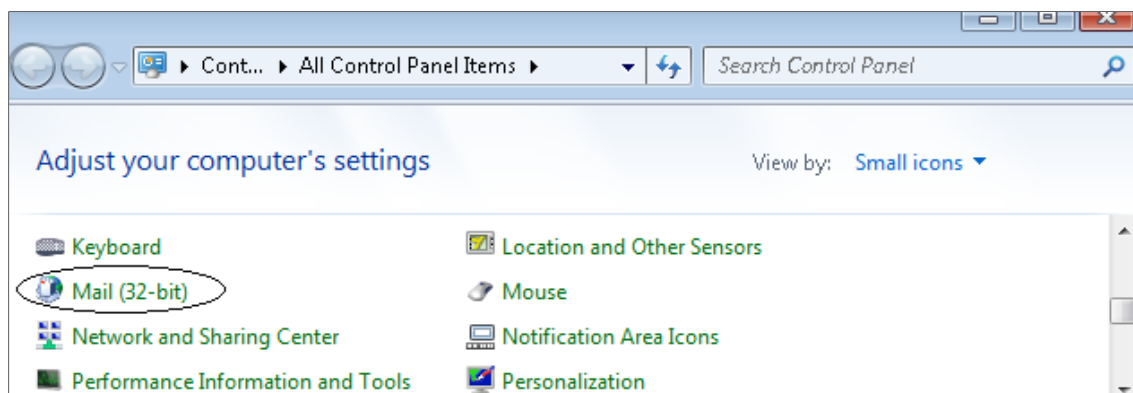


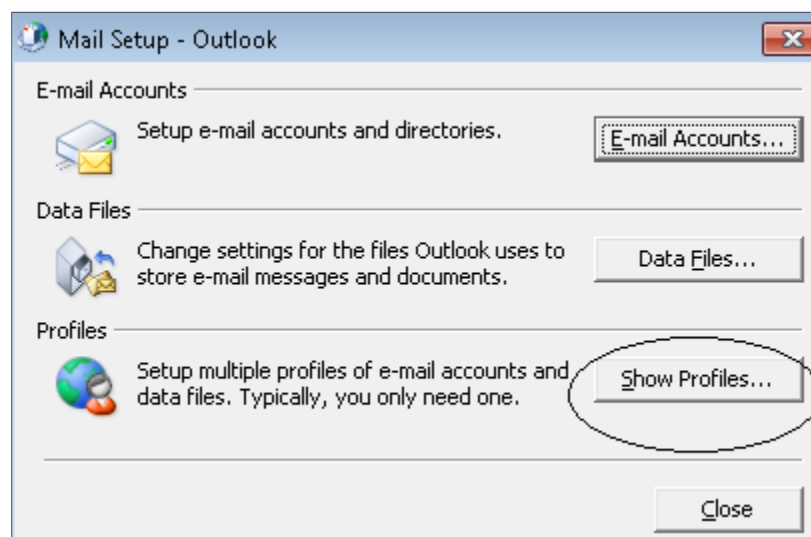
User Guide: MacMail – Configuring Outlook using Autodiscover

This guide is for MS Outlook users who will be using the Autodiscover function to configure Outlook for MacMail.

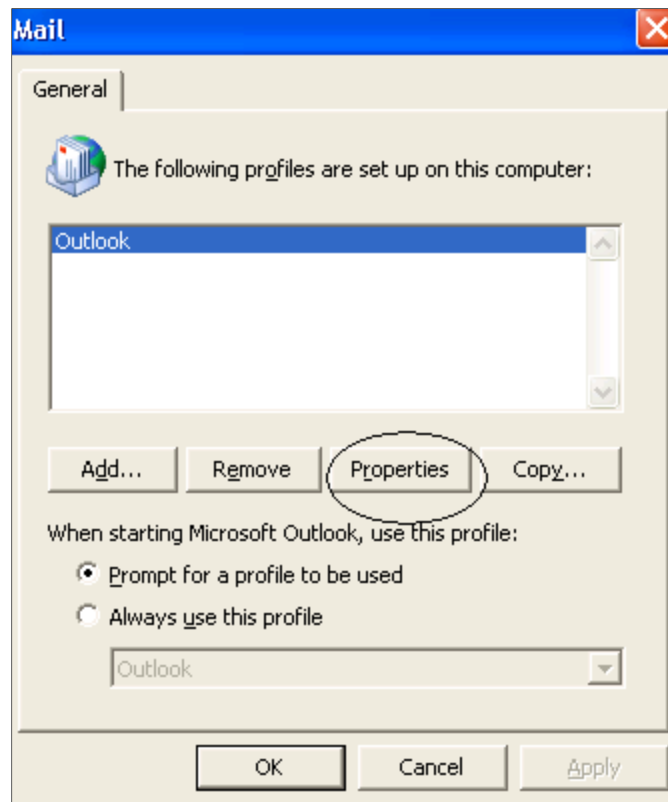
1. Go to the **Control Panel** and select **Mail (32-bit)**.



