

# **How to Use Outlook for Mac**

**Sophia University ICT Office**

**Feb. 2026**

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# 1. Note on Using Outlook

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Please understand the following when you use Outlook.

## 1-1 Recommended Outlook Version

Recommended Outlook version is as below.

- Mac : Microsoft 365 for Mac, Office for Mac 2021

※Microsoft may change the recommendation without notice.

## 1-2 Mailbox Storage Limits and Message Size Limits

You cannot send over 500 messages at one time.

(as of Aug, 2019)

Items	Limitation
<b>mailbox storage limit</b>	100GB
<b>sending message size limit</b> (text + attachments)	25MB (※You may not send a message because limitation of the addressee.)
<b>receiving message size limit</b> (text + attachments)	25MB
<b>address book limit</b>	500
<b>file attachments limit</b>	250
<b>recipient rate limit</b> (Sending message limit / 1 day)	10,000 / 1 day
<b>message rate limit</b> (Sending message limit / 1 minute)	30 / 1 minute

※ Please also refer to the "OWA manual" for notes on the use of Sophia Mail.

### 1-3 Limitations of the Mailbox

The limit for all message items including Inbox, Sent, Drafts, Deleted Items, and Junk Email is 100GB. An administrator warning email will be sent when the limit is approaching, so please reduce the amount of space in your mailbox by deleting unnecessary messages.

Once the limit is exceeded, you will not be able to send, receive, or forward email.

### 1-4 Alternative Software to Outlook

Sophia Mail is operated using Microsoft's Microsoft365 cloud service. Therefore, the ICT Office recommends the use of Outlook by Microsoft.

If you wish to use other email software, please refer to the documents at the end of this manual to configure IMAP or POP settings.

※ Please note that you will not be able to use the schedule and campus address book if you use other email software than Outlook.

## 2. Install Office

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Office for Mac can be installed by following the instructions below.

### 2-1 Install Office for Mac

#### 2-1-1 How to use the Free Version of Office (Microsoft365 ProPlus)

Students enrolled at Sophia University may download Office from the Microsoft website and install it on up to 5 PCs, including PCs used at home or other locations.

For download and installation instructions, please refer to the ICT Office website.

<https://ccweb.cc.sophia.ac.jp/en/userguide/service/sv-11-en/>

※If you leave Sophia University due to graduation or withdrawal, you will not be able to use the Office installed in this way. After leaving Sophia University, please purchase Office personally or subscribe to the Microsoft365 service.

※If you want to install Office on multiple computers in a lab, please use the corporate version of Office provided by the ICT Office for faculty members.

#### 2-1-2 For Teachers

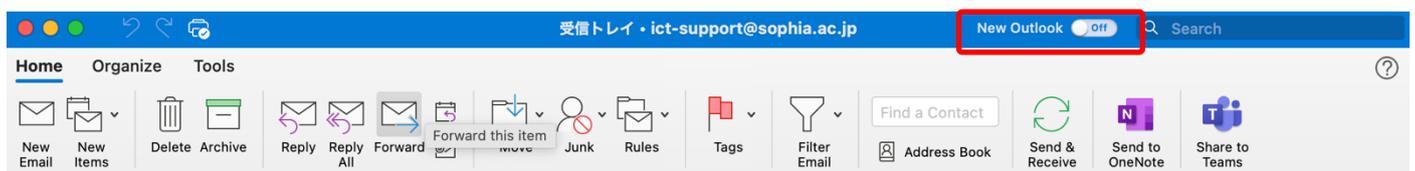
The corporate version of Office provided by the ICT Office is available for computers used in a lab and other Sophia University properties that are connected to the university network.

Please refer to the ICT Office's website for the conditions of use and installation instructions.

<https://ccweb.cc.sophia.ac.jp/en/userguide/service/sv-09-en/>

This manual applies to the legacy version of Outlook.

If you intend to use this manual as a reference, please ensure that the **“New Outlook”** feature is turned **off** before proceeding.



### 3. Mail Settings

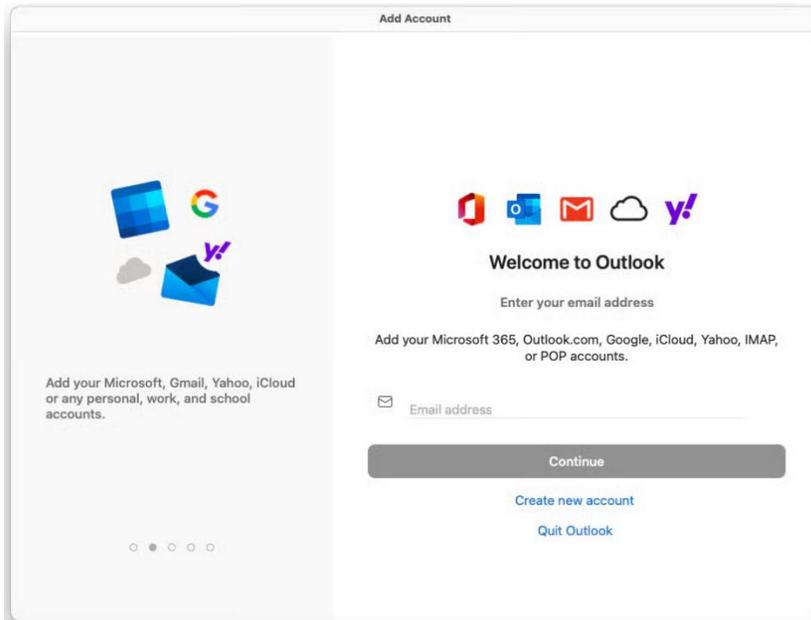
Please set the following for using email on Outlook.

- (1) Enter your Email Address and click [Continue].

Email Address :

Faculty Members/Emeritus Professors : ○○○○@sophia.ac.jp

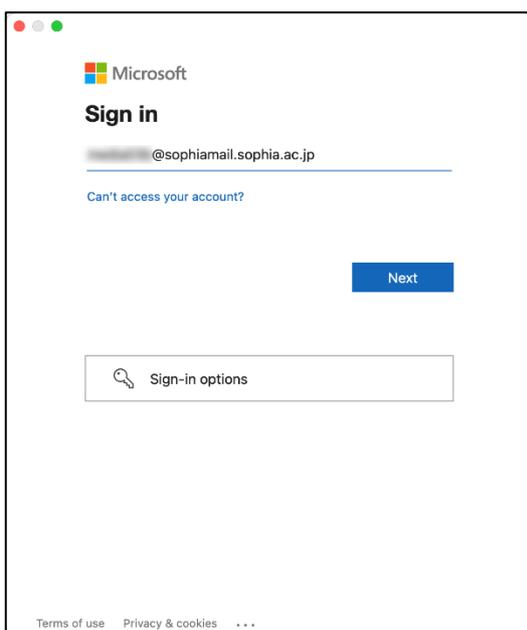
Students/Alumni/Retirees : ○○○○@eagle.sophia.ac.jp



- (2) If the following image appears, enter your User ID and [Next].

Faculty Members/Emeritus Professors : [Your ID Number]@sophiamail.sophia.ac.jp

Students/Alumni/Retirees : [Your ID Number]@eagle.sophia.ac.jp



- (3) Enter your 'Login ID for system on campus' and 'password' for Sophia ICT Account, then click [Login].



The screenshot shows the login page for Sophia University's Integrated Authentication System. At the top, there is the university's logo and name in Japanese (上智大学) and English (SOPHIA UNIVERSITY). Below this, the title "Integrated Authentication System" and its Japanese equivalent "統合認証システム" are displayed. There are two input fields: "Login ID" with the placeholder text "Student ID / Faculty ID" and "Password" with the placeholder text "Password of Sophia ICT Account". Below the password field, there is a link for users who have forgotten their password, with the text "パスワードを忘れた方は以下のリンクをクリック" and "Click the link if you have forgotten your password." and a language toggle for "日本語/English". At the bottom, there is a prominent red "Login" button.

- (4) When the one-time code entry screen appears, open the "Microsoft Authenticator" app on the smartphone and enter the one-time code shown under "sophia".

※Do not insert a space between the two three-digit groups when entering the code.



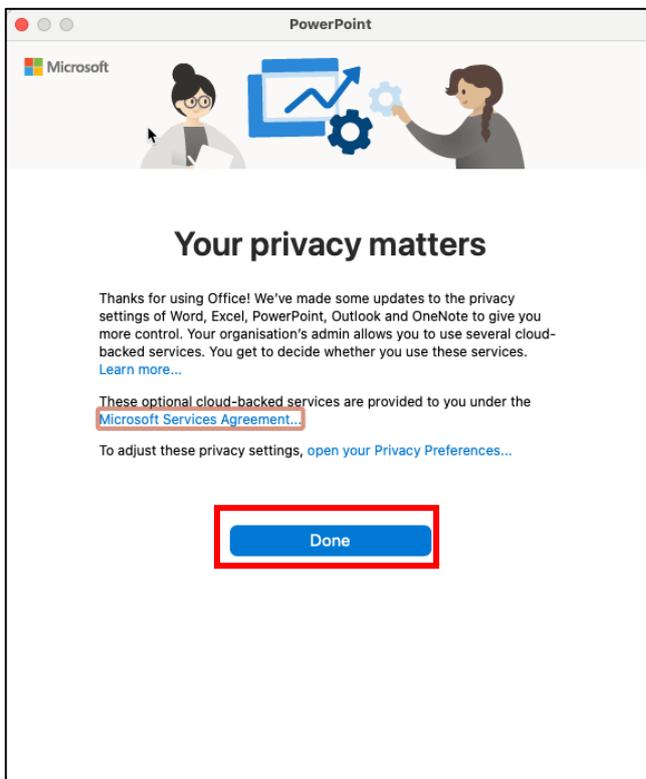
This screenshot shows the one-time code entry screen. It features the same header as the previous screen. Below the header, there is a section titled "ワンタイムコード (One-time code)" with an empty input field. Below the input field, there are instructions in Japanese: "※スペースを入れずに6桁の数字を入力してください。" and in English: "\*Enter a 6-digit number without spaces." At the bottom, there is a red "Login" button and a note: "※ログインができない場合は管理者にお問い合わせください。"



※When a QR code screen such as the one shown below appears, refer to [Logging into the Integrated Authentication System](#) and follow the setup instructions.

