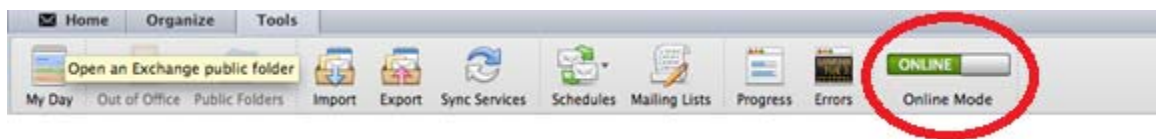


User Guide: Reconfigure Outlook 2011 (With Local Back-up)

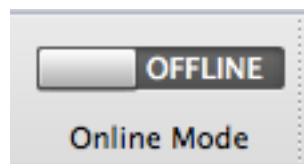
1. Launch **Outlook**



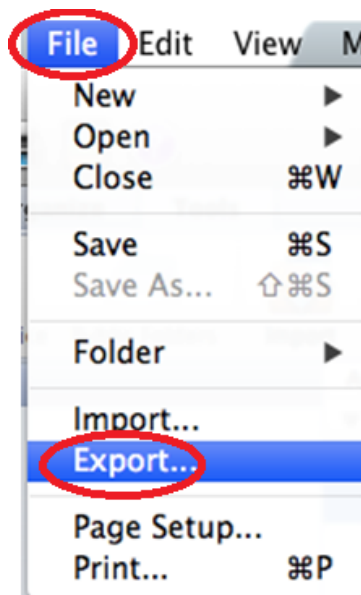
2. Under the **Tools** ribbon, click on the **Online Mode** slider Bar



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



4. Click on **File** and then on **Export...**



5. In **Export** ensure that ALL items are selected and then click on the **Right Arrow**

Export

What do you want to export?

Contacts to a list (tab-delimited text)

Outlook for Mac Data File (.olm)

Items that are in the category:

Items of the following types:

Mail Contacts Calendar

Tasks Notes

To continue, click the right arrow.

6. Ensure that **No, do not delete items** are selected and click on the **right arrow**

Delete After Exporting?

Do you want to delete items from Outlook after they are exported?

