

Configuring Outlook for Windows to use your Exchange email

McGill faculty, staff and students are given a Microsoft® Exchange® account which will give you an email box, calendaring features, access to McGill Public Folders, the ability to share your mail and calendar items with others, and much more.

Your Exchange mailbox entitles you to an Outlook license. Staff can contact their LAN administrator to obtain the Outlook client. Students can obtain the client on CD by bringing a blank CD to Burnside Hall, Room 112.

To take advantage of the full features of Exchange, you can either:

- Access your Exchange account through the Web using Outlook Web Access (OWA), as described at www.mcgill.ca/ics/tools/email/exchange/#WEB. In this case, no configuration instructions are needed.

OR

- Configure the Outlook client on your computer running Windows OS. In this case, use the instructions in this document for:
 1. **Configuring your Windows Operating System** for [Windows Vista](#), [Windows 2000 and Windows XP](#), or [Windows 98 and Windows ME](#).
 2. **Setting up your Outlook 2007** or [Outlook 2003](#) client to receive your McGill email.
 3. **Using Outlook remotely** ([from outside McGill \(without VPN\)](#)), ([Outlook 2007](#) and [Outlook 2003](#)).

Before you begin

- You will need your McGill Username (i.e. your firstname.lastname@mcgill.ca [for staff] or firstname.lastname@mail.mcgill.ca [for student, affiliate]), your McGill Password, and your DAS username. To verify any of the information outlined above and to create or change your McGill Password, go to the [Minerva Personal Menu](#).
- If you do not have a McGill LAN connection, or intend to use McGill Wireless or DAS to connect to the Internet, **then you must set up the VPN** (<http://www.mcgill.ca/ics/tools/vpn>) set up the Outlook Client to access your McGill email.
- Students who wish to use their Outlook client must also first **publish their McGill Email Address in the Student Directory** on [Minerva](#) > **Student Menu** > **Student Directory**. This automatically inserts your name into the Global Address List for Outlook, a prerequisite for your Outlook setup. If you wish, you can later unpublish your email from the Student Directory. **Please Note:** This is **not** a necessary step for Faculty and Staff as they are automatically added to the Global Address List.

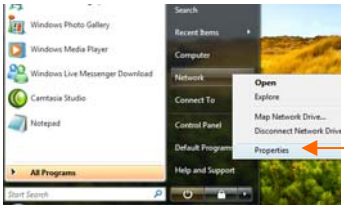
Need more help?

Visit the ICS Web page at <http://www.mcgill.ca/ics/tools/email/exchange> for more information about email. If you need additional help, please contact your LAN Administrator or contact us online through our Virtual Help Desk at <http://www.mcgill.ca/ics/vhd>.

Step 1: Configuring your Windows OS

Configuring Windows Vista

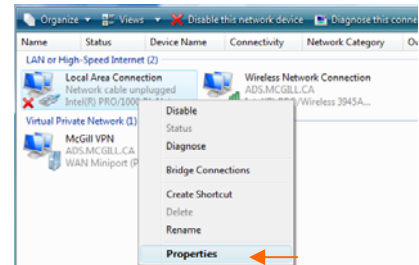
- 1 Open the **Start Menu**, and right-click on **Network**.



- 2 Under the Task pane on the left hand side, select **Manage network connections**.

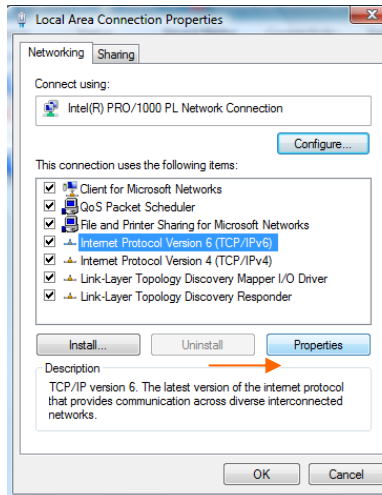


- 3 Right click on **Local Area Connection** and select **Properties**.

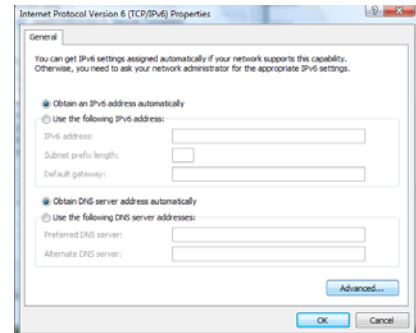


- 4 A Windows dialog box will prompt you to provide permission to continue. Click on **Continue**.

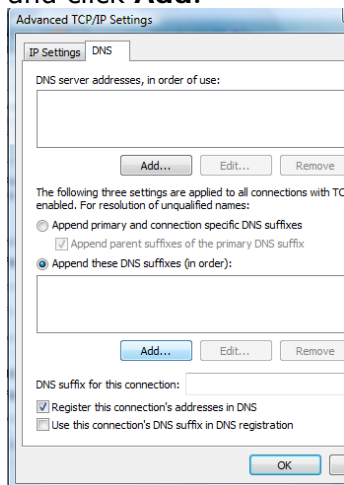
- 5 Select **Internet Protocol (TCP/IP)** and click **Properties**.