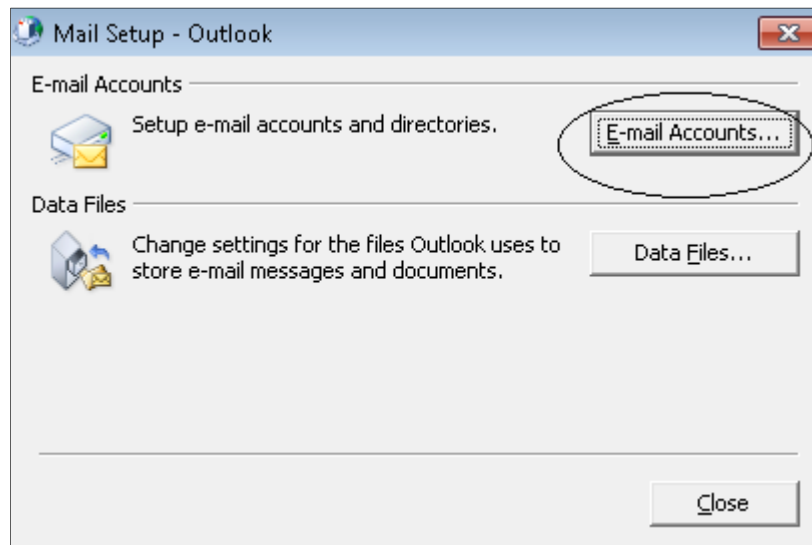
2. Click on **Show Profiles**.



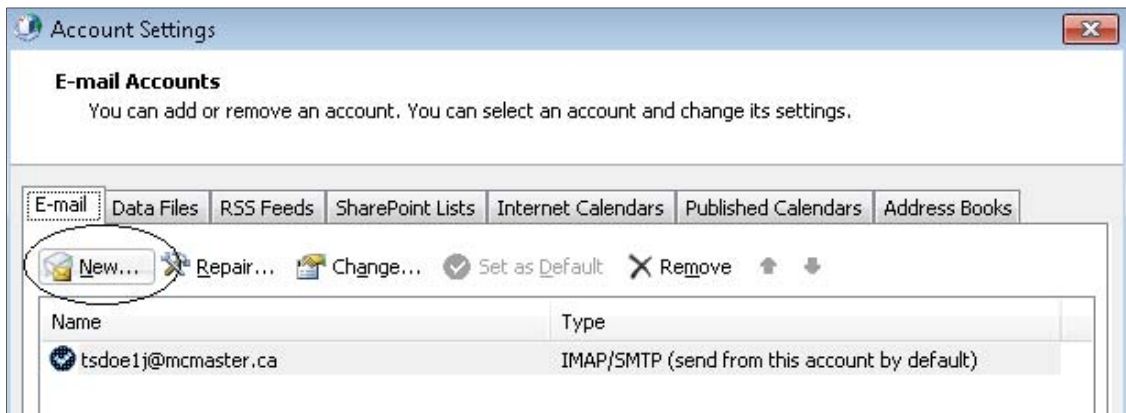
3. Select the profile to configure for MacMail and click on **Properties**.



