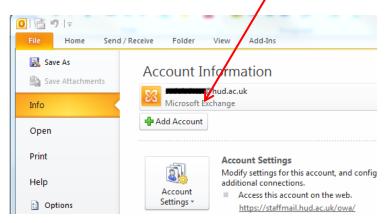
Add Office365 account when using Outlook on a standard desktop PC

From the Outlook File tab, select Add Account



There is no need to complete Your Name.

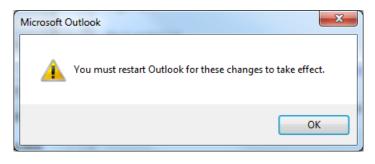
Enter address for the Office365 mailbox in the form u0000210@pgr.hud.ac.uk, and the password

Add New Account				
Auto Account Setup Click Next to connect to the mail server and automatically configure your account settings.				
E-mail <u>A</u> ccount				
Your Name:	Example: Ellen Adams			
E-mail Address:	u0000210@pgr.hud.ac.uk Example: ellen@contoso.com			
Password:	*****			
Re <u>t</u> ype Password:	Type the password your Internet service provider has given you.			
© Te <u>x</u> t Messaging (○ Te <u>x</u> t Messaging (SMS)			
Manually configure server settings or additional server types				
	< Back Next > Cancel			

Click Next. Outlook will search for the account.

ld New Accou	nt	<u></u> 2
Congratula	tions!	×
Configuring		
Configuring	e-mail server settings. This might take several minutes:	
 Image: A second s	Establish network connection	
 Image: A second s	Search for u0000210@pgr.hud.ac.uk server setting	js
~	Log on to server	
Your e	mail account is successfully configured.	
Manually c	onfigure server settings	Add another account
		< Back Finish Cancel

Click Finish, you will be prompted to restart outlook.



When restarting Outlook, you will be prompted for the PGR mailbox password. Click the **Remember my credentials** tick box. If this is not done, each time outlook starts you will be prompted for the password.

Windows Security			
Microsoft C Connecting to	uutlook u0000210@pgr.hud.ac.uk		
	u0000210@pgr.hud.ac.uk password Remember my credentials		
	OK Cancel		

When the mailbox opens, the account will be added as shown.