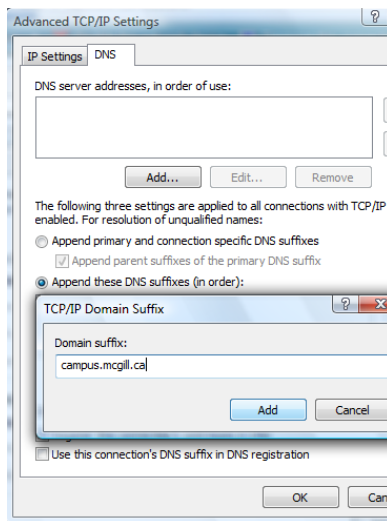
- 6 In the **General** tab, click **Advanced**.



7 In the **DNS** tab, select **Append these DNS suffixes (in order)** and click **Add**.

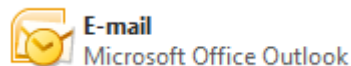


8 Type **campus.mcgill.ca** and click on **Add**, then **OK**.



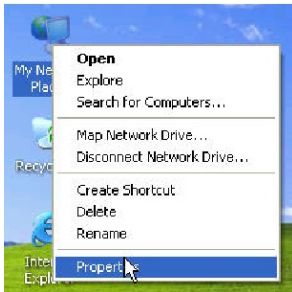
Congratulations!

You are now ready to configure Outlook 2007!

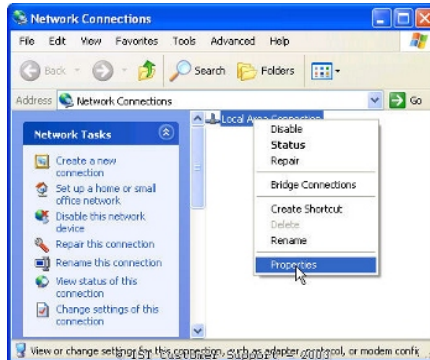


Configuring Windows 2000 or XP

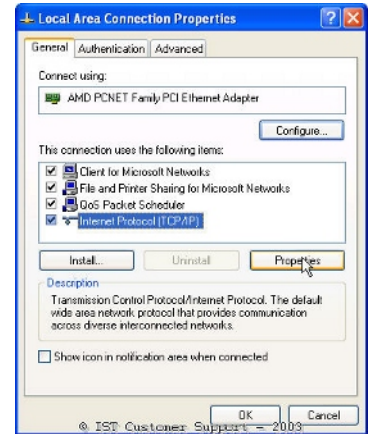
1 Right-click on **My Network Places** and select **Properties**.



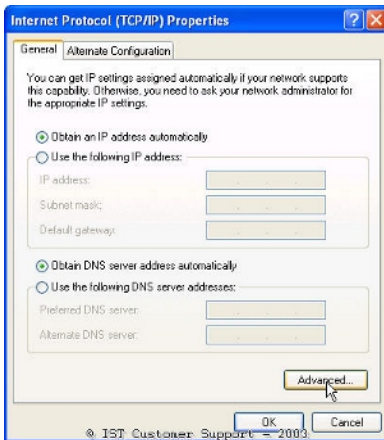
2 Right click on **Local Area Connection** and select **Properties**.



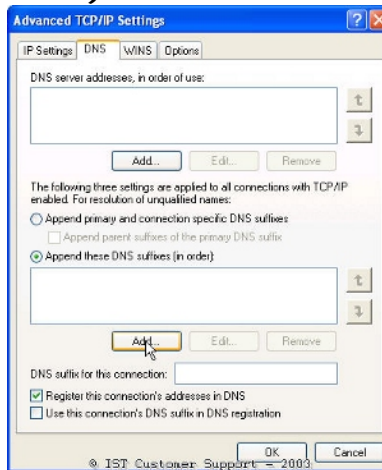
3 Select **Internet Protocol (TCP/IP)** and click **Properties**.



4 In the **General** tab, click **Advanced**.



5 In the **DNS** tab, select **Append these DNS suffixes (in order)** and click **Add**.

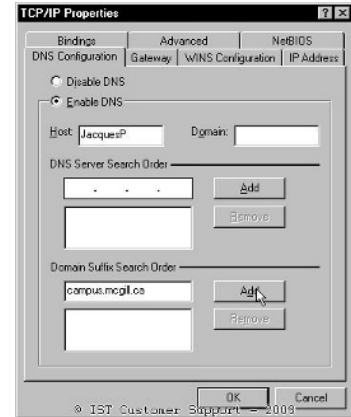
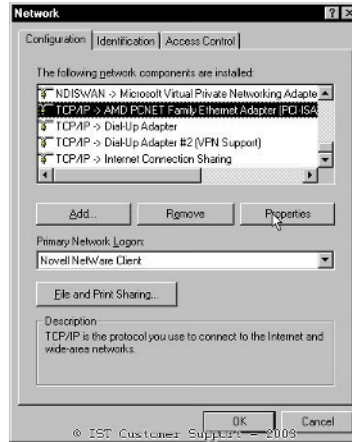