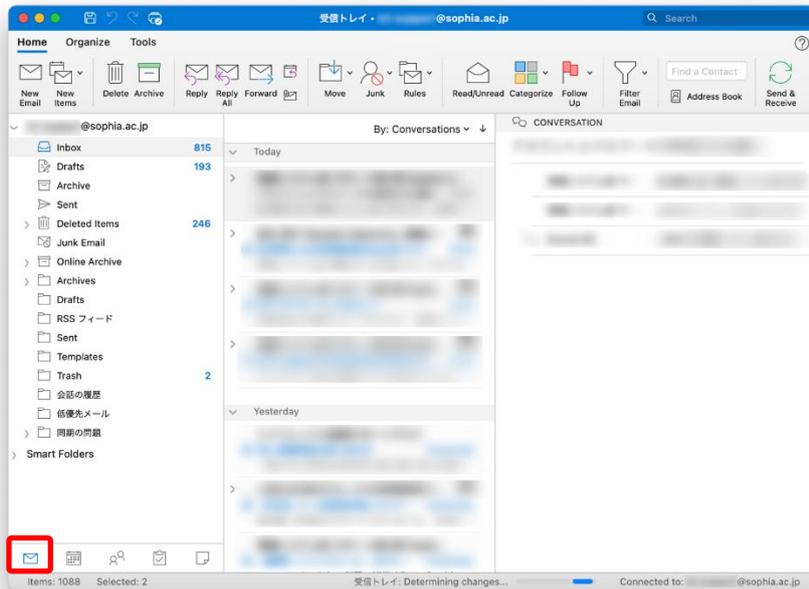


(5) If the following image appears, please click 'Done'.



## 4. Mail

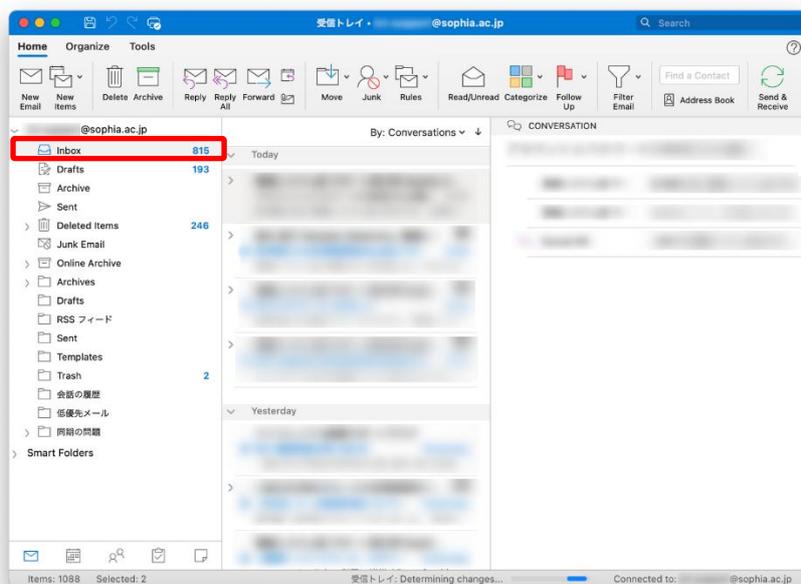
To use mail, select [Mail] on the Navigation bar at the bottom of the screen.



### 4-1 Receive Messages

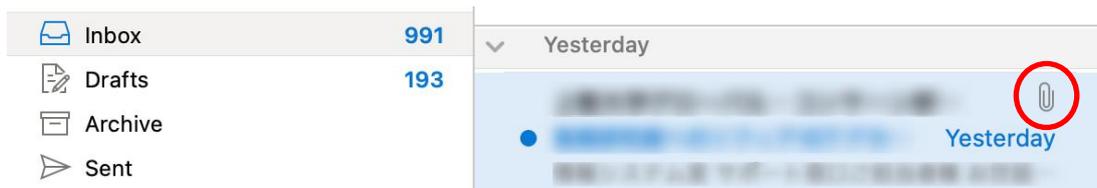
#### 4-1-1 Read Received Messages

Incoming messages appear in the [Inbox] of the account configured in 3-1, and unread messages are displayed in bold. Selecting an email displays its contents in the browse window.

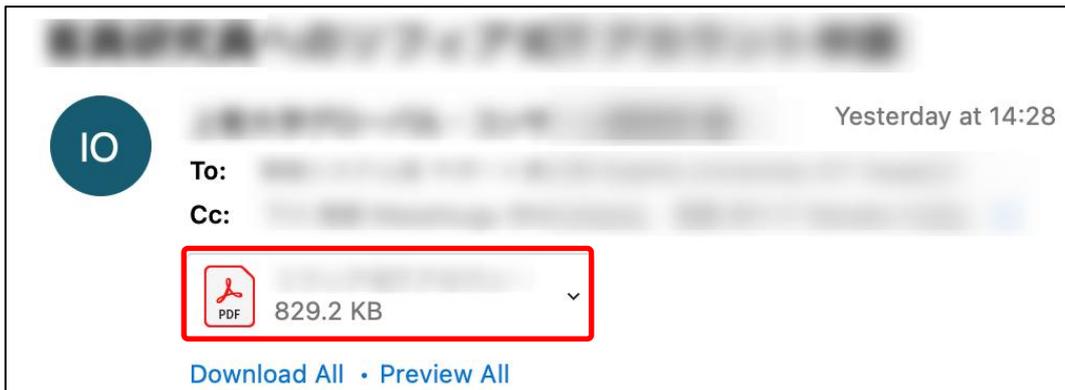


## 4-1-2 Refer to Attachment Files

If there is an attached file, a gem clip icon will appear next to the subject line in the message list.



On the Reading Pane, attachments are shown under the subject.



There are some methods for referring to attachments.

- ① Clicking an attachment displays its contents in the Reading Message pane. The message body can be returned to by selecting the [Message].
  - ※The ability to preview an attachment depends on the file type.
- ② Double-click the attachment file and open.
- ③ **Right-click the attachment file and choose [Save as] and save the file.**

※Attachments with extensions listed below are treated as dangerous and are blocked by Outlook upon receipt. The original attachment is discarded, and a text file is attached, indicating that it was deleted by the filter.

(This information is subject to change without notice, as no public documentation is provided by Microsoft)

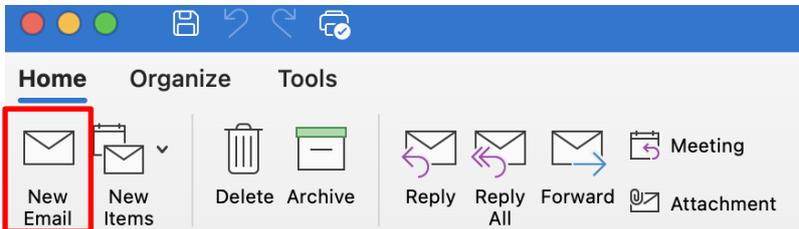
#### List of the Invalid Extensions

.exe,.ade,.adp,.bas,.bat,.chm,.cmd,.com,.crt,.hlp,.hta,.ins,.isp,.ise,.lnk,.mde,.mda,.mdt,.mdw,.mdz,.msc,.msh,.msi,.msp,.mst,.pcd,.pif,.reg,.scr,.sct,.shb,.shs,.url,.vbe,.vbs,.wsc,.wsf,.wsh,.app,.cpl,.csh,.fxp,.inf,.ksh,.mdb,.ops,.prf,.prg,.scf,.xsl,.ht,.zi,.vb,.js,.cer,.der,.pwl

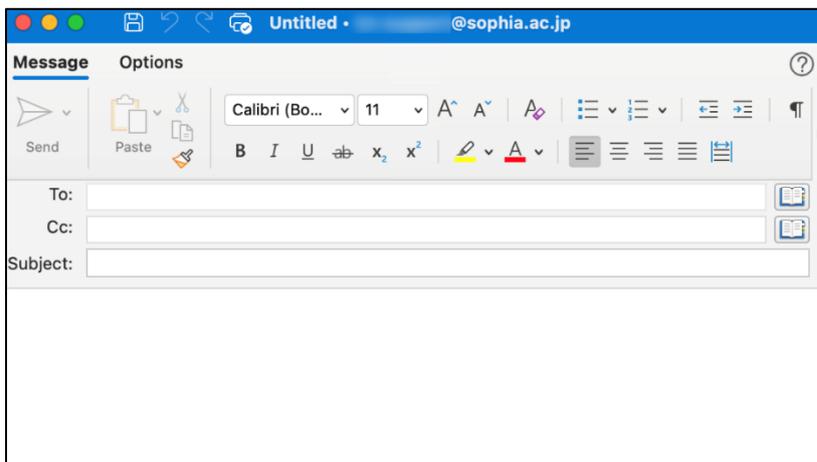
## 4-2 Compose Email

### 4-2-1 Compose New Mail

(1) Click [New Email] from the [Home] tab.

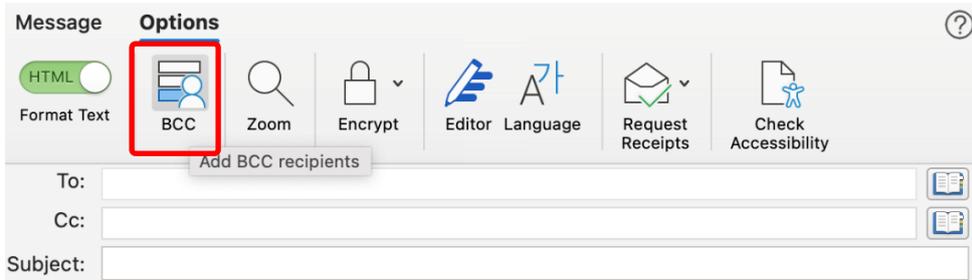


(2) Enter the recipient address, subject, and body. Next, click [Send].



※When sending to multiple recipients, separate them with a semicolon ‘;’.

