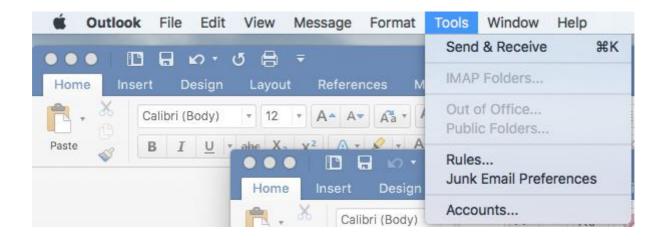
## PGR Office365 email setup - using Outlook on a Mac

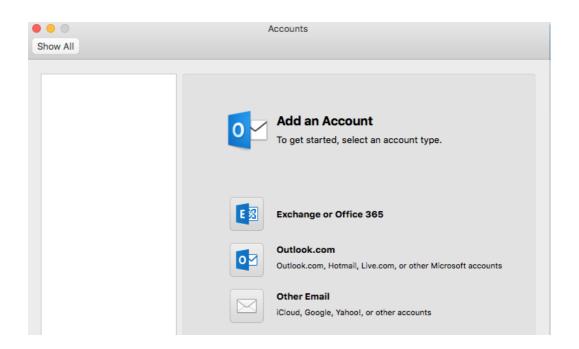


Open 'Outlook' from the Launchpad (the icon is shown below)

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.

0 0 0		Accounts		
Show All				
	Enter your Exchange a	account information.		
	E-mail address:	u5100002@pgr.hud.ac.uk		
	Authentication			
	Method:	User Name and Password		
	User name:	ad\u5100002@pgr.hud.ac.uk		
	Password:	••••••		
		Configure automatically		
		Cancel Add Account Outlook.com, Hotmail, Live.com, or other Microsoft accounts		
		Other Email iCloud, Google, Yahoo!, or other accounts		

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 t	o University of	Huddersfield Unin		
University of HUDDERSFIELD Inspiring tomorrow's professionals				
Sign in with your organizational account				
User name:	u5100002@pgr.hud.ac.uk	Example: username@unimail.hud.ac.uk		
Password:	•••••			
	Sign	In		
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.