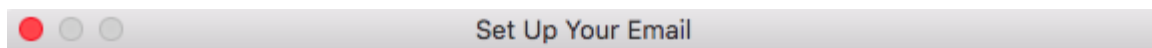


Outlook for Mac OS X -Nexus 365

****If you already have a Nexus account configured, it is advised that you remove this first before configuring the 365 account ****– Please follow the instructions on page 4 of this guide.

Configuring Outlook 2016 in Mac OS X for Nexus365 can be achieved by following steps below:

- Open Outlook
 - – (If you have an existing email account already configured, then go to Outlook **Menu** > choose **Preferences** > **Accounts** then select the “plus” icon to add an new account)
- The “*Set Up Your Email*” dialog box will appear



Please enter your email address

|yourname@provider.com

Continue

- Enter your username in the format username@OX.AC.UK and select “**Next**” (example brasxxxx@OX.AC.UK)



Please enter your email address

Email

brasxxx@OX.AC.UK|

Continue

- A University Webauth login page will appear, enter your Single Sign On (SSO) credentials and select “**Login**”.

Log in

Help

This service is accessed via the University of Oxford Single Sign-On system.

Please enter your **Oxford username** and password then click the "Login" button.

Username

brasxxx

e.g. abcd0123

Password

●●●●●●●●

Login

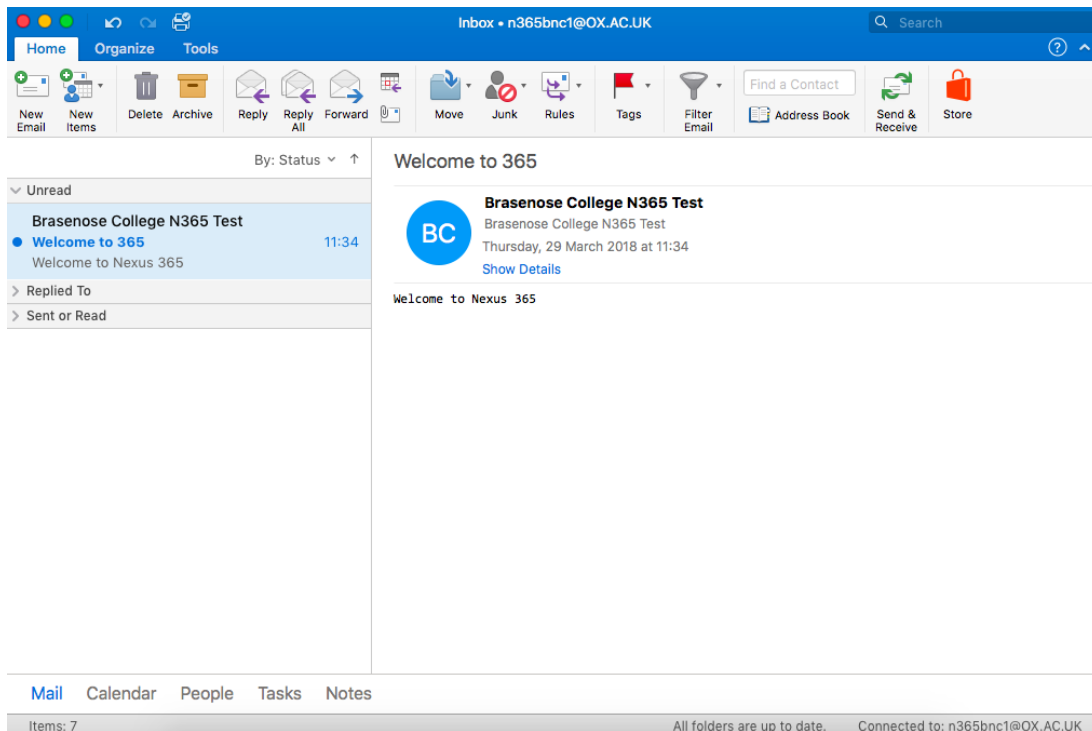
Having trouble logging in?

