User Guide: Reconfigure Outlook 2011 (Without Local Back-up)

1. Launch Outlook

2. Under the Tools ribbon, click on the Online Mode slider Bar

3. The status should now be Offline
4. Click Outlook

5. Click Preferences
7. Click on Accounts

8. Click on the “−” sign on the bottom left to remove the account

9. Click on Delete to delete the account
10. Click on **Exchange Account**

11. Enter your [macid@mcmaster.ca](mailto:macid@mcmaster.ca) at **E-mail Address**
12. Enter **ADS\MacID** at **User Name**:
13. Enter your **MacID Password** at password
14. Click on **Add Account**
15. Give the Account a **Description** and enter your **Full Name**

![Account Description and Name](image1)

16. **Close** the window

![Close Window](image2)

17. Under the **Tools** ribbon, click on the **Online Mode** slider Bar

![Online Mode Slider](image3)

18. The status should now be **Online**