



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

IT SYSTEMS AND SERVICES
DIVISION

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.

Immettere le credenziali per su outlook.office365.com

https://idp.unibo.it/adfs/ls/?login_hint=%40unibo.it&client-request-id=76b2c5ed-1fe2-4f9d-be9f-8bf74a2c8bb

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DSA

Enter the University institutional credentials.

nome.cognome@studio.unibo.it

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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](#)
- [@estemi.unibo.it](#)

[Privacy policy](#)

Settings for Mozilla Thunderbird

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

The screenshot shows the Mozilla Thunderbird settings interface. On the left, the 'Account Settings' menu is open, with 'Account Settings' highlighted. Below it, the 'Server Settings' and 'Outgoing Server (SMTP)' options are visible. The main content area displays the 'Server Settings' for the account 'nome.cognome@studio.unibo.it'. The 'Server Type' is set to 'IMAP Mail Server'. The 'Server Name' is 'outlook.office365.com' and the 'Port' is '993'. The 'User Name' is 'nome.cognome@studio.unibo.it'. Under 'Security Settings', 'Connection security' is set to 'SSL/TLS' and 'Authentication method' is set to 'OAuth2'. Below this, the 'Outgoing Server (SMTP) Settings' are shown. A list of servers is displayed, with 'Office365 (Microsoft) - smtp.office365.com (Default)' selected. To the right of the list are buttons for 'Add...', 'Edit...', 'Remove', and 'Set Default'. Below the list, the 'Details of selected server' are shown in a box: Description: Office365 (Microsoft), Server Name: smtp.office365.com, Port: 587, User Name: nome.cognome@studio.unibo.it, Authentication method: OAuth2, Connection Security: STARTTLS.