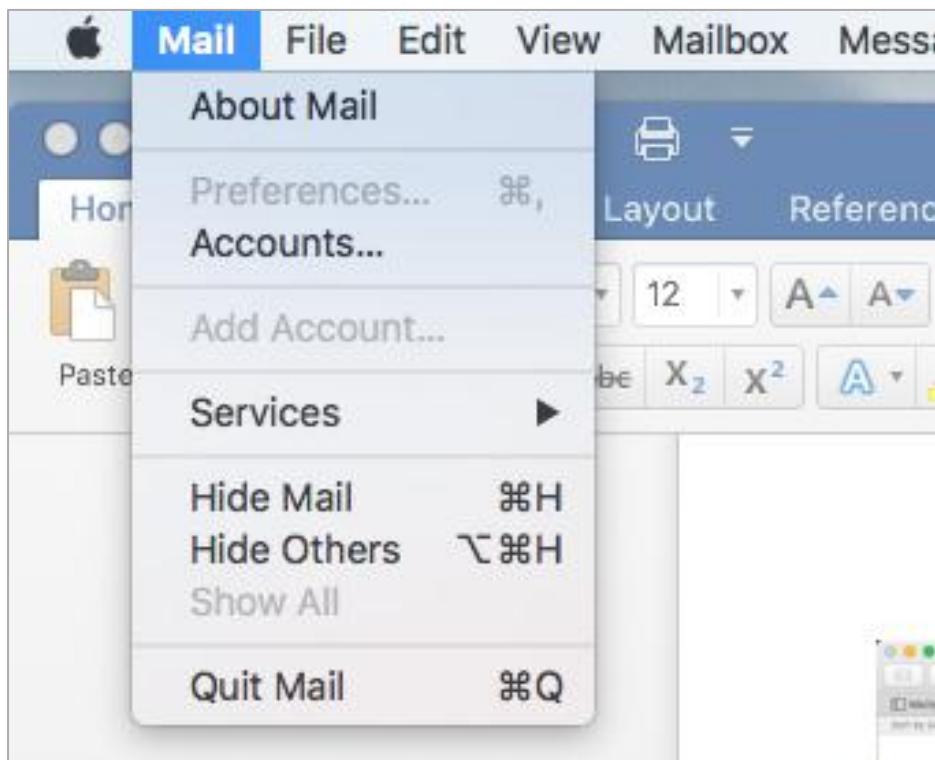


PGR Office365 email setup - using Mac Mail on a Mac

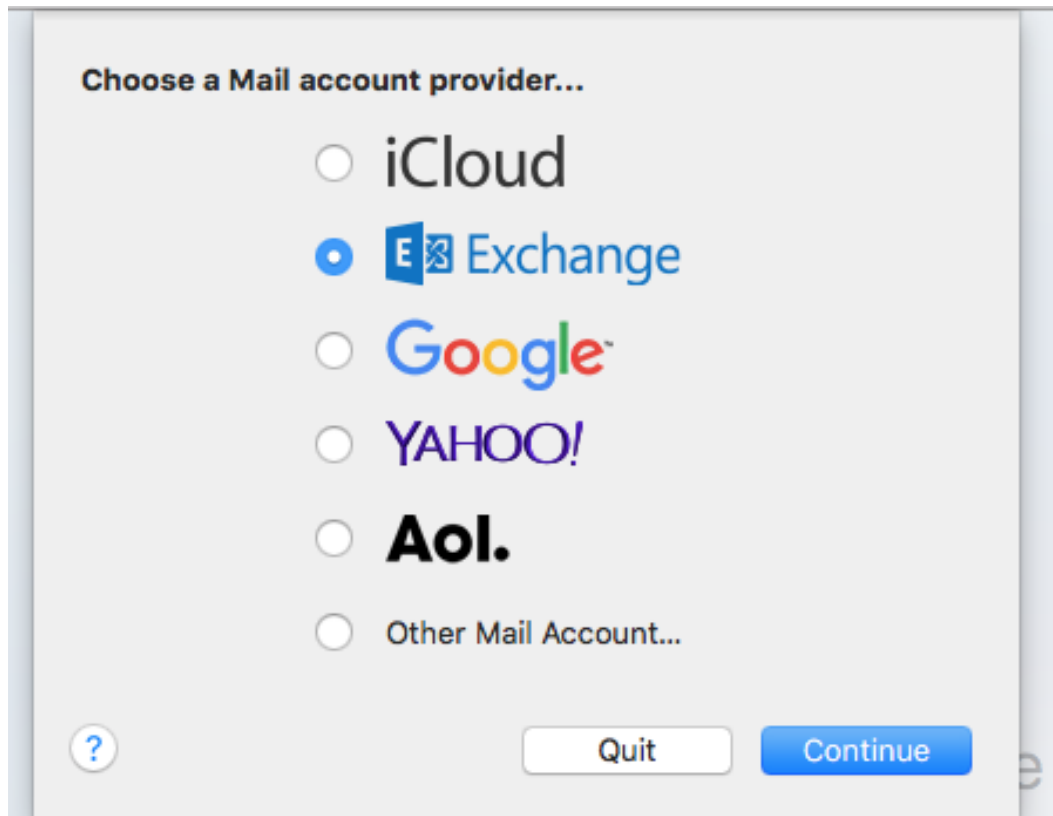
Open 'Mail' from the Launchpad (the icon is shown below)



