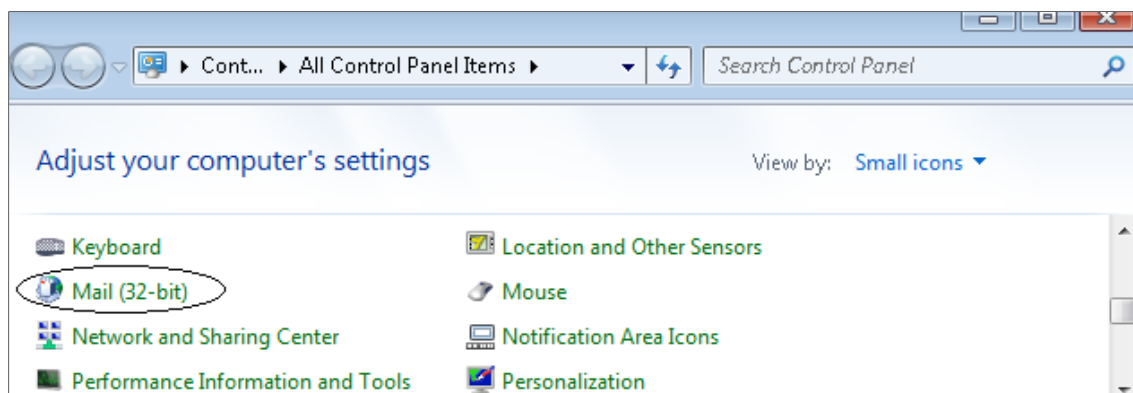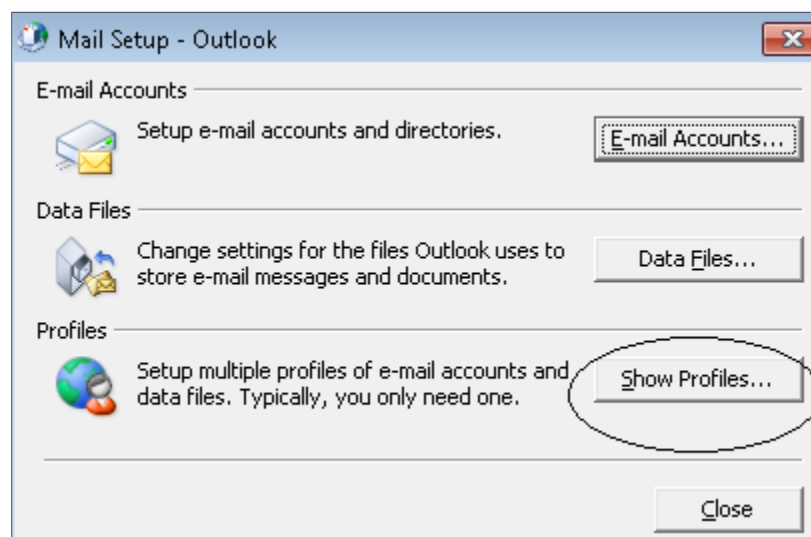# User Guide:  MacMail – Configuring Outlook using Autodiscover

