How to access the University e-mail

(updated on 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 the 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.
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.
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

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