

# 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 [set up your email client using IMAP or POP protocol](#). For an overview of all email protocols, and the pros and cons of each, see [Email 101 - fundamentals](#).

**Tip:** Instead of configuring the Outlook 2010 client, consider accessing your email via the web using [Outlook Web App \(OWA\)](#) no configuration required!

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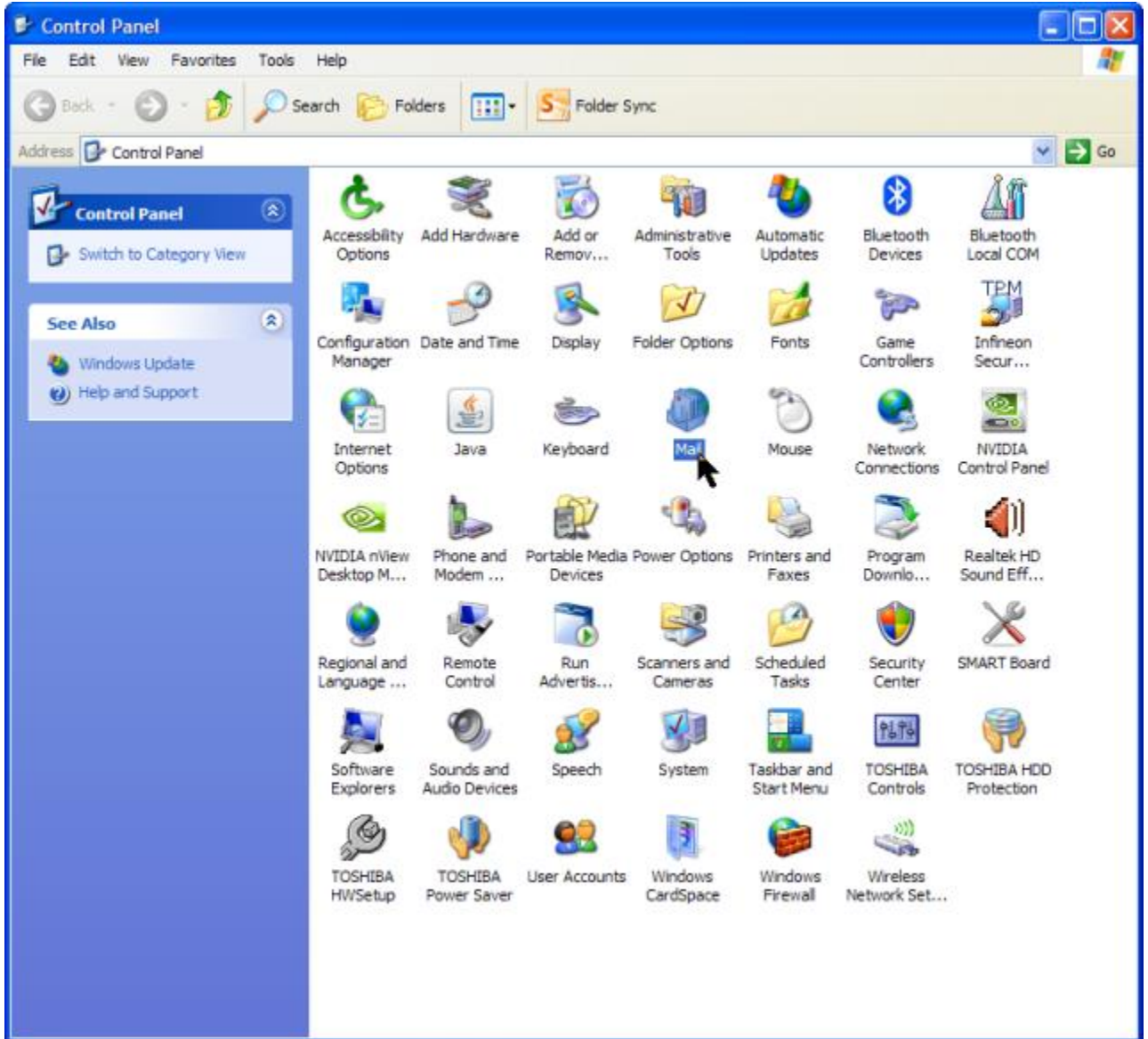
## Steps

Ensure that Outlook is not running.

