User Guide: Set up Outlook with IMAP Configuration in MacMail

Note: If you choose this configuration, you will not be able to utilize the Calendar or the Global Address List (GAL) functionalities.

1. Open Outlook and click on Next.

2. In the Account Configuration window, click on Yes and click on Next.
3. Click on **Manually configure server settings or additional server types**, then click on **Next**.

4. Click on **Internet E-mail**, and then click on **Next**.

5. Enter the relevant information for the following fields:
   a) **Your Name:** Your first name and last name.
   b) **E-mail Address:** Your macid@mcmaster.ca
   c) **Account Type:** Select IMAP from the drop down list
   d) **Incoming mail server:** Enter fhshc.csu.mcmaster.ca
   e) **Outgoing mail server:** Enter fhshc.csu.mcmaster.ca
   f) **User Name:** Enter ADS\MAC ID.
6. Click on **More Settings**.

7. In the **Internet E-mail Settings** window, click on **Outgoing Server** tab.
8. Click on the box beside **My Outgoing server (SMTP) requires authentication**.
9. Click on **Use same settings as my incoming mail server**.
10. In the **Internet E-mail Settings** window click on the **Advanced** tab.

11. Enter the relevant information for the following fields:
   
   a) For incoming server (IMAP), **Use the following type of encrypted connection**: Select **SSL** from the dropdown list
   
   b) For outgoing server, **Use the following type of encrypted connection**: select **TLS** from the dropdown list
   
   c) Change the **Outgoing server (SMTP)** number to **587**.

12. Click on **OK**.

   ![Internet E-mail Settings](image)

13. On the **Internet E-mail** window, enter your MAC ID password in the **Password**: field and click on **OK**.
14. Click on **Close**.

15. Click on **Finish**.