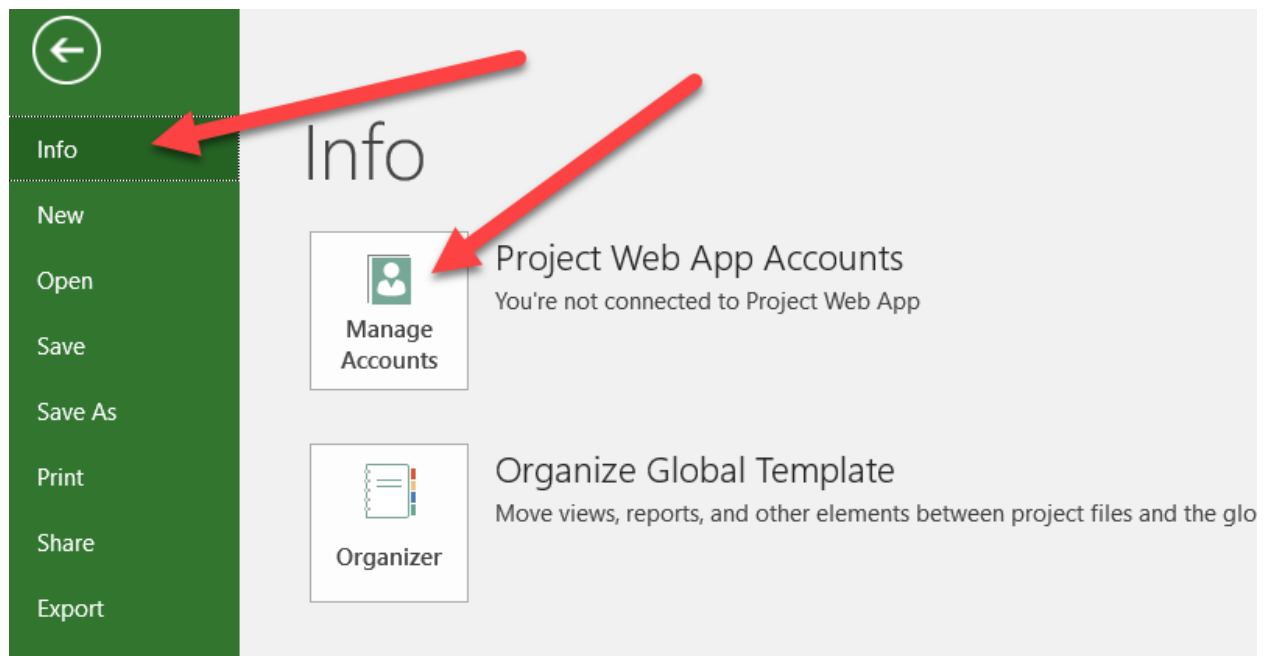


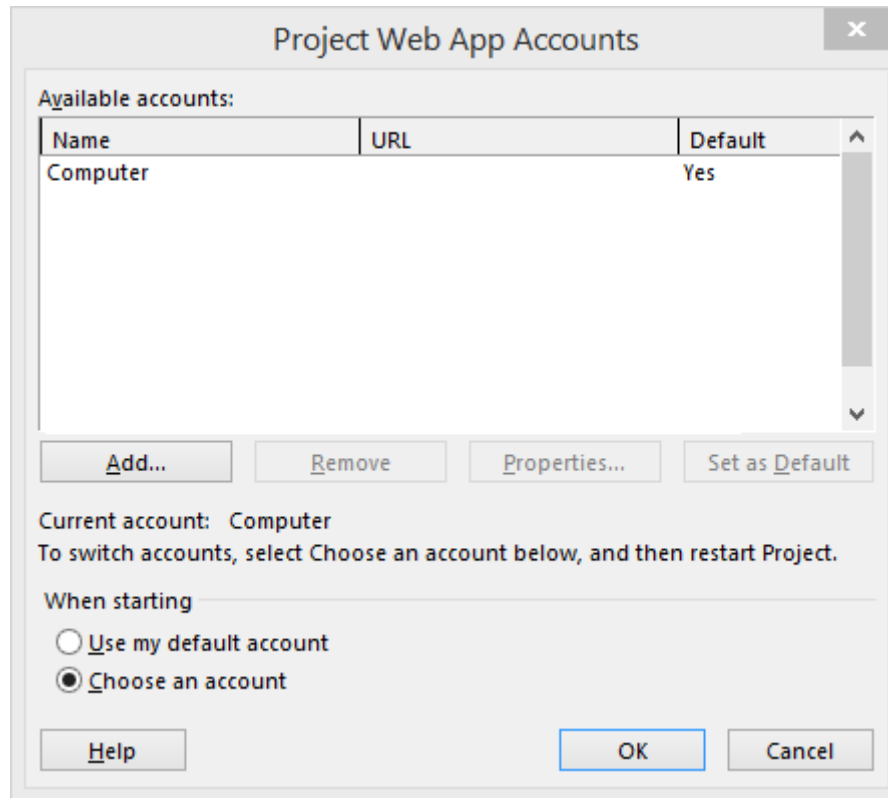
How to Connect Project Professional 2016 to Project Online or Project Server 2016

This document is about connecting Project Professional 2016 to Project Online or to Project Server 2016 and it is important to realize that ONLY Project Professional (not Standard) and ONLY the 2016 version can connect to Project Server 2016. These instructions assume that Professional is already installed. Before going through these steps, make sure that you know the URL for the Project Online or Project Server instance that you are using with Project Web Access.