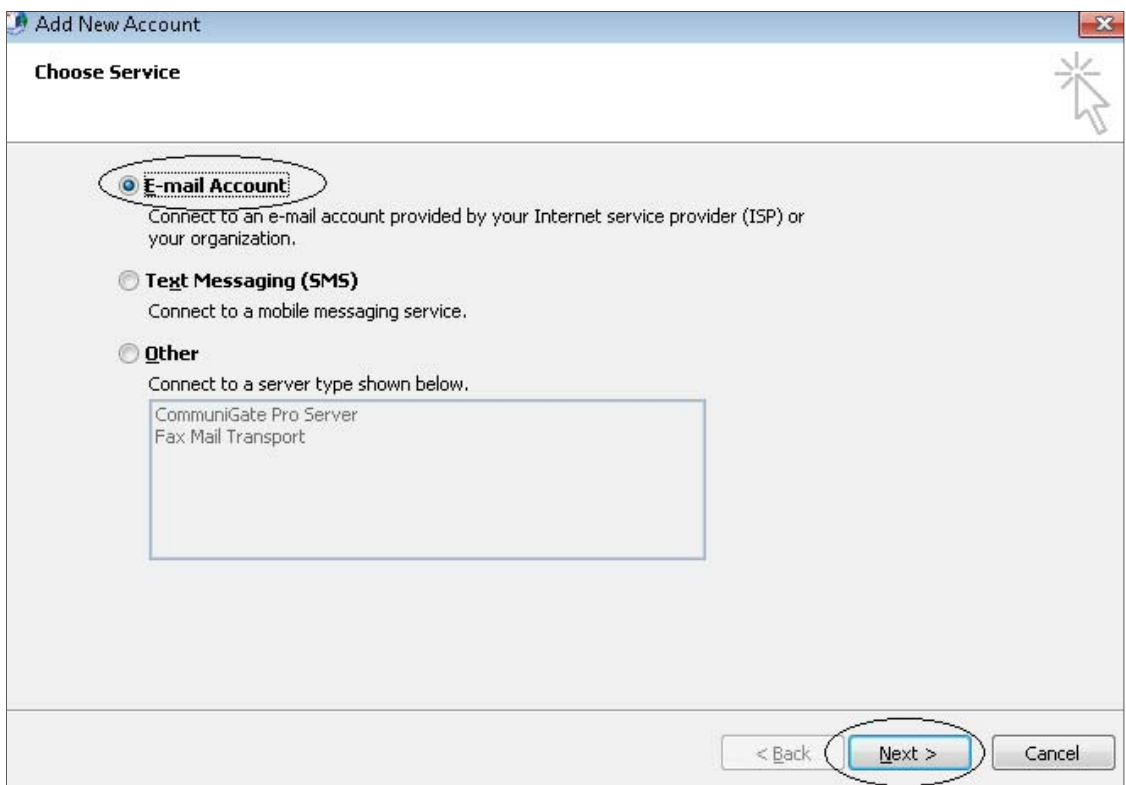
4. Click on **Email Accounts**.



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.

Add New Account

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back **Next >** Cancel

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

Add New Account

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings.

E-mail Account

Your Name:
Example: Ellen Adams

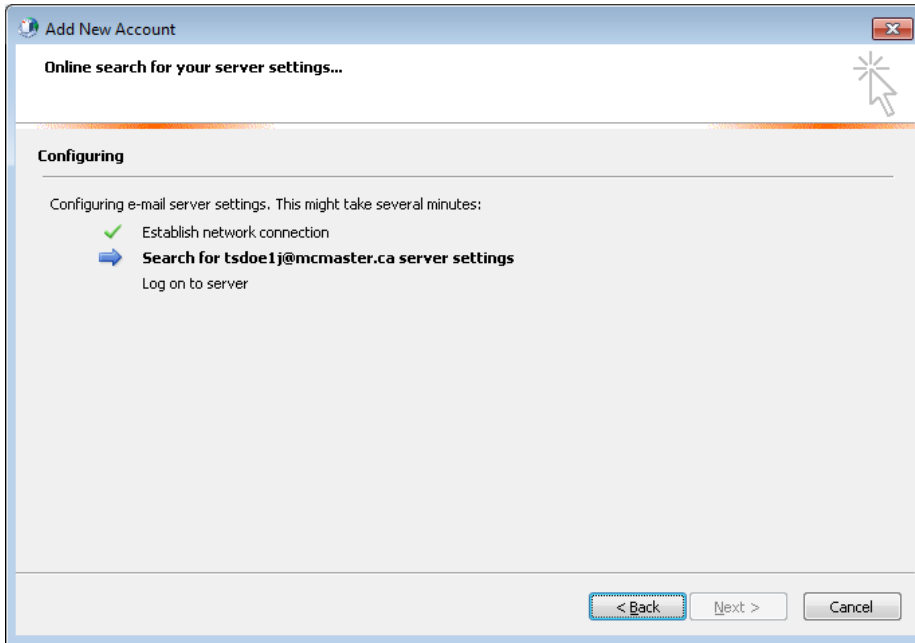
E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back **Next >** Cancel



