Changes to Outlook login

If you have downloaded Office 365 as part of the University’s Microsoft agreement and are launching **Outlook (desktop)** for the *first* time on an existing or new device – you will be prompted for your username and password in a new way.

This change to the Sign in prompt is a one-time authentication request and will only affect you the first time you sign into these apps. The process is described below:

**Outlook (desktop)**

On launching Outlook, a sign in box will open. The address field will be empty.

1. Type in your *username*@abdn.ac.uk, e.g. u99jb19@abdn.ac.uk, and click **Connect**.

2. The **Enter Password** prompt opens.
   - Type your password and click **Sign In**.

3. The **Use this account everywhere on your device** prompt opens.
   - **UNTICK** the **Allow my organisation to manage my device** checkbox.
   - Click **This app only**.

4. Click **Done** to finish. Outlook will launch.