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**.

Add profile name and click on the OK button.

Click on the Add button to name your profile.
5. Select **Manually configure server settings or additional server types**.

6. Click **Microsoft Exchange or compatible service**. Click **Next**.

Choose the Manual button at the bottom and click on Next

Choose Microsoft Exchange and click on Next
7. Edit the settings as shown below.

Server: fhshc.csu.mcmaster.ca

User Name: enter your last name followed by a comma and your first name.

8. Click More Settings
9. Click the Connection Tab.

![Choose the Connection Tab]

10. Click Exchange Proxy Settings.

![Click on Exchange Proxy Settings]

You will see a window which contains the Microsoft Exchange Proxy Settings.
11. Confirm the correct settings (see image below).

Under Connection Settings at https:// enter fhshc.csu.mcmaster.ca

Under Only connect to proxy servers that have this principal name in their certificate enter msstd:fhshc.csu.mcmaster.ca

Click OK when you are done

Click OK
12. Click **Finish**.