



If you are experiencing difficulty connecting, you may need to verify your UTORid account credentials. Please visit this website: <https://www.utorid.utoronto.ca/cgi-bin/utorid/verify.pl> If everything is ok, you should see the message: “Your UTORid and password have been checked and should work.”

1. From the Start menu, choose the Mail application. Click **Add Account** (or from **Settings** menu, under **Accounts**).
2. Select the option **Advanced Setup** and click on **Exchange ActiveSync**. Fill out your information, as shown in the form below:

Advanced setup

Choose the kind of account you want to setup. If you're not sure, check with your service provider.

Exchange ActiveSync
Includes Exchange and other accounts that use Exchange ActiveSync.

Internet email
POP or IMAP accounts that let you view your email in a web browser.

Cancel

Exchange

Email address
firstname.lastname@mail.utoronto.ca

Password
••••••••

User name
firstname.lastname@mail.utoronto.ca

Domain
[Empty]

Server
outlook.office365.com

Server requires encrypted (SSL) connection

Account name
UTmail+

Cancel Sign-in

3. When prompted on the security screen, select the option **enforce these policies**. Click **done** when finished. Please be patient while your mail application synchronizes your mail folders – it may take some time if you have a large amount of email.