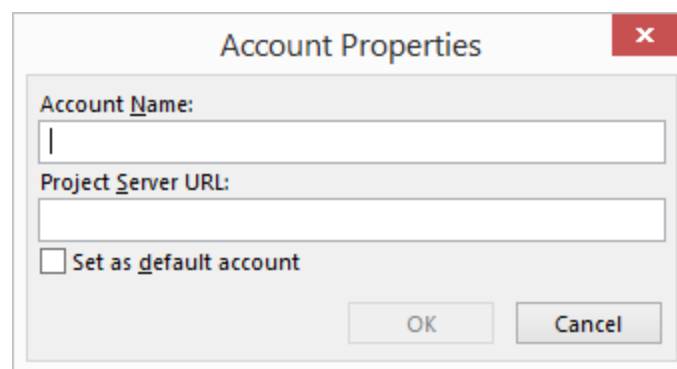
The best method to connect your Project Professional to Project Online or Project Server is to open Project Professional itself and then go to File, Info and Microsoft Manage Accounts.



After selecting Manage Accounts a box like this should appear. Make sure that “Manually control connection state” is selected. You want to manually control your connections in case you have more than one Project Server or Project Online instance that you connect to or if you want to easily access the computer itself without connecting to a Server. You can select the “Use my Default Account” if there is only one server you will EVER connect to with Professional.



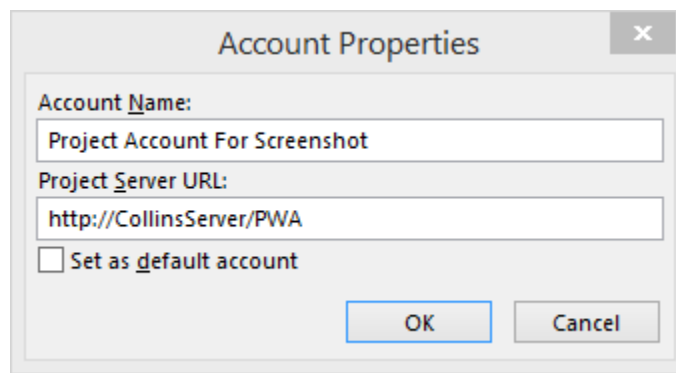
Click on “Add” to get these options:



- In the “Account Name” type a friendly name that will remind you of this instance.
- Type the URL of your server (<http://servername/ProjectServer/>) in the “Project Server URL” line.

- Normally, you will leave the default of “Use Windows User account” for the “When connecting” selection. If you are using “Forms Authentication” you will have the userid and password that you should use.
- Select whether or not this will be your default account.
 - Selecting Default Account does NOT affect the Choose an Account option mentioned earlier

When complete, it should look like similar to this:



Account Properties

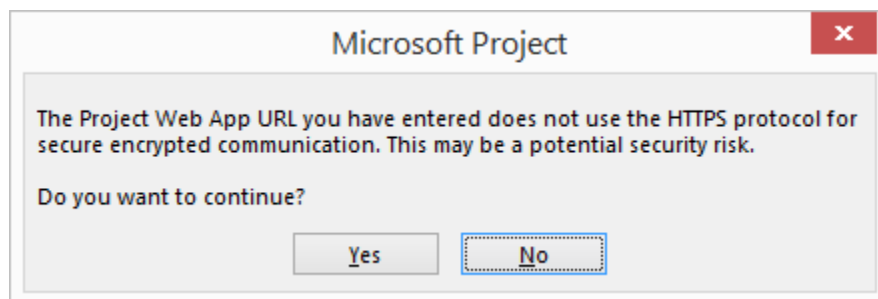
Account Name:
Project Account For Screenshot

Project Server URL:
http://CollinsServer/PWA

Set as default account

OK Cancel

After selecting OK, you may get this message is SSL is not turned on:



Microsoft Project

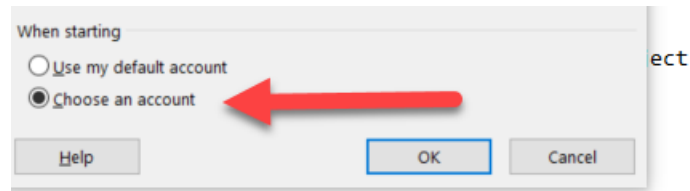
The Project Web App URL you have entered does not use the HTTPS protocol for secure encrypted communication. This may be a potential security risk.

Do you want to continue?

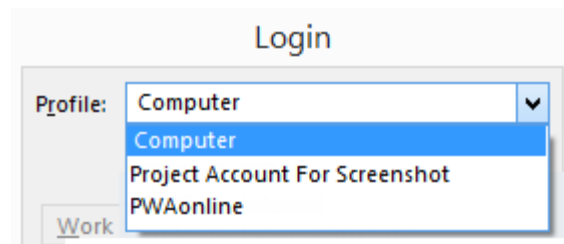
Yes No

If you entered the URL correctly (“http” or “https”) then select Yes.

Confirm again on the “Project Web App Accounts” box that “Choose an account” is selected before hitting ok.



Exit out of Project Professional and then open it again. This time, when it opens, a selection box should appear that will look similar to this that gives you the options to select the Profile that you just created. Whichever profile is selected as default will appear first. In this case, the default profile is Computer. The Profile will have our friendly name in it. If the profile that you need isn't the default, use the drop down next to the Profile option to select the name of the Project Server that you just created. If this is the first time you are logging in via this option or if the "Enter User Credentials" option is checked, then enter your username and password. Select "Load Summary Resource Assignments". Click on "ok" when you are ready.



If you use the drop-down next to Profile and select "computer" or "work offline" then you will be opening Project Professional on your computer only and you will be unable to access the server or server options until you exit out of Project Professional and re-enter by this method.