This guide is for MS Outlook users who will be using the Autodiscover function to configure Outlook for MacMail.
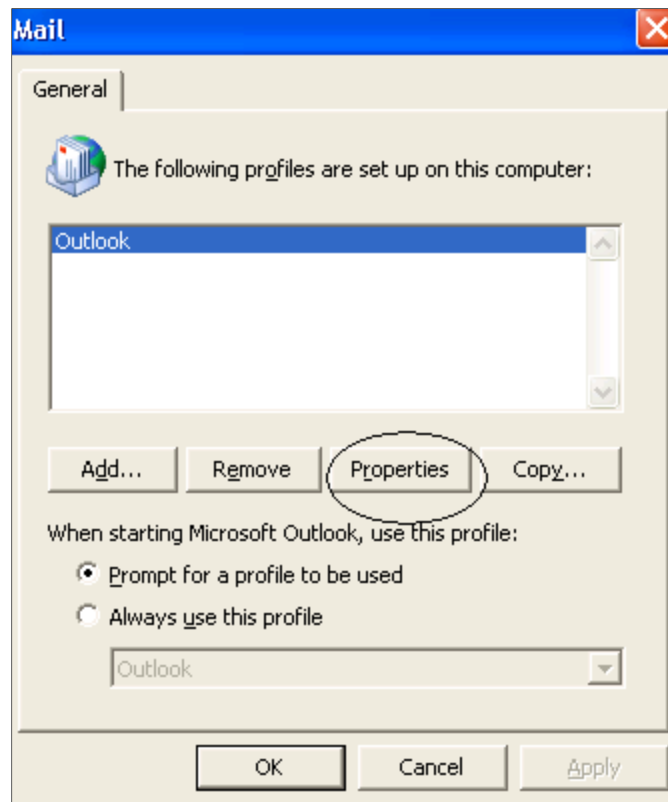
1. Go to the **Control Panel** and select **Mail (32-bit).**
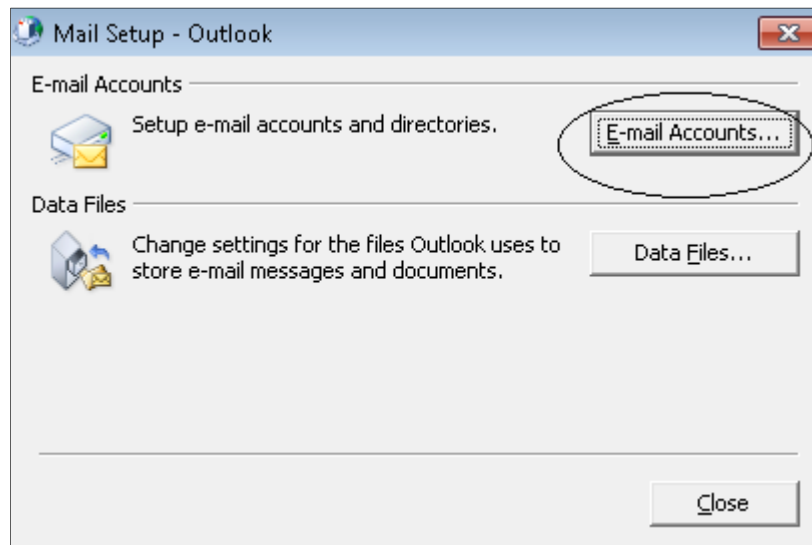
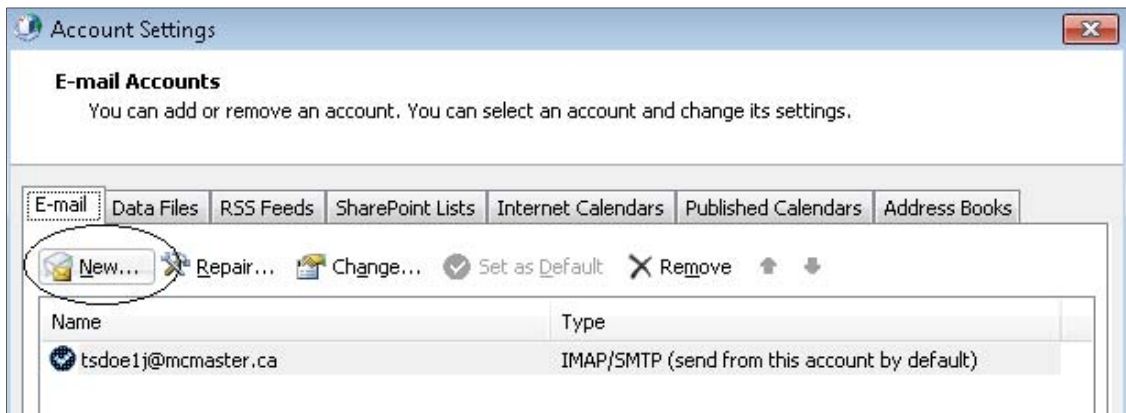