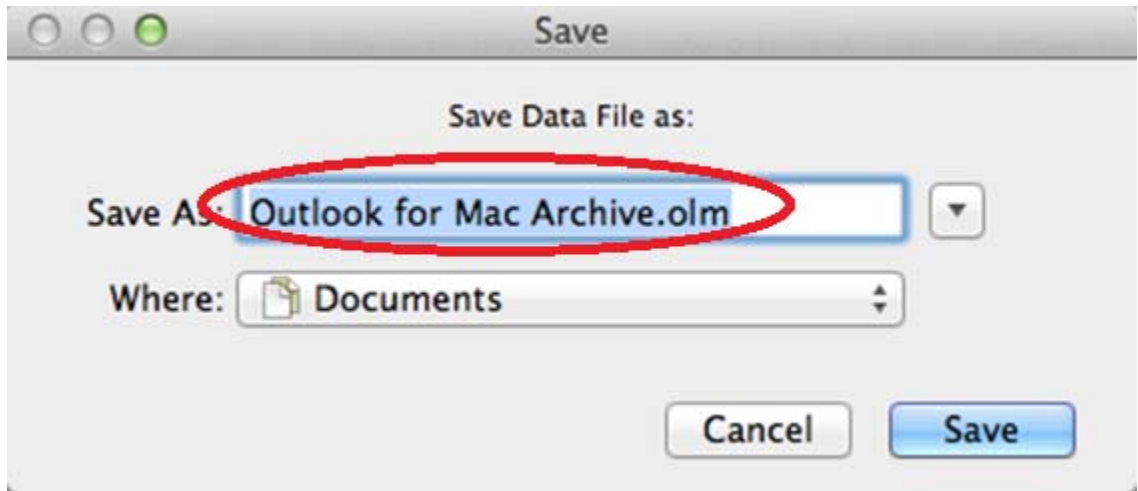
No, do not delete items

Yes, delete items after they are exported

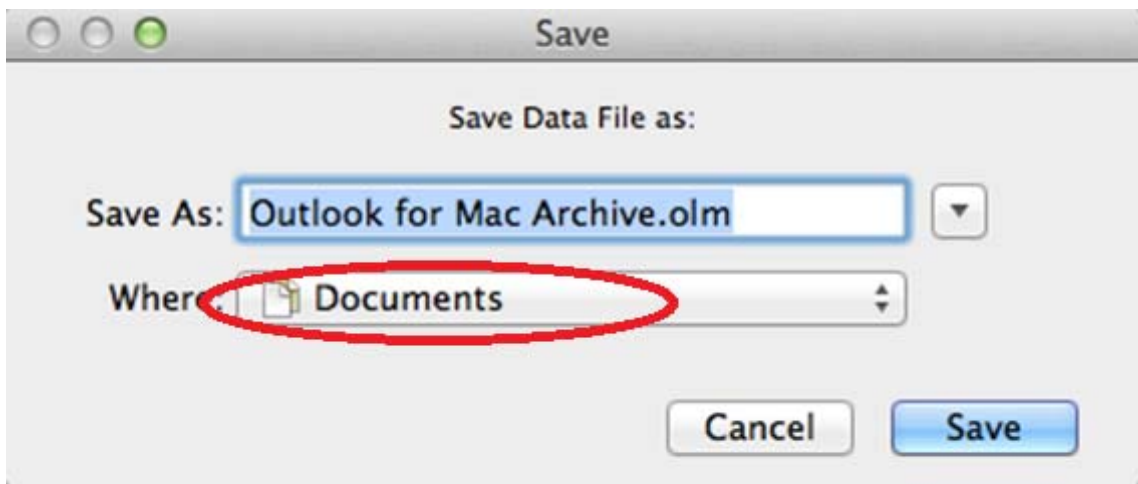
If exporting a category, do not delete items also belonging to another category

To continue, click the right arrow.

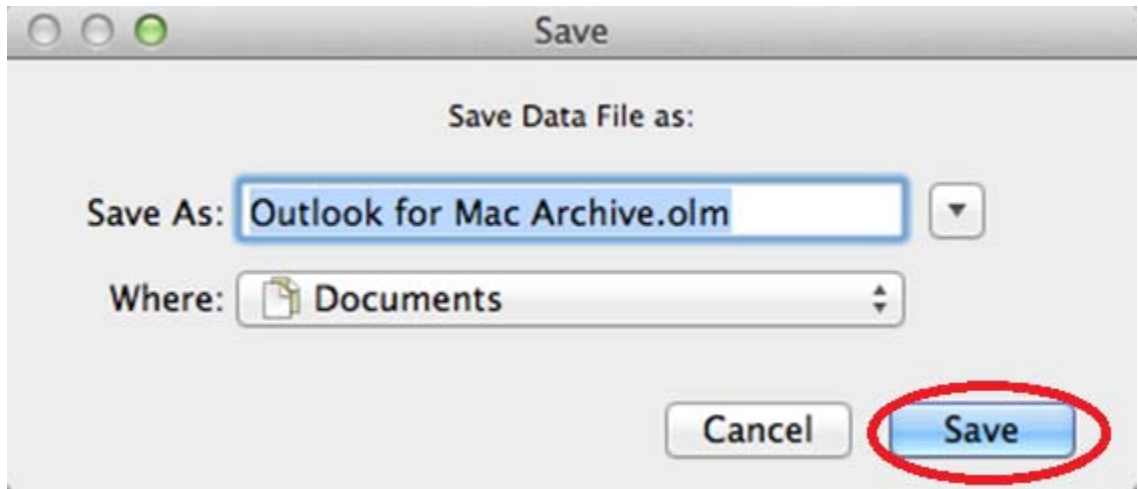
7. Give the backup a Name that is UNIQUE in the **Save As** box.
*Do Not leave the name as *Outlook for Mac Archive*. This might override other backups.



