



MacOS Email Setup

This document explains how to set up email on your Mac with Multi-Factor Authentication (MFA) enabled.

Prerequisites:

- MacOS 10.14 or later
- You have set up **Multi-factor Authentication (MFA)**



Instructions on setting up MFA can be found at the end of this document

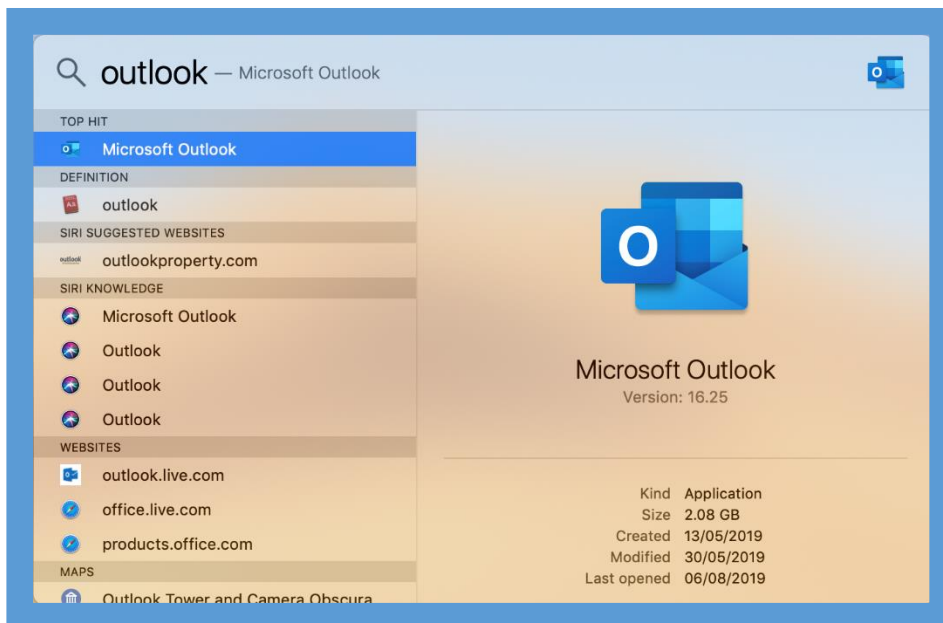
- **Microsoft Office 365** installed



Microsoft Office 365 is free to all staff and students and can be downloaded from <https://office.com> by logging in with your University account

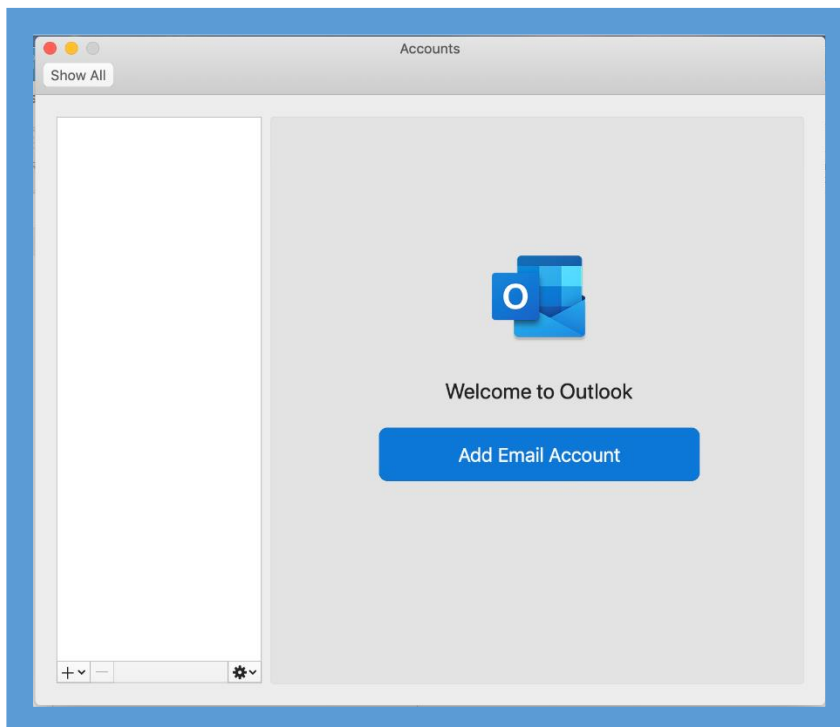
Step 1:

- Open **Microsoft Outlook**



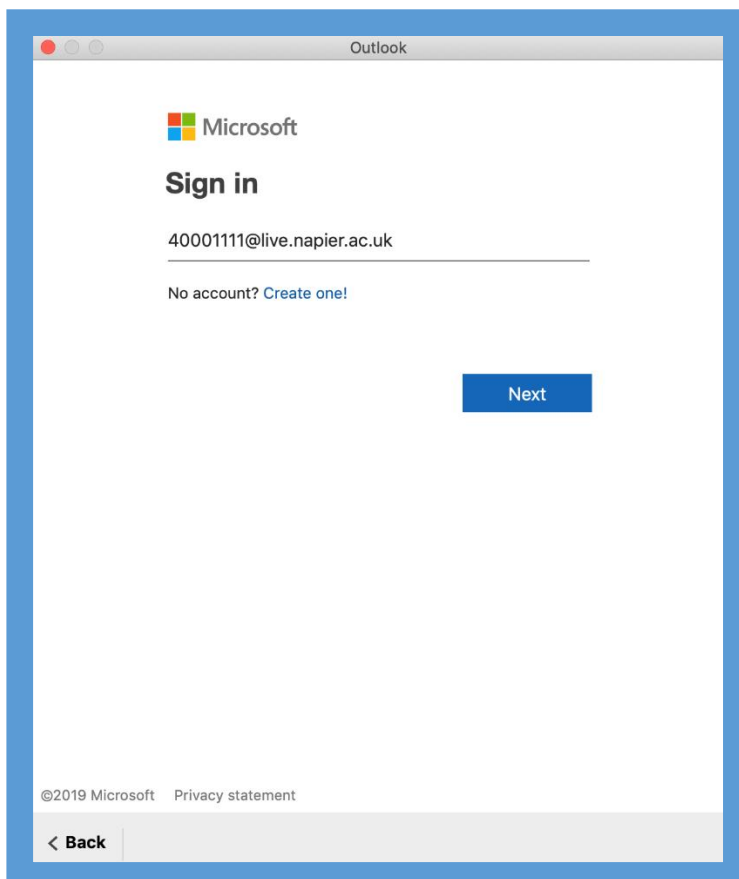
Step 2:

- Select **Tools**, then **Accounts**, then **Add Email Account**, or press the + icon



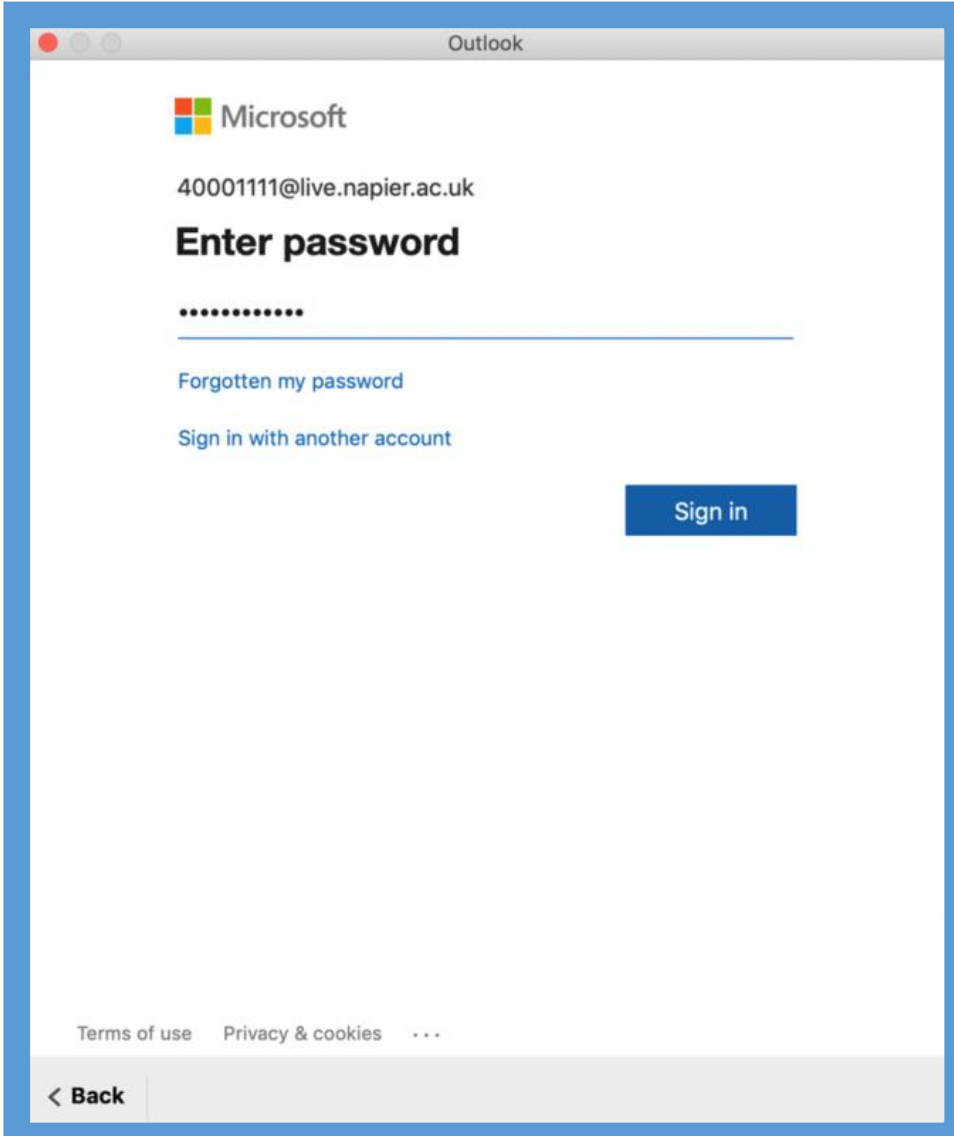
Step 3:

- Enter your Edinburgh Napier University email address and select **Next**



Step 4:

- Enter your Edinburgh Napier University password
- Select **Sign in**



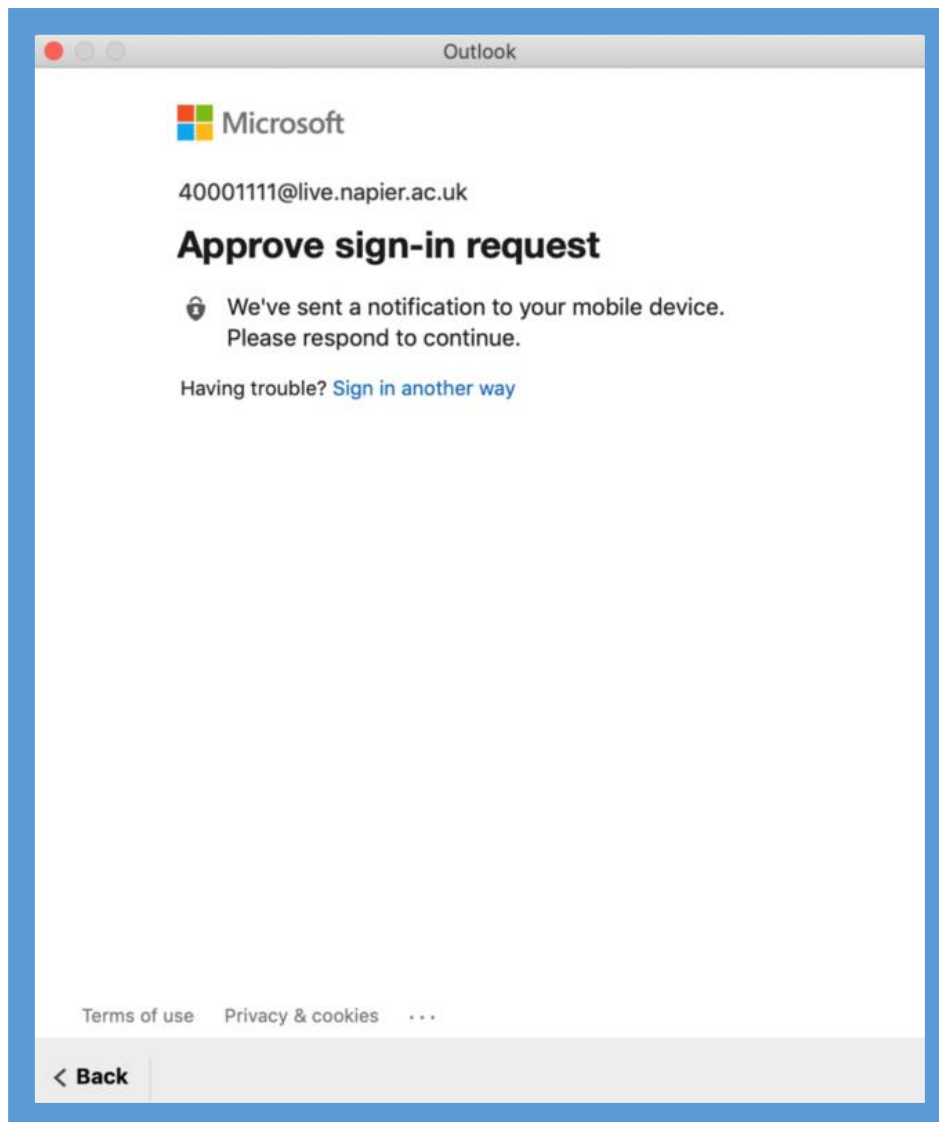
The screenshot shows a web browser window titled "Outlook". The page features the Microsoft logo at the top left. Below the logo, the email address "40001111@live.napier.ac.uk" is displayed. The main heading is "Enter password", followed by a password input field containing ten dots. Below the input field, there are two links: "Forgotten my password" and "Sign in with another account". A blue "Sign in" button is positioned to the right of the input field. At the bottom of the page, there are links for "Terms of use" and "Privacy & cookies". A grey bar at the very bottom contains a back arrow and the text "< Back".