2. Click on **Show Profiles**.

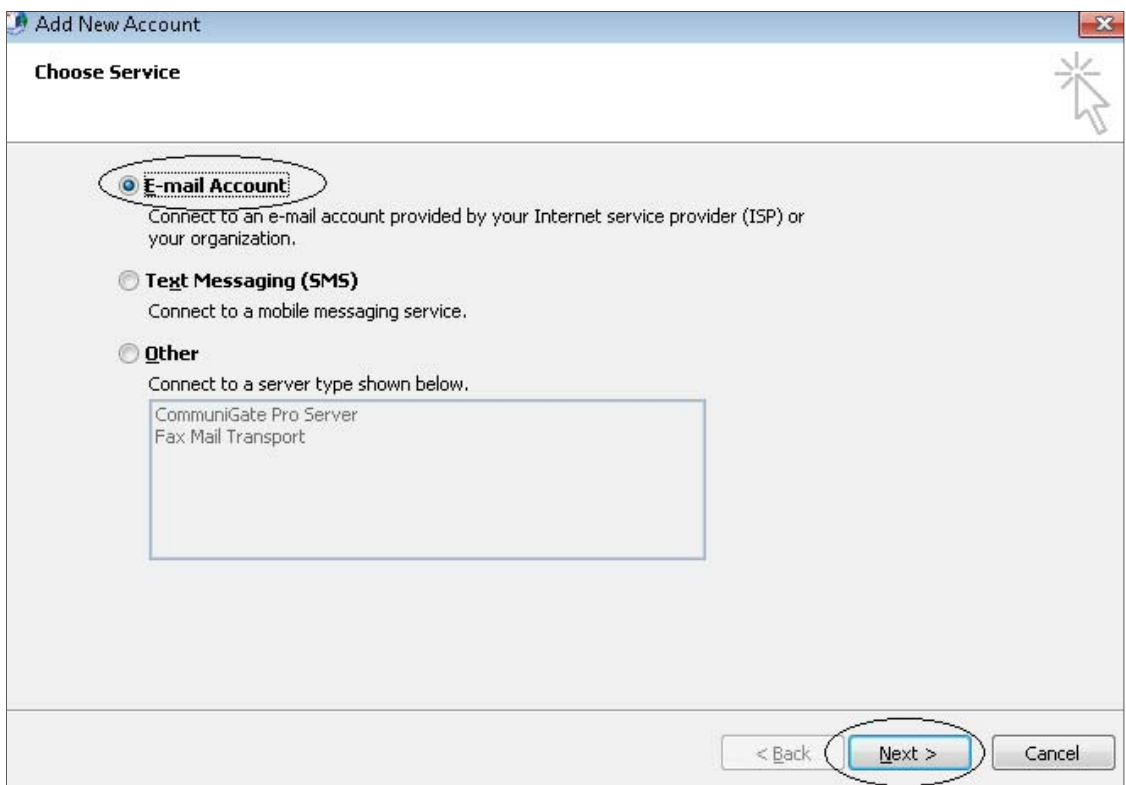3. Select the profile to configure for MacMail and click on **Properties**.



4. Click on **Email Accounts**.

5. Click on **New**.



6. Select **E-mail Account** and click on **Next**.



**NOTE:**
Go to step 7 A if your computer is on the ADS domain.
Go to step 7 B If your computer is **not** on the ADS domain.

