>'</p>
 <p>Account Information</p> <p>Enter your account information for "@maastrichtuniversity.nl"</p> <p>Username: @maastrichtuniversity.nl</p> <p>Password: ●●●●●●●●●●</p> <p><input checked="" type="checkbox"/> Remember this password in my keychain</p> <p><input type="button" value="Cancel"/> <input type="button" value="OK"/></p>	<p><b>Step 5:</b></p> <p>If prompted:</p> <p>Check 'Remember this password in my keychain', fill in your UM-mailaddress and UM-password &gt; Click '<b>OK</b>'</p>
 <p>Set Up your Email</p> <p><input checked="" type="checkbox"/></p> <p>@maastrichtuniversity.nl has been added</p> <p>Did you know? Outlook supports Google, Yahoo Mail, and iCloud accounts.</p> <p><input type="button" value="Add Another Account"/> <input type="button" value="Done"/></p> <p><a href="#">Get Outlook for iOS &amp; Android</a></p>	<p><b>Step 4: Your account is now configured</b></p> <ul style="list-style-type: none"><li>• Click on Done</li></ul>