Enabling TUNI Office 365 on Mac computer

E-mail
Office 365 e-mail can be used on a Mac by a web browser and a variety of software.

**We recommend using Microsoft Outlook for Mac.** It is part of the Office suite that can be downloaded from the Office 365 portal [https://portal.office.com](https://portal.office.com).

If you are using Mozilla Thunderbird e-mail software, there is a separate help page for configuring its settings [https://info2019.tuni.fi/tunio365/](https://info2019.tuni.fi/tunio365/).

If you are using Apple Mail, you can follow Apple's own instructions on the page [https://support.apple.com/fi-fi/guide/mail/mail35803/mac](https://support.apple.com/fi-fi/guide/mail/mail35803/mac). The type of account you are adding is “Exchange”.

**Outlook for Mac**
This guide is made for Outlook for Mac 2016 version (16.x). Outlook installed on Office 365 may also be a newer version (Outlook 2019), but this guide also fits with it.

If you have an old Outlook 2011, its security updates have ended. We recommend upgrading it to a newer version.

**Deleting old e-mail account**
If you have an old Office 365 e-mail account (UTA, TUT or TAMK) defined in Outlook, delete it before adding TUNI account.

Before deleting the old account, make sure that the Outbox folder does not contain e-mails still waiting to be sent. Make sure they have been sent.

Deleting your account will not delete your messages, they are stored on the cloud service and they will be automatically copied to the new TUNI Office 365 service.

Deleting the account:

1. Select from the upper menu Outlook -> Preferences... and then Accounts.
2. Select the account you want to delete and click the minus icon at the bottom of the window.
3. Click Delete.
1. If you are not in the Accounts window, select from the upper menu Outlook -> Preferences... and then Accounts.

2. To add a new account, click the plus icon at the bottom of the window and click “New Account...”
3. Outlook will ask for an e-mail address. Type your new TUNI e-mail firstname.lastname@tuni.fi and click Continue.
4. Type the password for your TUNI account and click Sign in.
5. Finally click Done.

After you have added the account, Outlook downloads your messages from the cloud service, and therefore it may take some time for all folders and messages to appear.

Synchronization of OneDrive files

This guide applies to you only if you have used file synchronization from UTA, TUT or TAMK OneDrive on your computer locally. You must stop using these files because your old OneDrive is set to read-only mode and changes made to them will no longer be copied to the cloud service.

Your files in OneDrive have been copied automatically to your TUNI Office 365 OneDrive.

If you want to continue using your files by synchronizing a local copy on your computer, set up OneDrive with your TUNI account. After that, the files synchronized from the old and new OneDrive will appear in parallel as their own folders.

**DO NOT DELETE** files you synchronized from your old OneDrive before you make sure that also the latest changes have been copied to the cloud service.

If you are unsure of how to handle files, contact IT Helpdesk.

Adding TUNI account to OneDrive

Use your TUNI e-mail and password when adding the account.

If you have synchronized a large number of files from OneDrive, make sure that you have space on your computer to synchronize the same files from the new OneDrive.

Add your TUNI account by following Microsoft guides:

- [Guide in Finnish](#) or
- [Guide in English](#)

Files synchronized from old and new OneDrive will appear in parallel with their own folders, see the example:
Remember to stop processing files from your old OneDrive when you are sure that all files in the old folder are stored in the new folder.

If you are unsure of how to handle files, contact IT Helpdesk.

Enabling OneNote notebooks

This guide applies to you only if you have used OneNote application on Mac OneNote notebooks stored on UTA, TUT or TAMK OneDrive.

Your notebooks have been copied to your TUNI Office 365 OneDrive.

Open your notebooks from TUNI OneDrive:

1. Open OneNote.
2. Click the arrow icon on the left side of the window. (Show Accounts and Notebooks), see the picture.
3. Click your old Office365 account (your name).
4. Select from the menu “Sign out”, you will be signed out.
5. Click on the left side of the window “Sign In”.
6. Log in by using your TUNI e-mail address and password.
7. Click on the bottom left side “+ Notebook” and select Open.
8. You will see in the window the folder structure of your TUNI OneDrive. Open your notebooks from the folders.
If you had notebooks opened from the old Office 365, you can use them by clicking them in the menu on the left side and logging in again with your old account. You may need them to compare whether the notebooks copied to the new OneDrive are intact; see for instructions below.

When you no longer need an old OneDrive notebook in OneNote, you can close it by right-clicking the notebook and selecting “Close this Notebook”. The old user account can be removed from the account menu on the left side of the window.

Checking the integrity of your notebooks
Check that your notebooks on TUNI OneDrive have all the tabs (Section) stored in them. If you notice shortcomings in your notebooks, all the data is not copied. In this case, the data must be copied manually. If there is little missing information, copying content with copy-paste can be the easiest.

It is not possible to copy a complete notebook with the OneNote Mac version. You can make a copy with OneNote 2016 on your Windows computer. See a guide on the OneNote Help page https://info2019.tuni.fi/tunio365/