6 Type **campus.mcgill.ca** and click on **Add**, then **OK**.



Configuring Windows 98 or ME

- 1 Right click on **Network Neighbourhood** and select **Properties**.
- 2 Select the **TCP/IP** of your Network Card and click **Properties**.
- 3 In the **DNS Configuration** tab, select **Enable DNS** and add **campus.mcgill.ca** to the **Domain Suffix Search Order**.



Step 2: Setting up your Outlook Client

Setting up Outlook 2007

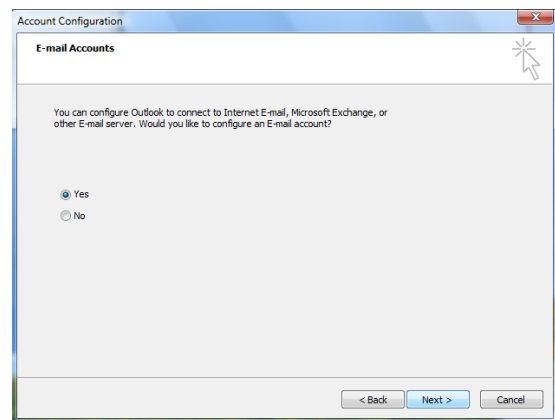
Method A: Using the Setup Wizard (the wizard loads the first time you open Outlook 2007)

*Reminder: you must log into to VPN first if off-campus. Setup instructions are available at: <http://www.mcgill.ca/ics/tools/vpn>.

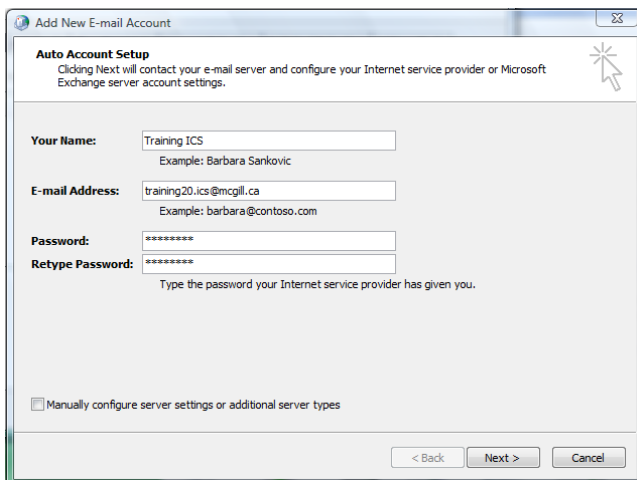
- 1 When you start Outlook for the first time. You will be prompted to configure Outlook. Click on **Next** to proceed.



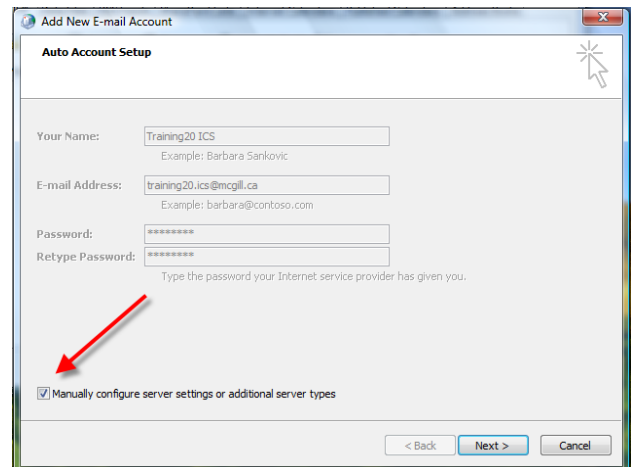
- 2 When asked to configure an email account, select Yes, and click on **Next**.



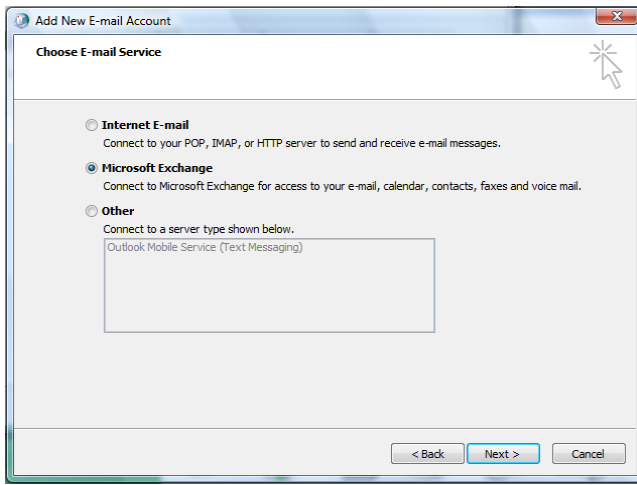
- 3 Enter your Name (this name will display when you send messages from Outlook), your McGill Email Address, and your McGill Password.