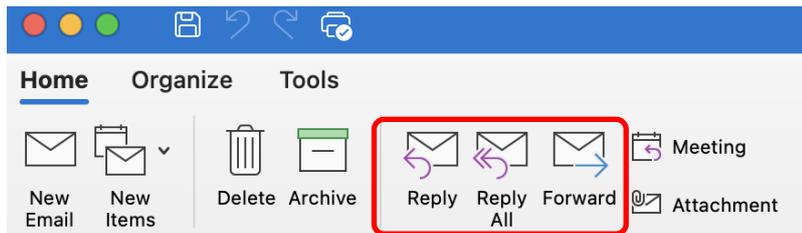
※To send by Bcc, click [BCC] from the [Options] tab to display the BCC.



※Other transmission settings are available in [Options]. Please use them as needed.

#### 4-2-2 Reply or Forward Message

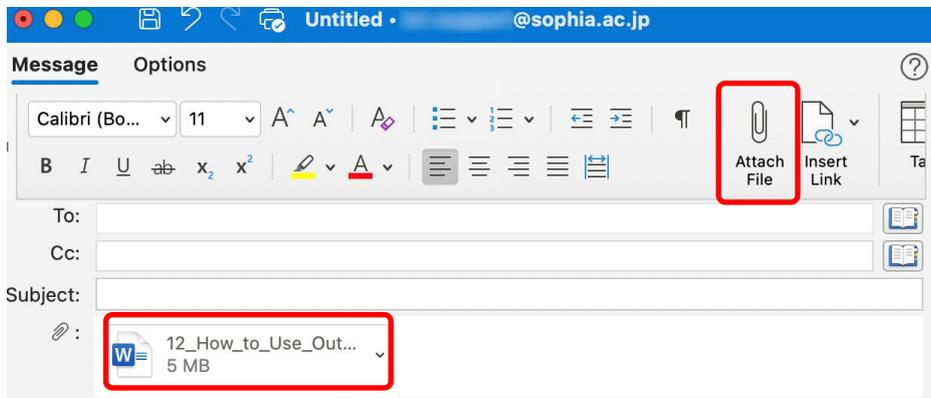
Select a message and click [Reply] or [Reply All] or [Forward] on the [HOME] tab and send a message.



#### 4-2-3 Attach File

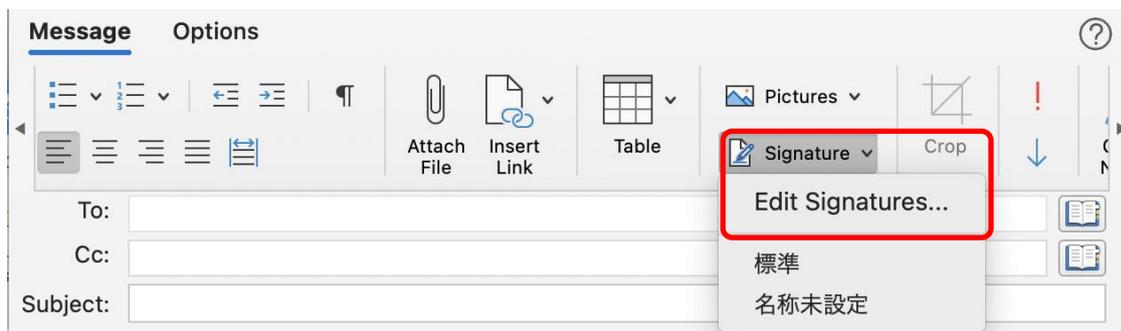
Click [Attach File] on the [Message] tab and select a file.

Files can also be attached by dragging and dropping them from a computer folder. Attached files appear below the subject line.

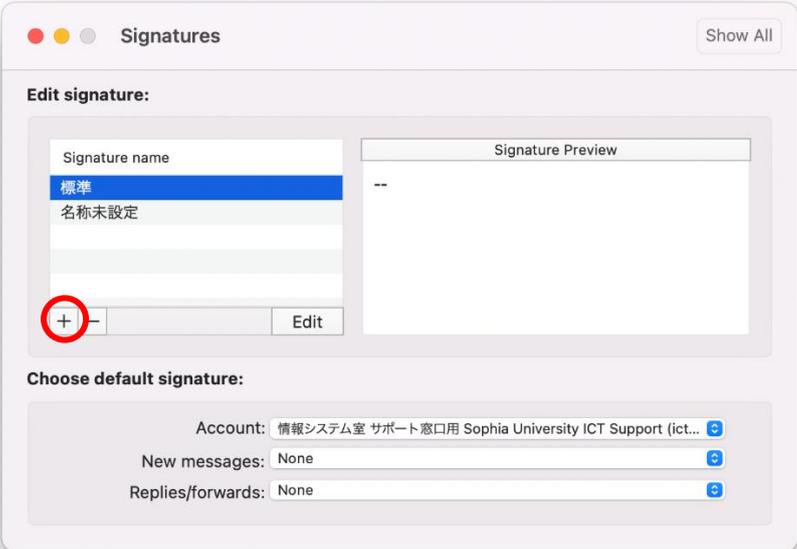


#### 4-2-4 Add Signature on Message

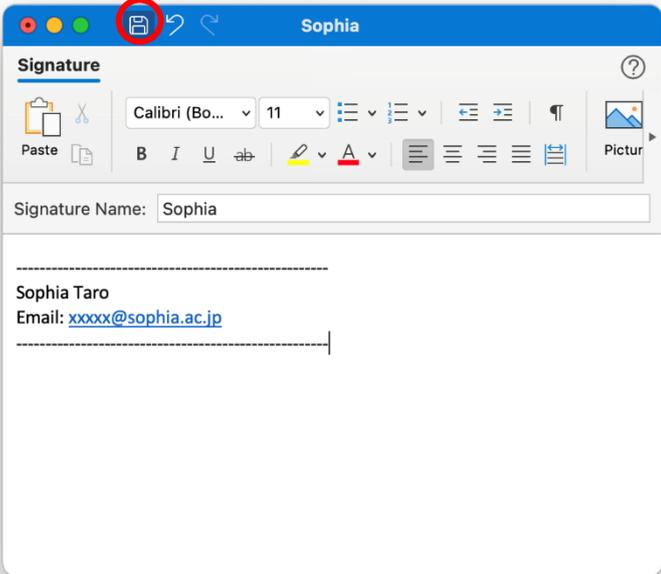
(1) Select [Edit Signatures...] from [Signature] on the [Message] tab.



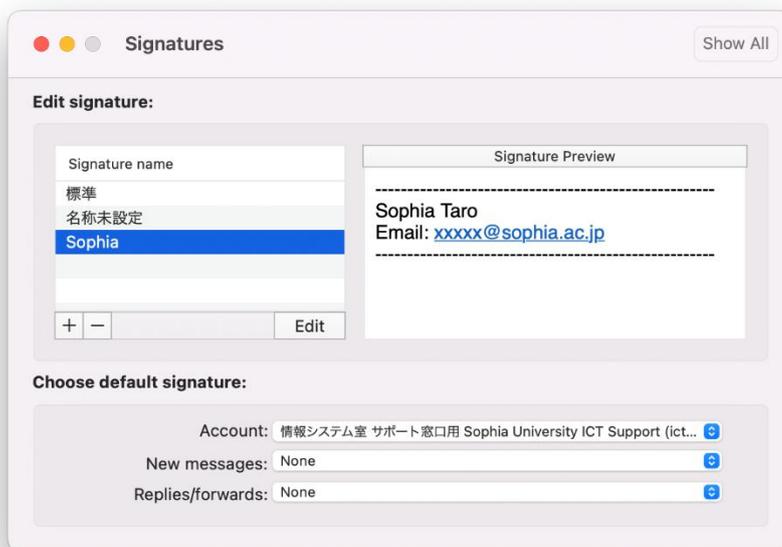
(2) Click [+].



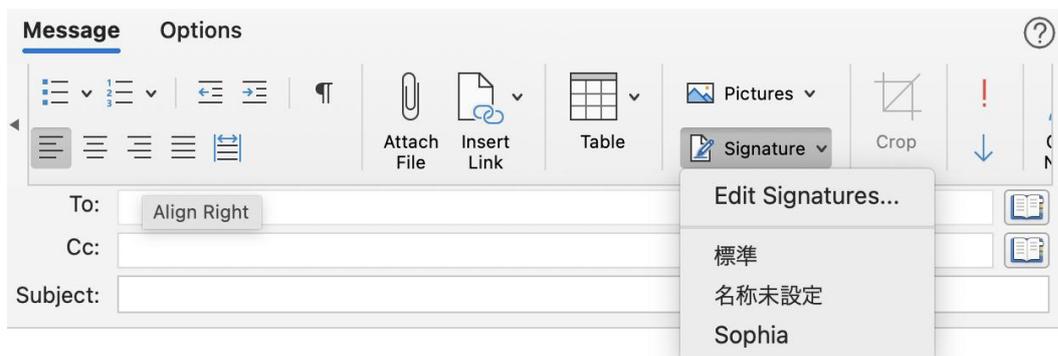
(3) In the pop-up screen, create the signature. Set the signature for new messages, for replies/forwards, assign a signature name, and save.



(4) Confirm that the signature just created has been added to the “Signature” field.



(5) Return to the compose window and select the signature created in (3) from [Signature]. The signature will be inserted into the body of the email.

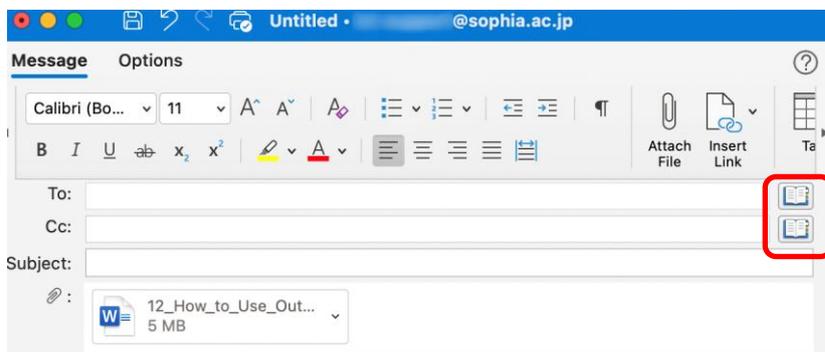


After configuration, the signature is automatically inserted when the compose window is opened.