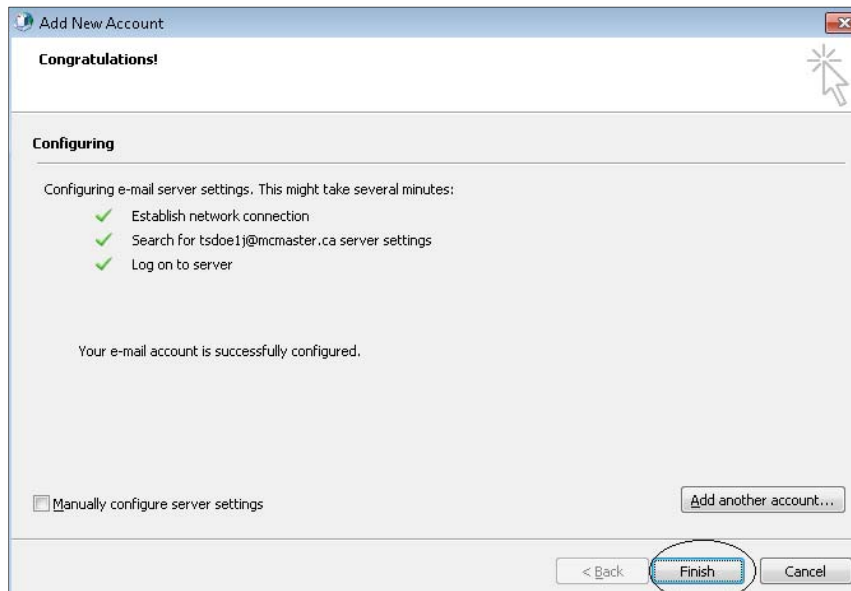
7 B. ii) Click on **Use another account**.



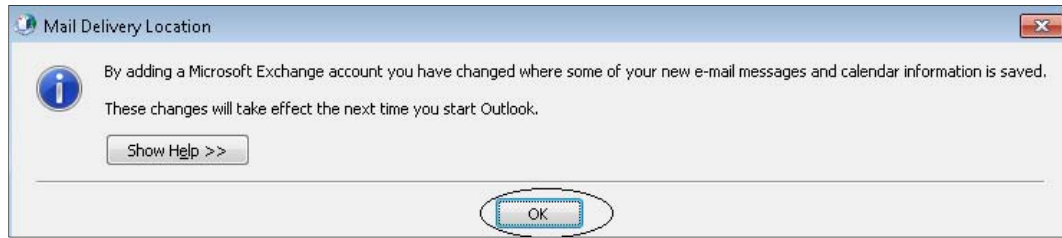
7 B. iii) Enter **ads\your mac id** and **MAC ID Password**. Click on **OK**.