7 A. Enter **Your Name** and **Email Address** and then click on **Next**.   Continue at step 8.



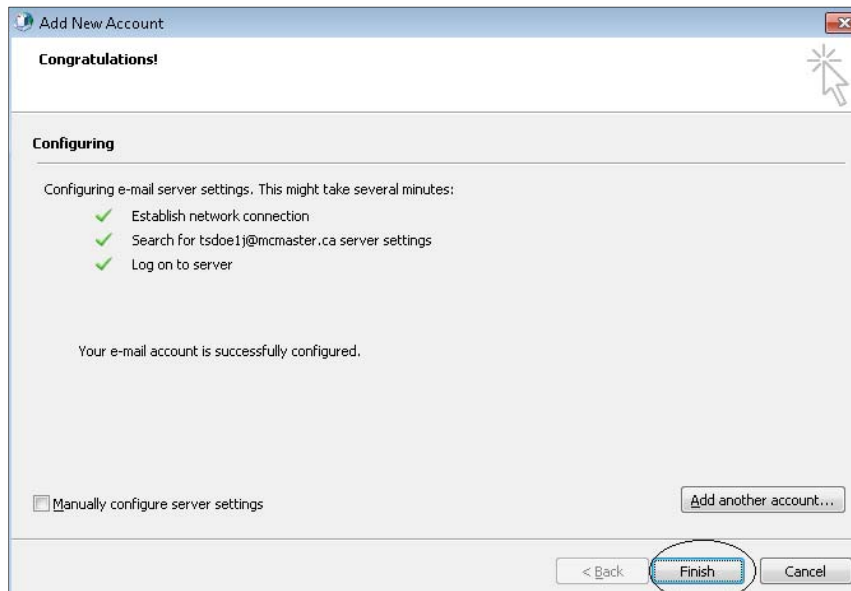7 B. i) Enter **Your Name**, **Email Address** and MAC ID **Password** and click on **Next**.

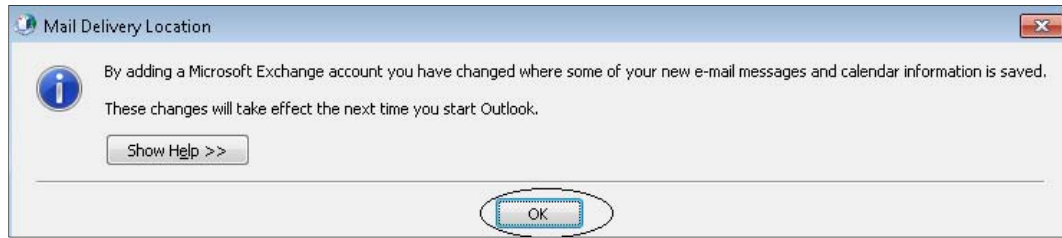7 B. ii) Click on **Use another account**.

