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.

![Account Settings window](image1.jpg)

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

![Account Settings window](image2.jpg)
14. Click on **Close** in the **Mail Setup – Outlook** window.

![Mail Setup - Outlook window](image)

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

![Mail window](image)