PGR Office365 email setup - using Mac Mail on a Mac

Open ‘Mail’ from the Launchpad (the icon is shown below)

Once the application launches, click on ‘Mail’ on the top left corner and select ‘Accounts’.
You will then be prompted with a choice of a mailbox type. Please select ‘Exchange’.

Then, type in your name followed by your PGR email address and your password. Please note you will need to type in ‘@pgr.hud.ac.uk’ opposed to the regular ‘hud.ac.uk’
Please type in the **Username** (which is the same as the email address) and the **Internal URL** and **External URL**, shown below:

![Exchange Screen](image)

After clicking ‘**Sign In**’ you will be prompted with the following screen, click ‘**Done**’ and your mailbox will be successfully added to your Mac Mail client.
Select the apps you want to use with this account:

- [✓] Mail
- [✓] Contacts
- [✓] Calendars
- [✓] Reminders
- [✓] Notes

[Cancel] [Back] [Done]