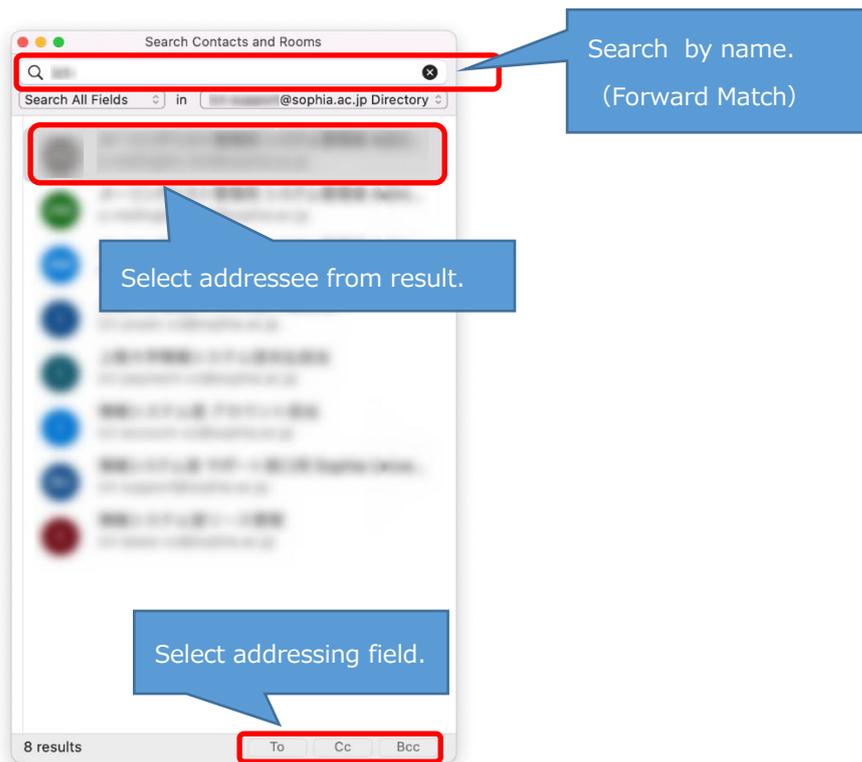
## 5. Contacts (Address Book)

### 5-1 Enter Addresses by Using Campus Address Book.

- (1) Clicking the icons  to the right of the [To:] and [Cc:] on the compose window to use the address book and contacts.



- (2) Searching for a recipient's name, the corresponding name will appear in the list. Click [To], [CC], or [BCC] to set the recipient.

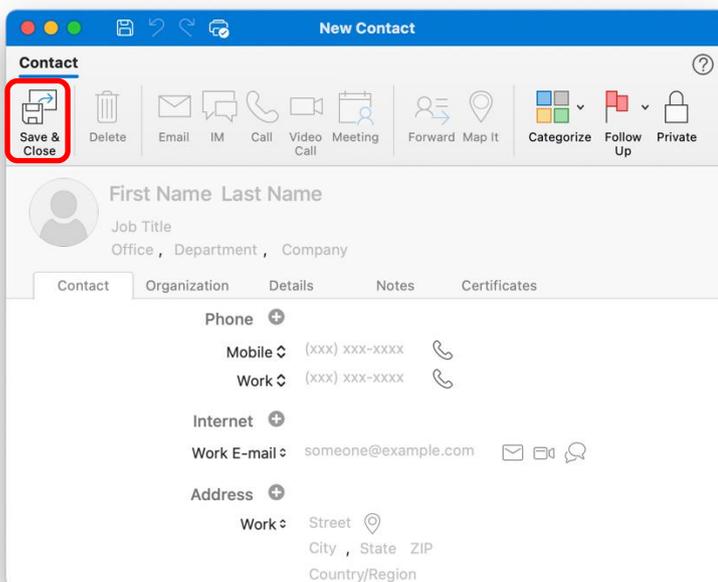


## 5-2 Creating Personal Address Book

(1) Click [Contacts] on the bar at the bottom of the screen, then click [New Contact] on the Home tab.

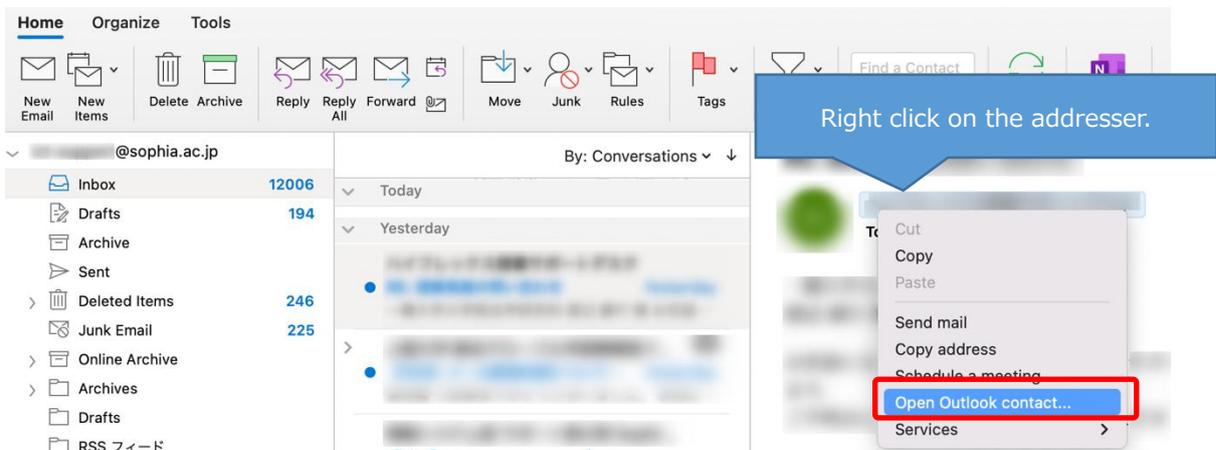


(2) Enter required information and click [Save & Close].

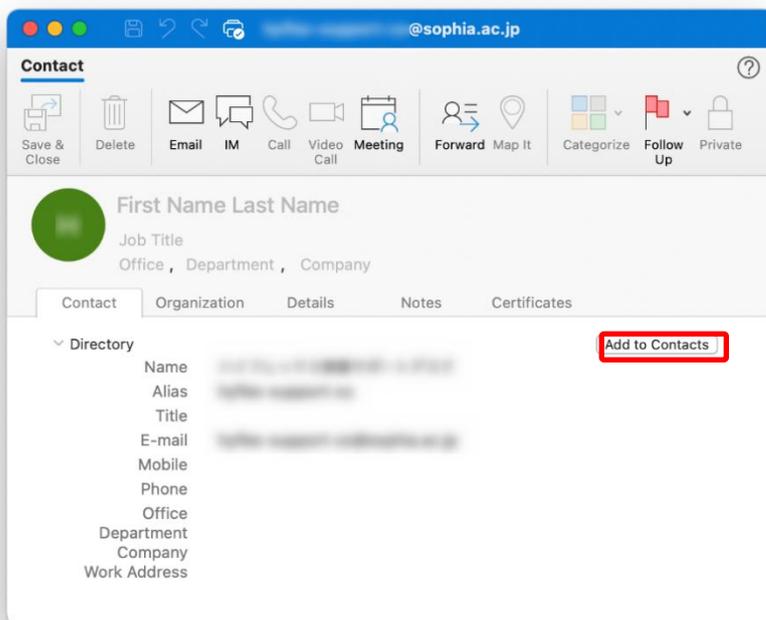


### 5-3 Add Contact Address from Emails

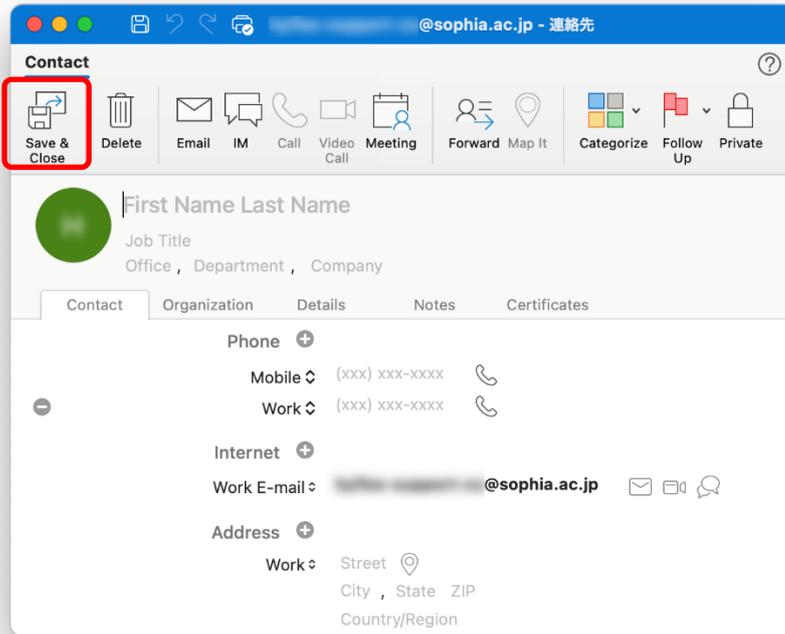
(1) Right-click on the addresser in the reading pane and select [Open Outlook contact].



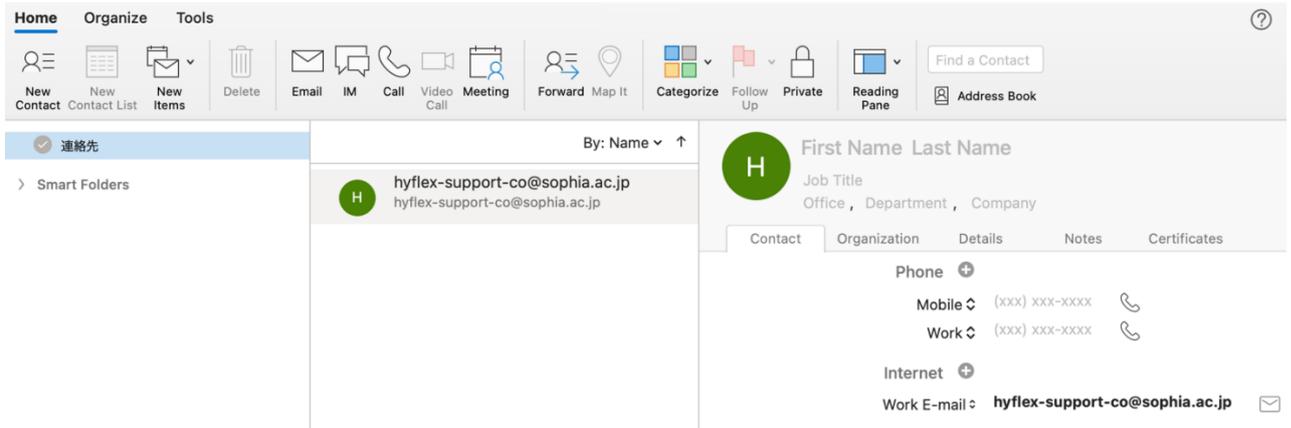
(2) The sender's contact information will be displayed and click [Add to Contacts].



