

# Configure Outlook 2013 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](#).

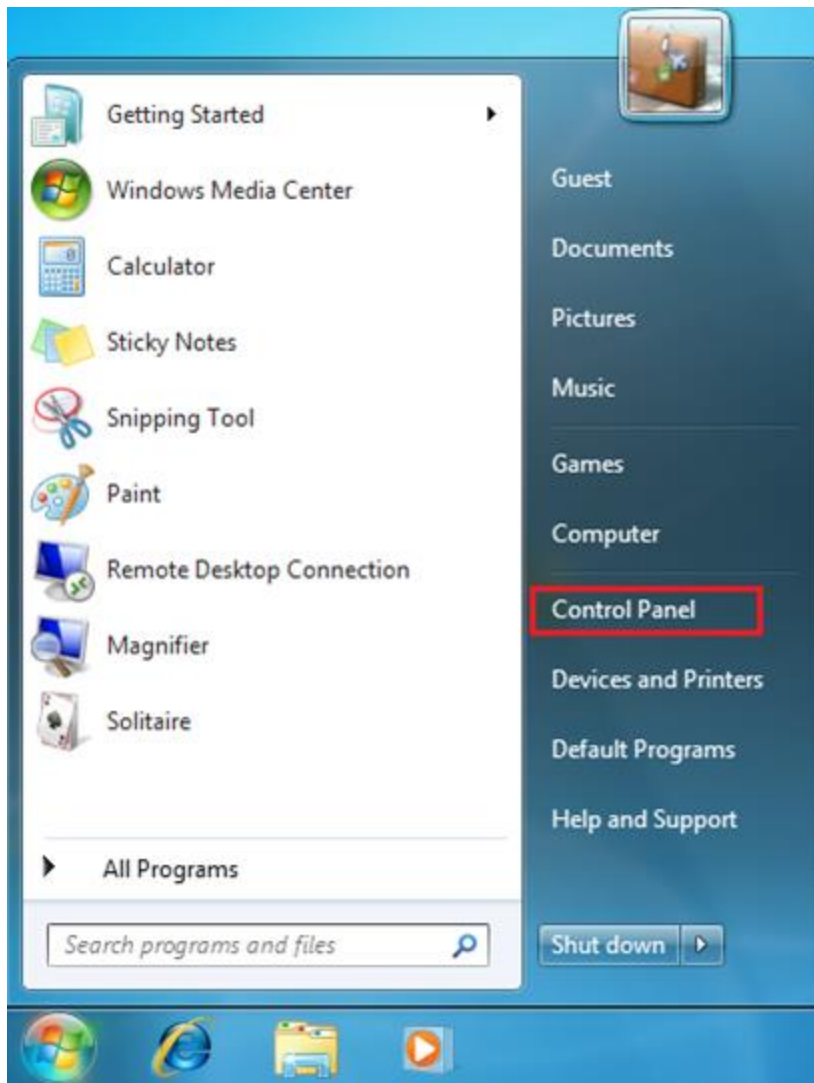
**Tip:** Instead of configuring the Outlook 2013 client, consider accessing your email via the web using [Outlook Web App \(OWA\)](#) no configuration required!

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## Steps

Ensure that Outlook is not running.

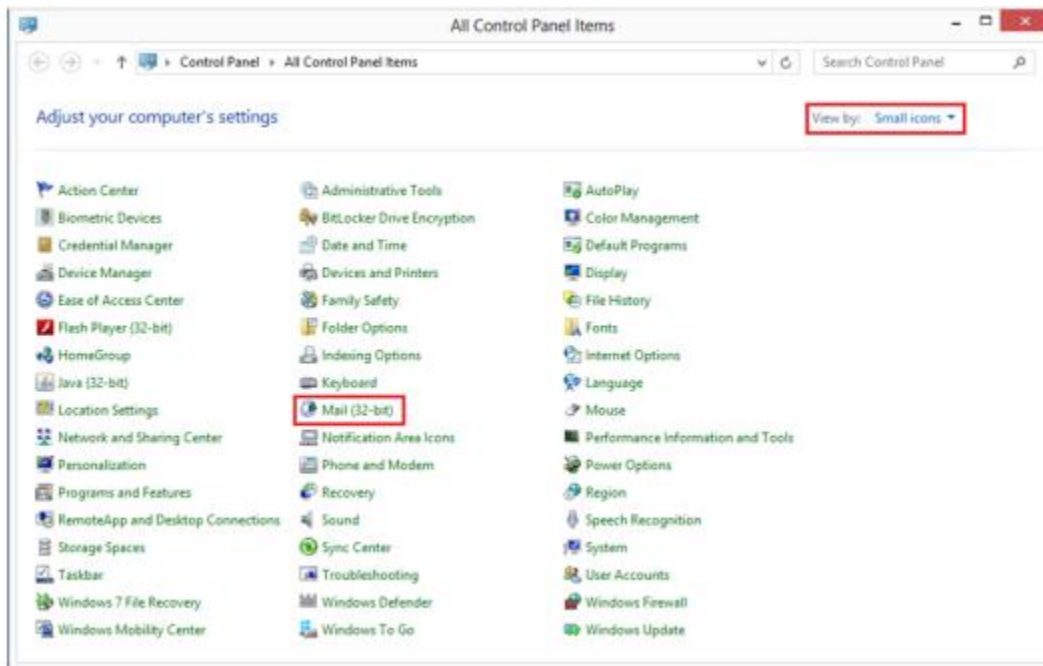
1. Using Windows 7, open the **Control Panel** from the **Start** menu.



