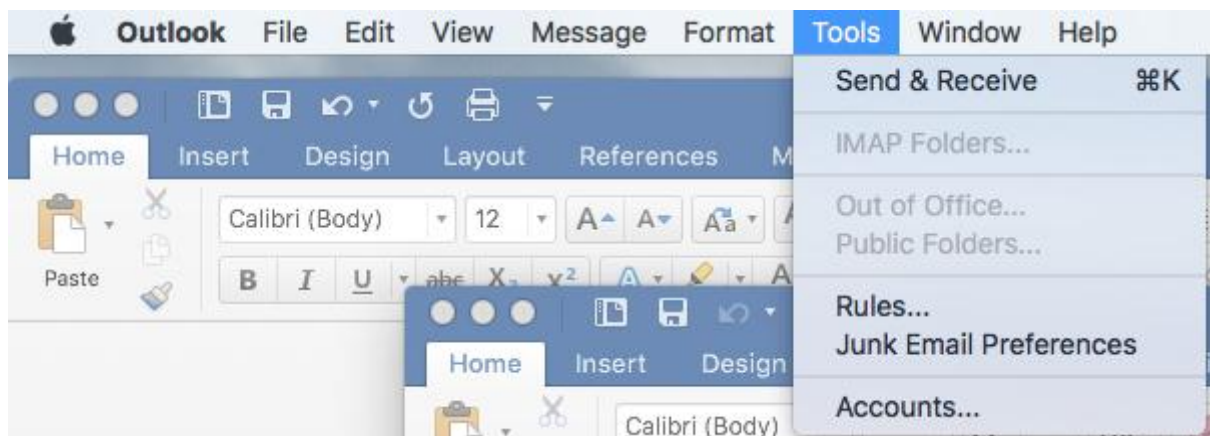


## PGR Office365 email setup - using Outlook on a Mac

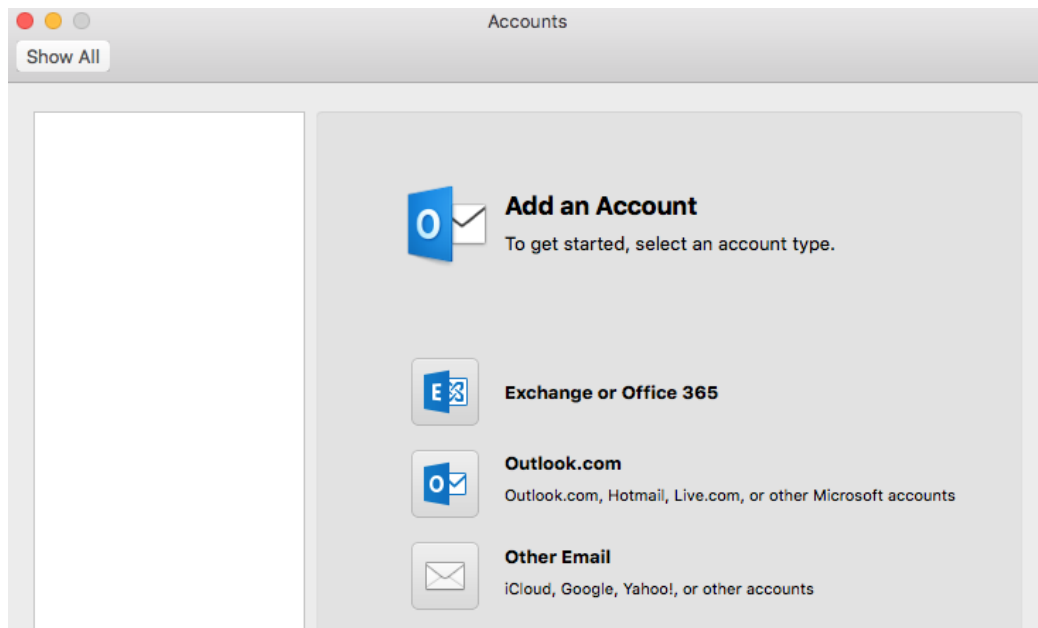
Open 'Outlook' from the Launchpad (the icon is shown below)



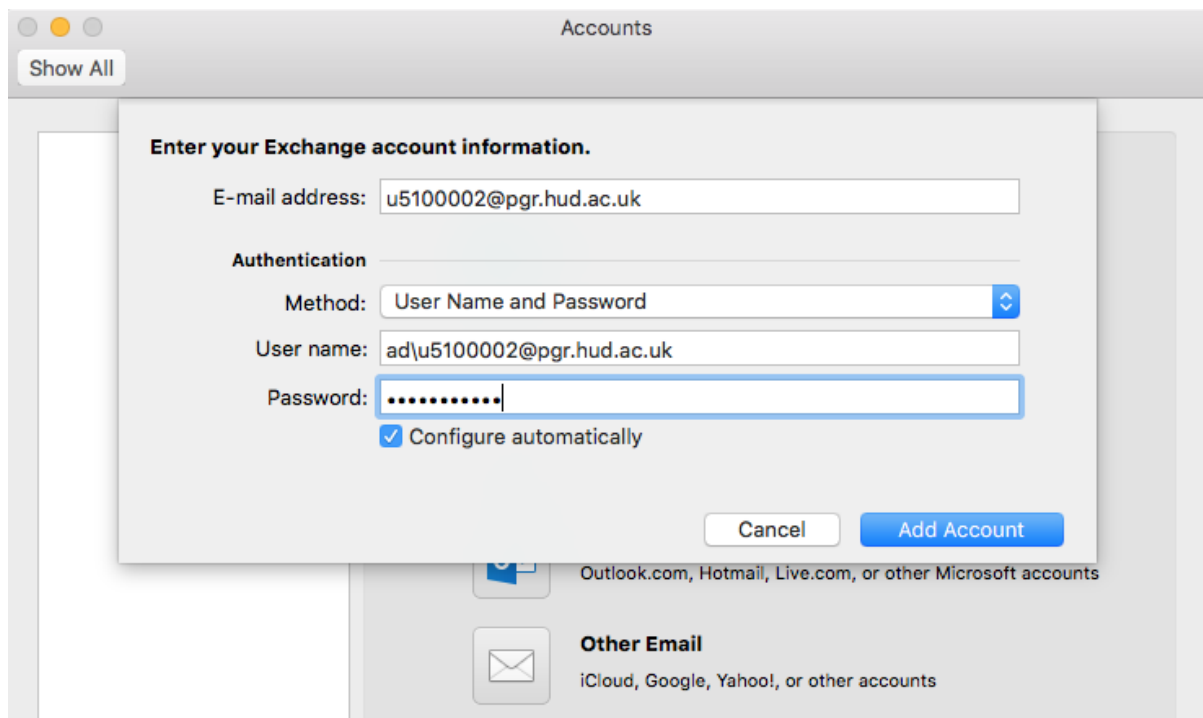
On the top toolbar click on 'Tools' and the 'Accounts...'



Then, click on 'Exchange or Office 365'




You will then be prompted with the following screen. Please type in your email address in the format shown below. In the 'Username' field, type in ad\u\*\*\*\*\*@pgr.hud.ac.uk and password.



After successful entry of details on the previous screen, you will then need to fill in your Username (your email address) and Password.

Sign In to University of Huddersfield Unin



Sign in with your organizational account

User name:  Example: username@unimail.hud.ac.uk

Password:

Vienna

Outlook will then add the mailbox to your Mac. Please note, your mailbox items will take a few minutes to sync, depending on the size of your mailbox.