This guide steps you through the automatic configuration of Outlook on a personal Windows PC or laptop, so that you can access your University email and calendar when offsite.

1. **Launch Outlook:**
   Click the Windows start button, then scroll down the apps list, or use the search box to find Outlook.

2. **Type in your *username*@abdn.ac.uk, e.g. **s01jb7@abdn.ac.uk**, and click **Connect**

3. **The *Enter Password* prompt opens.**
   - Type in your password and click **Sign In**.
4. The **Use this account everywhere on your device** prompt opens.

5. **UNTICK** the **Allow my organisation to manage my device** checkbox
   - Then, click **This app only – NOT Yes**

6. Outlook will search for your account and import the mailbox, folders and settings.

7. Untick **Set up Outlook Mobile on my phone, too** and click **Done**.

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**Further information and help**

Use **MyIT** to log a call with the University IT Service Desk or email **servicedesk@abdn.ac.uk**.

You can also access your University email via a web browser using Outlook Web Access (OWA). Login at **outlook.com/abdn.ac.uk**.