

NEXUS 365 GETTING STARTED GUIDE - MACOS

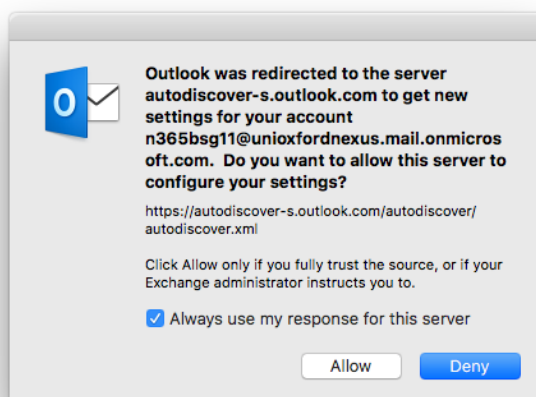
You may have to carry out the following steps to update your account settings when you log onto Outlook 2016 for the first time after your Nexus account has been migrated to Office 365.

To carry out these steps you will need to know your Single Sign-On / Oxford Username and password.

If you need help with your Oxford Username and understanding SSO (Single Sign-On) please visit <http://help.it.ox.ac.uk/webauth/oxfordusername>.

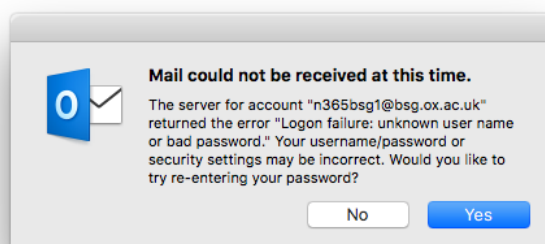
Instructions

1. Open Outlook 2016, after a few minutes you will see the following message:

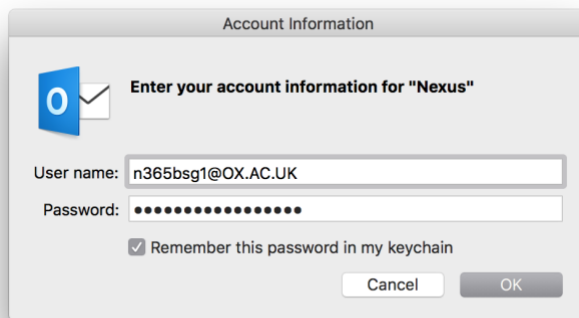


Check the box titled '**Always use my response for this server**' and click on the '**Allow**' button.

2. You will see the following message, click '**Yes**' to update your username and password:

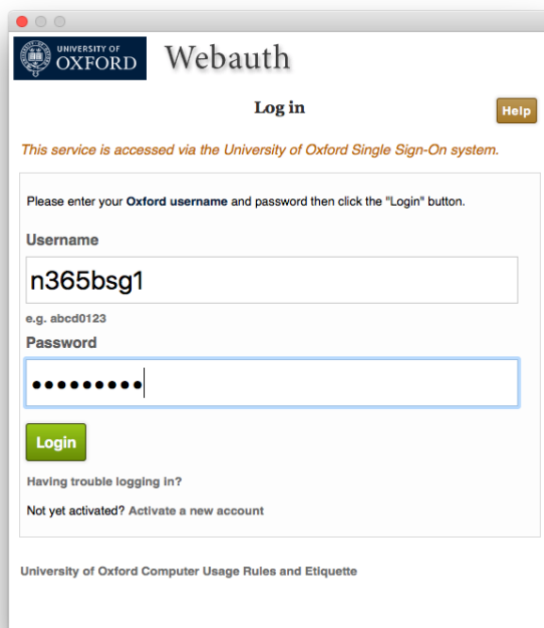


3. You will be prompted to enter your username and password.



Enter your username in the format [abcd1234@OX.AC.UK](#) (note the capitalisation), type your SSO password and check the box to remember the password in your keychain.

4. You will be redirected to the Webauth Log in page. Enter your SSO **Username** and **Password** and **Login**, note you do not need to use the @ox.ac.uk suffix on this page.



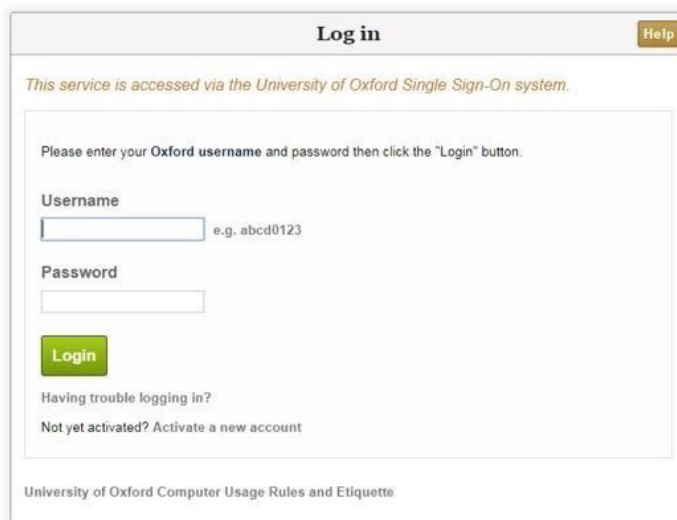
5. Click on the Continue to **'Shibboleth Identity Provider'** button.
6. If you have delegated access to other SSO accounts, you will see and additional 'Outlook was re-directed...' dialogue box for each account with delegated access. Select **'Always use my response for this server'** and click on the **'Allow'** button for each account.

Troubleshooting and support:

The BSG ICT team and Nexus project support will visit offices on level 1, 2 and 3 on the morning of April 16th. If the above instructions do not work, we recommend that you use Outlook Web access until the support teams reach your office.

Accessing Outlook Web Access:

1. Open a web browser and navigate to <https://outlook.office.com>
2. Enter your Oxford Username with the suffix **@OX.AC.UK** (making sure it is capitalised). For example, this will be of the form **abcd1234@OX.AC.UK**. No password is required at this stage. This will redirect you to the standard University of Oxford webauth login screen:



The screenshot shows a login page titled "Log in" with a "Help" button in the top right corner. Below the title, it states "This service is accessed via the University of Oxford Single Sign-On system." The main content area contains the instruction "Please enter your Oxford username and password then click the 'Login' button." There are two input fields: "Username" with a placeholder "e.g. abcd0123" and "Password". A green "Login" button is positioned below the password field. At the bottom of the form, there are links for "Having trouble logging in?" and "Not yet activated? Activate a new account". The footer of the page reads "University of Oxford Computer Usage Rules and Etiquette".

3. Log in with your SSO (Single Sign-On) username and password as usual. If it is the first time you are logging into Nexus365 you will be prompted to enter a language and time zone into a pop-up box. Select those most appropriate to you and click Save. You will now be taken directly to your email.

Accessing your email and calendar on other clients and devices.

You will need to change your email account settings on any other clients, such as smart phones or tablet computers. For instructions to help you do this please visit:

<https://help.it.ox.ac.uk/nexus365/accessing-nexus365-emails>

Further information & asking for help

Nexus365 is more than just email and calendaring, to find out more please visit:

<https://help.it.ox.ac.uk/nexus365>

If you are having problems with email, calendars or any new Nexus 365 features, please email your query to ict@bsg.ox.ac.uk where the BSG ICT team will be happy to help.