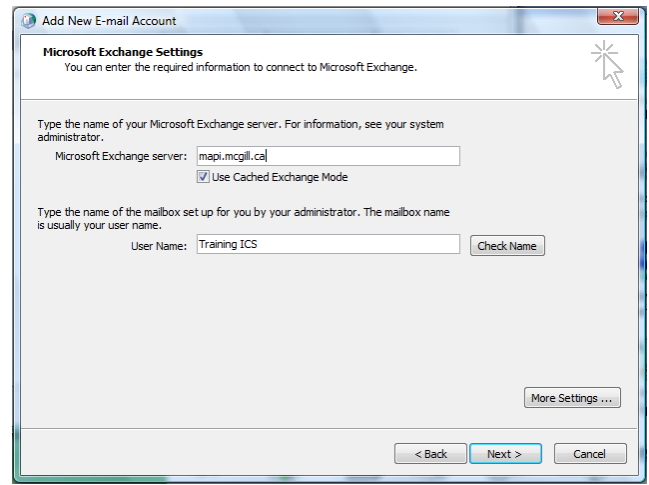
- 4 Check the box at the bottom of the screen to manually configure your server settings, and click on **Next**.



5 When prompted to select an E-mail Service, select **Microsoft Exchange**.

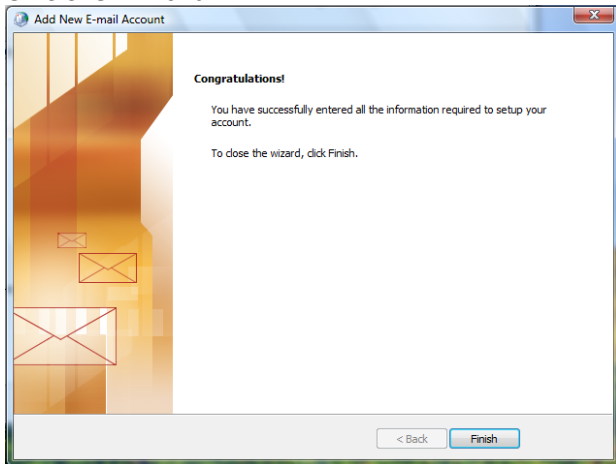


6 Enter server name: **mapi.mcgill.ca** (your **User Name** will default in), and click on **Next**.



7 Congratulations!

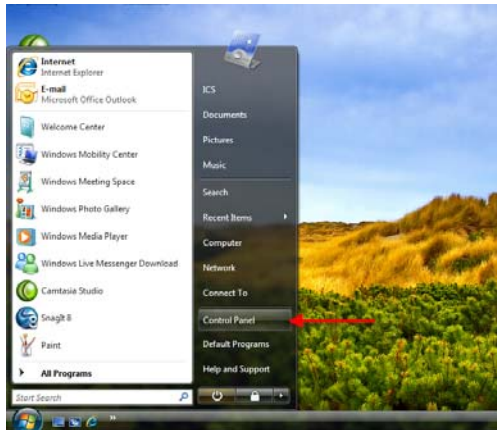
You have now configured Outlook 2007 to receive your McGill email. Click on **Finish** to exit the Wizard.



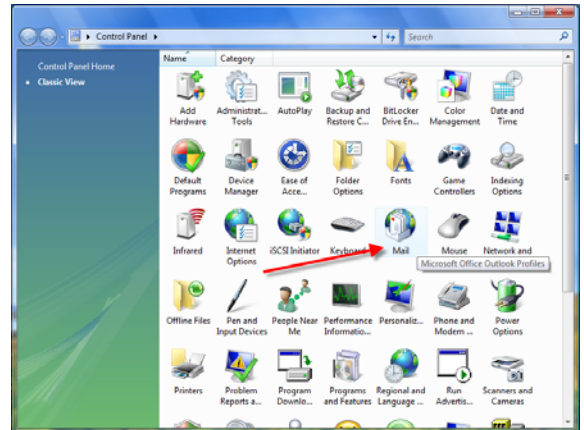
Method B: Using Account Settings

*Reminder: you must log into to VPN first if off-campus. Setup instructions are available at: <http://www.mcgill.ca/ics/tools/vpn>.

