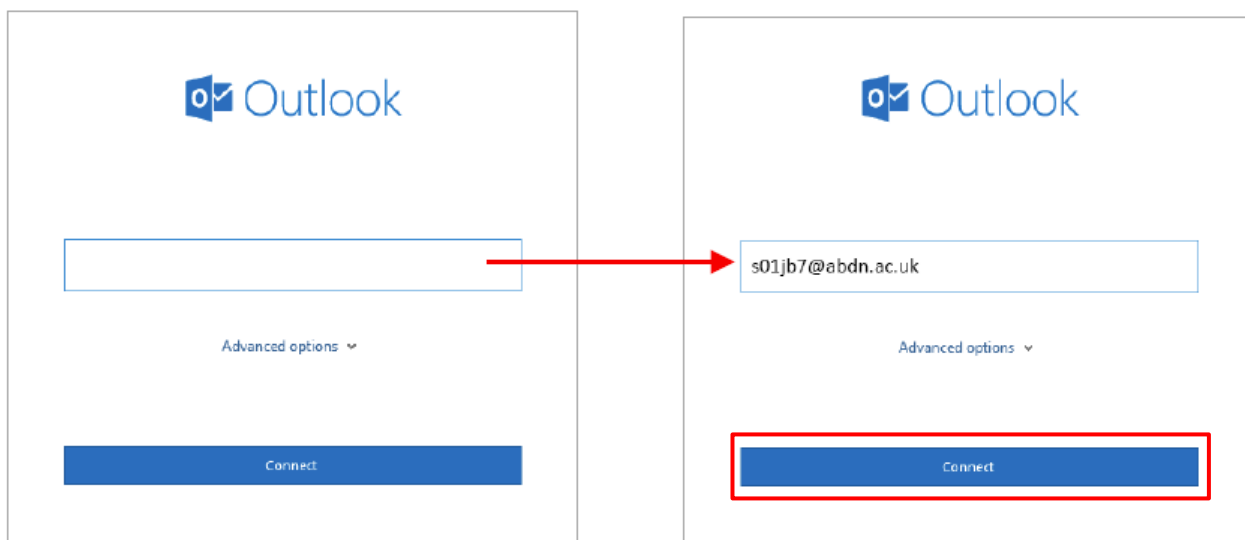


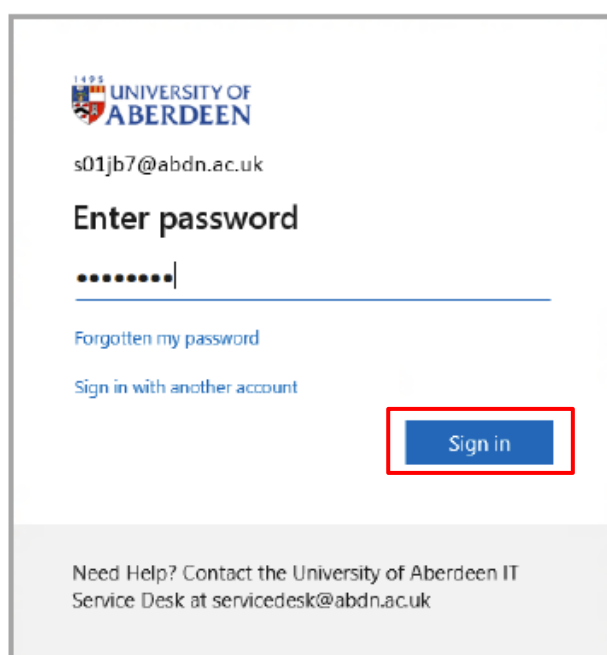
# Staff email - Set up Outlook on a personal device

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.

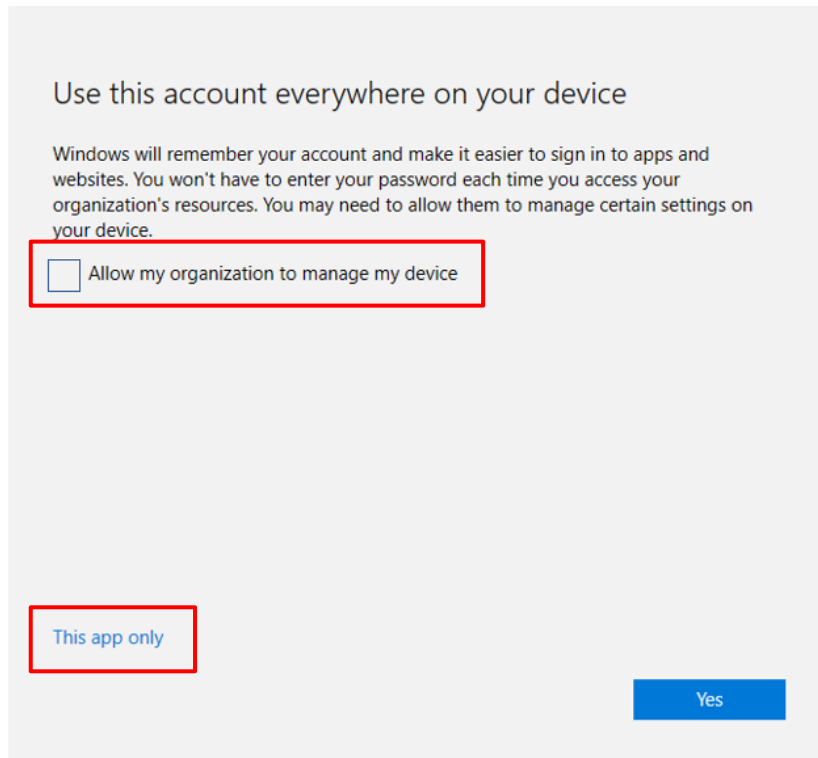
1. Launch **Outlook**:  
Click the Windows start button, then scroll down the apps list, or use the search box to find Outlook.
2. Type in your *username@abdn.ac.uk*, e.g. **s01jb7@abdn.ac.uk**, and click **Connect**



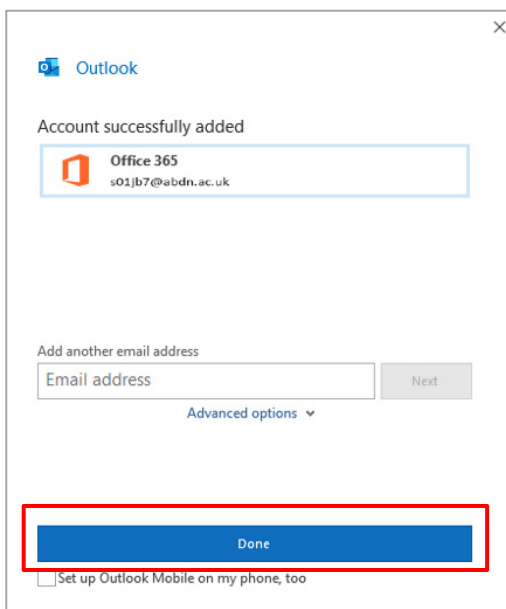
3. The **Enter Password** prompt opens.
  - Type in your password and click **Sign In**.



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**.



## Further information and help

Use [My!T](#) to a log call with the University IT Service Desk or email [servicedesk@abdn.ac.uk](mailto: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](https://outlook.com/abdn.ac.uk)