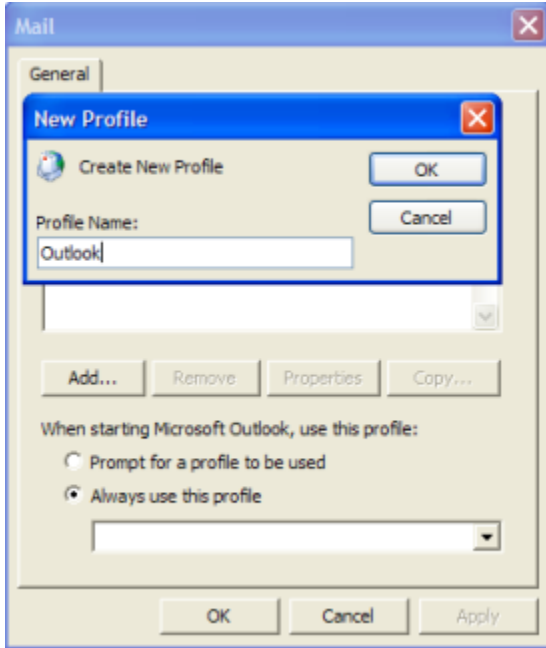
1. Open the **Control Panel** from the **Start** menu.



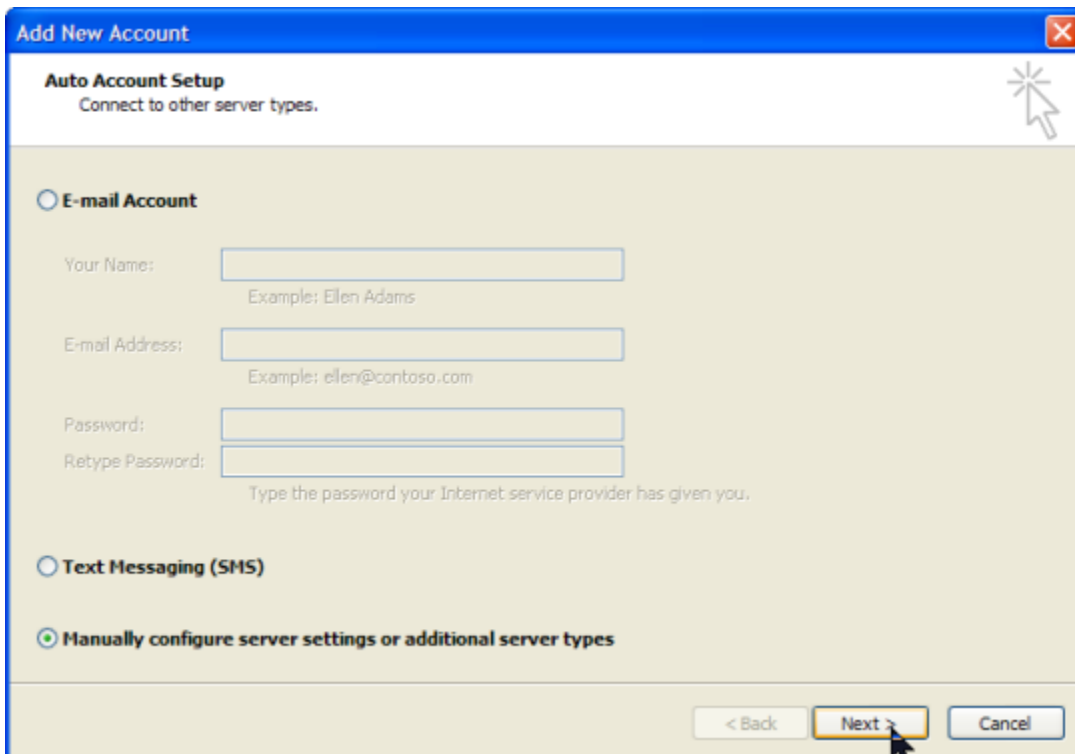
2. Select the **Mail** icon



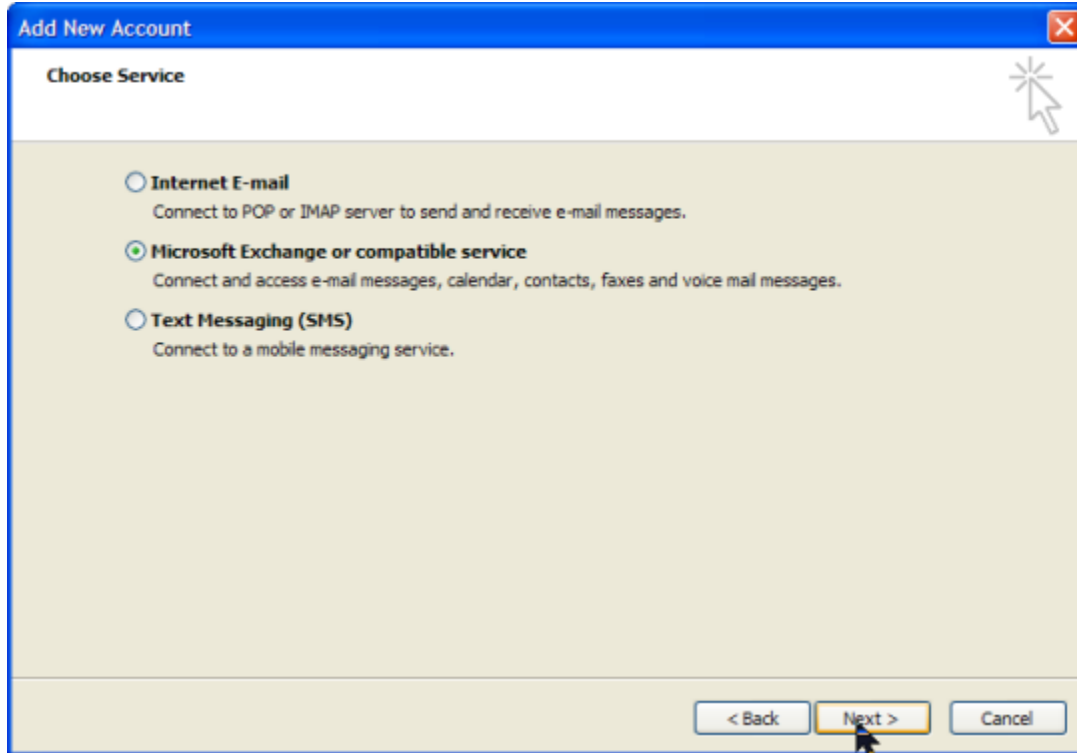
3. Click on **Add**, enter a profile name and click **OK**.



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



