



AREA SISTEMI E SERVIZI INFORMATICI

## How to access the University e-mail

*(updated on 30/06/2022)*

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 <http://posta.studio.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@studio.unibo.it**

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

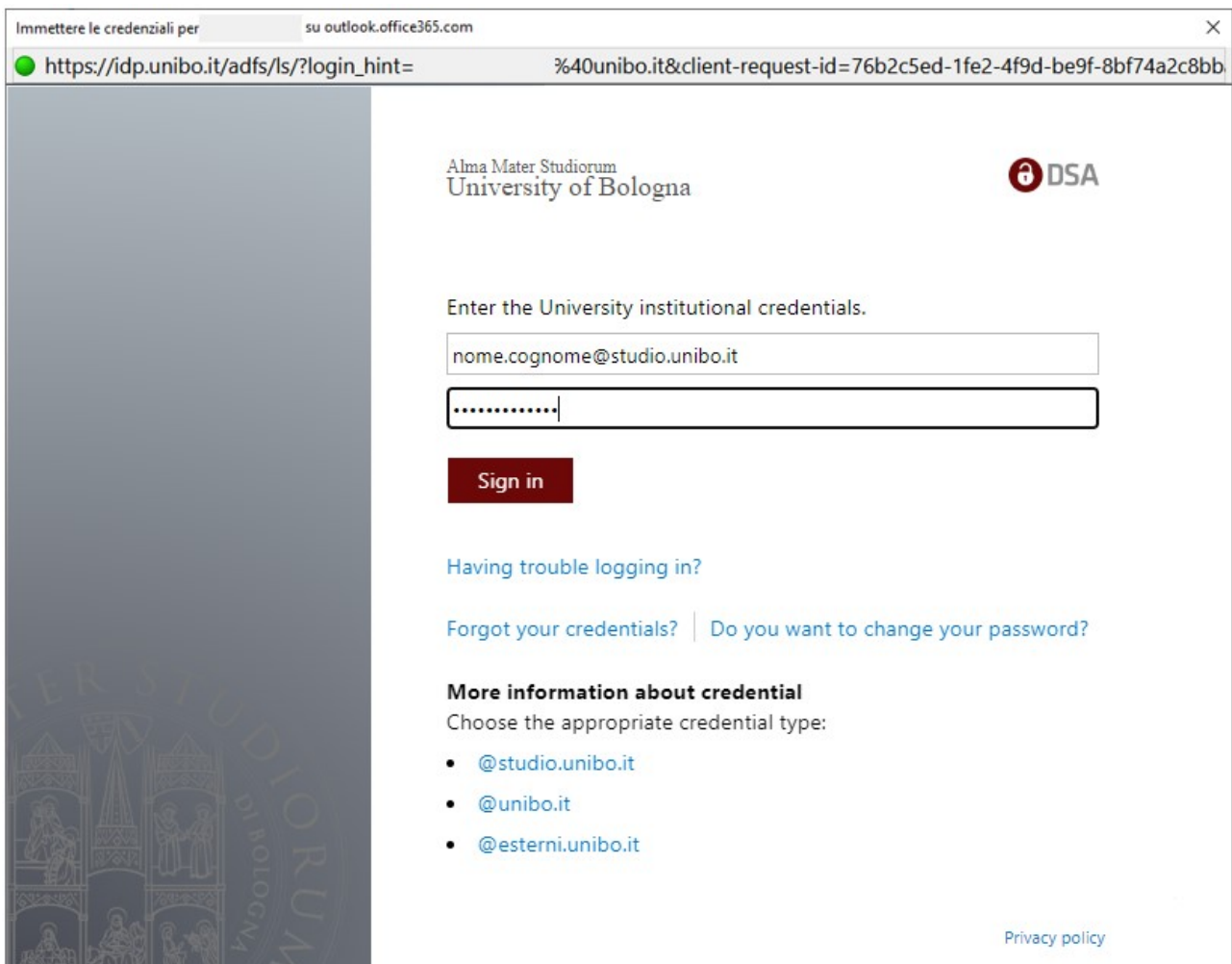
Port: **587**

Authentication type: **STARTTLS**

Authentication: **OAuth2 (\*)**

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

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

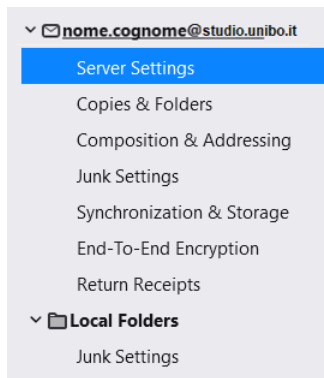
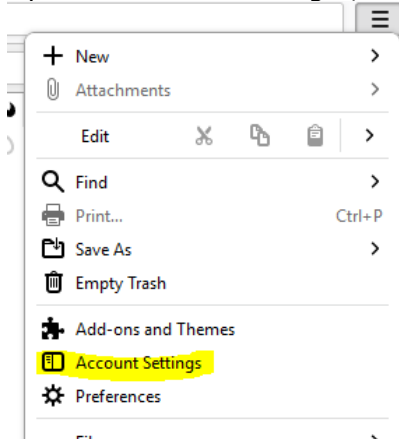


The screenshot shows a web browser window with the following details:

- Tab: Immettere le credenziali per su outlook.office365.com
- Address bar: [https://idp.unibo.it/adfs/ls/?login\\_hint=%40unibo.it&client-request-id=76b2c5ed-1fe2-4f9d-be9f-8bf74a2c8bb](https://idp.unibo.it/adfs/ls/?login_hint=%40unibo.it&client-request-id=76b2c5ed-1fe2-4f9d-be9f-8bf74a2c8bb)
- Page Content:
  - Alma Mater Studiorum University of Bologna logo and DSA icon.
  - Text: "Enter the University institutional credentials."
  - Username input field: nome.cognome@studio.unibo.it
  - Password input field: masked with dots.
  - Red "Sign in" button.
  - Links: "Having trouble logging in?", "Forgot your credentials?", "Do you want to change your password?"
  - Section: "More information about credential" with subtext "Choose the appropriate credential type:" and a list:
    - @studio.unibo.it
    - @unibo.it
    - @esterni.unibo.it
  - Link: "Privacy policy"

## Settings for Mozilla Thunderbird

Open "Account Settings", check "Server Settings" and "Outgoing Server (SMTP) Settings".



### Server Settings

Server Type: IMAP Mail Server

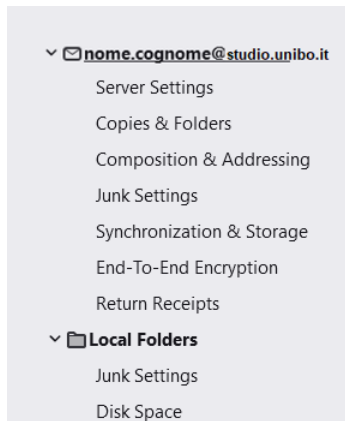
Server Name:  Port:  Default: 993

User Name:

### Security Settings

Connection security:

Authentication method:



### 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@studio.unibo.it  
Authentication method: OAuth2  
Connection Security: STARTTLS