



# How to set up your OBA Webmail

This guide contains information on how to set-up your OBA webmail account on different devices and software.

You will need your:

- Webmail username
- Webmail email address
- Webmail password

If you are missing any of these, please contact the Oxford Saïd IT Helpdesk on [it@sbs.ox.ac.uk](mailto:it@sbs.ox.ac.uk) or 01865 288868.

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## How to setup on Windows Outlook 2019

*These instructions outline how to setup Outlook 2019 on your Microsoft Windows device with access to your OBA webmail account.*

*Please note there are two different methods, depending on whether Outlook has another account attached to it.*

### Setup - no previous account

1. Open Outlook.
2. A pop-up screen will appear, enter your **OBA webmail username** and click Connect.
3. Another screen will appear, enter your **OBA webmail username** and **password**, and click Sign In.
4. After signing in, Outlook will load your mailbox.

### Setup - with existing account

1. In Outlook, click on File (top left-hand corner). The account information page will appear.
2. Under Account Information, click "Add Account".
3. A pop-up box will appear. Enter your **OBA webmail username** and click Connect.
4. Another screen will appear. Enter your **OBA webmail username** and **password** and click Sign In.
5. After signing in, Outlook will load your mailbox.



## How to setup on Windows Outlook 2016

*These instructions outline how to setup Outlook 2016 on your Microsoft Windows device with access to your OBA webmail account.*

1. Open Outlook 2016. A Welcome screen will appear, click Next.
2. You will be asked if you would like to Add an Email Account. Select Yes and click Next.
3. An Account Setup box will appear. Enter your name, **OBA webmail email address** and **password**. Click Next.
4. A Security screen will appear. Click on More Choices and then select Use a different account.
5. In the pop-up, enter your **OBA webmail username** and **password**, and select Remember my credentials. Click on OK.
6. A Congratulations screen will appear confirming that your account is ready to use. Click on Finish.
7. Relaunch Outlook. Click on File and an Account Information screen will appear.
8. Click Add Account, enter your **OBA webmail username** and click Connect.
9. Outlook will now be linked to your webmail account and will load your mailbox.



## How to setup on Windows Outlook 2010

*These instructions outline how to setup Outlook 2010 on your Microsoft Windows device with access to your OBA webmail account.*

1. In Outlook go to File and select Add Account.
2. Enter your name, **OBA webmail address** and **password**. Click on Next.
3. The Add Account screen will appear and your Outlook will start to automatically setup.
4. After a short while a Congratulations screen will appear, click on Finish.
5. A Windows Security screen will appear, select Use another Account.
6. Enter your **OBA webmail username** and **password**.
7. Click Next.
8. You'll be prompted to restart Outlook. Click on OK.
9. Once Outlook restarts you'll be prompted to enter your **OBA username** and **password** again. Click on Remember my credentials, followed by OK.
10. Your OBA webmail setup should now be complete.



## How to setup on Mac Mail

*These instructions outline how to setup access to your OBA webmail account on Mac Mail.*

1. Open Mac Mail, select Exchange and click Continue
2. Enter your **OBA webmail username, email address** and **password**. Click on Sign In
3. A 'Mail can't verify' message will appear, click on Continue
4. An Exchange screen will appear. Re-enter your user fields as required.
5. The Exchange screen will reappear. Click Done.
6. Your OBA webmail setup should now be complete.



## How to setup on iOS Devices

*These instructions outline how to setup access to your OBA webmail account via an iOS device.*

1. In Settings, select Accounts & Passwords and then select Add Account
2. Select Exchange
3. Enter your **OBA webmail email address** and select Next
4. You will be presented with two options: Configure Manually or Sign In. You can choose either option.

### Sign In

After selecting Sign In, enter your **OBA webmail email address** and **password**, and select Sign In.

Select Accept, go to step 5.

### Configure Manually

After selecting Configure Manually, enter your **OBA webmail email address** and click next. You will receive a prompt to enter your **OBA webmail username** and **password**. You will also need to enter the server address as **outlook.office365.com**

Select Next, go to step 5.

5. You will have the option to choose what you would like to sync to your device (Mail, Contacts etc). Select as you wish.



6. If you do not have a PIN code on your device, you will be prompted to set one up (this prompt may take a few minutes to appear). A PIN code is required for the security of School data and your device will not sync unless a security code is entered.

7. Your OBA webmail setup should now be complete.



## How to setup on Android Devices

*These instructions outline how to setup access to your OBA webmail account via an Android device.*

1. From your home screen, locate the Google Mail app.
2. Click Add Account and select Exchange and Office 365.
3. Enter your **OBA webmail username** and **password**.
4. In the Exchange Server field enter **outlook.office365.com** - leave all other server settings as default.
5. If an Active Email policy appears select OK.
6. If a Remote Security Administration message appears, select OK and then Activate.
7. Your email will now be configured and your inbox will start to populate with emails.





## Need help or support?

Our IT Service Desk are available by phone on 01865 288868, or by emailing [it@sbs.ox.ac.uk](mailto:it@sbs.ox.ac.uk).

The team are available 8am to 6pm Monday to Friday and happy to help with all IT enquiries.

Requests outside of these times will be followed up on the next working day.