Configure Outlook 2013 to access McGill email

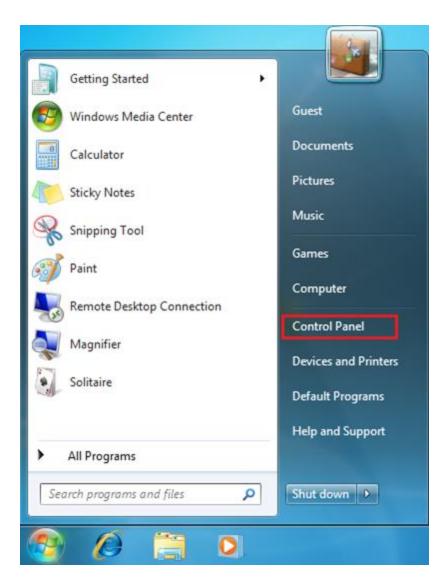
These instructions use the recommended MS Exchange protocol, which gives you access to the Global Address List and calendaring. However, if you wish, you may <u>set up your email client</u> <u>using IMAP or POP protocol</u>. For an overview of all email protocols, and the pros and cons of each, see 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

Tip: Instead of configuring the Outlook 2013 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. 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

	All Contro	ol Panel Items		
🕒 💮 🐐 🛉 📑 🛛 Control Panel 🤌	All Control Panel Items	~ ¢	Search Control Panel	,p
Adjust your computer's settings			View by Small icons •	
P Action Center	Administrative Tools	autoPlay		
Biometric Devices	W BitLocker Drive Encryption	Color Management		
Credential Manager	🖆 Date and Time	Eg Default Programs		
Device Manager	R Devices and Printers	🜉 Display		
Ease of Access Center	B Family Safety	E File History		
Resh Player (32-bit)	Folder Options	Konts.		
HomeGroup	🔒 Indexing Options	🔁 Internet Options		
Java (32-bit)	E Keyboard	💬 Language		
It Location Settings	(Mail (32-bit)			
Part Network and Sharing Center	Notification Area Icons	Performance Information and Tools		
Personalization	Phone and Modern	Power Options		
Programs and Features	Recovery	A Region		
RemoteApp and Desktop Connections	N Sound	Speech Recognition		
Storage Spaces	(Sync Center	1 System		
Taskbar	Troubleshooting	State Accounts		
Windows 7 File Recovery	Mindows Defender	P Windows Firewall		
Windows Mobility Center	🛃 Windows To Go	Windows Update		

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

E-mail	Accounts	
50	Setup e-mail accounts and directories.	E-mail Accounts
Data Fi	les	
Ø	Change settings for the files Outlook uses to store e-mail messages and documents.	Data Files
Profiles		
	Setup multiple profiles of e-mail accounts and data files. Typically, you only need one.	Show Profiles
		Close

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

0	Nev	w Profile	>
Creating	ate New Profile		ОК
Profile Na	ime:		Cancel
McGill			
Add	Remove	Properties	Copy
Promp	ing Microsoft O ot for a profile t rs use this profil		profile:

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

Auto Account Setup Manual setup of an	account or connect to other server types.	No.
O E-mail Account		
Tour Name:	Example: Ellen Adams	
E-mail Address:	Example: ellen@contoro.com	
Password: Retype Password:		
	Type the password your Internet service provider has given y	ou.
Manual setup or ad	litional server types	

6. Select Microsoft Exchange Server or compatible service.

)	Add Account	- >
Choo	ose Service	ž
	Microsoft Exchange Server or compatible service	
	Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail	
	Outlook.com or Exchange ActiveSync compatible service	
	Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks	
	O POP or IMAP	
	Connect to a POP or IMAP email account	
	< Back Next >	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 <u>McGill Username</u>, 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...

Server Settings		
	Server:	exchange.mcgill.ca
	User Name:	histrative Group/cn=Recipients/cn=ekins11 Check Name
Offline Settings		
Use Cached E	Exchange Mode	
Mail	to keep offline:	0 12 months

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...

٩	Microsoft Exchange	×
Con		
	OK Cancel Apply	y

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.

۲	Microsoft Exchange Proxy Settings ×
nesting Rem identity verifi	utlook can communicate with Microsoft Exchange over the Internet by ote Procedure Calls (RPC) within HTTP packets. Select the protocol and the ication method that you want to use. If you don't know which options to ct your Exchange Administrator.
Connection	settings
Use this UR	L to connect to my proxy server for Exchange:
https:// e	xchange.mcgill.ca
	wine SSI only
	using SSL only
	connect to proxy servers that have this principal name in their certificate:
Dn fast i	networks, connect using HTTP first, then connect using TCP/IP
Image: On slow	networks, connect using HTTP first, then connect using TCP/IP
Proxy authe	entication settings
Use this aut	thentication when connecting to my proxy server for Exchange:
NTLM Auth	entication V
	OK Cancel

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

۹	Add Account ×
Server Settings Enter the Microsoft Exchange Ser	ver settings for your account.
Server Settings	
Server:	exchange.mcgill.ca
User Name:	histrative Group/cn=Recipients/cn=ekins11 Check Name
Offline Settings	
✓ Use Cached Exchange Mode	
Mail to keep offline:	0 12 months
	More Settings
	< Back Next > Cancel

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

0	Add Account
	You're all set!
	We have all the information we need to set up your account.
	Add another account
	< Back Finish