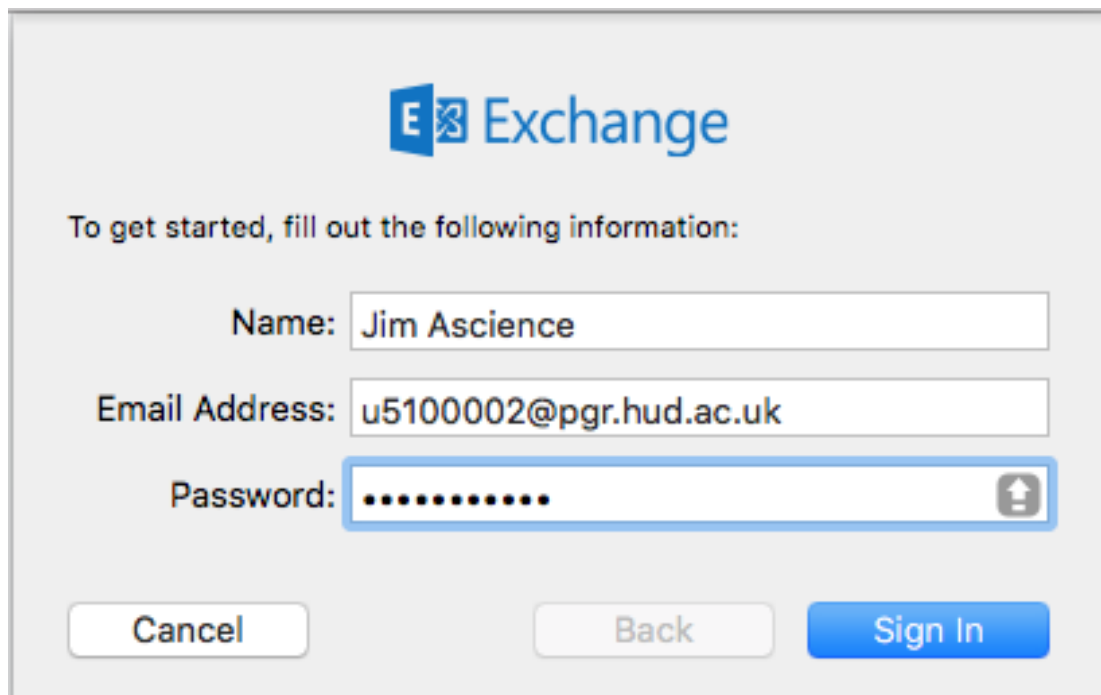
Once the application launches, click on 'Mail' on the top left corner and select 'Accounts'.



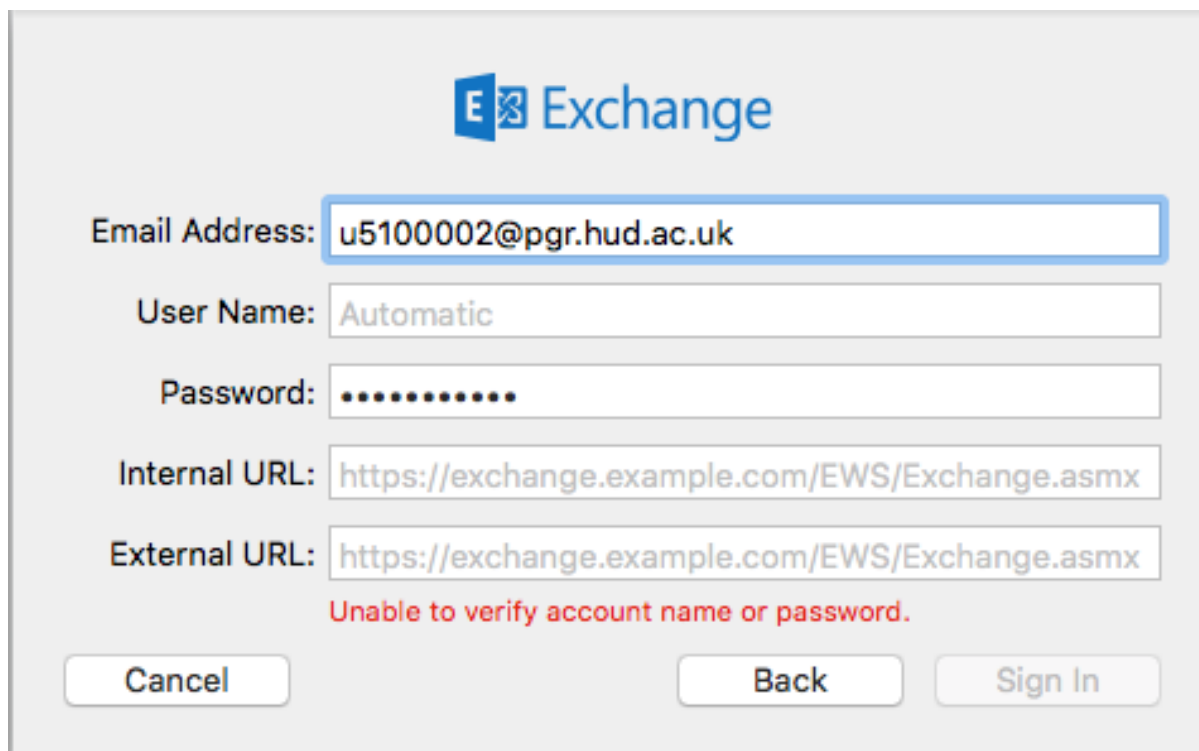
You will then be prompted with a choice of a mailbox type. Please select 'Exchange'.