(3) When the registration window appears, add the required information and click [Save and Close].



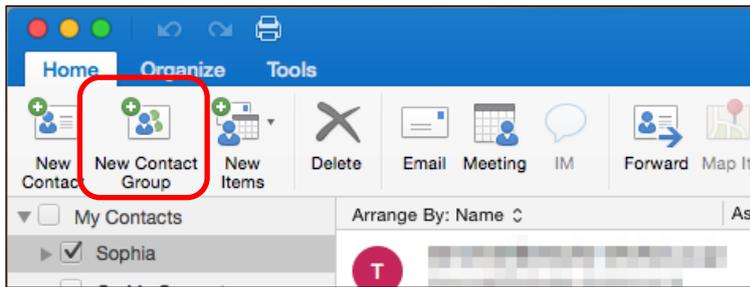
(4) Contacts added here will be registered to the account in [My Contacts (連絡先)].



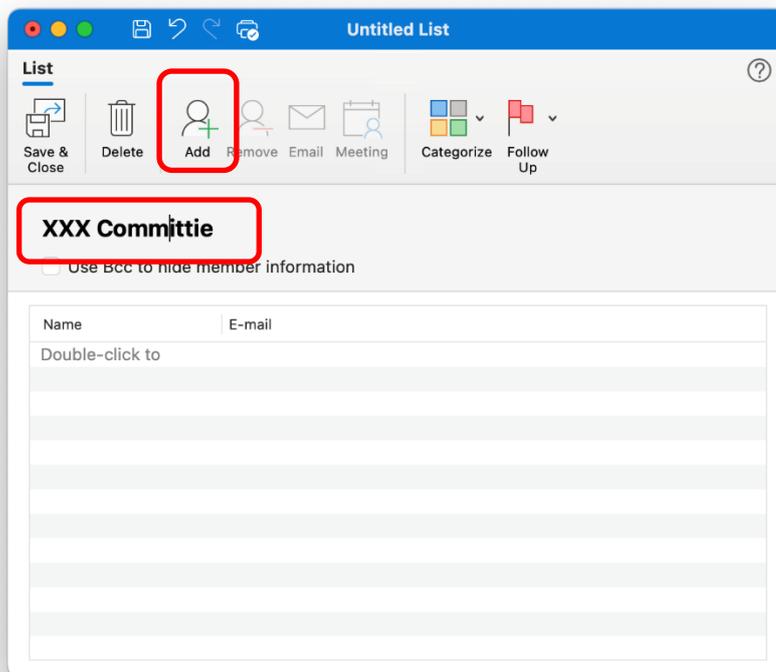
#### 5-4 Use Contact Group

Contact Group is a feature that allows individual grouped contacts to be used as a broadcast email. By grouping frequently sent contacts together, it is possible to eliminate the need to specify recipients.

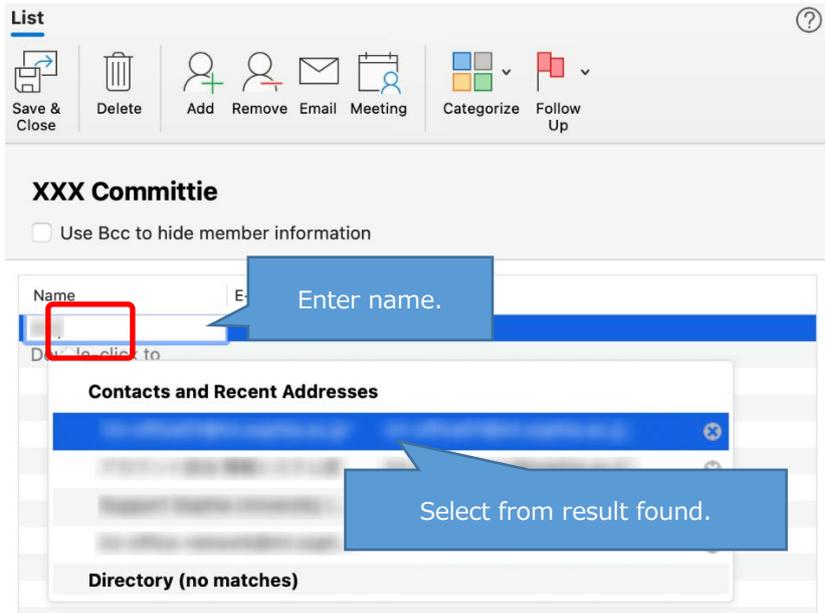
(1) Click [New Contact Group] from the [Home] tab.



(2) Enter group name and click [Add].



- (3) When a name is entered in the Name field, a list of matching names is displayed, and the desired person can be selected for addition to the group. If only one match is found, the name is automatically entered in the Email field.



Click [Save and Close] after finishing adding members.

## 6. Schedule a Meeting with Other People

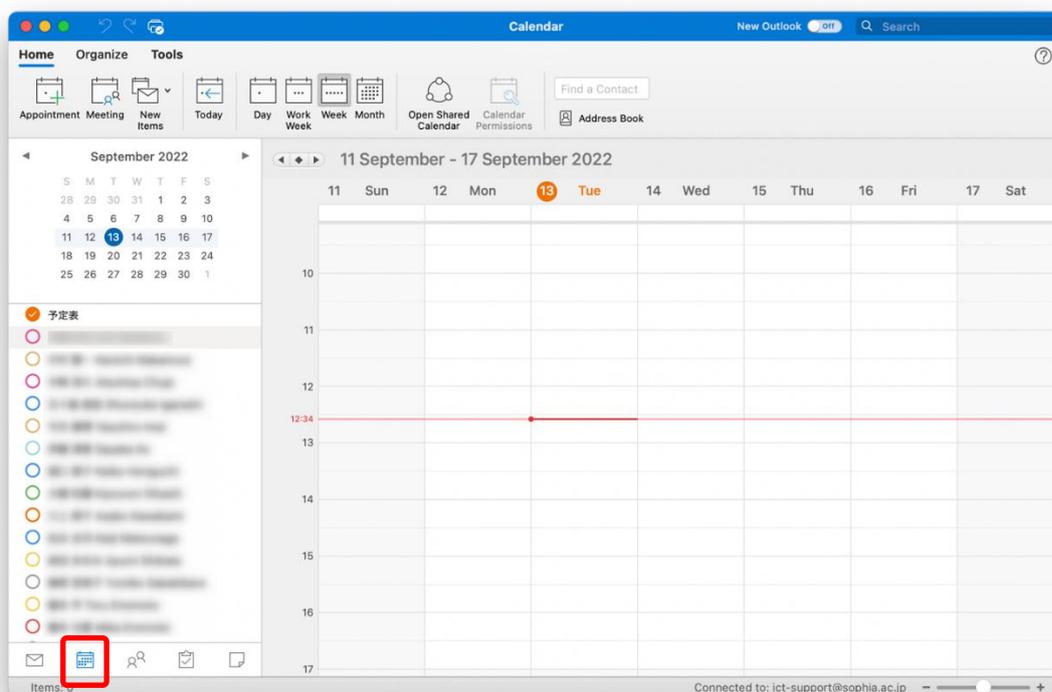
In Outlook, individual schedules can be shared and meetings arranged.

**By default, schedule contents are public and can be viewed among faculty and staff** (unless restricted). Therefore, care should be taken when entering information.

Schedule contents between students are not shared unless mutual permissions are granted. In addition, schedules cannot be viewed between faculty/staff and students.

When using a representative email address (e.g., faculty department office), schedule entries should not be added. Schedules cannot be referenced when an administrative email account is shared; however, faculty members' calendars can still be viewed.

To view the calendar, select [Calendar] on the bar at the bottom of the screen.

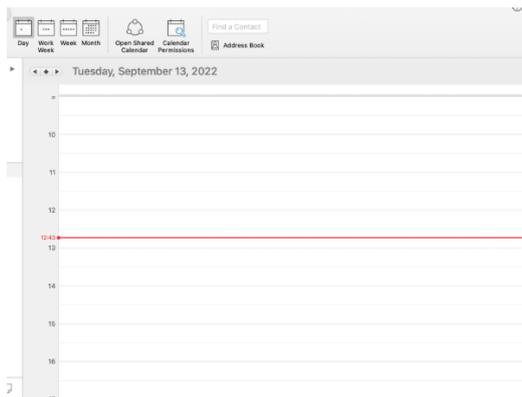


### 6-1 View Calendar

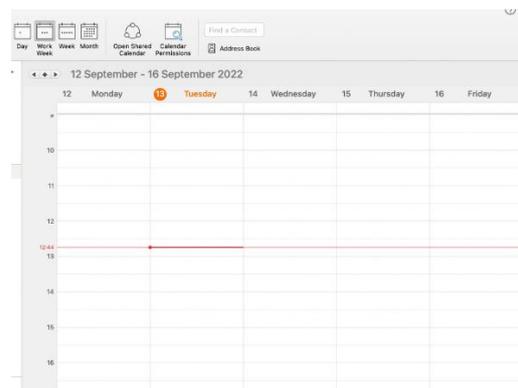
The calendar can be displayed in various states. The example above shows it in Group, but it can

also be selected [Day], [Work Week], [Week], [Month], and so on.