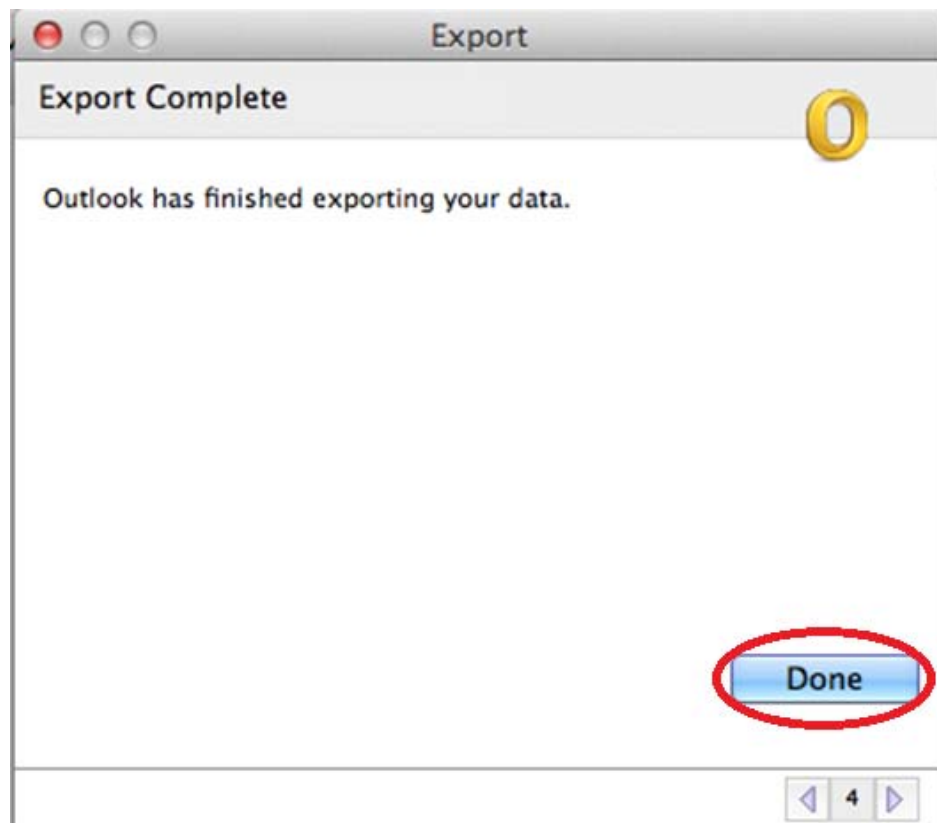
8. Select an appropriate easy to reach save location. The **Documents** is a good default location.



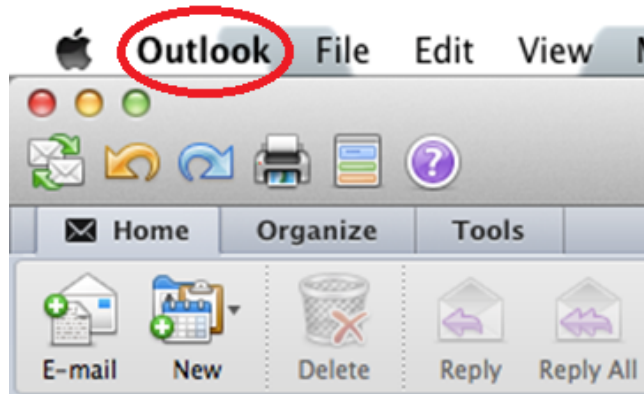
9. Click on **Save** and wait for the process to finish. This may take more than 10 minutes