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'

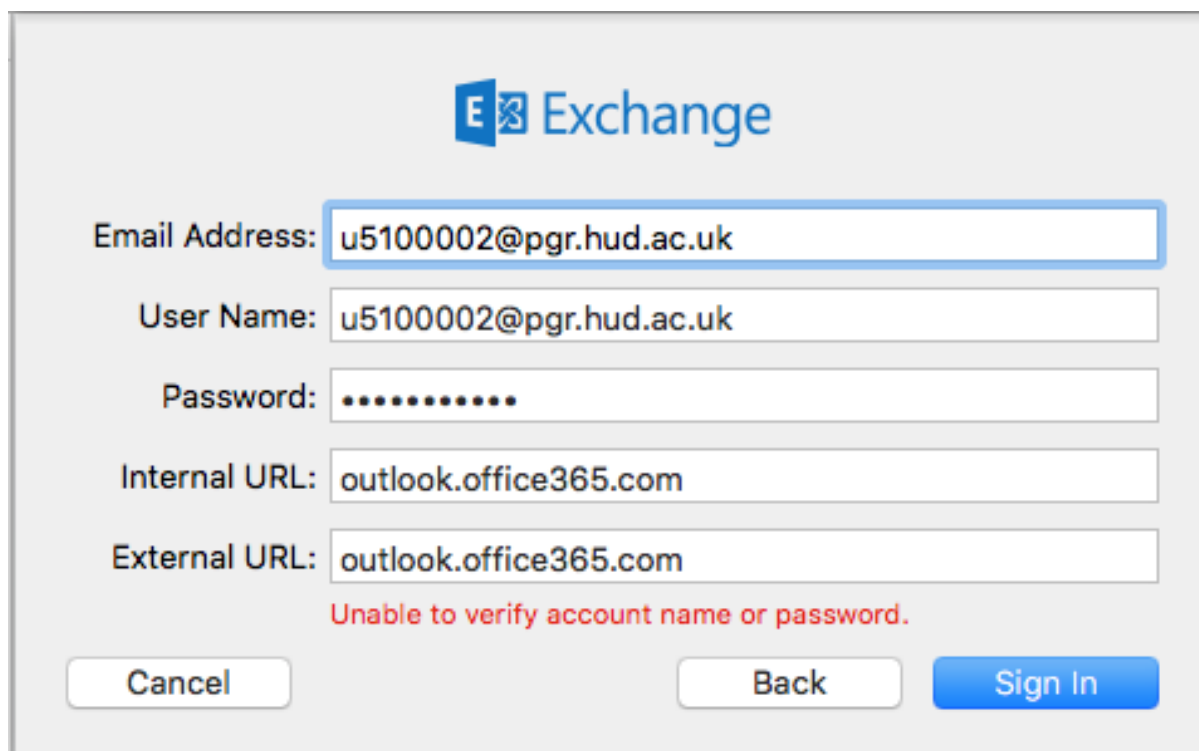


You will then see the following screen,



The screenshot shows the Microsoft Exchange login interface. At the top is the Exchange logo. Below it are five input fields: 'Email Address' (containing 'u5100002@pgr.hud.ac.uk'), 'User Name' (containing 'Automatic'), 'Password' (masked with dots), 'Internal URL' (containing 'https://exchange.example.com/EWS/Exchange.asmx'), and 'External URL' (containing 'https://exchange.example.com/EWS/Exchange.asmx'). Below the fields is a red error message: 'Unable to verify account name or password.' At the bottom are three buttons: 'Cancel', 'Back', and 'Sign In'.

Please type in the **Username** (which is the same as the email address) and the **Internal URL** and **External URL**, shown below:








The screenshot shows the Microsoft Exchange login interface with the correct configuration. The 'Email Address' field contains 'u5100002@pgr.hud.ac.uk'. The 'User Name' field now contains the same email address: 'u5100002@pgr.hud.ac.uk'. The 'Internal URL' field contains 'outlook.office365.com' and the 'External URL' field also contains 'outlook.office365.com'. The red error message 'Unable to verify account name or password.' is still present. The 'Sign In' button is now highlighted in blue, indicating it is the active or recommended action.

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.

Exchange

Select the apps you want to use with this account:

-  Mail
-  Contacts
-  Calendars
-  Reminders
-  Notes

Cancel

Back

Done