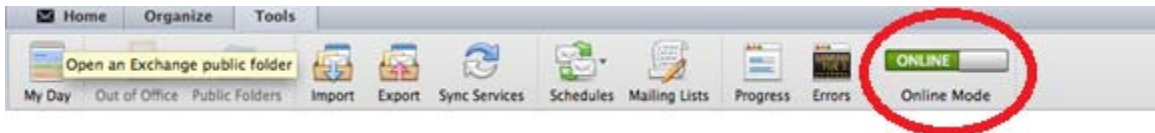


# User Guide: Reconfigure Outlook 2011 (Without Local Back-up)

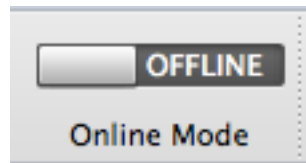
1. Launch **Outlook**



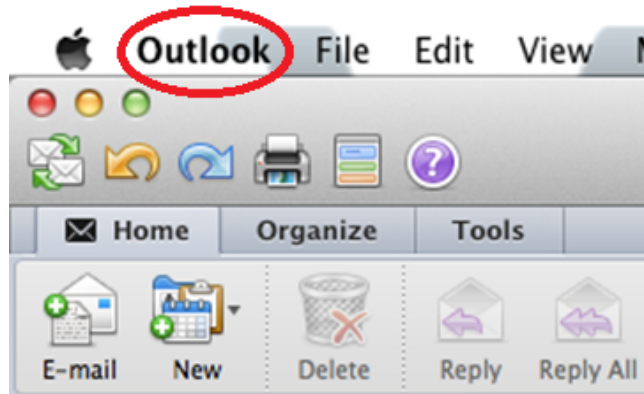
2. Under the **Tools** ribbon, click on the **Online Mode** slider Bar



