How to add your THG Email to Microsoft Outlook 🔽

- 1. Navigate to Start Menu > Open Microsoft Outlook
- 2. Click the "File" tab



3. Click the "Account Settings" button



4. Click "Email" Tab → Then Click "New"



5. Enter your THG email address → Click "Connect"

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Outlook	
Email address	
jdoe@thehelpgroup.org	
Advanced options 🐱	
Connect	
Connect	

6. Enter your password \rightarrow Check the **"Remember my credentials"** box \rightarrow Click **"OK"**

Windows Security	X
Microsoft Outlook	
Connecting to jdoe@thehelpgro	up.org
jdoe@thehelpgroup.org	
•••••	
Remember my credentials	
ОК	Cancel

7. Once email account has been successfully added, click "Done" and restart Outlook.

outlook	
Account successfully added	
You need to restart Outlook for these changes to take effect.	
Done	