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

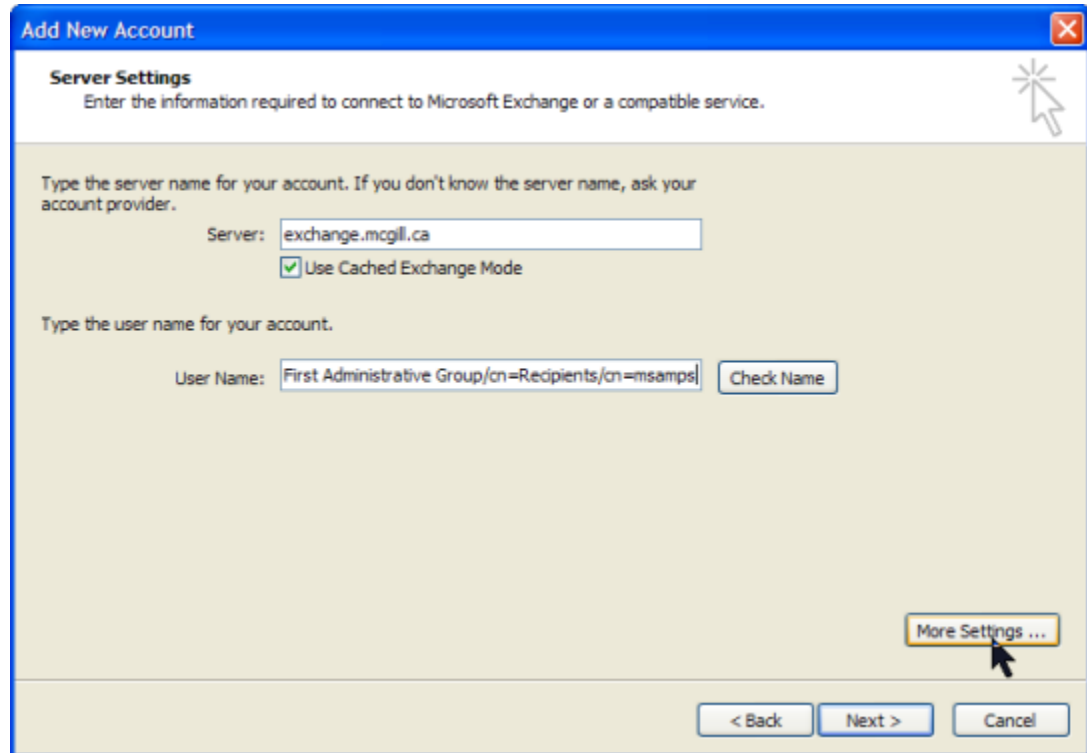


6. On the next screen:
1. **Server:** enter **exchange.mcgill.ca**
  2. **Username:**  
Students, Alumni: enter the following string, replacing "shortusername" with YOUR McGill Short Username (eg. msamps)

