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**TNG | OSS**

Information Services

*Service Desk Guides*

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**Adding TNG & OSS 0365 Email to Outlook**

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## About this document

This document will provide information on adding your TNG O365 Email to Outlook client.

## Summary of changes

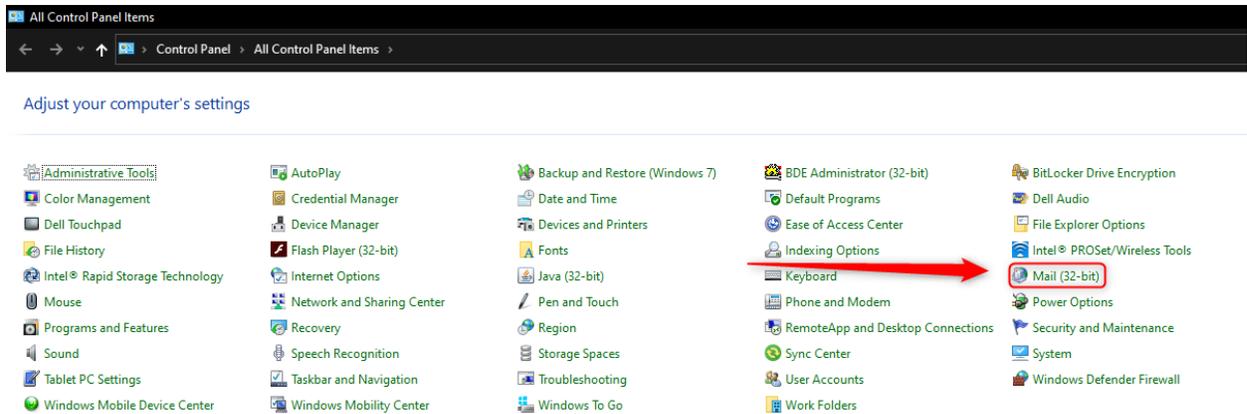
This section records the history of significant changes to this document. Only the most significant changes are described here.

Version	Date	Author	Description of change
1.0	04/15/2020	Stefan Hrycko	Initial version

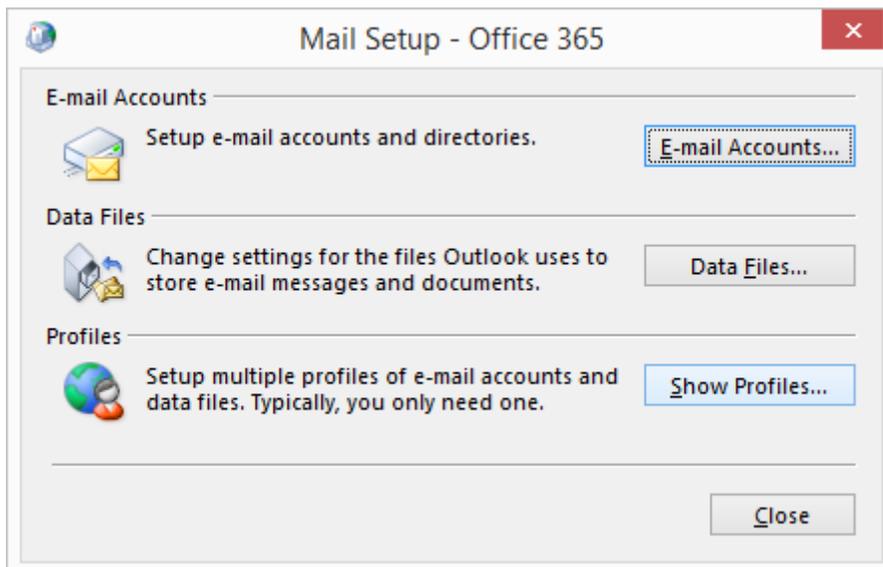
Where significant changes are made to this document, the version number will be incremented by 1.0. Where changes are made for clarity and reading ease only and no change is made to the meaning or intention of this document, the version number will be increased by 0.1.