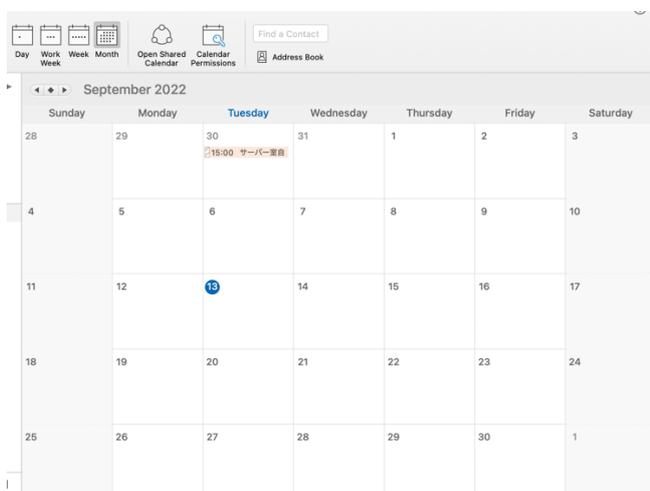
Displayed as [Day]



Displayed as [Work Week]



Displayed as [Month]



## 6-2 Refer Calendars

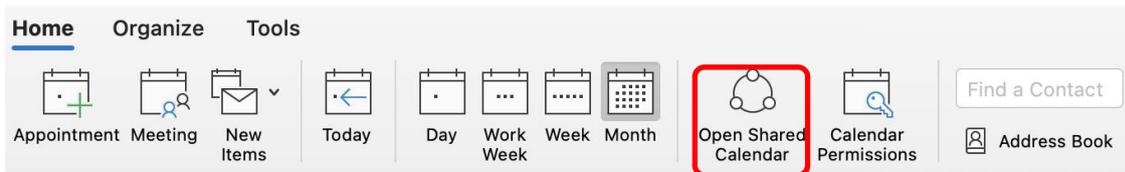
Own calendar is set under registered account name under [My Calendars].



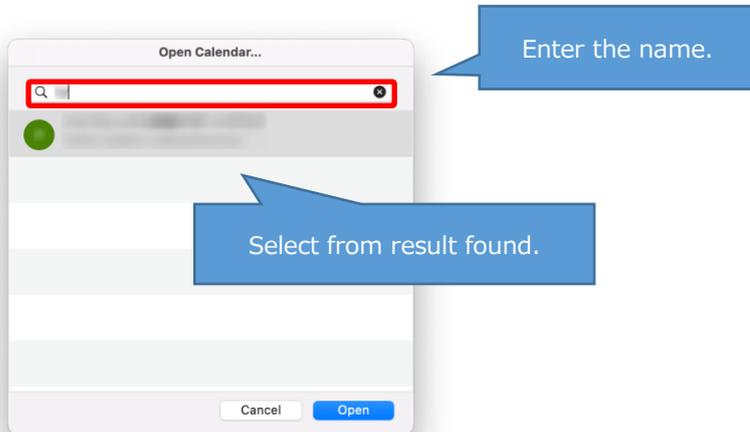
※[On My Computer] is also available under [My Calendars], which is independent of the account settings and can only be displayed on the computer currently being operated (it is not shared with anyone else).

The calendar can also display other people's calendars. This section describes how to select the person whose calendars are to be displayed from the departments registered in the campus address book (Office Global Address List).

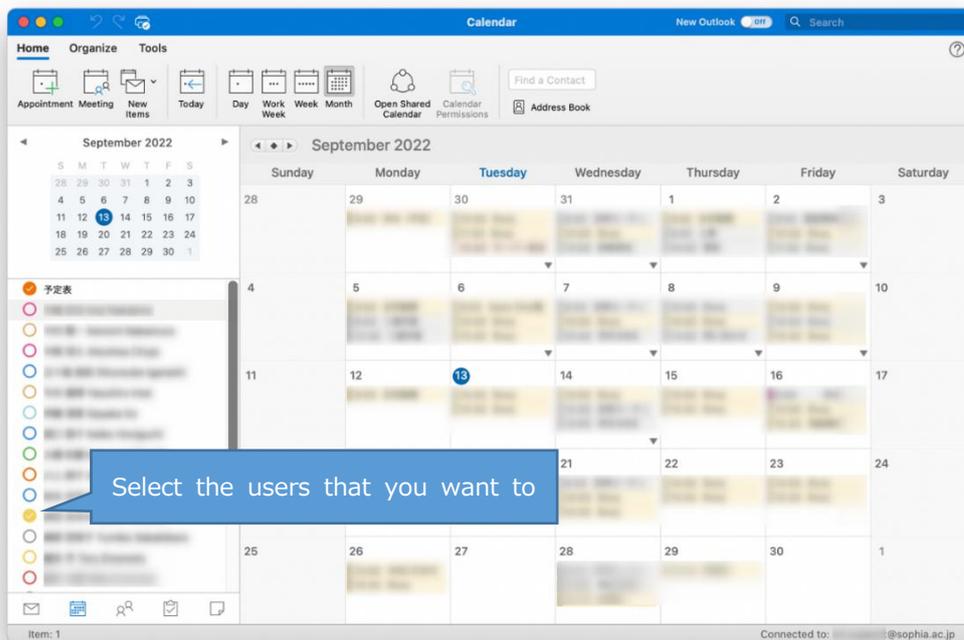
(1) Select [Open Shared Calendar] from the [Home] tab.



(2) Enter a name to search, select the person to view, and click [Open].



(3) Once added to the [Shared Calendars], check for the person to display. The following is an example of displaying the [Work Week].

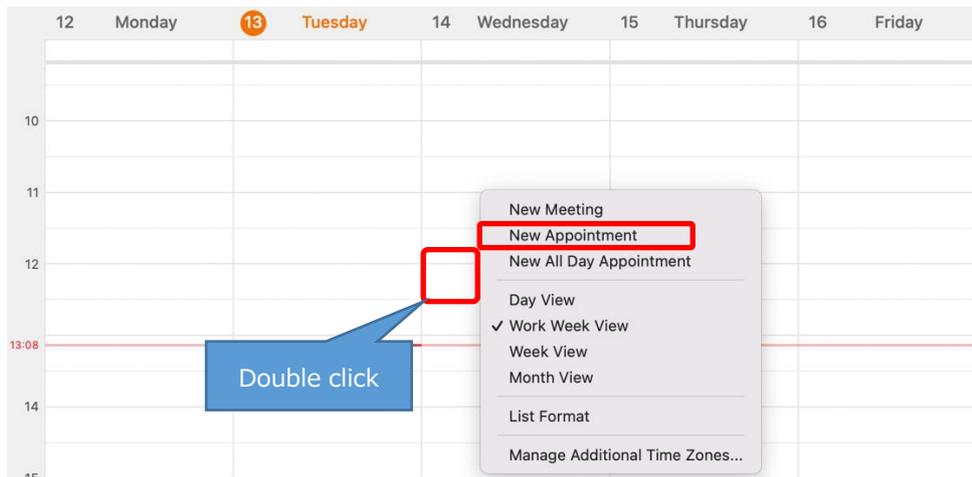


### 6-3 Create Own Appointment

(1) Selecting the day to create an appointment.

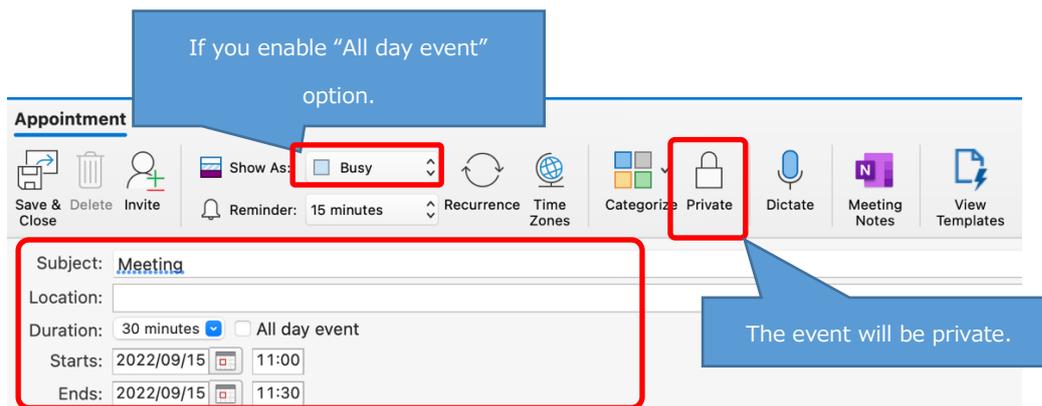
Double-click on the time to create an appointment, or right-click and select “New Appointment”.

※Cannot create an appointment for someone else. For meetings, see “Calling a Meeting” below.



(2) Enter the subject of the event and the time

If others view the appointment, they will see that the time is occupied, but the subject line will not be displayed.



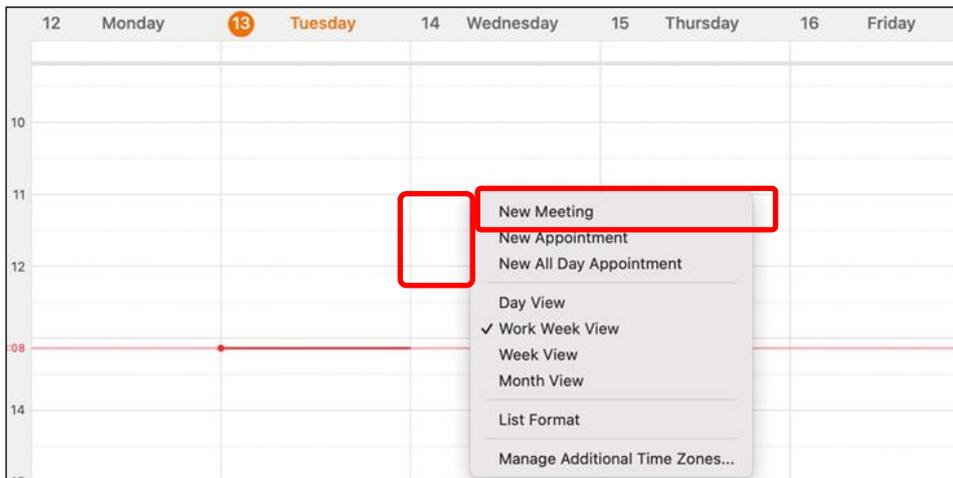
※When [All day event] is selected, the meeting status changes from [Busy] to [Free]. In this state, it appears to others as if no plans exist, so during vacation periods, change the status to [Busy] or [Out of Office].