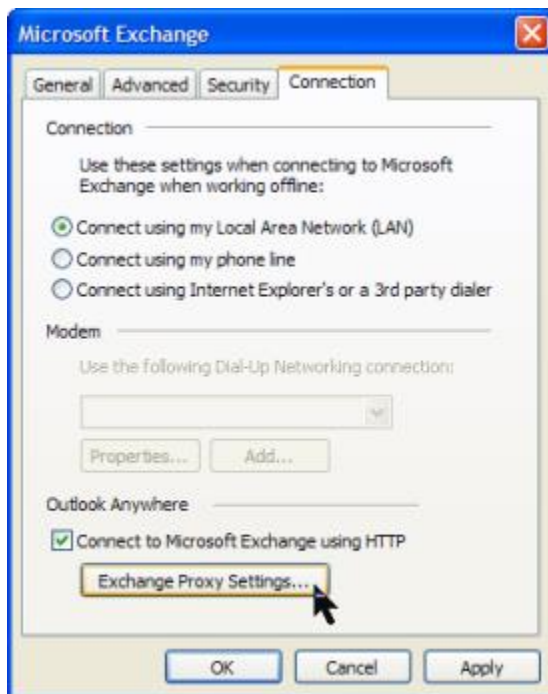
**/o=McGill University/ou=First Administrative  
Group/cn=Recipients/cn=shortusername**

All others: enter your [McGill Username](#), e.g. **first.last@mcgill.ca** or **first.last@mail.mcgill.ca** (Affiliates)

