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:

![Image of Outlook login screen]

- 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.
**Settings for Mozilla Thunderbird**

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

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**Server Settings**

- **Server Type**: IMAP Mail Server
- **Server Name**: outlook.office365.com
- **Port**: 993

**Security Settings**

- **Connection Security**: SSL/TLS
- **Authentication Method**: OAuth2

**Outgoing Server (SMTP) Settings**

When managing your identities you can use a server from this list by selecting it as the Outgoing Server (SMTP), or you can use the default server from this list by selecting “Use Default Server”.

**Office365 (Microsoft) - smtp.office365.com (Default)**

- **Add...**
- **Edit...**
- **Remove**
- **Set Default**

**Details of selected server:**

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