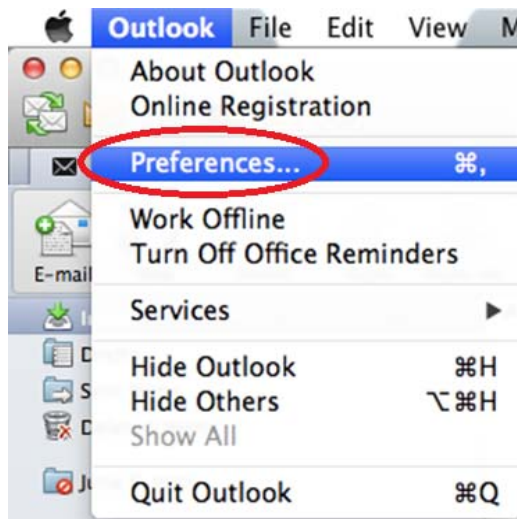
3. The status should now be **Offline**



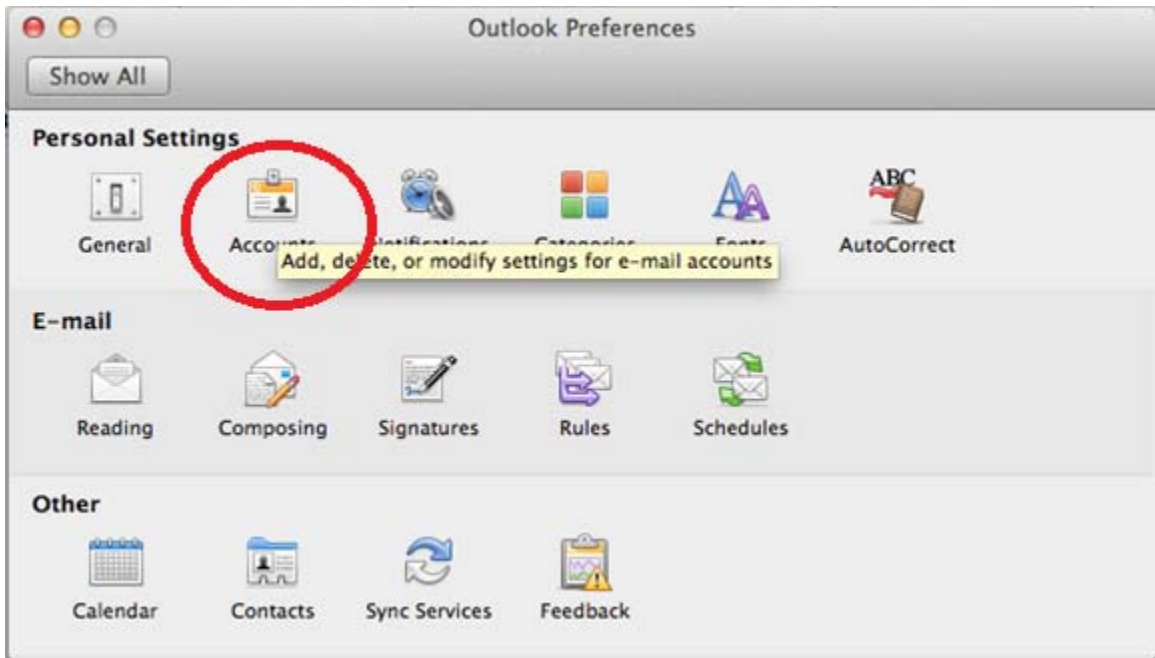
4. Click **Outlook**



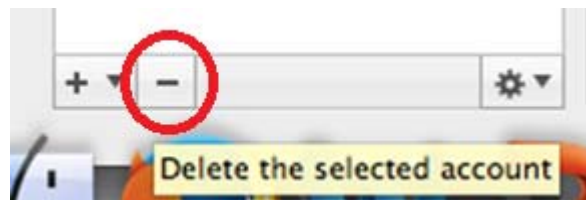
5. Click **Preferences**



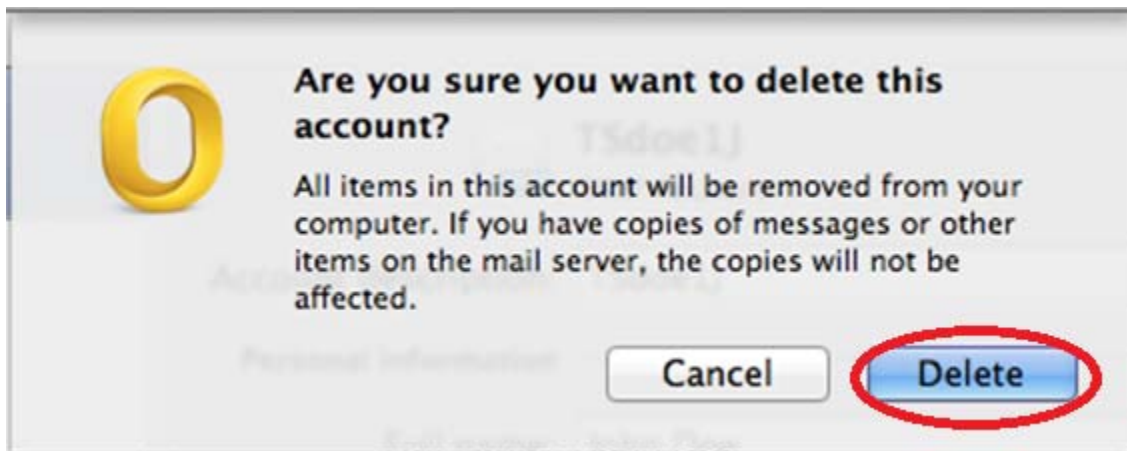
7. Click on **Accounts**



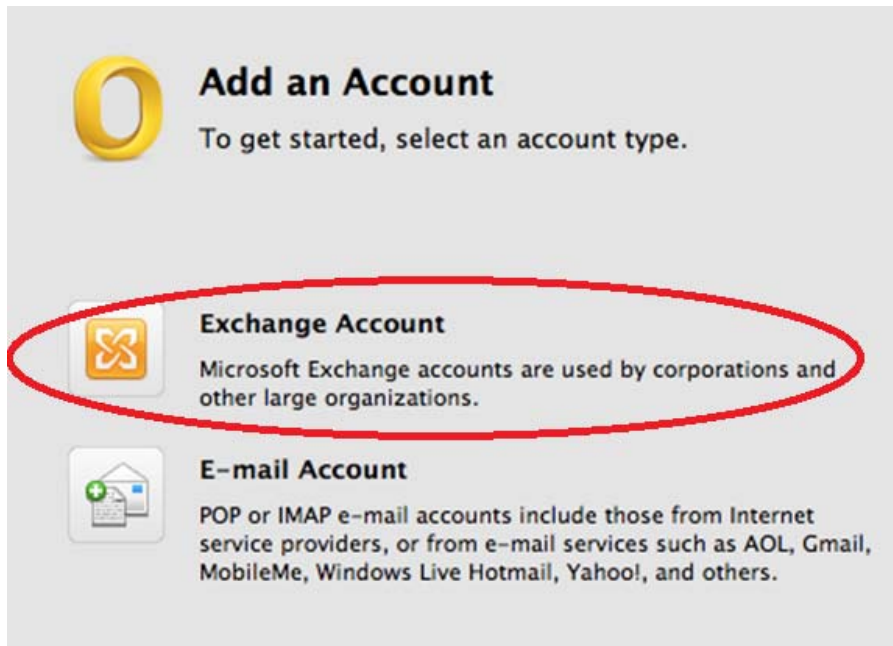
8. Click on the “-“ sign on the bottom left to remove the account



9. Click on Delete to delete the account



10. Click on **Exchange Account**

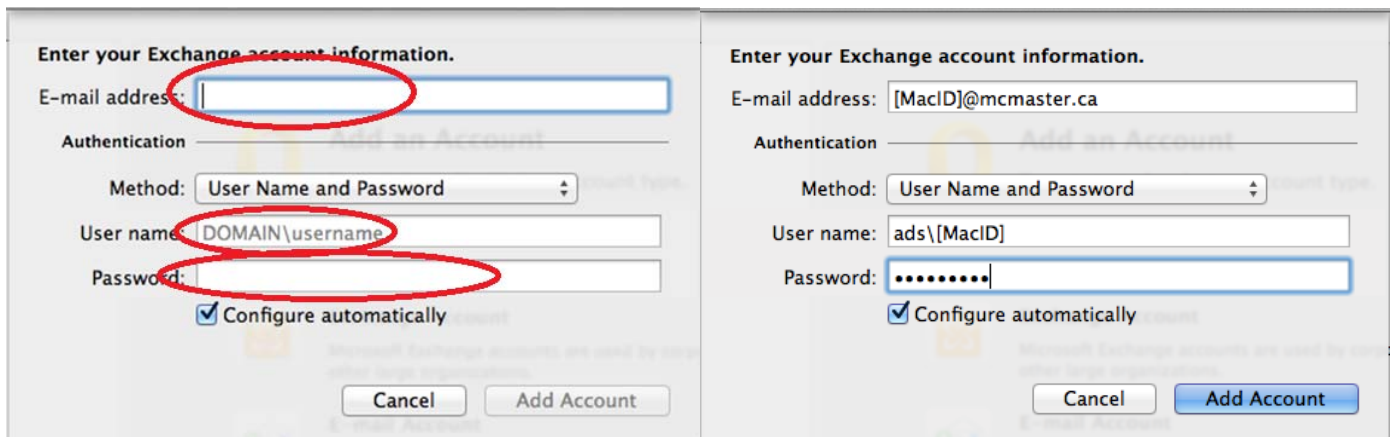


11. Enter your [macid@mcmaster.ca](mailto:macid@mcmaster.ca) at **E-mail Address**

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**



McMaster  
Exchange Account

Account description: McMaster

Personal information

Full name: John Doe

E-mail address: [MacID]@mcmaster.ca

Authentication

Method: User Name and Password

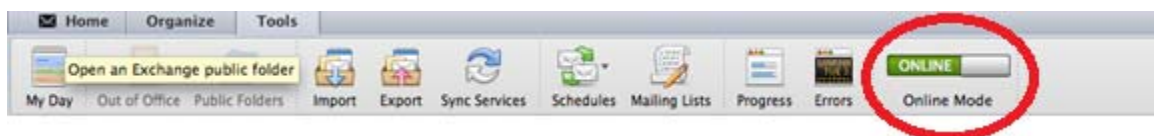
User name: ads\[MacID]

Password: .....

16. **Close** the window



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



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