Step 5:

- You may receive a **Multi-Factor Authentication (MFA)** check, complete it as instructed

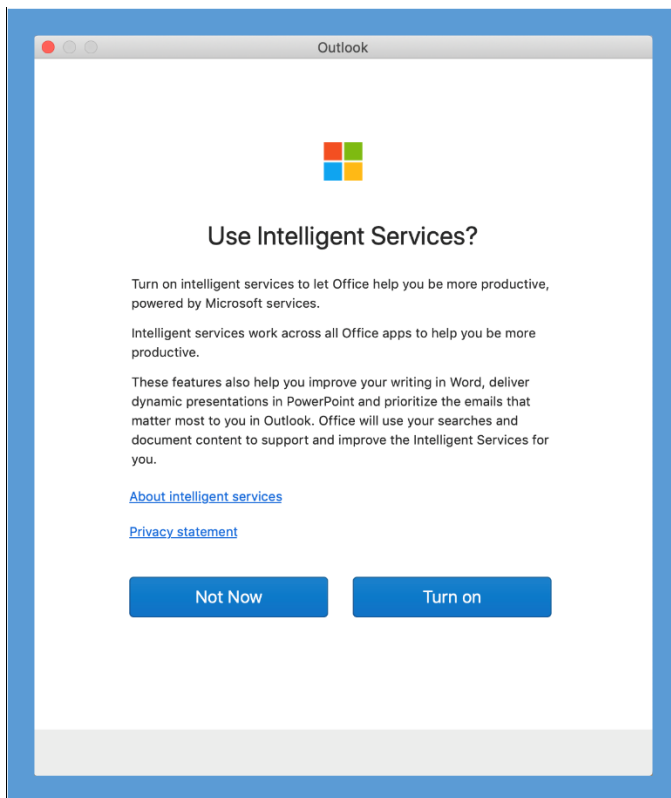


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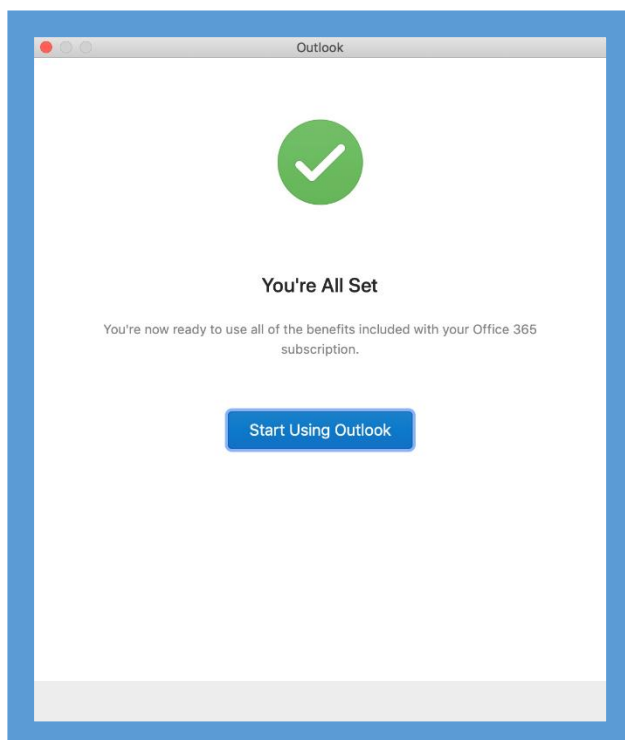
Step 6

- Select your preference on Intelligent Services



Step 7

- Setup is complete



Troubleshooting

Where do I get Microsoft Outlook?

As a Staff or Student member, you get Office 365 for free! Download the full package from <https://office.com>.

My sign-in was blocked?

To access email outside of the University network, you must set up **Multi-Factor Authentication (MFA)**.

How can I setup Multi-Factor Authentication (MFA)?

While on campus connected to eduroam, or on an Edinburgh Napier University PC, open a web browser and navigate to <https://aka.ms/mfasetup>, full instructions can be found [here](#).

If you are still having difficulty, please take your device to the library desk at either Sighthill, Craiglockhart, or Merchiston Campuses.

You may also phone the **IS Service Desk** on **0131 455 3000** for assistance.