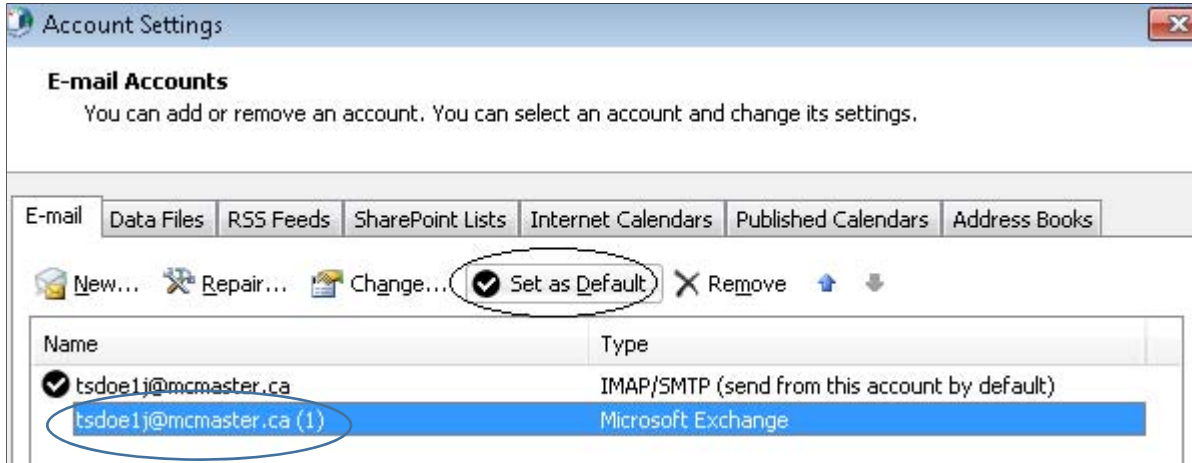
8. Click on **Finish**.



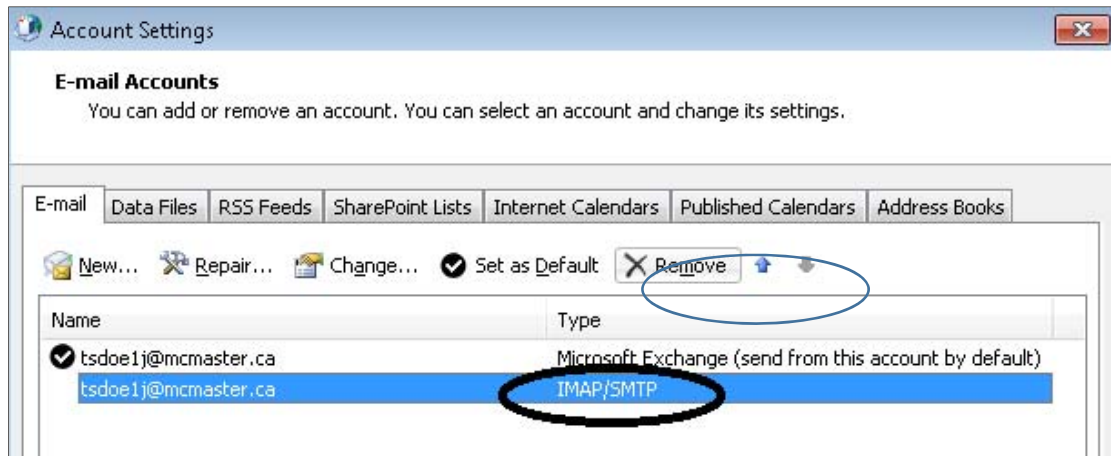
9. Click on **OK**.



