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| *This procedure provides the detailed steps to connect to Project Web App from within a web browser, and to create a Project Web App account for Microsoft Project Professional.* |

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| Connect to PWA | |
| Project Manager | Browser – ‘Home Page’ |
| 1. Launch your web browser (i.e. Internet Explorer, Edge, etc.). | |
| 1. Enter the URL of the PWA site in the browser address field. | |
| 1. Enter your user name and password if requested.   The ‘**Home**’ page of PWA should be displayed. If you are unable access the PWA site, verify that you have the correct URL and that you have permissions to the site. | |
| 1. Save the URL of your PWA to your browser ‘Favorites’ list for quick access in the future. | |

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| Create a Project Web App Account for Microsoft Project Professional | |
| Project Manager | Project Professional – ‘Any View’ |
| 1. Launch Microsoft Project Professional. | |
| 1. If you see a ‘**Login**’ dialog, select the ‘**Computer**’ profile and click the ‘**OK**’ button. | |
| 1. Press the ‘**Escape**’ key on your computer keyboard to open a new blank project. | |
| 1. Click the ‘**File**’ tab and then click the ‘**Info**’ tab in the Backstage. | |
| 1. On the ‘**Info**’ page, click the ‘**Manage Accounts**’ button.   Create Projet Server Account | |
| 1. In the ‘**Project Web App Accounts**’ dialog, click the ‘**Add**’ button. | |
| 1. In the ‘**Account Properties**’ dialog, enter a descriptive name for your Project Web App (PWA) site in the ‘**Account Name**’ field, such as “<My Company> PWA’”. | |
| 1. In the ‘**Account Properties**’ dialog, enter the URL of the PWA site in the ‘**Project Server URL**’ field. You should enter the same URL you used to access the PWA site via a web browser. For example:   ***https://ameren.sharepoint.com/sites/pwa*** | |
| 1. In the ‘**Account Properties**’ dialog, select the ‘**Set as default account**’ checkbox. | |
| 1. Click the ‘**OK**’ button to close the dialog. | |
| 1. In the ‘**Project Web App Accounts**’ dialog, select the ‘**Choose an account**’ option and then click the ‘**OK**’ button. | |
| 1. Close Microsoft Project Professional, and then relaunch the software. | |
| 1. In the ‘**Login**’ dialog, select the PWA profile you created previously is selected in the ‘**Profile**’ pick list, if necessary. | |
| 1. Select the ‘**Load Summary Resource Assignments**’ checkbox, if it is currently selected. | |
| 1. Click the ‘**OK**’ button. You are now connected to PWA from Microsoft Project Professional. You will now be able to work with enterprise projects from the PWA site. | |