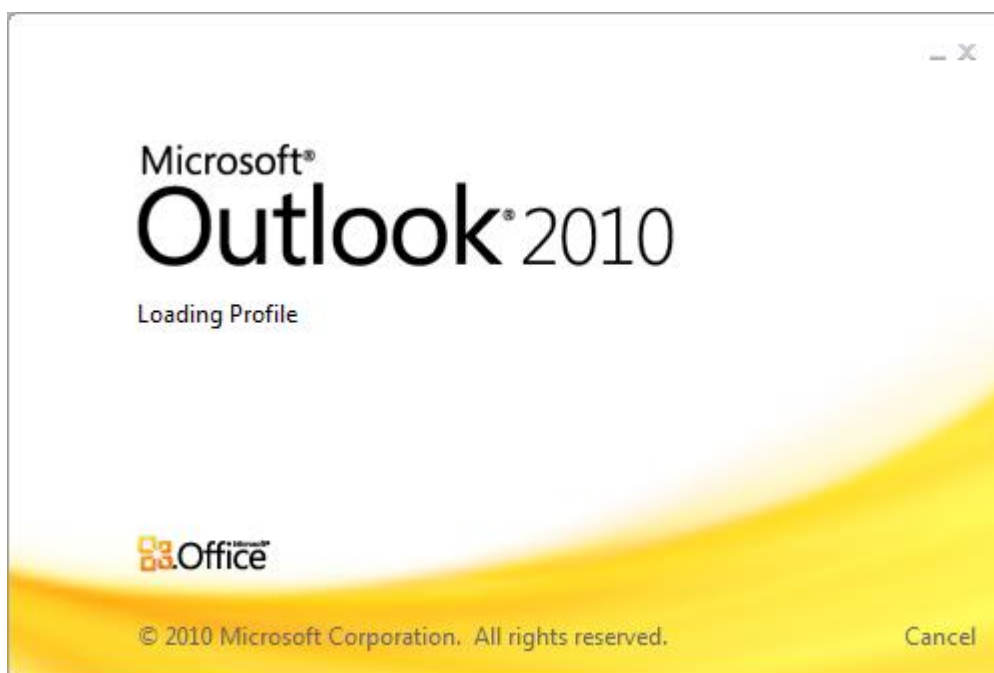
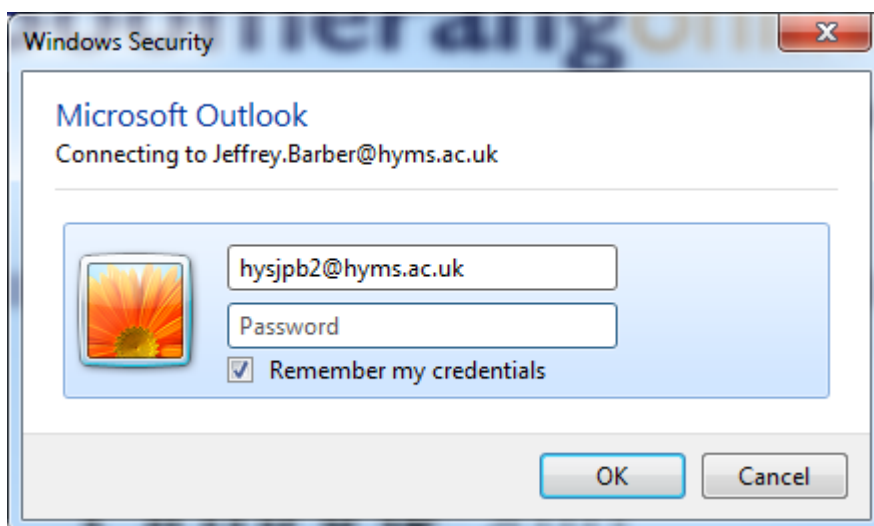


Connecting Outlook 2010 to your Office365 Mailbox for the first time

Start Outlook 2010



After a short period you will be prompted for your password as per the box below:



Make sure your user-id is in the format <user-id>@hyms.ac.uk

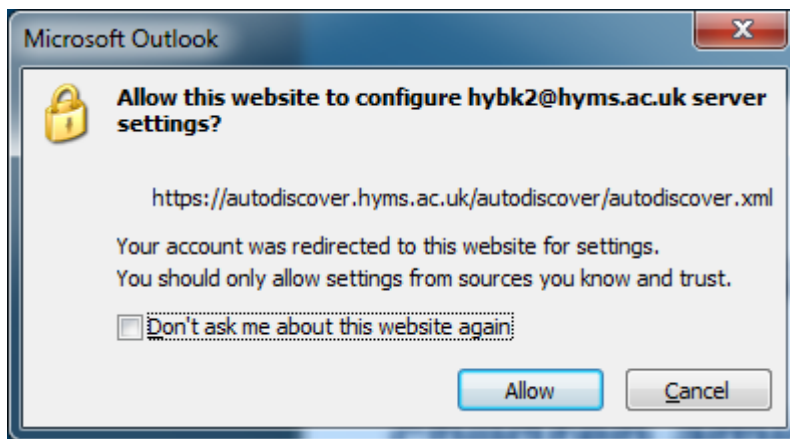
Enter your HYMS password

Tick the Remember my credentials box

Click on the OK button

At this point it may say that the administrator has made changes that require you to restart Outlook. Outlook will then restart.

Once Outlook has restarted you may get the following message:



Click Don't ask me about this website again. Then click the Allow button.