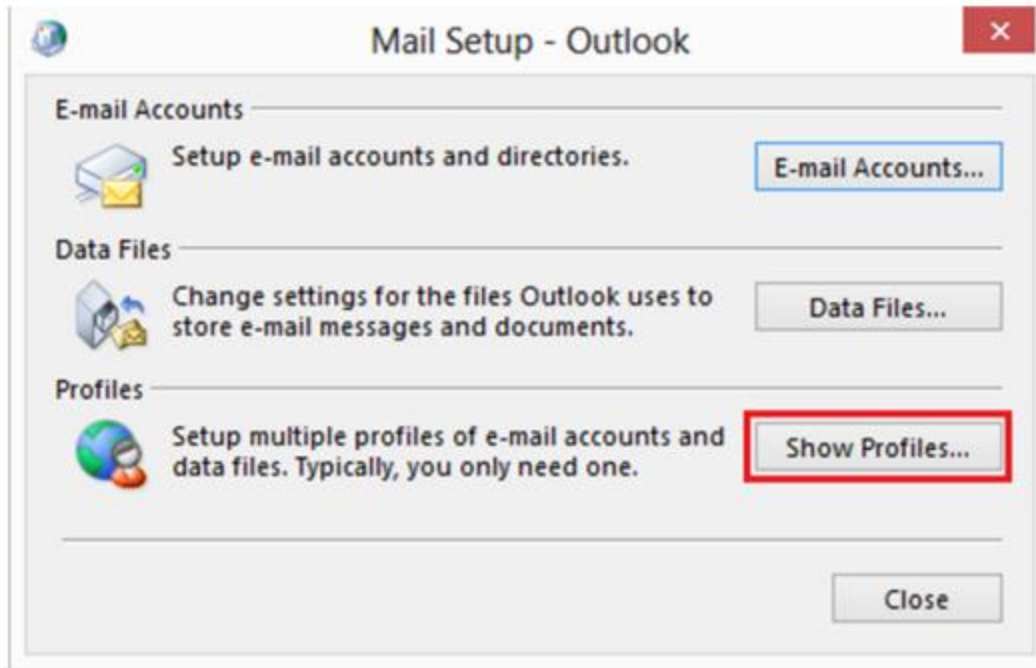
Using Windows 8, right click on the bottom left corner and select **Control Panel**.