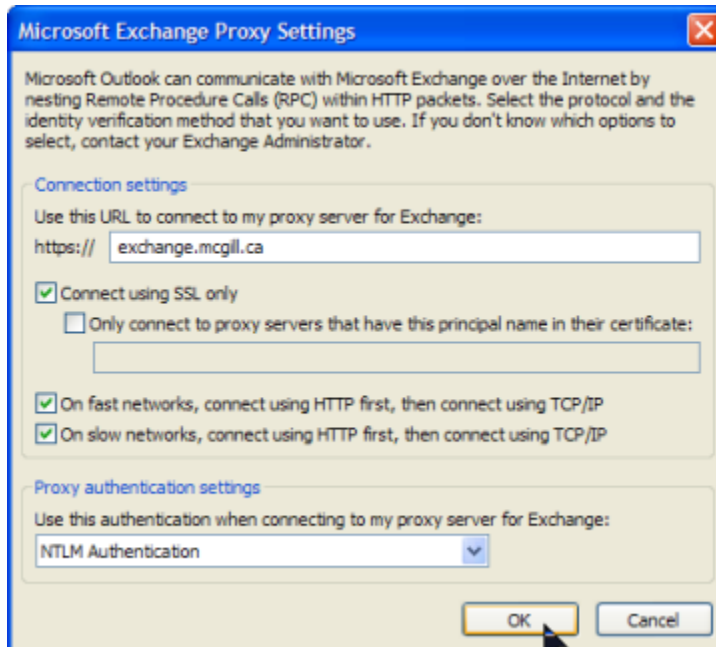
3. Click **More Settings...**



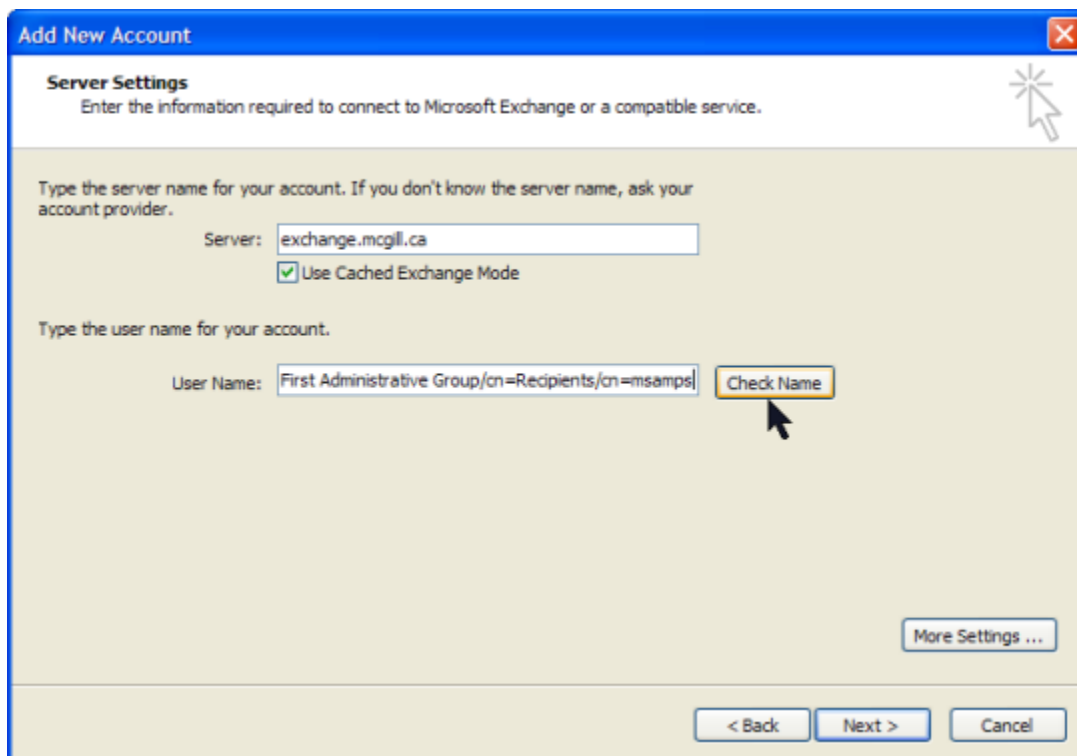
7. On the next screen that appears, select the **Connection** tab. Put a checkmark in **Connect to my Exchange mailbox using HTTP** and click on **Exchange Proxy Settings...**



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**.



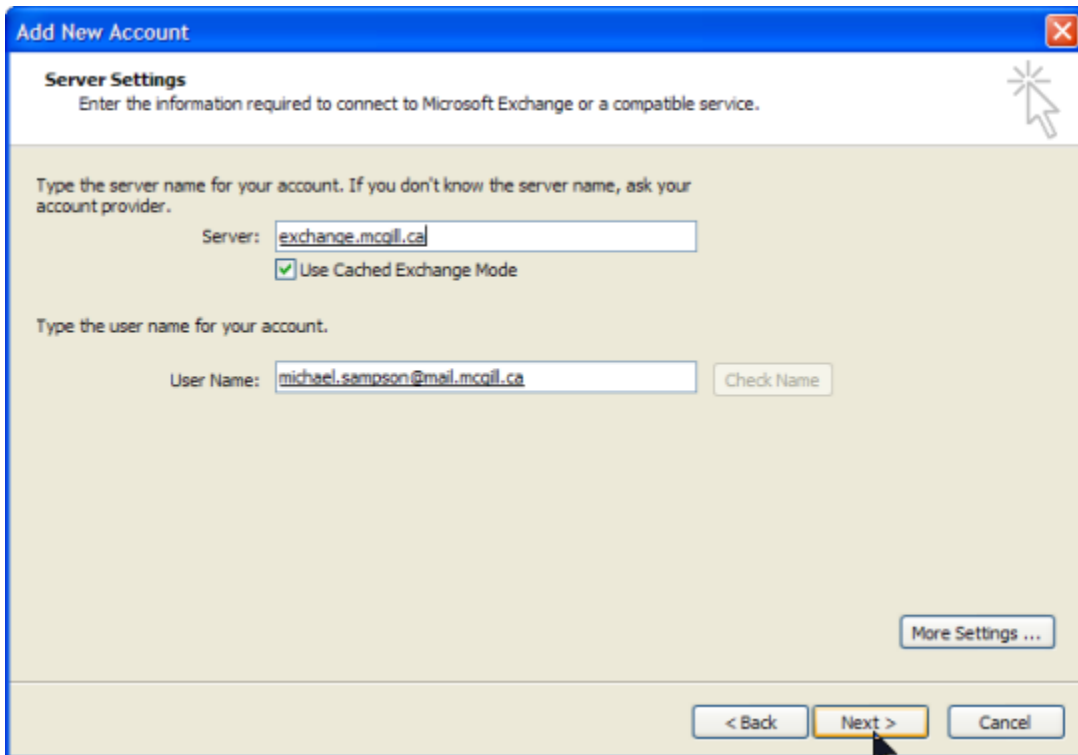
9. When brought back to the **Add New Account** screen click **Check Name**



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



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



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