## Configuring Outlook Profile

1. Open up the "Control Panel" and select "Mail"

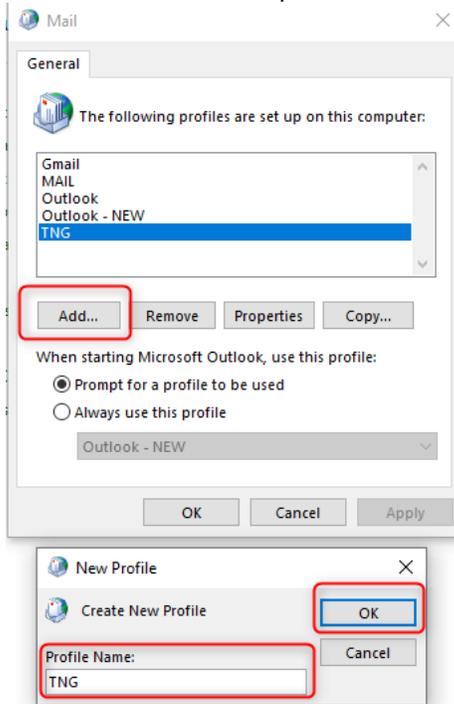


2. Click on "Show Profiles"



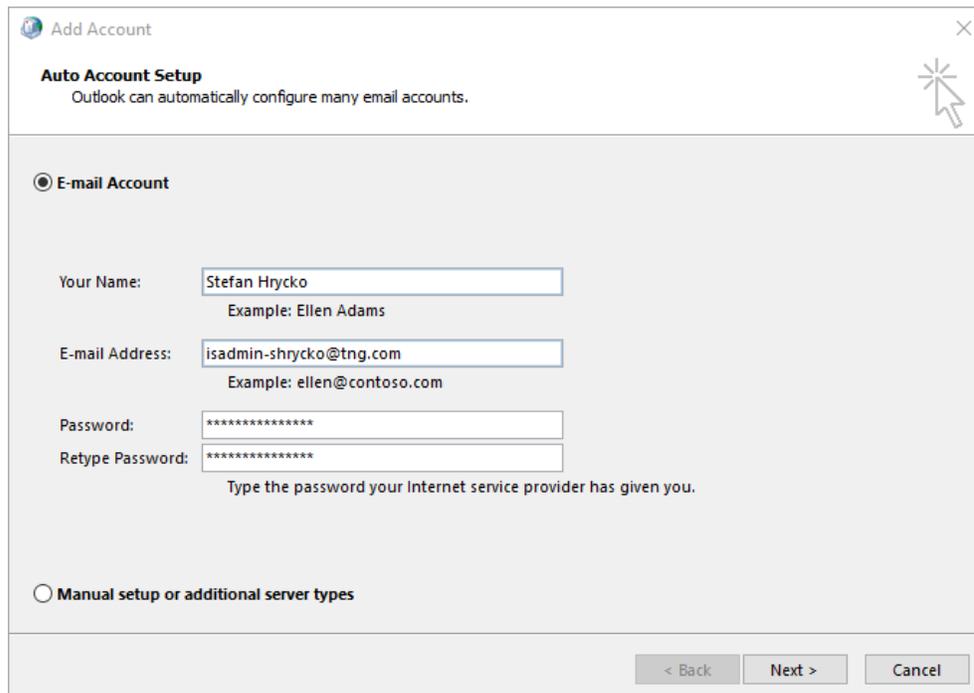
## Adding TNG & OSS 0365 Email to Outlook

