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@student.unibo.it

Outgoing mail server address (SMTP): smtp.office365.com
Port: 587
Authentication type: STARTTLS
Authentication: OAuth2 (*)
Username: nome.cognome@student.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) Settings”.

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

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