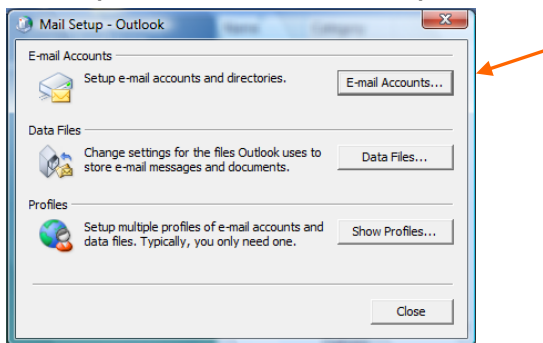
1 Open the **Control Panel** from the Start menu



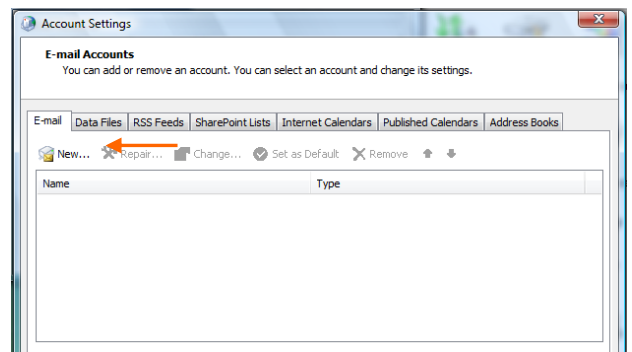
2 Select the **Mail** icon



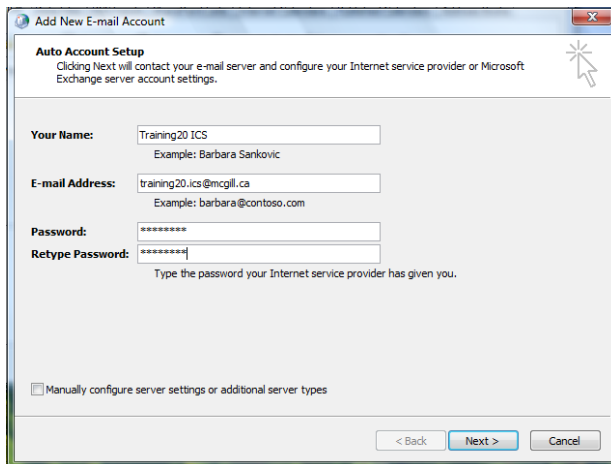
3 Open Email Account Settings using the Tools menu (Tools> Email Accounts).



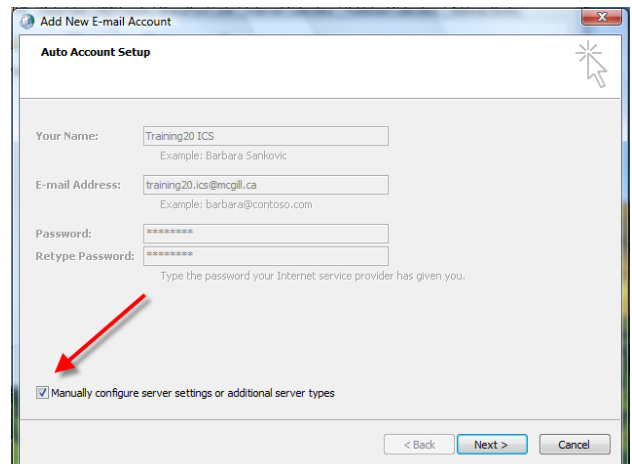
4 In the **Email Tab**, click on **New**.



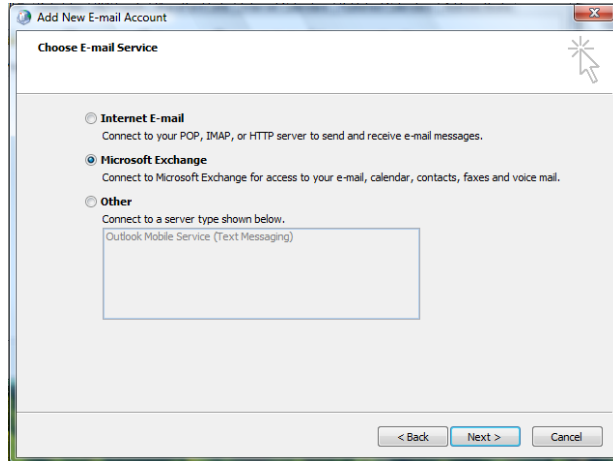
5 Enter your Name (this name will display when you send messages from Outlook), your McGill Email Address, and your McGill Password.



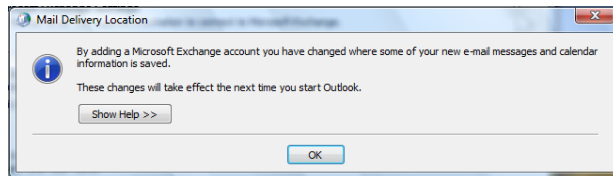
6 Check the box at the bottom of the screen to manually configure your server settings, and click on **Next**.



