MacMail – Setting Up Outlook Manually

1. Click the Windows icon to bring up the Menu. Click Control Panel.
2. Click **Mail (32-bit)**.

3. Click **Show Profile**.
4. Click Add.

Create your new profile by adding the name in the field and clicking OK.
6. Click Microsoft Exchange or compatible service. Click Next.
7. At Server enter fhshc.csu.mcmaster.ca.

NOTE:
Go to step 8 A if your computer is on the ADS Domain.
Go to step 8 B if your computer is not on the ADS Domain.

8. (A) If you logon to the ADS domain, at username enter your macid@mcmaster.ca and click on More Settings.
8. (B) If you do not logon to the ADS Domain, at username enter ADS\your MAC ID and click on More Settings.

9. Click the Connection Tab.
10. Click **Exchange Proxy Settings**.

You will see a window which contains the Microsoft Exchange Proxy Settings.
11. Enter fhshc.csu.mcmaster.ca for the **URL to my proxy server for Exchange**.
   
   Click the box beside **Only connect to proxy servers that have this principal name in their certificate** and enter msstd:fhshc.csu.mcmaster.ca.
   
   Click the box beside **On fast networks, connect using HTTP first, then connect using TCP/IP**.
   
   Click on **OK**.

   ![Microsoft Exchange Proxy Settings](image)

   Click **OK**
12. Click Finish.