Configure Outlook 2010 to access McGill email

These instructions use the recommended MS Exchange protocol, which gives you access to the Global Address List and calendaring. However, if you wish, you may <u>set up your email client</u> <u>using IMAP or POP protocol</u>. For an overview of all email protocols, and the pros and cons of each, see <u>Email 101 - fundamentals</u>.

Tip: Instead of configuring the Outlook 2010 client, consider accessing your email via the web using <u>Outlook Web App (OWA)</u> no configuration required!

Steps

Ensure that Outlook is not running.

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



2. Select the Mail icon



3. Click on Add, enter a profile name and click OK.

Mail
General
New Profile
Create New Profile
Profile Name: Cancel
Outlook
~
Add Remove Properties Copy
When starting Microsoft Outlook, use this profile:
C Prompt for a profile to be used
Always use this profile
•
OK Cancel Apply

4. Check the button at the bottom of the screen to Manually configure your server settings, and click Next.

Add New Account	
Auto Account Setup Connect to other s	
CE-mail Account	
Your Name;	Example: Ellen Adams
E-mail Address:	Example: ellen@contoso.com
Password: Retype Password:	
	Type the password your Internet service provider has given you.
O Text Messaging (S	545)
 Manually configur 	e server settings or additional server types
	< Back Next > Cancel

5. When prompted to select an Email Service, select Microsoft Exchange, and click Next



- 6. On the next screen:
 - 1. Server: enter exchange.mcgill.ca
 - 2. Username:

Students, Alumni: enter the following string, replacing"shortusername" with YOUR McGill Short Username (eg. msamps)

/o=McGill University/ou=First Administrative Group/cn=Recipients/cn=shortusername

All others: enter your <u>McGill Username</u>, e.g. **first.last@mcgill.ca** or **first.last@mail.mcgill.ca** (Affiliates)

3. Click More Settings...

Add New Account		
Server Settings Enter the information req	uired to connect to Microsoft Exchange or a compatible service.	×
account provider. Server:	account. If you don't know the server name, ask your exchange.mcgil.ca	
Type the user name for your as	ccount.	
User Name:	First Administrative Group/cn=Recipients/cn=msamps Check Name	
	_	
	Mor	e Settings
	< Back Next >	Cancel

7. On the next screen that appears, select the **Connection** tab. Put a checkmark in **Connect** to my Exchange mailbox using HTTP and click on Exchange Proxy Settings...

licrosof	t Exchange		
General	Advanced Secur	ity Connection	
		en connecting to Micr ng offline:	osoft
⊙ Cor	nect using my Loca	Area Network (LAN))
OCo	nect using my phor	ne line	
OCor	nect using Interne	t Explorer's or a 3rd p	oarty dialer
Modem			
Us	e the following Dial-	Up Networking conne	ctions
		9	
P	roperties	(dd	
Outlook	Anywhere		-
Co	mect to Microsoft E	xchange using HTTP	
	Exchange Proxy Se	tings	
	ОК	Cancel	Apply

8. On the next screen, for https:// enter exchange.mcgill.ca. Put a checkmark in all boxes EXCEPT the Only connect to proxy servers.... and click OK.

Microsoft Exchange Proxy Settings
Microsoft Outlook can communicate with Microsoft Exchange over the Internet by nesting Remote Procedure Calls (RPC) within HTTP packets. Select the protocol and the identity verification method that you want to use. If you don't know which options to select, contact your Exchange Administrator.
Connection settings
Use this URL to connect to my proxy server for Exchange:
https:// exchange.mcgil.ca
Connect using SSL only Conly connect to proxy servers that have this principal name in their certificate:
✓ On fast networks, connect using HTTP first, then connect using TCP/IP
✓ On slow networks, connect using HTTP first, then connect using TCP/IP
Proxy authentication settings Use this authentication when connecting to my proxy server for Exchange: NTLM Authentication
OK Cancel

9. When brought back to the Add New Account screen click Check Name

Add New Account	X
Server Settings Enter the information required to connect to Microsoft Exchange or a compatible service.	
Type the server name for your account. If you don't know the server name, ask your account provider. Server: exchange.mcgil.ca Use Cached Exchange Mode	
Type the user name for your account.	
User Name: First Administrative Group/cn=Recipients/cn=msamps) Check Name	
< Back Next > Cance	

10. On the next screen enter your <u>McGill Username</u> (e.g. michael.sampson@mail.mcgill.ca) and your McGill Password, then click **OK**

	CAS2010-2.campus.MCGIL 😰 🔯
11 10	
Connecting to /o Group/cn=Recipie	=McGill University/ou=First Administrative ents/cn=msamps
User name:	🕅 michael.sampson@mail.mcgil.ca 🗸
Password:	
Passiona	Remember my password

11. The next screen will appear with your name entered in the User Name field. Click Next.

Add New Account	
Server Settings Enter the information required to connect to Microsoft Exchange or a compatible service.	N/2
Type the server name for your account. If you don't know the server name, ask your account provider. Server: exchange.mcgil.ca Use Cached Exchange Mode	
Type the user name for your account.	
User Name: michael.sampson@mail.mcoil.ca Check Name	
	More Settings
< Back Next	> Cancel

12. Congratulations! You have now configured Outlook 2010. Click Finish

