



AREA SISTEMI E SERVIZI INFORMATICI

How to access the University e-mail

(updated 30/06/2022)

Table of contents

How to access	1
Parameters for the configuration in MAP and POP3 mode	2
Settings for Mozilla Thunderbird	3
Configuring Mail for Mac in Exchange mode	4

How to access

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 the web at <https://outlook.office.com/> or at <https://mail.unibo.it>
- 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.

In case of difficulty to access the University email from mobile devices, like smartphones and tablets, it is necessary to delete the account setup and recreate it within the same app (e.g. the email program pre-installed on the mobile device) by selecting Office365 mode, if available, or Exchange mode.

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/dfs/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, a menu is open with "Account Settings" highlighted in yellow. Below this, the "Server Settings" window is displayed for the account "nome.cognome@unibo.it".

Server Settings

Server Type: IMAP Mail Server
Server Name: outlook.office365.com Port: 993 (Default: 993)
User Name: nome.cognome@unibo.it

Security Settings

Connection security: SSL/TLS
Authentication method: 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".

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)	Agd...
	Edit...
	Remove
	Set Default

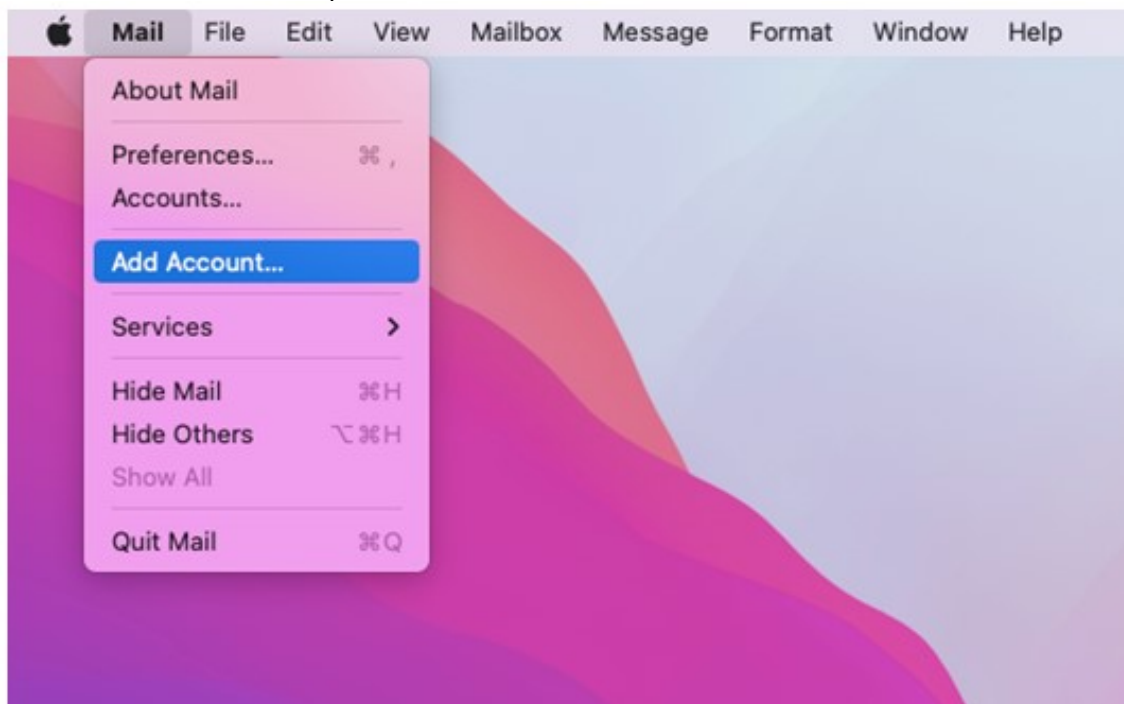
Details of selected server:

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

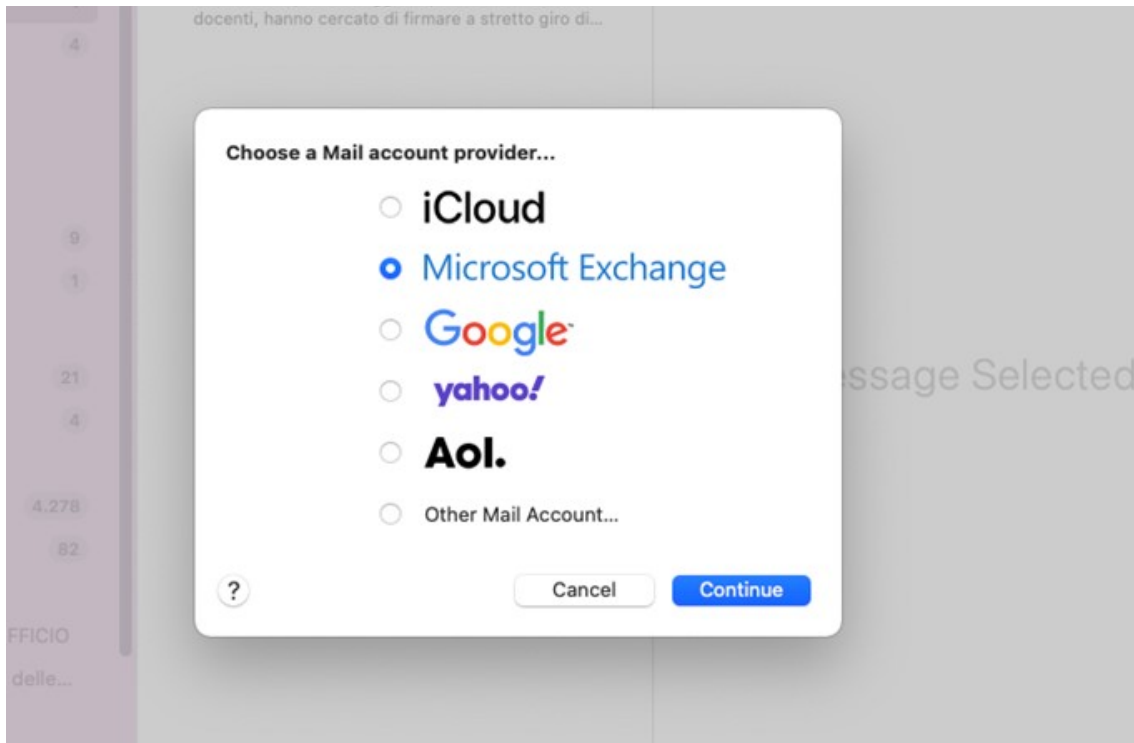
Configuring Mail for Mac in Exchange mode

In order to set up the mailbox in Exchange mode, it is not necessary to delete any POP/IMAP configurations, which we suggest keeping until it has been verified that all e-mails are present in the new configuration.

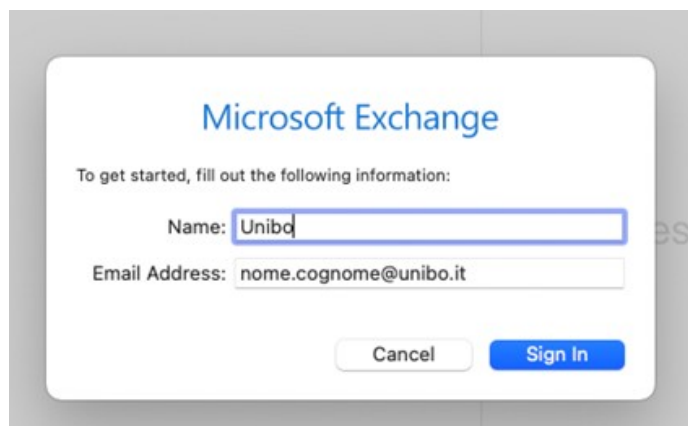
- Start the Mail application 
- Select **MAIL** from the top menu and then **Add Account...**



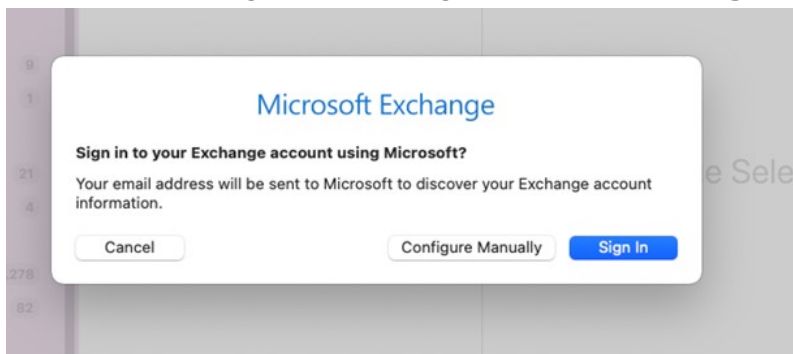
- Select **Microsoft Exchange** and click **Continue**



- Enter the label that will identify the account on Mail, the @unibo.it email address to be configured and click **Sign In**



- on the next screen confirming access through Microsoft select **Sign In**



- on the DSA login page enter your @unibo.it account and password and then click **Sign In**

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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

Cancel

The account set-up is completed.