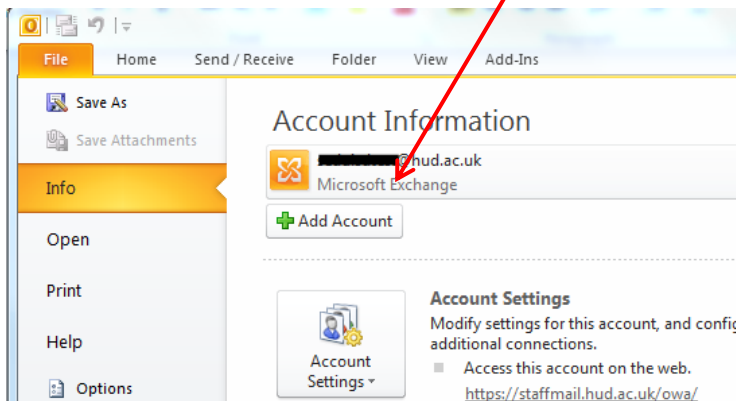


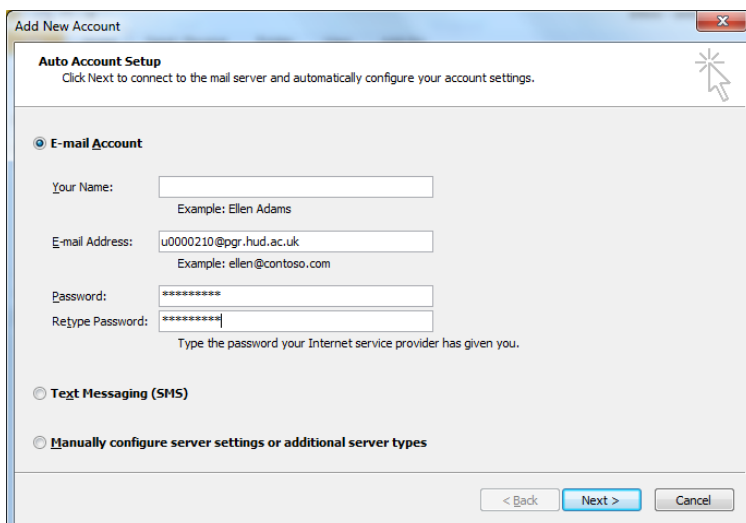
## Add Office365 account when using Outlook on a standard desktop PC

From the Outlook **File** tab, select **Add Account**

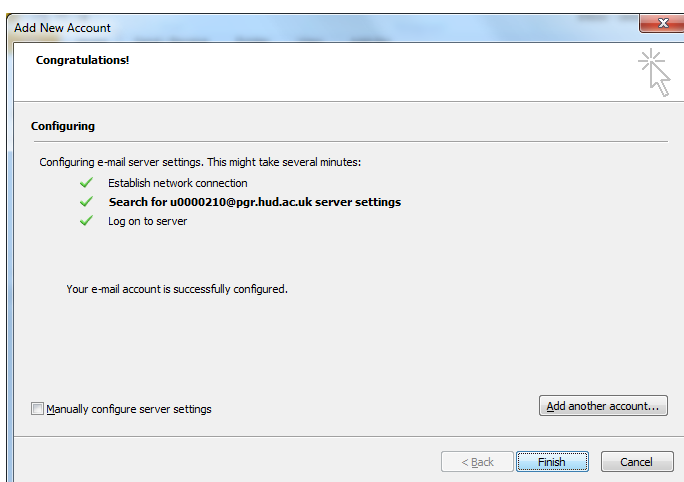


There is no need to complete **Your Name**.

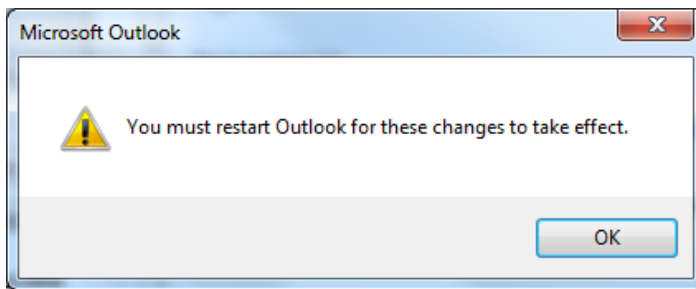
Enter address for the Office365 mailbox in the form u0000210@pgr.hud.ac.uk, and the password



Click **Next**. Outlook will search for the account.



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.



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

