

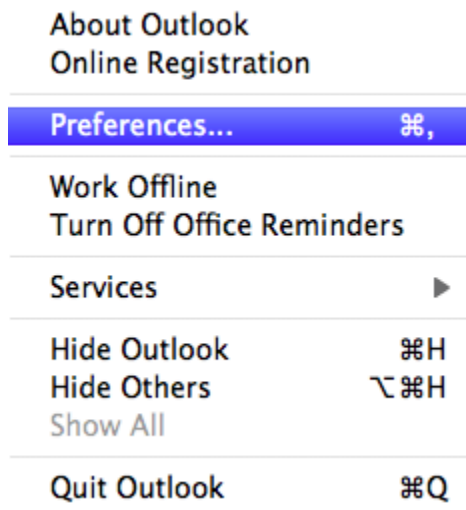
Configure Outlook 2011 for Mac to access McGill email

Use the instructions below to configure MS Outlook 2011 on Mac to access your McGill email.

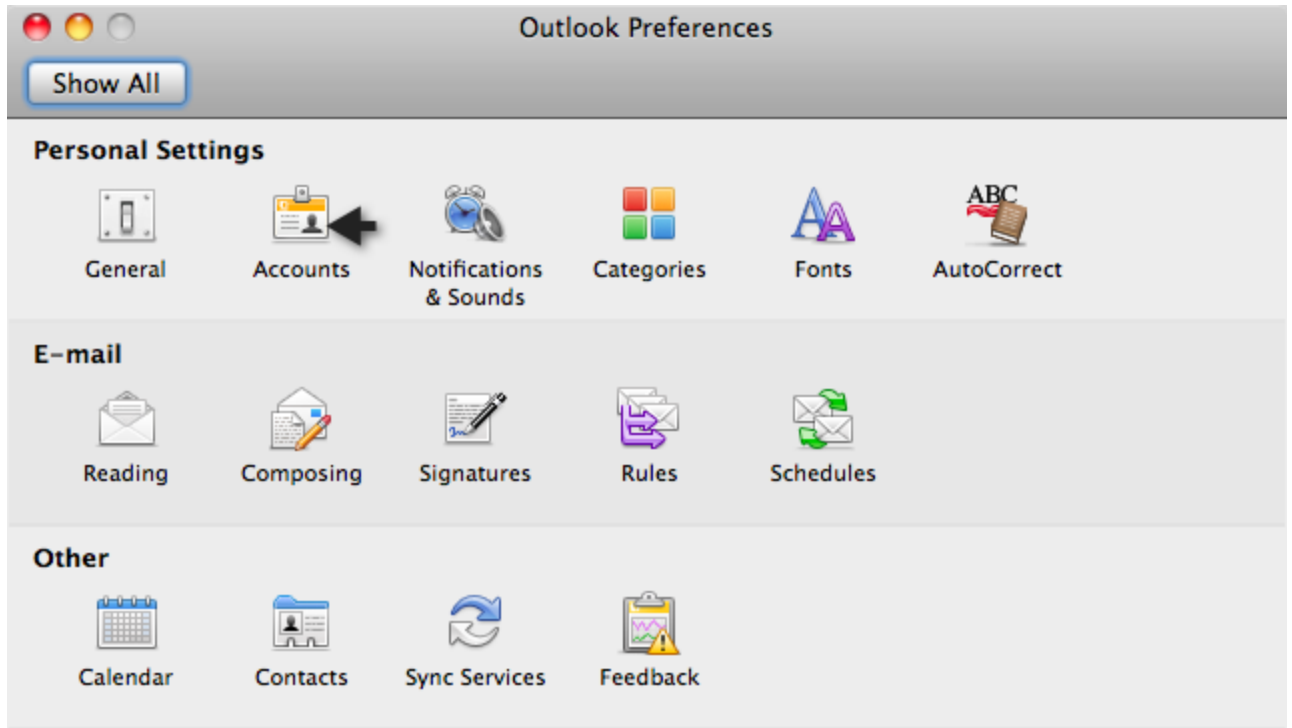
Note: These instructions use the recommended MS Exchange protocol, which gives you features such as the Global Address List and calendaring. However, if you wish, you may [set up your email client using IMAP or POP protocol](#). For an overview of all email protocols, and the pros and cons of each, see [Email 101 - fundamentals](#).