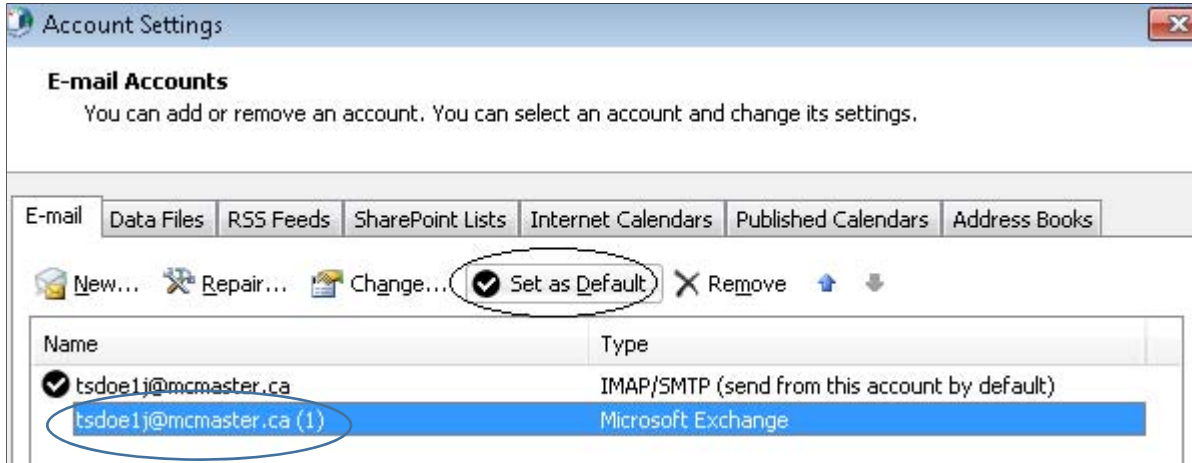7 B. iii) Enter **ads\your mac id** and **MAC ID Password**. Click on **OK**.
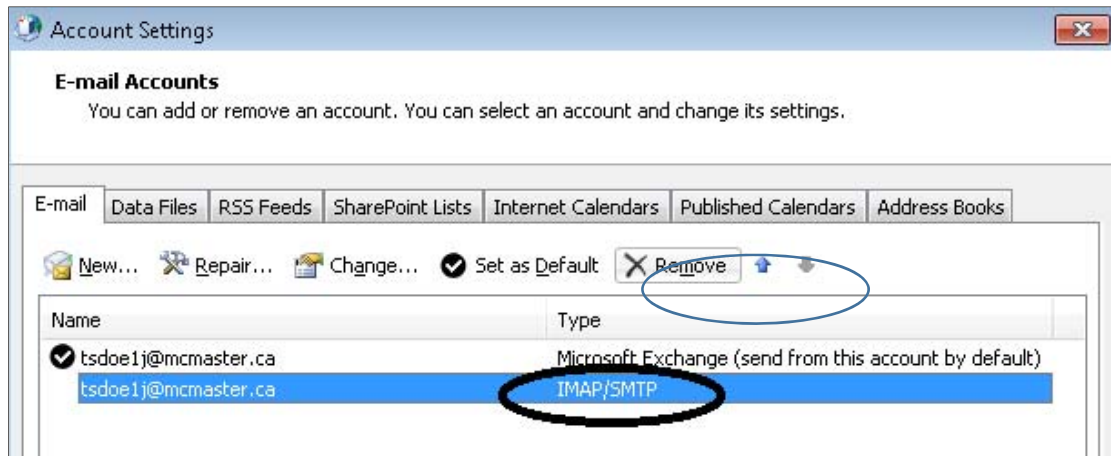