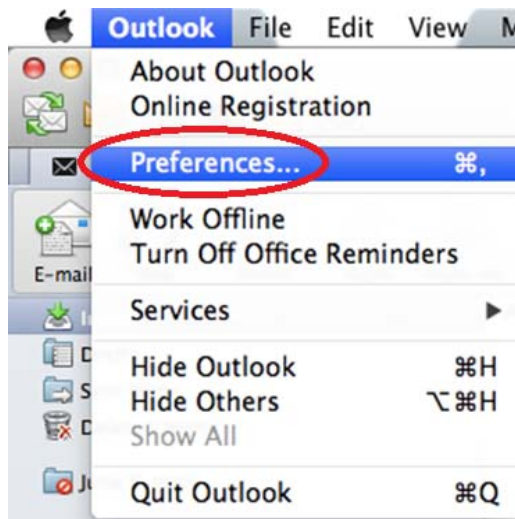
10. Once the export has been complete, click on **Done**



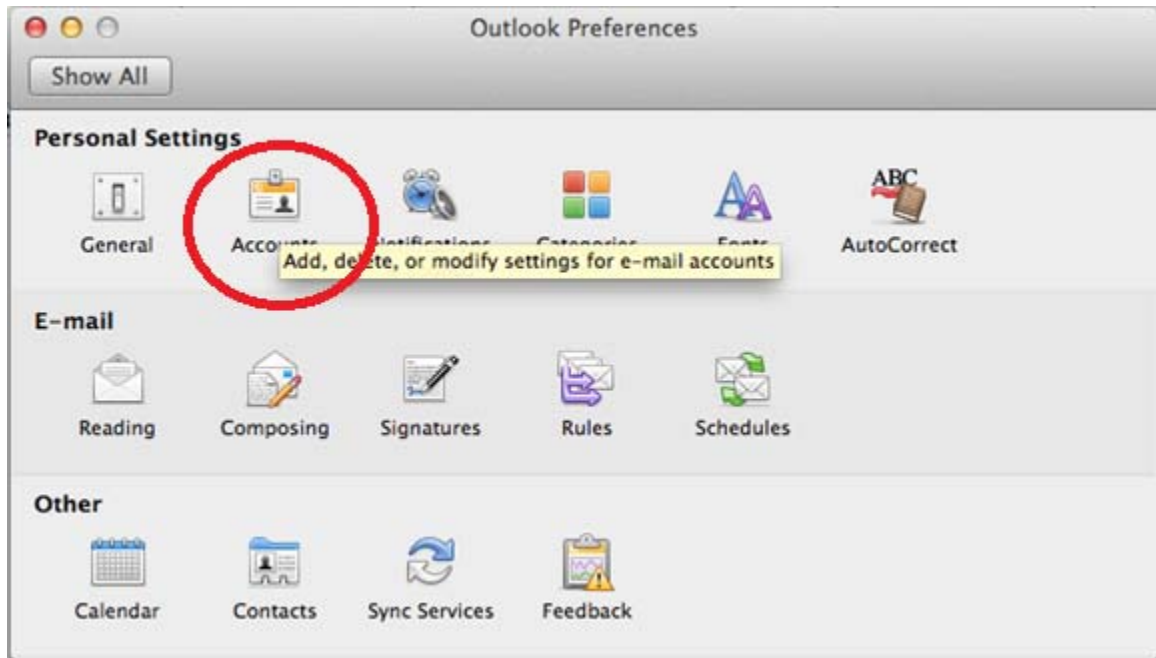
11. Click **Outlook**



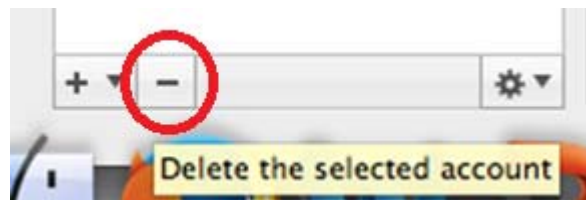
12. Click **Preferences**