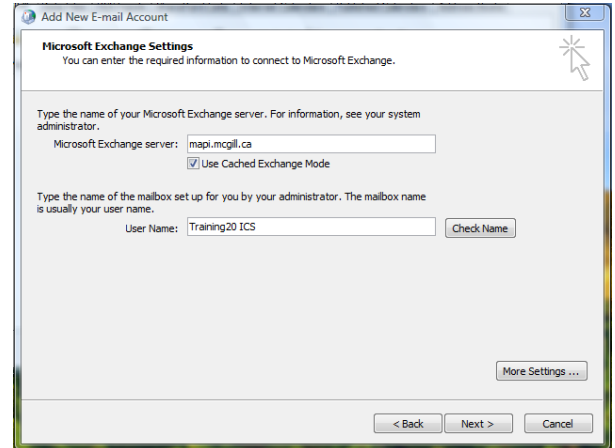
7 When prompted to select an E-mail Service, select **Microsoft Exchange**.



9 Click on **OK**.

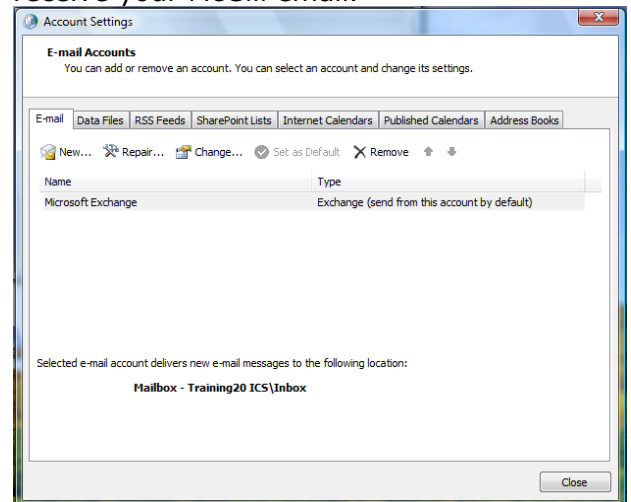


8 Enter server name: **mapi.mcgill.ca** (your **User Name** will default in), and click on **Next**.



10 **Congratulations!**

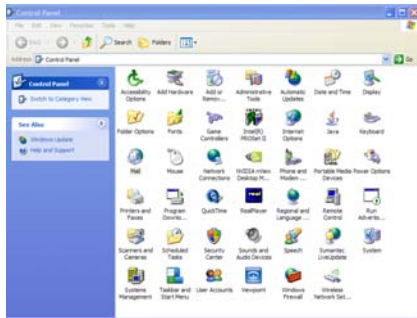
You have now configured Outlook 2007 to receive your McGill email.



Setting up Outlook 2003

*Reminder: you must log into to VPN first if off-campus. Setup instructions are available at: <http://www.mcgill.ca/ics/tools/vpn>.

- 1 From **My Computer**, click on **Control Panel** and select **Mail**.

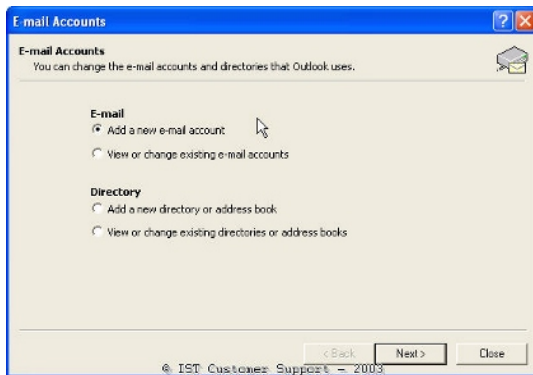


- 2 Click on **E-mail accounts** if available. If not, you will be prompted to create a profile.

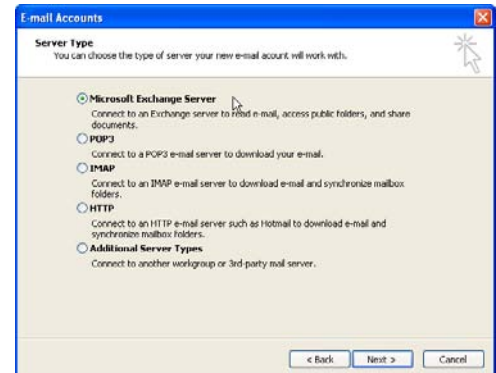
Click **Add**.



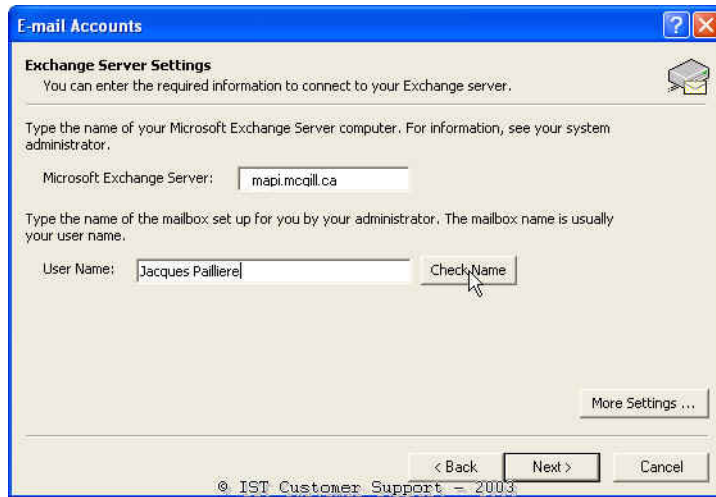
- 3 Choose **Add a new e-mail account**, click **Next**.