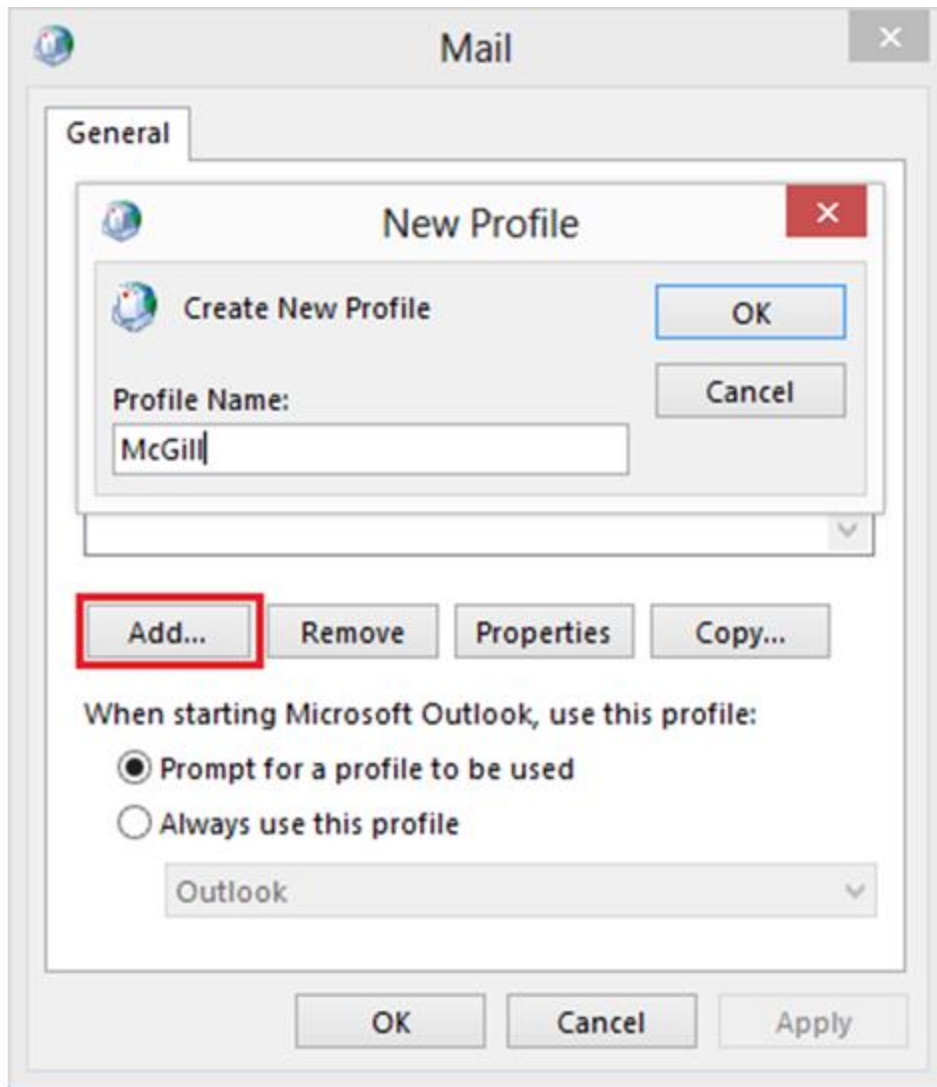
2. Make sure **View by** is set to Small or Large icons. Select the **Mail** icon



3. Click on **Show Profiles...**



4. On the Mail window, click **Add...** then type a name for the new profile. Click **OK**.



5. Select **Manual setup or additional server types** then click **Next**.

The screenshot shows the 'Add Account' dialog box with the 'Auto Account Setup' section. The title bar reads 'Add Account'. Below the title bar, it says 'Auto Account Setup' and 'Manual setup of an account or connect to other server types.' There are two radio buttons: 'E-mail Account' (unselected) and 'Manual setup or additional server types' (selected and highlighted with a red box). The 'E-mail Account' section has four input fields: 'Your Name' (with example 'Ellen Adams'), 'E-mail Address' (with example 'ellen@contoso.com'), 'Password', and 'Retype Password' (with instruction 'Type the password your Internet service provider has given you.'). At the bottom are buttons for '< Back', 'Next >', and 'Cancel'.

6. Select **Microsoft Exchange Server or compatible service**.

The screenshot shows the 'Add Account' dialog box with the 'Choose Service' section. The title bar reads 'Add Account'. Below the title bar, it says 'Choose Service'. There are three radio buttons: 'Microsoft Exchange Server or compatible service' (selected and highlighted with a red box), 'Outlook.com or Exchange ActiveSync compatible service', and 'POP or IMAP'. Each radio button has a description: 'Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail', 'Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks', and 'Connect to a POP or IMAP email account'. At the bottom are buttons for '< Back', 'Next >', and 'Cancel'.

7. On the Server Settings window, type in the following:  
a. **Server:** enter **exchange.mcgill.ca**

- b. **Username:**
- i. 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**
  - ii. All others: enter your [McGill Username](#), e.g. **first.last@mcgill.ca** or **first.last@mail.mcgill.ca** (Affiliates)
- c. Leave the **Offline Settings** as the default option
- d. Click **More Settings...**

The screenshot shows the 'Add Account' dialog box in Outlook. The 'Server Settings' section is highlighted with a red box, showing the following fields:

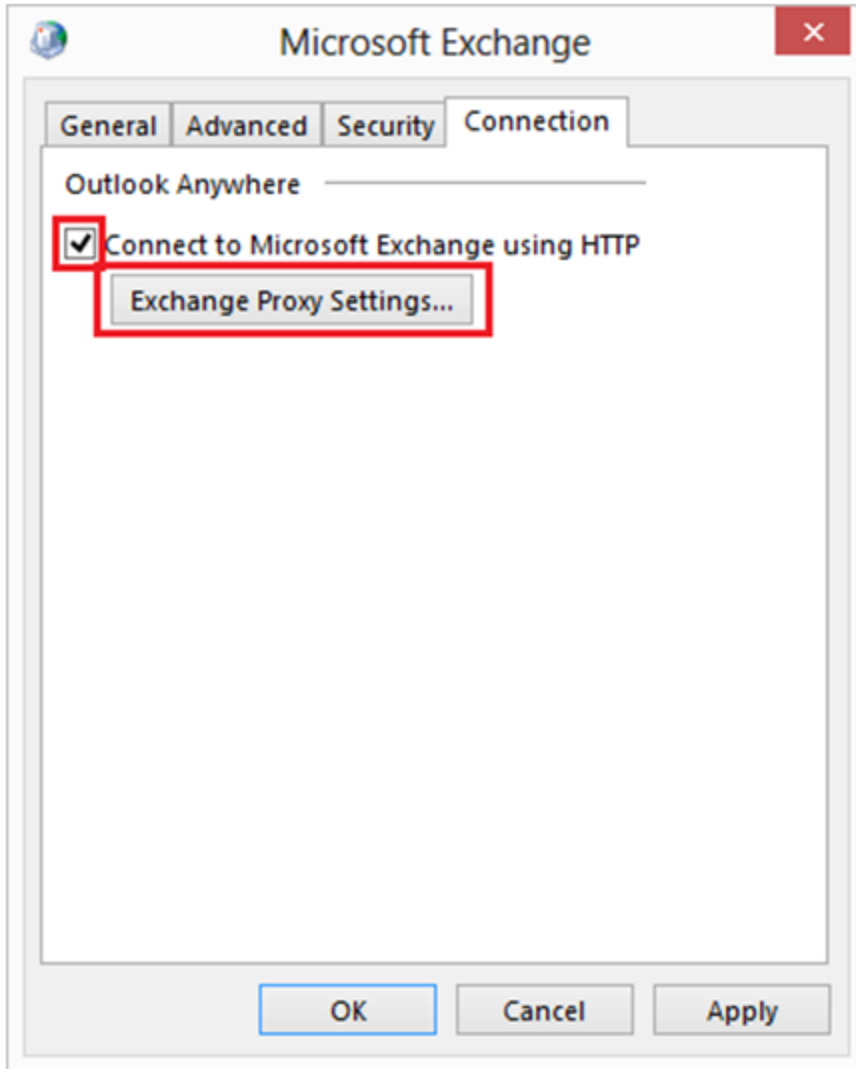
- Server: exchange.mcgill.ca
- User Name: /o=McGill University/ou=First Administrative Group/cn=Recipients/cn=ekins11

The 'Offline Settings' section shows the following options:

- Use Cached Exchange Mode
- Mail to keep offline: 12 months

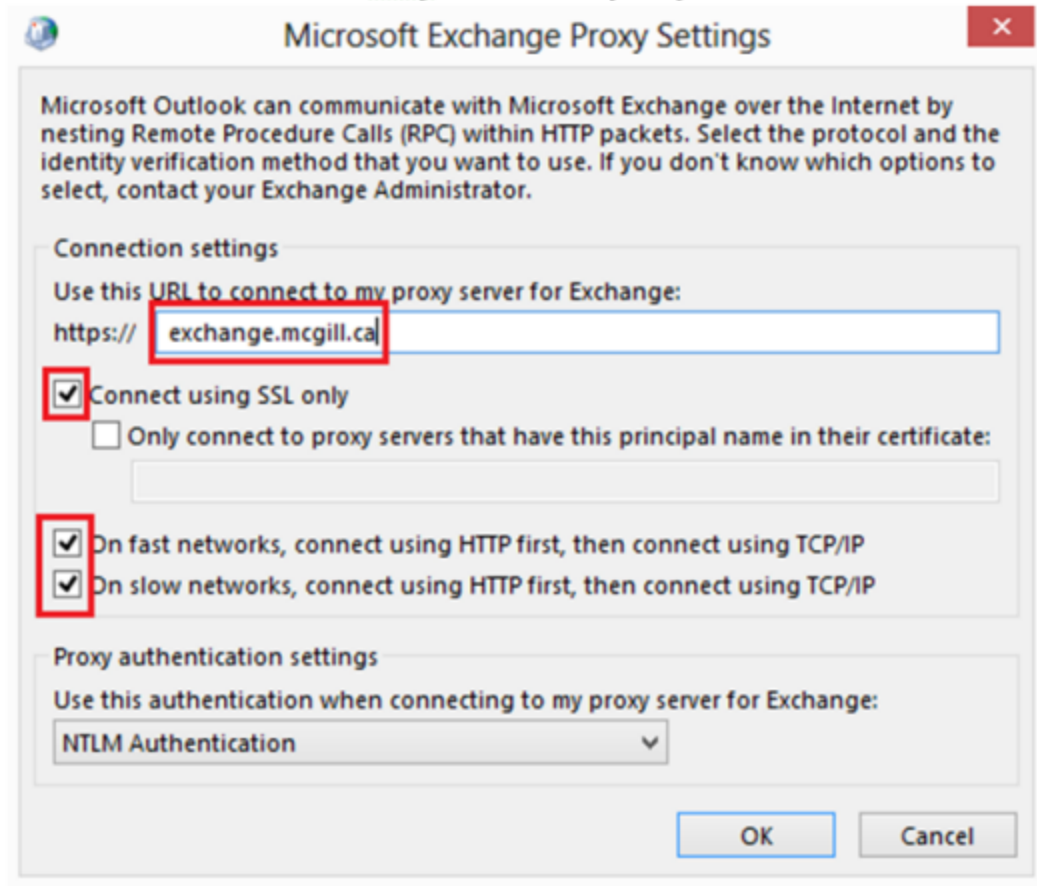
A 'More Settings ...' button is highlighted with a red box in the bottom right corner of the dialog box.

8. 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...**

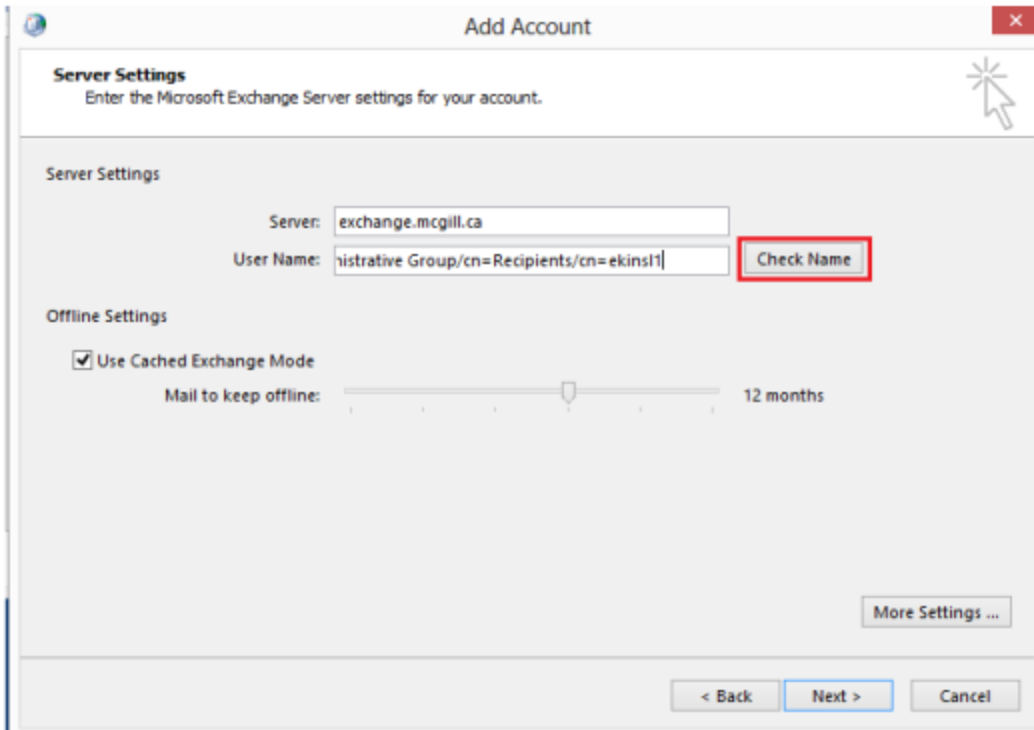


9. On the next screen, for **https://** enter **exchange.mcgill.ca**. Put a checkmark in all boxes **EXCEPT** the **Only connect to proxy servers....** and click **OK**.





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



11. The window will then refresh and display your McGill username underlined. Click **Next**
12. Congratulations! You have now configured Outlook 2013. Click **Finish**