(3) After entering the information, click [Save & Close].

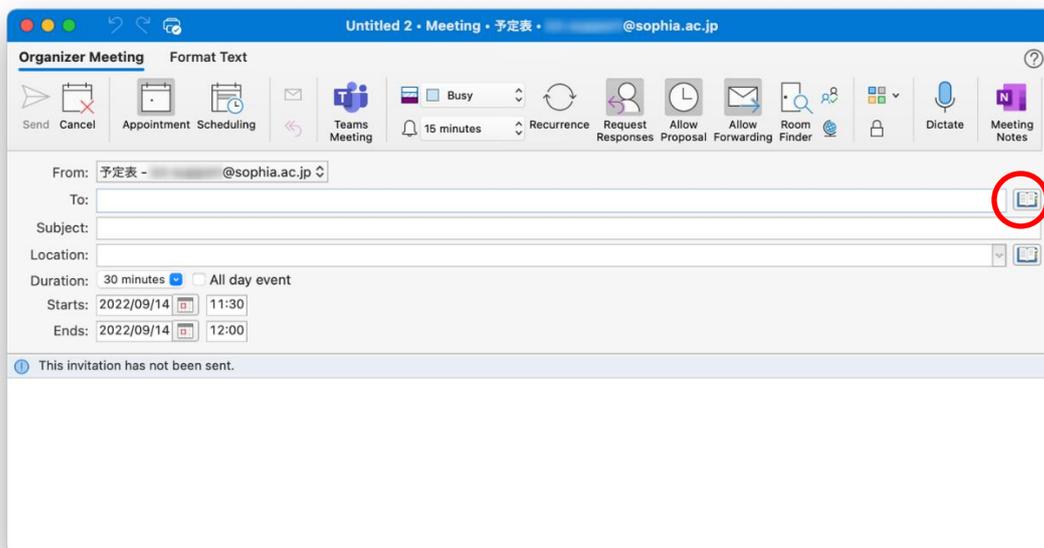
## 6-4 Calling a Meeting

Attendees can be invited when creating the schedule. An email is automatically sent to the attendees, and a tentative entry is added to their calendars. Attendees to be invited must be registered in the Contacts (Address Book) in advance.

- (1) Right-click on the time slot for creating an appointment and select [New Meeting] or click on [Meeting] in the upper left corner.

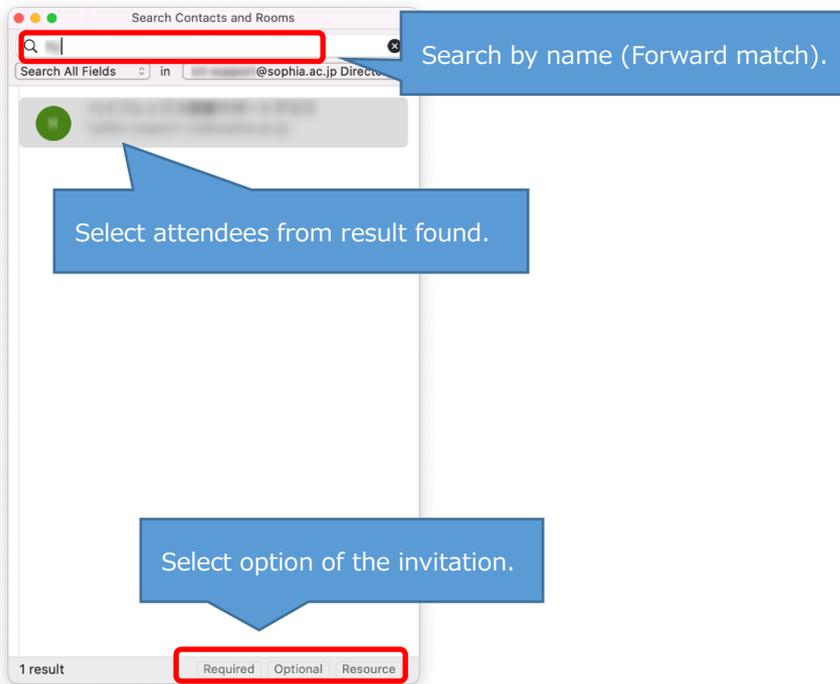


- (2) To invite attendees, click on the icon  to the right of [To:].

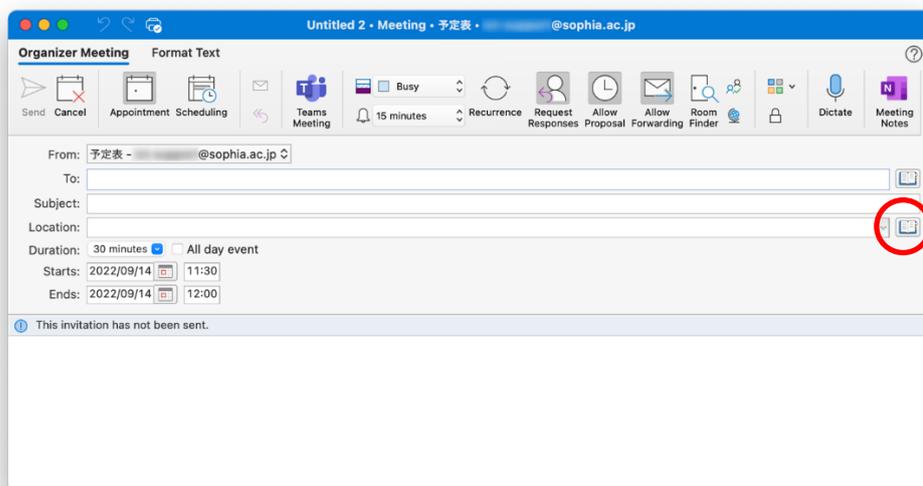


(3) Select the attendees using the same procedure as for the email recipient and click “Required” or “Optional”.

\*People who are not registered on the Contacts list cannot be searched.

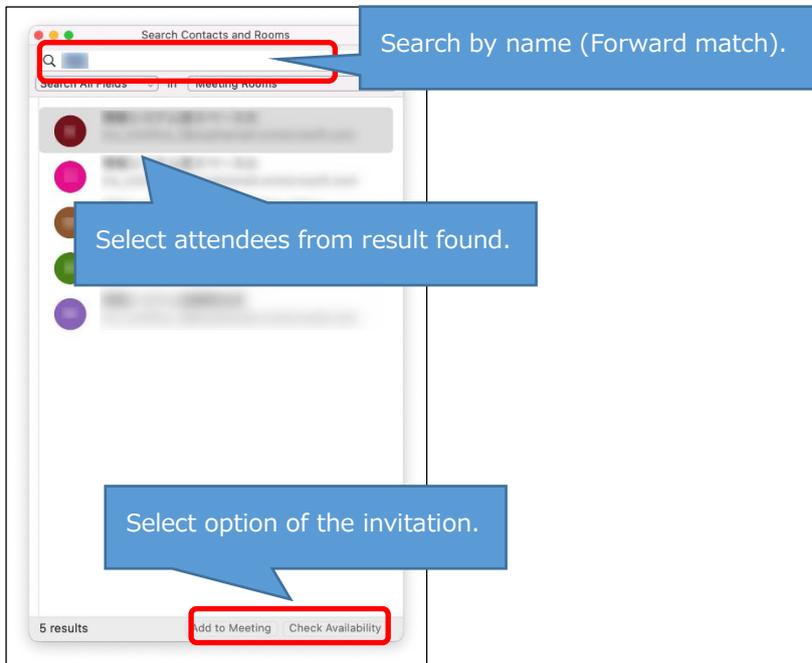


(4) To set the meeting location, click the icon  to the right of [Location].

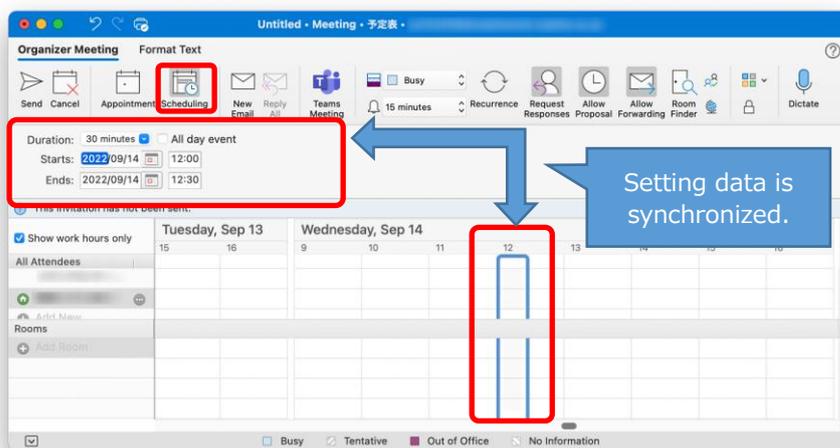


- (5) Search by room name and click [Add to meeting]. Click [Check Availability] to open the [Schedule] screen shown in the next section (6) and reserve the room while viewing the availability.