- 4 Select **Microsoft Exchange Server**, click **Next**.



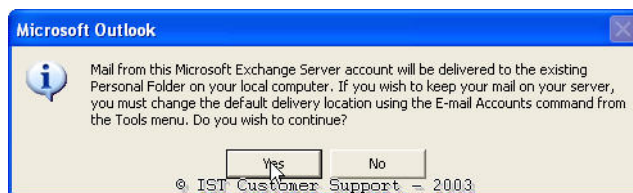
- 5 Fill in the fields:
Microsoft Exchange Server – 'mapi.mcgill.ca'
User Name – your name
 and click **Check Name**.



Outlook will attempt to find your email address in the Global Address List (GAL).

Note: Students must have first published their McGill Email Address in the **Student Directory**.

- 7 Click **Next** and click **Yes** at the warning message. Click **Finish**.



- 6 Fill in the appropriate information, depending on which window is displayed:

User Name – McGill Username
Password – McGill Password



OR

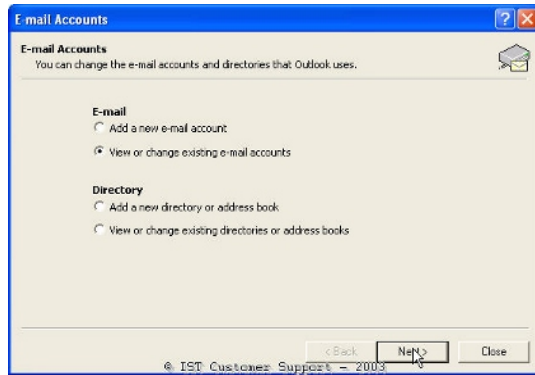
User Name – DAS username
Password – McGill Password
Domain Name – campus



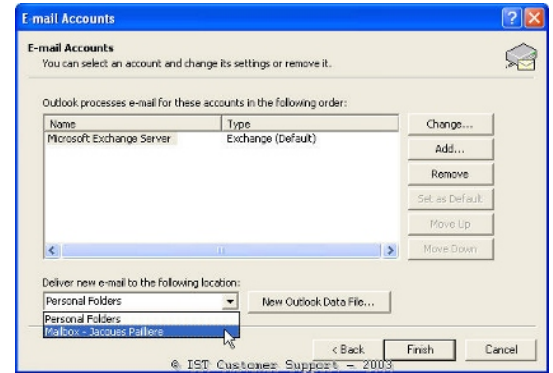
- 8 Click on **E-Mail Accounts** again.



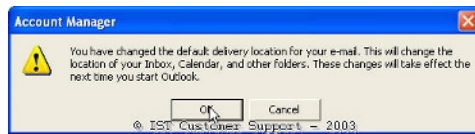
- 9 Choose **View or change existing e-mail account** and click **Next**.



- 10 Under **Deliver new e-mail to the following location**, choose **Mailbox – <Your Name>** and click **Finish**.



- 11 Click **OK** at the warning message and close the Mail Setup window.



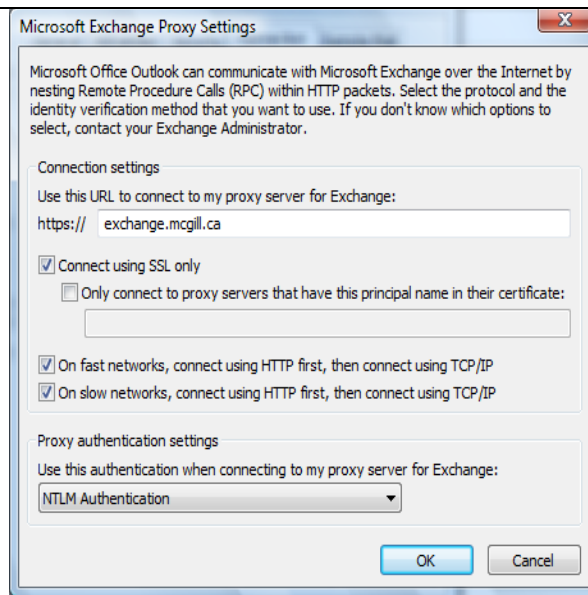
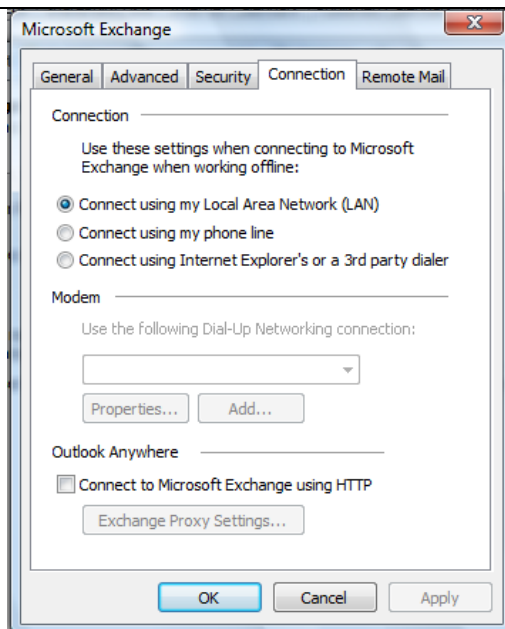
Using Outlook from Outside McGill (without VPN)