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



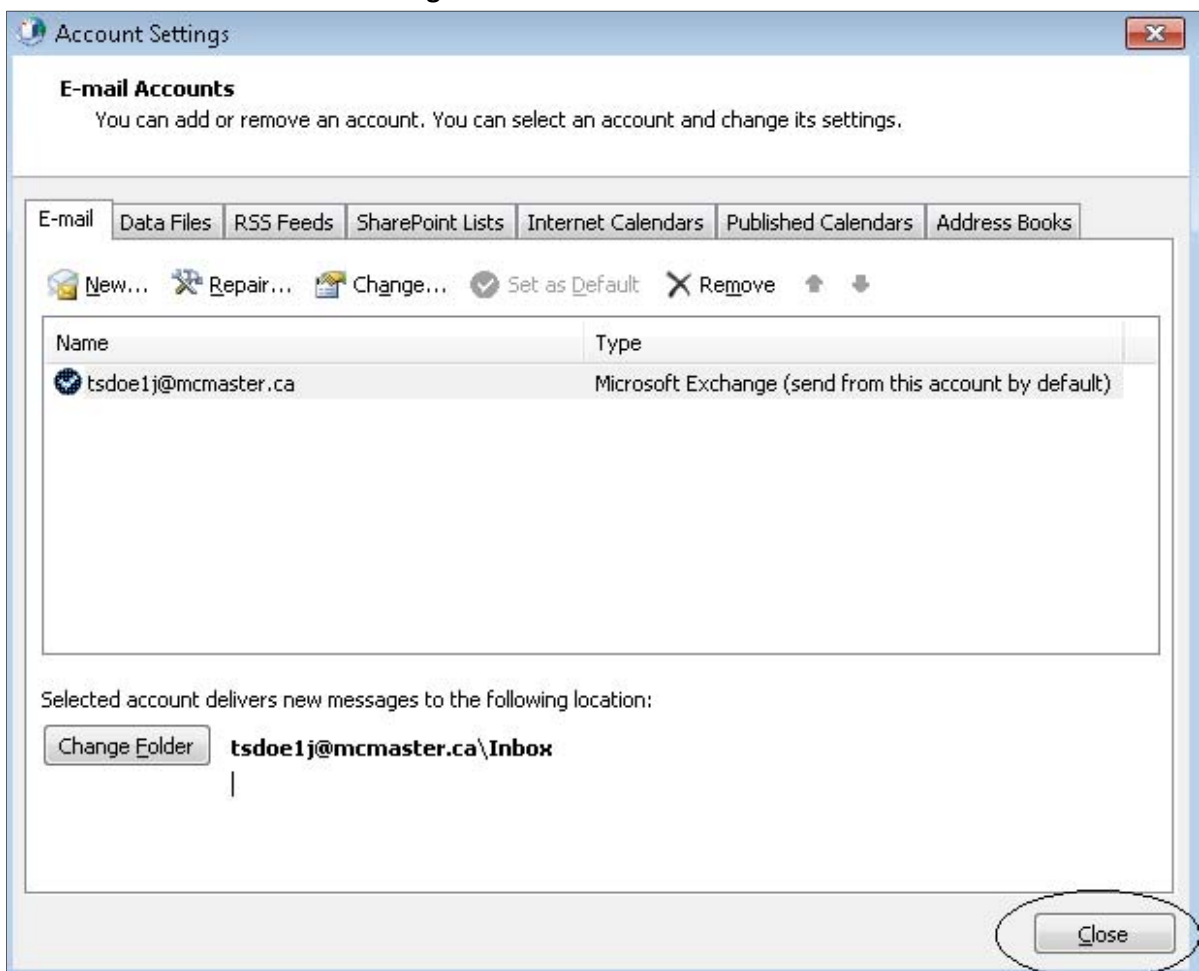
11. Select your old email account with **IMAP/SMTP** and click on **Remove**.



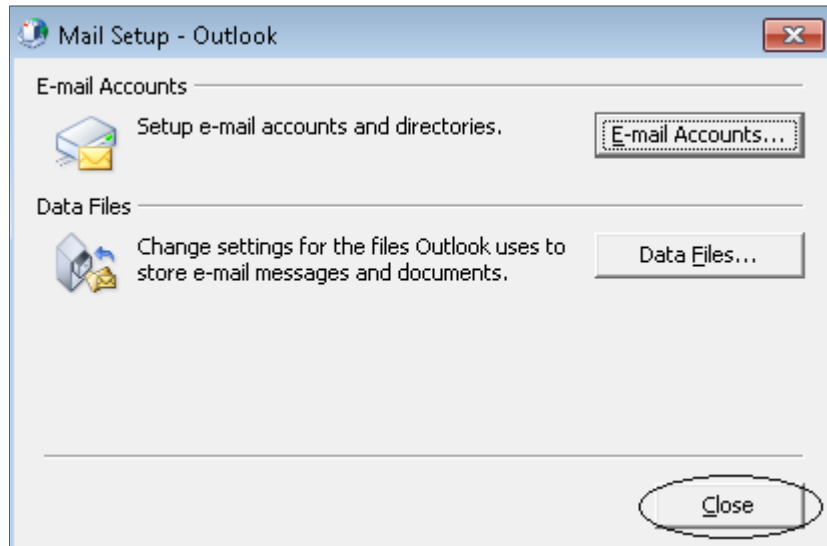
12. Click on **Yes** when confirmation message is displayed.



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.