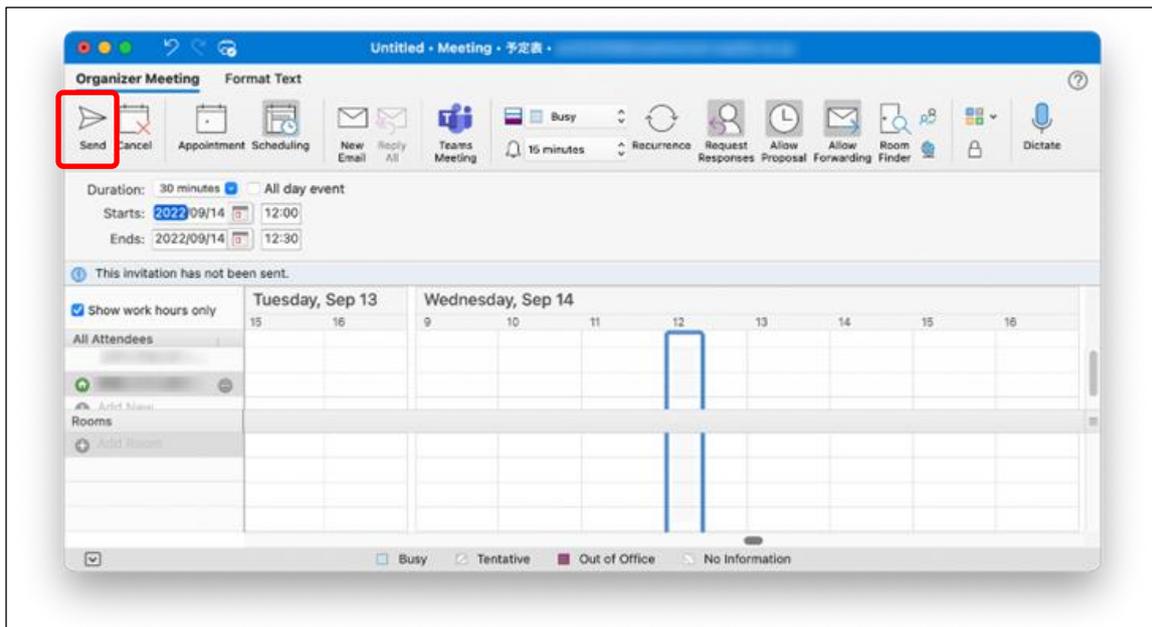
\*If there are no search results for a meeting room, enter the name of the meeting room in the "Location" field.



- (6) Using [Scheduling], it is possible to set up a meeting during free time slots while checking the schedules of the members set as attendees.

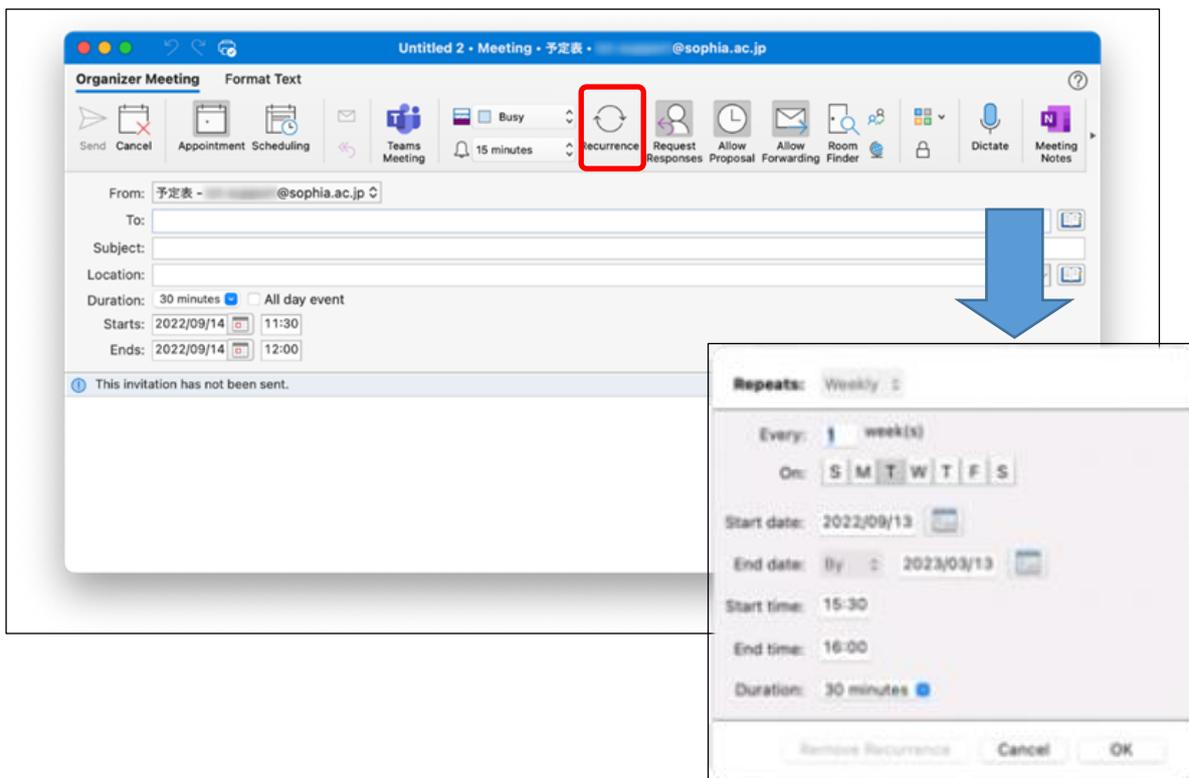


- (7) Set the subject, date, and time of the meeting. After the settings are completed, click [Send]. An email will be sent to the attendees, and a tentative meeting entry will be added to their schedules.



### 6-5 Create Recurrent Meetings or Appointments

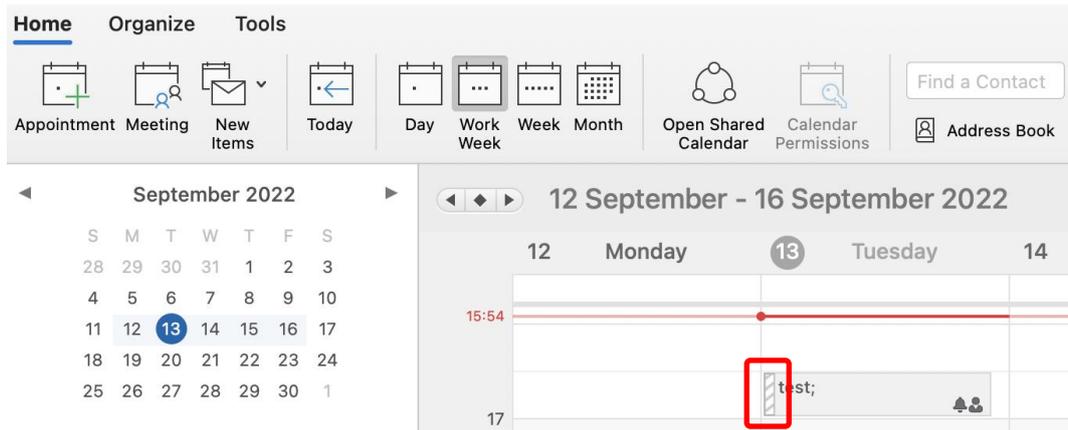
For meetings or appointments held regularly, such as weekly or monthly, recurring appointments can be set up by selecting [Recurrence] on the settings screen.



### 6-6 Accept or Decline a Called Meeting

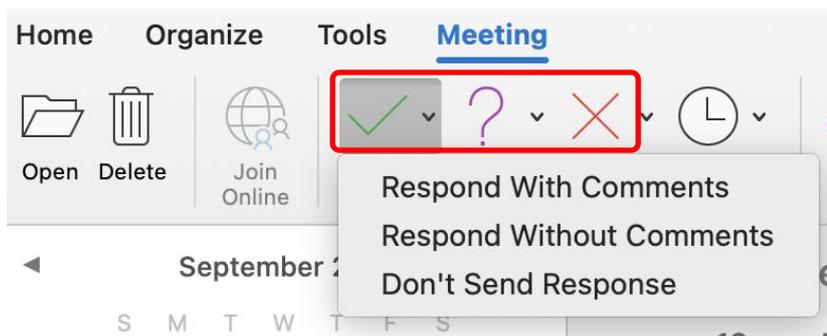
When a meeting is called, a tentative schedule is created for those scheduled to attend.

The tentative schedule is shaded in the calendar.



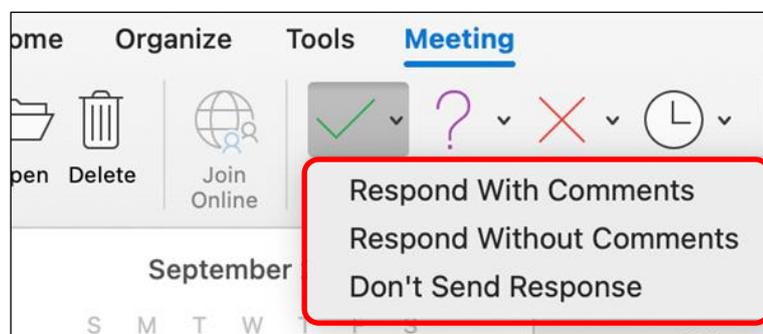
Select event and select [Accept], [Tentative], or [Decline].

- Accept : The tentative schedule is confirmed, and the shading in the calendar is removed.
- Tentative : The schedule remains tentative.
- Decline : The appointment is removed from the calendar.



A response can be sent to the meeting organizer when accepting or declining.

- Respond With Comments : The message compose window opens, allowing an email to be sent to the organizer.
- Respond Without Comments : The acceptance or decline response is sent to the organizer.
- Don't Send Response : The acceptance or decline response is *not* sent to the organizer.



## 6-7 Edit Event

Double-clicking an appointment or meeting in the calendar displays the settings screen, where the information can be edited. After making the changes, select [Save and Close].

For meetings, an updated notification is sent to all attendees.

For recurring appointments or meetings, either all occurrences or only the selected occurrence can be edited.

※ Appointments created by others cannot be edited.

## 7. Other Settings

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### 7-1 Receive Email by POP or IMAP

The ICT Office recommends using Outlook for sending and receiving Sophia Mail.

When using other mail clients, configure the settings according to the instructions below.

For details, refer to the manual “メールソフト設定の手引き (Guide to Email Software Settings)”.

(Only Japanese text is available.)

\*Users who previously sent and received mail via POP/IMAP in Outlook should reconfigure their settings using Exchange.

Items	Settings
<b>Incoming Settings</b>	
<b>Mail Server</b>	outlook.office365.com
<b>Encrypted Type</b>	SSL
<b>Port Number</b>	POP : 995 / IMAP : 993
<b>Outgoing Settings</b>	
<b>Mail Server</b>	smtp.office365.com
<b>Encrypted Type</b>	TLS
<b>Port Number</b>	587
<b>Account Settings</b>	
<b>Login ID</b>	Faculty Members / Emeritus Professor : Faculty ID@sophiamail.sophia.ac.jp
	Students / Alumni / Retired People : Student ID / faculty ID@eagle.sophia.ac.jp
<b>Password</b>	Password for Sophia Mail

For how to use email on a smartphone or tablet (Android / iOS), please refer to “Sophia Mail - Setting Manual for iOS and Android”.

## How to Use Outlook for Mac

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