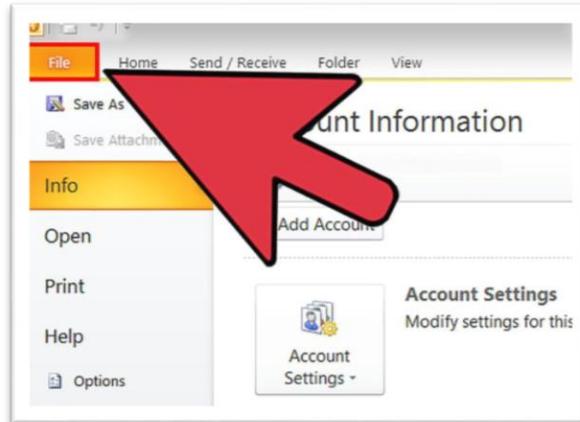


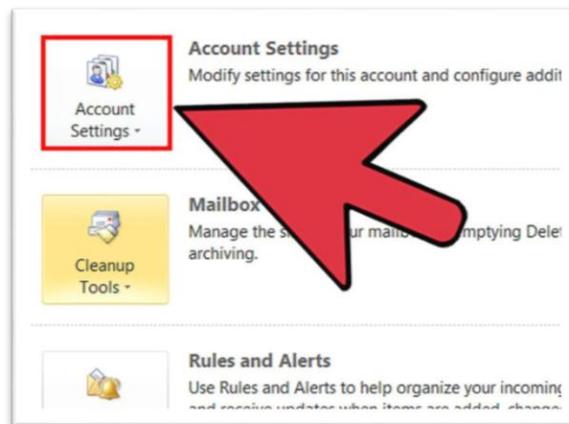
How to add your THG Email to Microsoft Outlook

1. Navigate to **Start Menu** > Open **Microsoft Outlook**

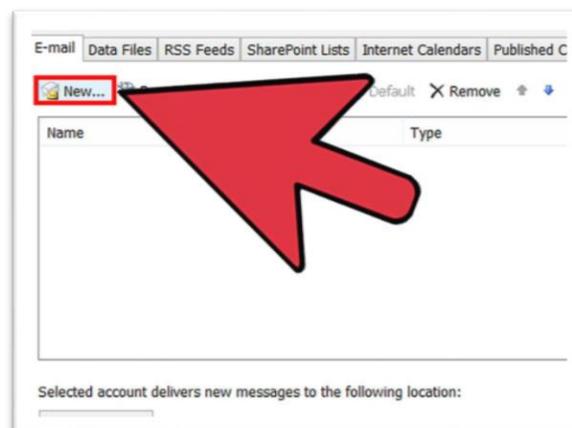
2. Click the **“File”** tab



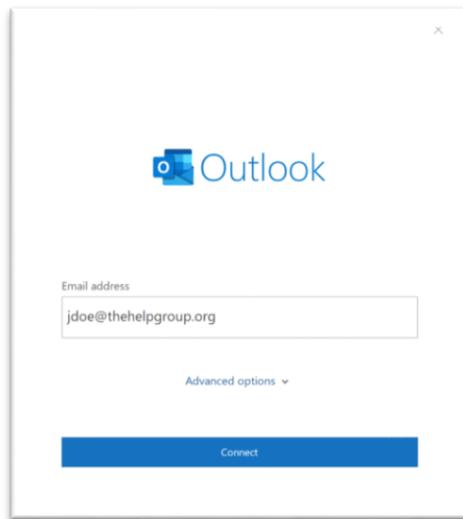
3. Click the **“Account Settings”** button



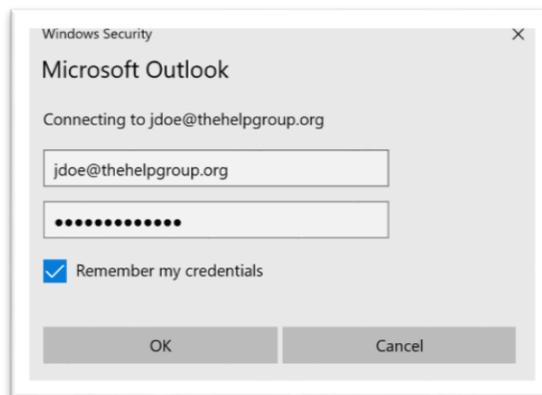
4. Click **“Email”** Tab → Then Click **“New”**



5. Enter your THG email address → Click **“Connect”**



6. Enter your password → Check the **“Remember my credentials”** box → Click **“OK”**



7. Once email account has been successfully added, click **“Done”** and restart Outlook.

