## Getting Connected - UAlbany Mail

<table>
<thead>
<tr>
<th>Mail Client</th>
<th>Notes</th>
<th>Links</th>
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</table>
| **Outlook** | • ITS-supported option✓
• Windows and Mac
• Installed by default on University computers
• Available to all faculty, staff, and students as part of Microsoft 365 Apps (a.k.a. Microsoft Office) to install on personal devices
• Provides access to Mail, Contacts, Calendar
• Most functionality over all other mail clients | • Configuring Outlook (Windows)
• Installing Outlook for Mac
• Working with a Departmental Mailbox or Calendar
• Working with a Shared Personal Mailbox or Calendar
• Update Multiple Outlook Mail Profiles |
| **Outlook on the web** | • ITS-supported option✓
• Access your University email in a web browser from anywhere
• Provides access to Mail, Contacts, Calendar
• Requires an active Internet connection
• Limited editing abilities for some mail rules | • Use Outlook on the web (OWA) to Access UAlbany Mail
• Problems Logging into OWA |
| **Outlook Mobile app** | • ITS-supported option✓
• Apple (iOS, iPadOS) and Android devices
• Provides access to Mail, Contacts, Calendar | • Outlook App for iPhone or iPad
• Outlook App for Android |
| **Windows and macOS Mail and Calendar apps** | • ITS does not recommend the use of these mail client types; Outlook is recommended for macOS and Windows
• Provides access to Mail, Contacts, Calendar
• No ability to modify mail rules | • Configuring Mail for OS X |
| **Mobile Device native Mail app (iOS, Android)** | • ITS does not recommend the use of these mail client types; Outlook Mobile app is recommended for iOS, iPadOS, and Android
• Provides access to Mail, Contacts, Calendar
• No ability to modify mail rules | • Configuring the built-in app on an iPhone or iPad
• Configuring the built-in app on an Android |

⚠️ Having trouble setting up your mail client or device for UAlbany Mail?
Try confirming your password is initialized for UAlbany Mail.

Need more help? Contact the [ITS Service Desk](mailto:itsservicedesk@u.albany.edu).