Steps

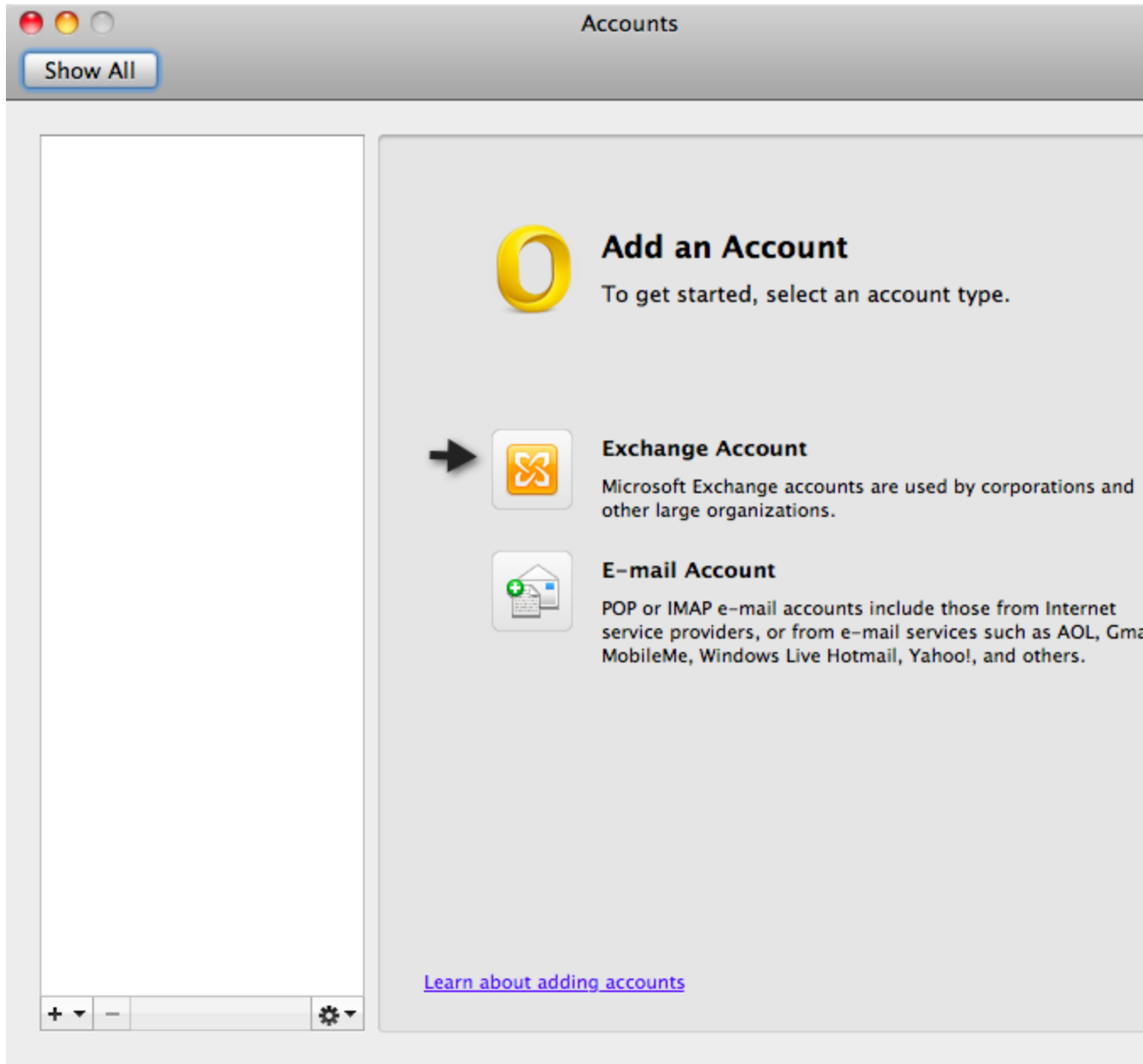
1. Click on the Outlook Menu at the top left and choose **Preferences**



2. In **Outlook Preferences** select **Accounts**.



3. When the **Accounts** screen opens, select **Exchange Account**.



4. Enter the information as indicated in the screenshot below:
User name: your McGill username
Password: your McGill password.
Ensure that **Configure automatically** is selected.

Enter your Exchange account information.

E-mail address:

Authentication

Method:

User name:

Password:

Configure automatically


5. When all the information has been entered, click **Add Account**. You will return to the **Accounts** screen. Simply close that window and access your newly created email account.

Accounts

Show All

Default Account

Mcgill
karim.kazak@mcgill.ca

 **Mcgill**
Exchange Account

Account description:

Personal information

Full name:

E-mail address:

Authentication

Method:

User name:

Password:

[Learn about Exchange account settings](#)

Advanced.

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