Not yet activated? [Activate a new account](#)

- Continue through the sign in process by selecting “**Continue to Shibboleth Identity Provider**”



Once completed, you should see that your account has been added, select “**Done**”.

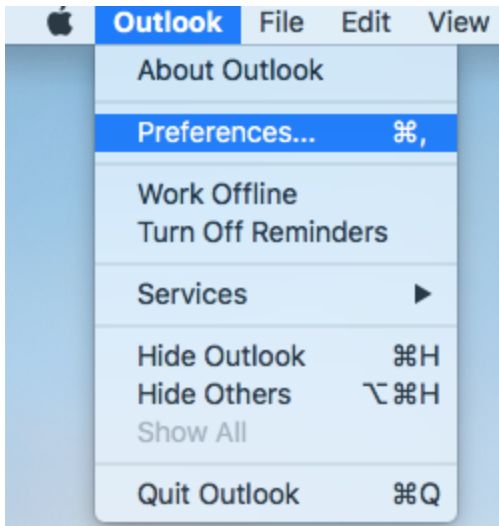


- Outlook should now open and begin synchronising your emails.

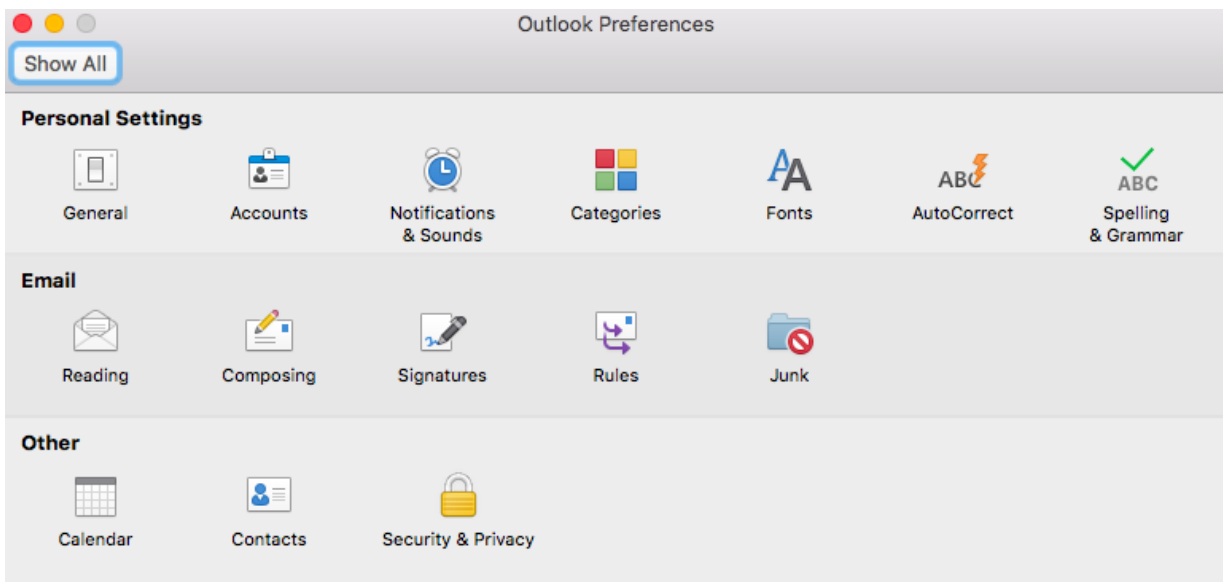
Removing existing Nexus accounts (if required):

This section is linked from the top of the page and should only be used if you have existing account configured using the old Nexus email system which needs to be removed (no emails stored on the email server will lost).

