



Windows Email Setup

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

Prerequisites:

- You have set up **Multi-factor Authentication (MFA)**



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

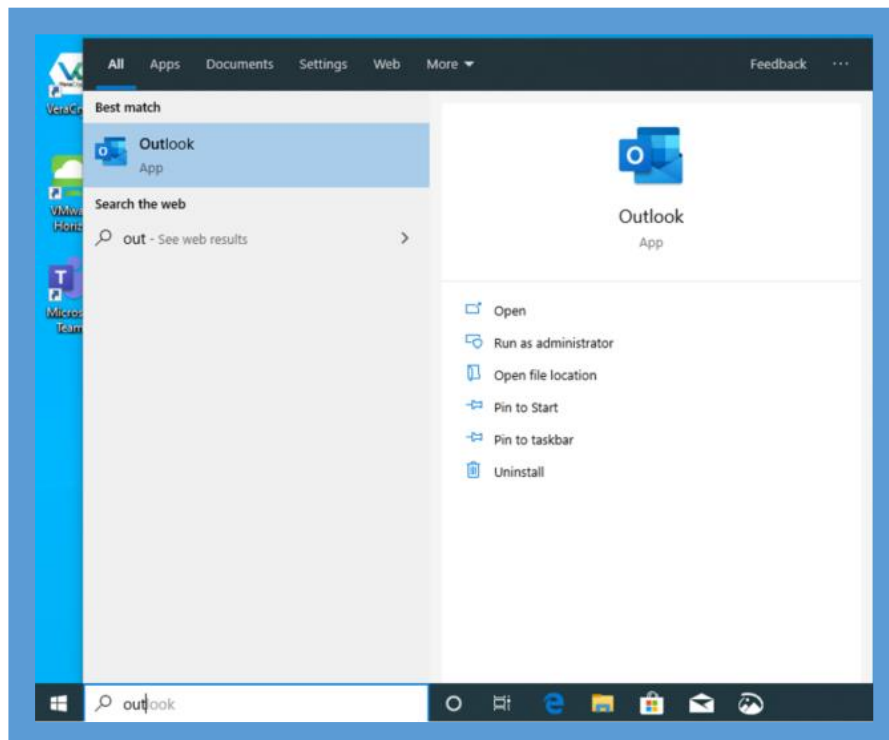
- **Microsoft Office 365** installed



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

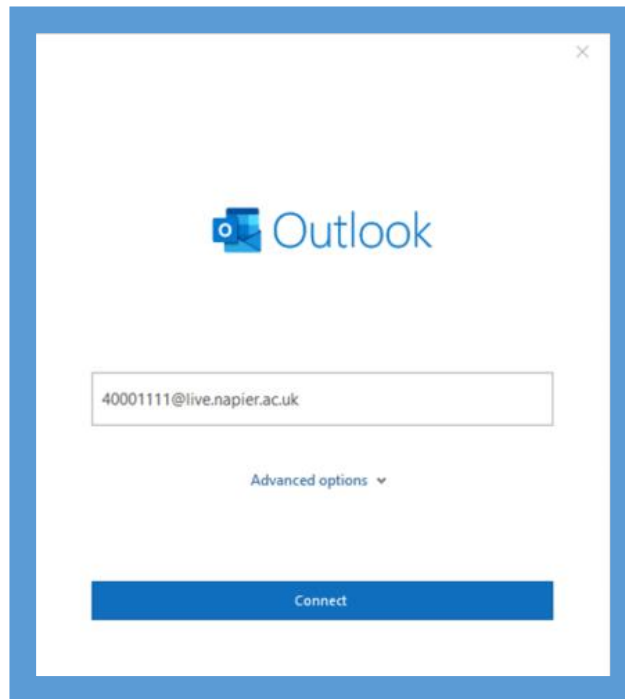
Step 1:

- Open **Microsoft Outlook**



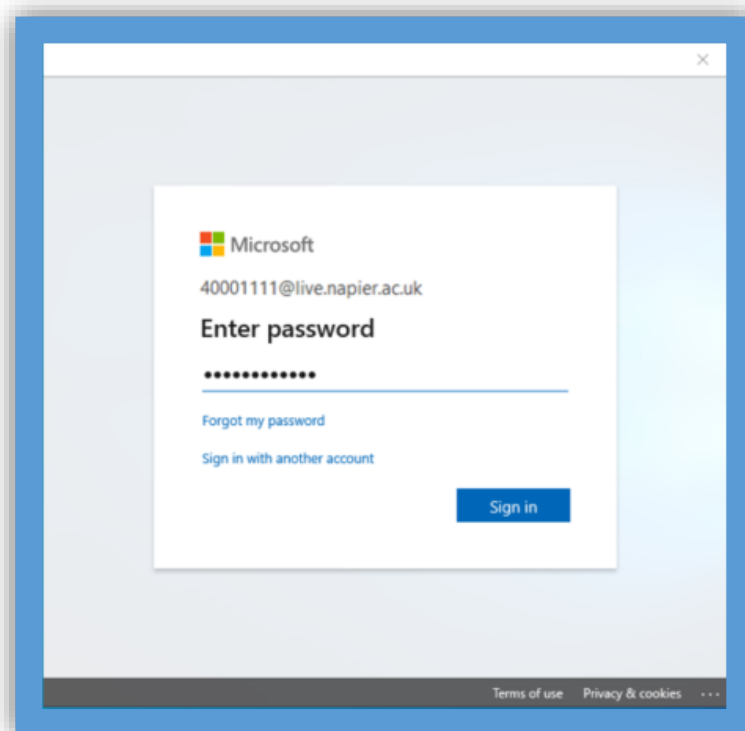
Step 2:

- In the **Microsoft Outlook App**:
 - Select **Add Account**
 - Enter your Edinburgh Napier University **email address** and select **connect**



Step 3:

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

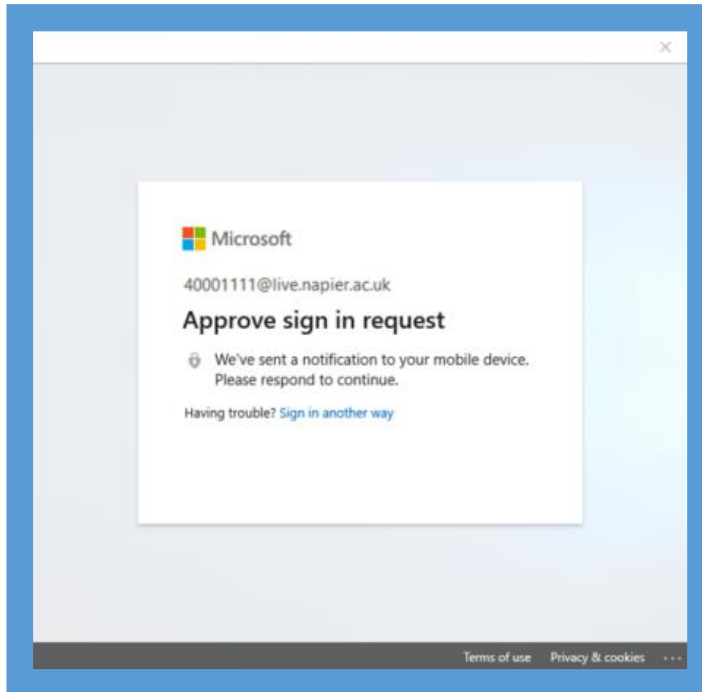


Step 4

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

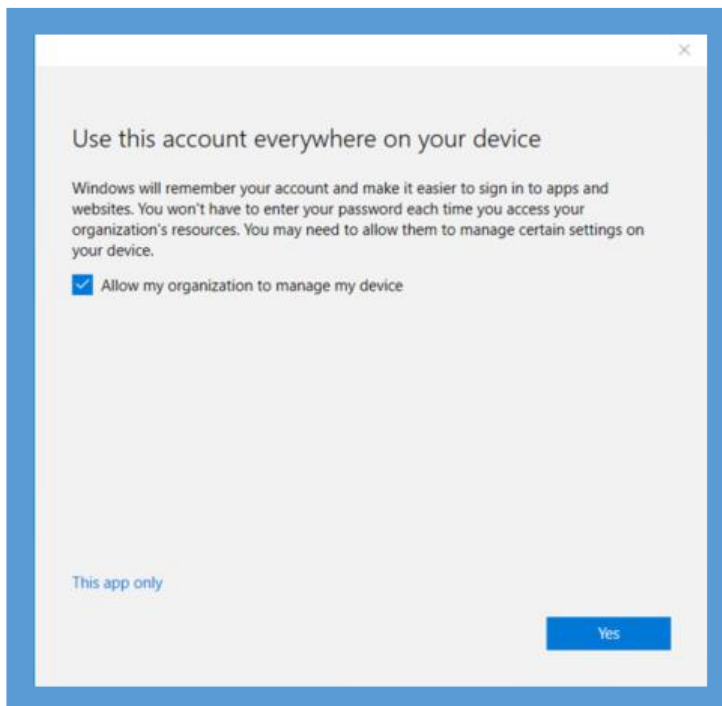


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Step 5

- Check "Allow my organization to manage my device" and select **yes**



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>.

What does "Allow my organisation to manage my device" do?

This will trust your device, meaning you will not have to authenticate as often to access Office 365 services. It does not give Edinburgh Napier University access to your device, or your emails.

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.