You can access the Outlook from outside McGill without having to always make a VPN connection.

Follow the steps below to change your existing configuration.

Changing an Existing Configuration – Outlook 2007

- | | |
|--|--|
| <ol style="list-style-type: none">1. Connect to VPN and start Outlook 2007.2. Select Tools > Account Settings.3. In the Email Tab, select Microsoft Exchange Server and click Change.4. In the Microsoft Exchange Settings window, click on More Settings.5. Select the Connection tab.6. Choose Connect to my Exchange mailbox using HTTP.7. Click on Exchange Proxy Settings. | <ol style="list-style-type: none">8. In the next dialog box, type 'exchange.mcgill.ca' in the Use this URL to connect.... Field.9. Put a checkmark in all boxes EXCEPT the Only Connect to proxy server for Exchange. |
|--|--|



10. Click **OK** twice, click **Next**, then **Finish**.

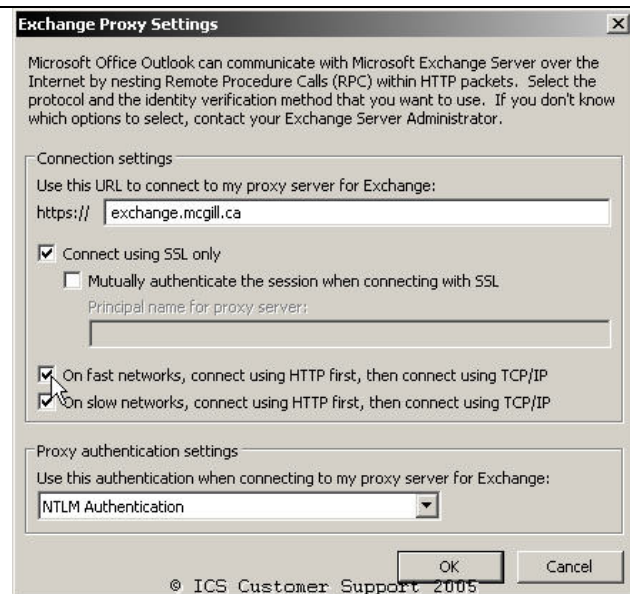
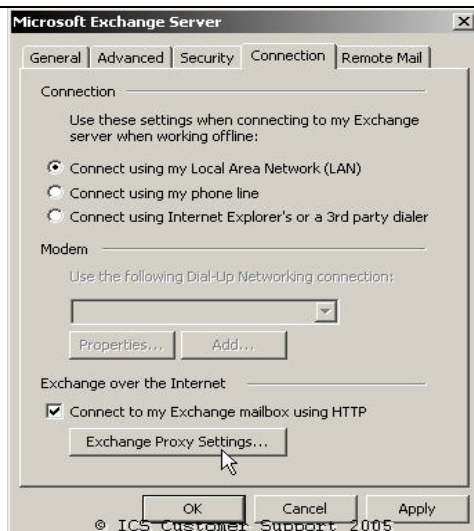
Congratulations!

The next time you start Outlook 2007, there is no need to connect to VPN, since Outlook will connect via HTTP.

Changing an Existing Configuration – Outlook 2003

1. Connect to VPN and start Outlook 2003.
2. Select **Tools > E-mail Accounts**.
3. Select **View or change existing e-mail accounts** and click **Next**.
4. Select **Microsoft Exchange Server** and click **Change**.
5. Click on **More Settings**.
6. In the Microsoft Exchange Server dialog box, select the **Connection** tab.
7. Check **Connect to my Exchange mailbox using HTTP**, and click on **Exchange Proxy Settings**.

8. In the next dialog box, type 'exchange.mcgill.ca' in the **Use this URL to connect** field.
9. Put a checkmark in all boxes EXCEPT the **Mutually authenticate the session when connecting with SSL**.



10. Click **OK** twice, click **Next**, then **Finish**.

Congratulations!

The next time you start Outlook 2003, there is no need to connect to VPN, since Outlook will connect via HTTP.