8. Click on **Finish**.

9. Click on **OK**.



10. Select the newly configured email account with **Microsoft Exchange** and click on **Set as Default**.
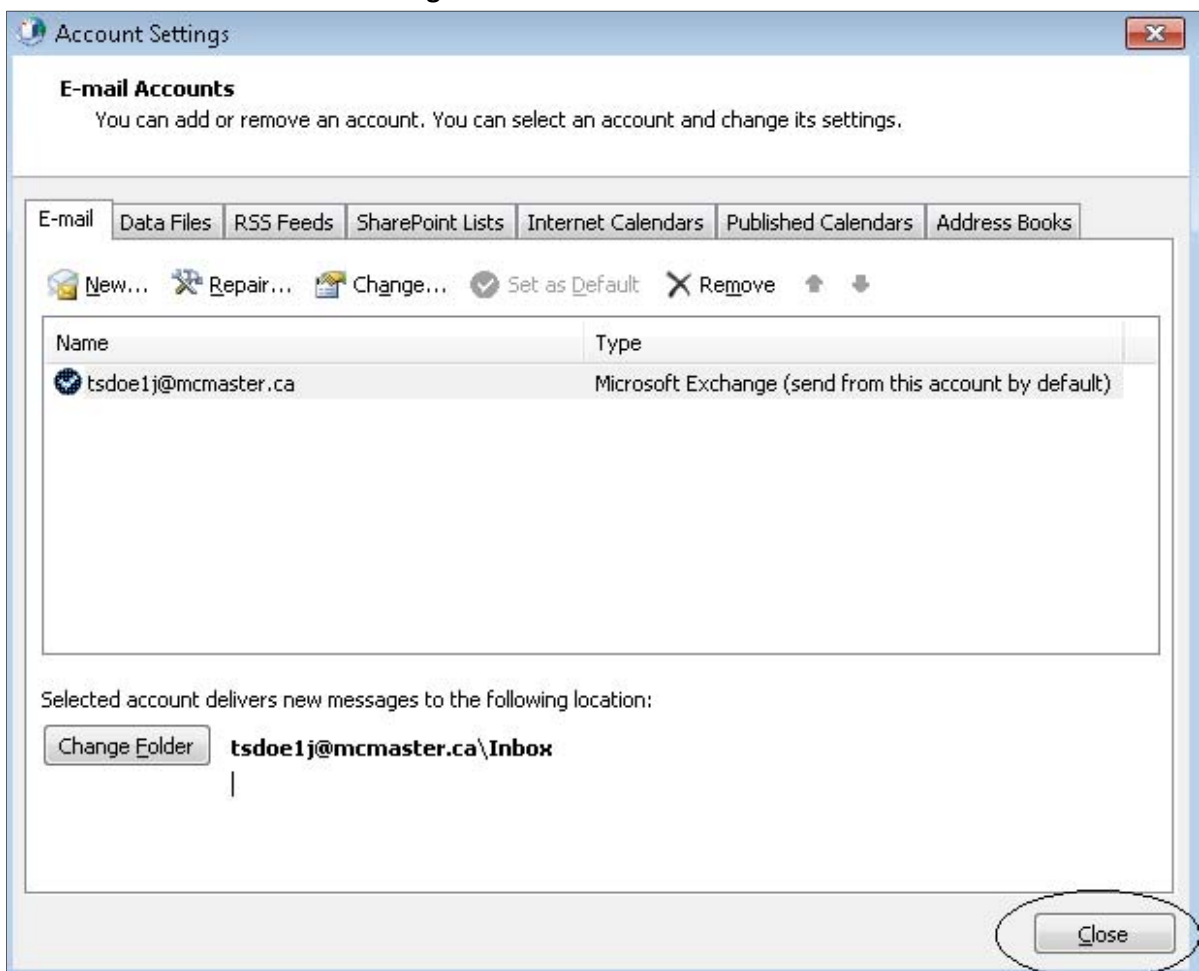


11. Select your old email account with **IMAP/SMTP** and click on **Remove**.
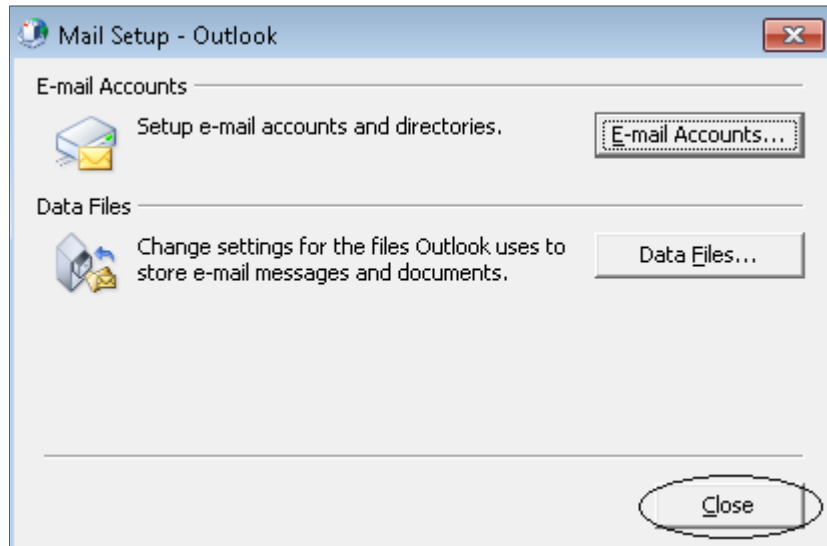
12. Click on **Yes** when confirmation message is displayed.



13. Click on **Close** in the **Account Settings** window.

14. Click on **Close** in the **Mail Setup – Outlook** window.



15. Click on **OK** in the Mail window.