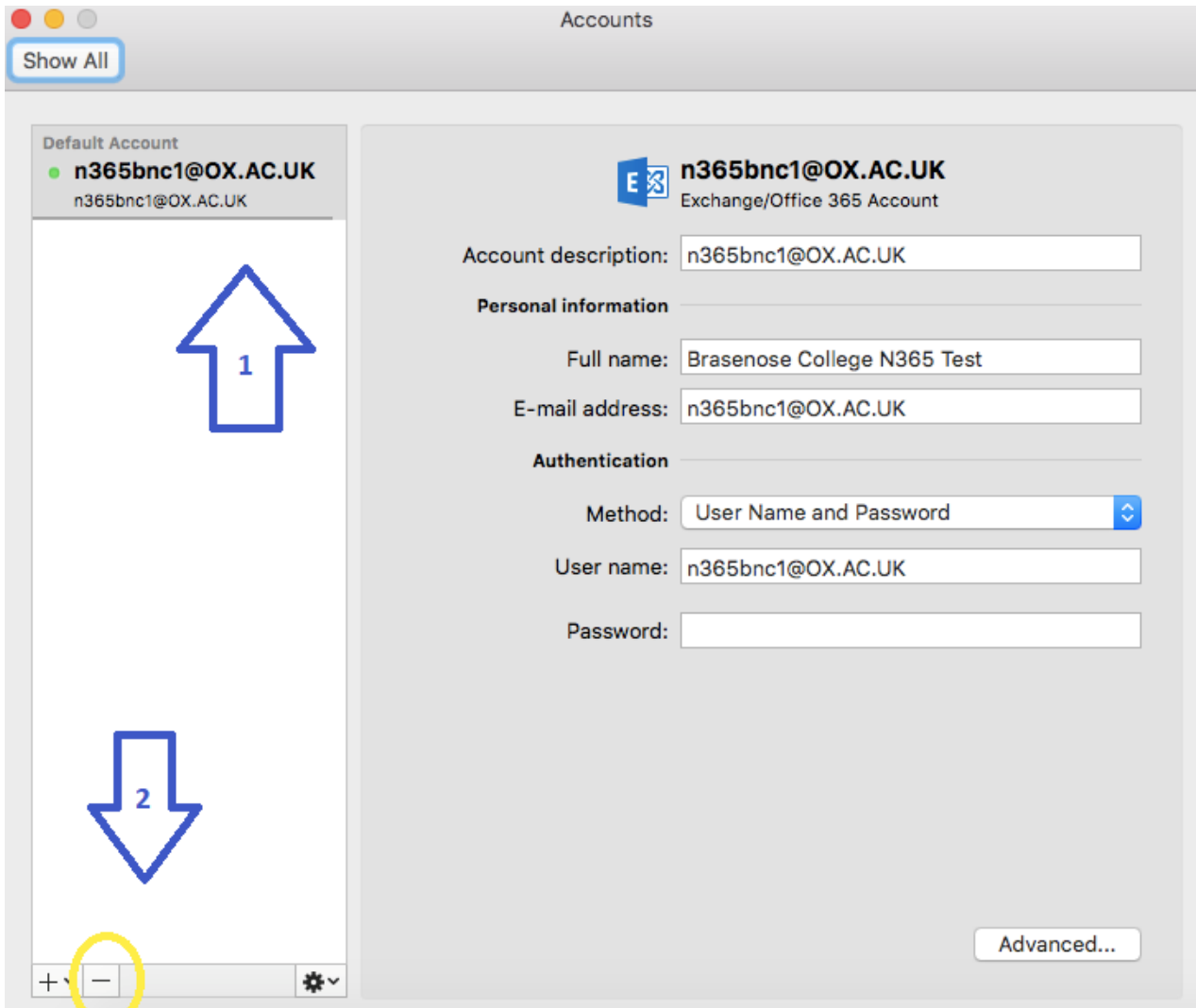
- To remove an account, Select the “**Outlook**” menu > “**Preferences**”



- From the Preferences Pane select “**Accounts**”



- In the accounts menu, ensure you have the account you'd like to remove highlighted (1). Use the “minus” icon (2) to remove the account.



The selected account should now be removed.