How to add work email to Outlook at home

The following instructions outline how to add your work email to your Outlook at home. If you require assistance setting up the calendars please contact fs.helpdesk@anu.edu.au

Click on Start | Control Panel | double click to open Mail, this will open the Mail window

If you already have a profile you will create a new one

Click on Add in the Mail window

This will open the New Profile window. Under Profile Name: type “Work” then click the OK button
This will then open the **Add New Account** window. In this window you will add your credentials for your email.

**Your Name:** enter your name (eg. Karen Roberts)

**E-mail Address:** enter your work email (eg. karen.roberts@anu.edu.au)

**Password:** enter your HORUS password

**Retype Password:** retype your HORUS password

Your information will look like this

Once this is done click the **Next >** button
You will then get a window that it is configuring your email settings

You will get a box to Allow the configuration, click **Allow**

You will get a box that you will need to enter your details to **Connect to auto discover**. The details you enter are as follows:

**User name:** UnilD@uds.anu.edu.au (eg. 1234567@uds.anu.edu.au)

**Password:** HORUS password

Then click **OK**
You will get a box that requires you to enter your details to Connect to sinprd0610.outlook.com. The details you enter are as follows:

**User name:** UnilID@uds.anu.edu.au (eg. 1234567@uds.anu.edu.au)

**Password:** HORUS password

Then click **OK**

The Configuration window will now be completed

Click **Finish**
You will be taken back to the Mail window, if you have two profiles can change the settings so it prompts what profile it opens.

Click on the radio button next to **Prompt for a profile to be used** | click **OK**

If you only have the Work profile you can leave the setting to **Always use this profile**