3. Click on "Add" and enter profile name "TNG"



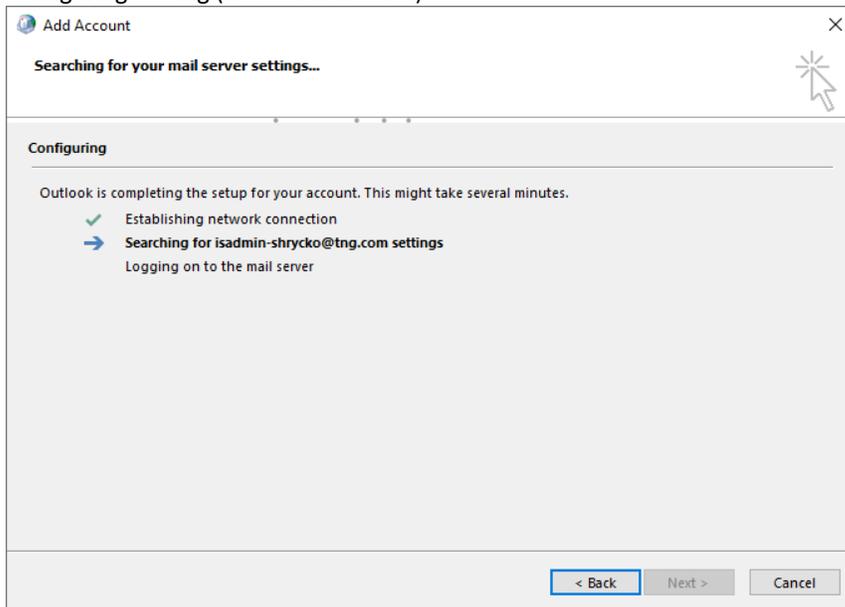
4. Click "OK"

5. Configuration wizard will appear click on Email and enter your TNG email address & password

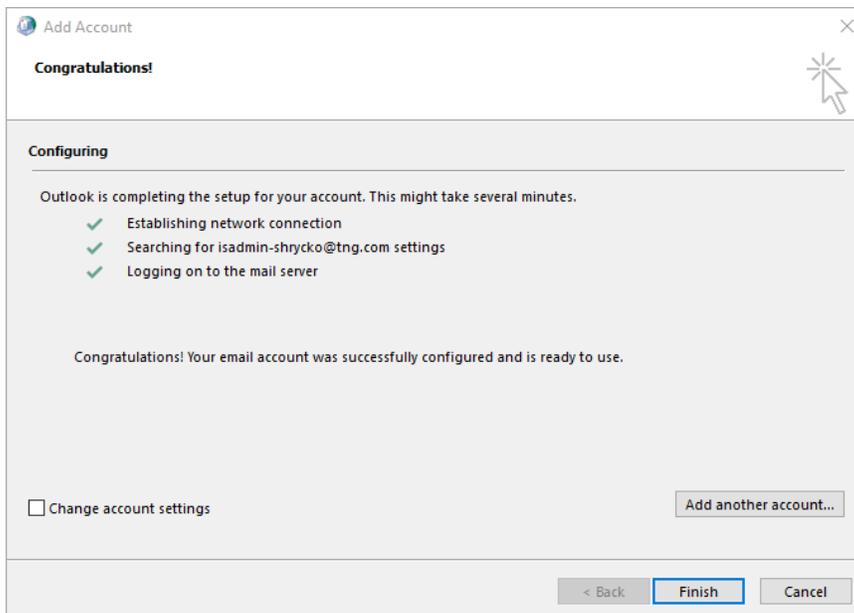


## Adding TNG & OSS 0365 Email to Outlook

### 6. Configuring Setting (No action needed)

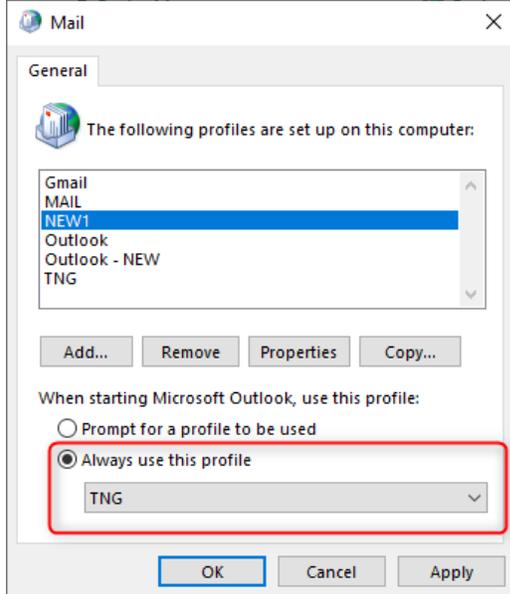


### 7. Congratulations, you have added your TNG email to Outlook.



## Adding TNG & OSS 0365 Email to Outlook

- Click on “Finish”
- Click on “Always Use This Profile” and select TNG



- Click “Apply” & “OK”
- You are all set – Close and reopen outlook.