



How to access the University e-mail

(updated 31/05/2024)

The institutional e-mail system of the University of Bologna is based on Microsoft Office 365.

You can use institutional e-mail as follows:

- by connecting via web at <https://outlook.office.com/>
- through the Microsoft Outlook programme, available for both Windows and Apple Mac systems
- through the Outlook app for mobile devices, such as smartphones and tablets, available free of charge for both Android and Apple iOS systems
- configuring programmes such as Mail for Mac in Exchange mode (the mail system's native mode). Configuring Mail for Mac in IMAP/POP3 mode does not support the security criteria required by the University e-mail system
- using programmes that support both IMAP/POP3 protocols and the security policies of the University's e-mail system, such as Mozilla Thunderbird.

You can use a shared mailbox casellaufficio@unibo.it as follows:

- by connecting via the web to the personal mailbox nome.cognome@unibo.it at <https://outlook.office.com/>, then clicking on "Use an other e-mail address" on top right:



- by connecting via web at <https://outlook.office.com/mail/casellaufficio@unibo.it> (replacing casellaufficio@unibo.it with the e-mail address of the shared mailbox) and logging in with your username nome.cognome@unibo.it or nome.cognome@esterni.unibo.it and your password

Parameters for the configuration in IMAP and POP3 mode

Incoming mail server address: **outlook.office365.com**

IMAP protocol port: **993 (RECOMMENDED)**

POP3 protocol port: **995**

Security: **SSL/TLS**

Authentication: **OAuth2 (*)**

Username: **nome.cognome@unibo.it**

Outgoing mail server address (SMTP): **smtp.office365.com**

Port: **587**

Authentication type: **STARTTLS**

Authentication: **OAuth2 (*)**

Username: nome.cognome@unibo.it

(*) Credentials are requested in a window containing the University authentication page.

Immettere le credenziali per su outlook.office365.com

https://idp.unibo.it/adfs/ls/?login_hint=%40unibo.it&client-request-id=76b2c5ed-1fe2-4f9d-be9f-8bf74a2c8bb

Alma Mater Studiorum
University of Bologna

DSA

Enter the University institutional credentials.

nome.cognome@unibo.it

.....

Sign in

Having trouble logging in?

Forgot your credentials? | Do you want to change your password?

More information about credential
Choose the appropriate credential type:

- @studio.unibo.it
- @unibo.it
- @esterni.unibo.it

Privacy policy

Settings for Mozilla Thunderbird

Open "account settings", check "server settings" and "outgoing server (SMTP)".

The screenshot shows the Mozilla Thunderbird interface. At the top, the main menu is open, and "Account Settings" is highlighted. Below this, the "Server Settings" window is displayed for the account "nome.cognome@unibo.it". The "Server Type" is set to "IMAP Mail Server". The "Server Name" is "outlook.office365.com" and the "Port" is "993". The "User Name" is "nome.cognome@unibo.it". Under "Security Settings", "Connection security" is set to "SSL/TLS" and "Authentication method" is set to "OAuth2".

Below the "Server Settings" window, the "Outgoing Server (SMTP) Settings" window is shown. It contains a list of servers with "Office365 (Microsoft) - smtp.office365.com (Default)" selected. To the right of the list are buttons for "Add...", "Edit...", "Remove", and "Set Default". Below the list, the "Details of selected server:" section shows the following information:

- Description: Office365 (Microsoft)
- Server Name: smtp.office365.com
- Port: 587
- User Name: nome.cognome@unibo.it
- Authentication method: OAuth2
- Connection Security: STARTTLS