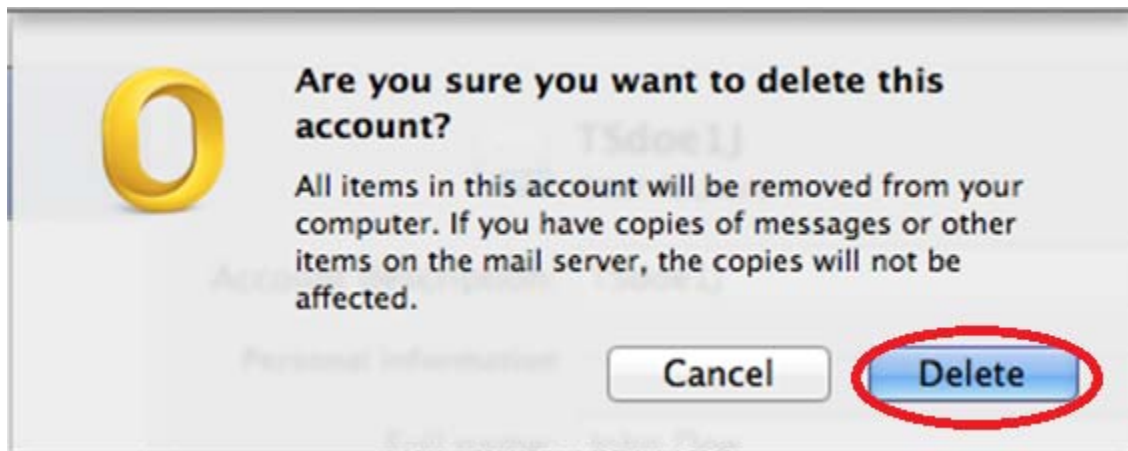
14. Click on **Accounts**



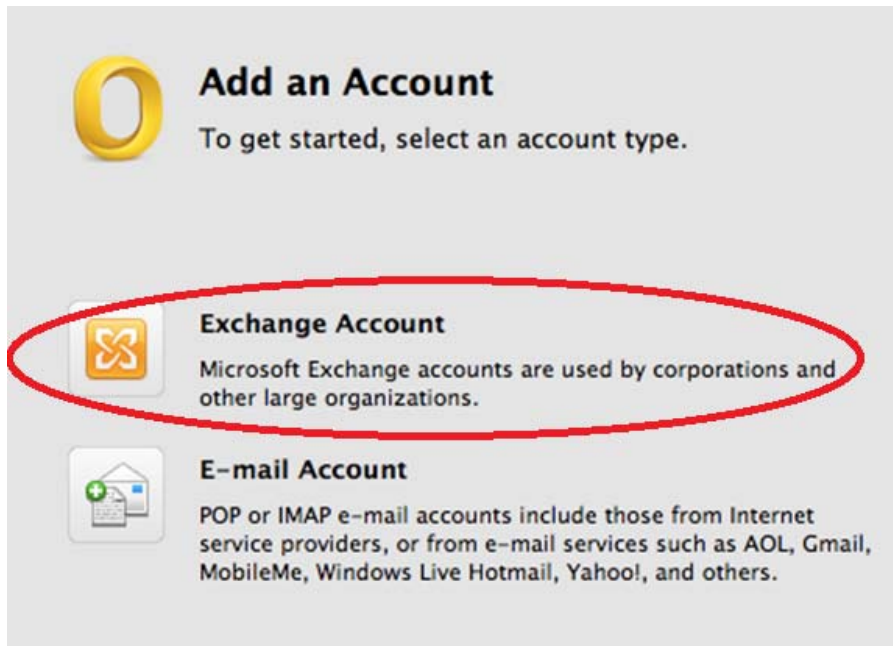
15. Click on the “-” sign on the bottom left to remove the account



16. Click on Delete to delete the account



17. Click on **Exchange Account**

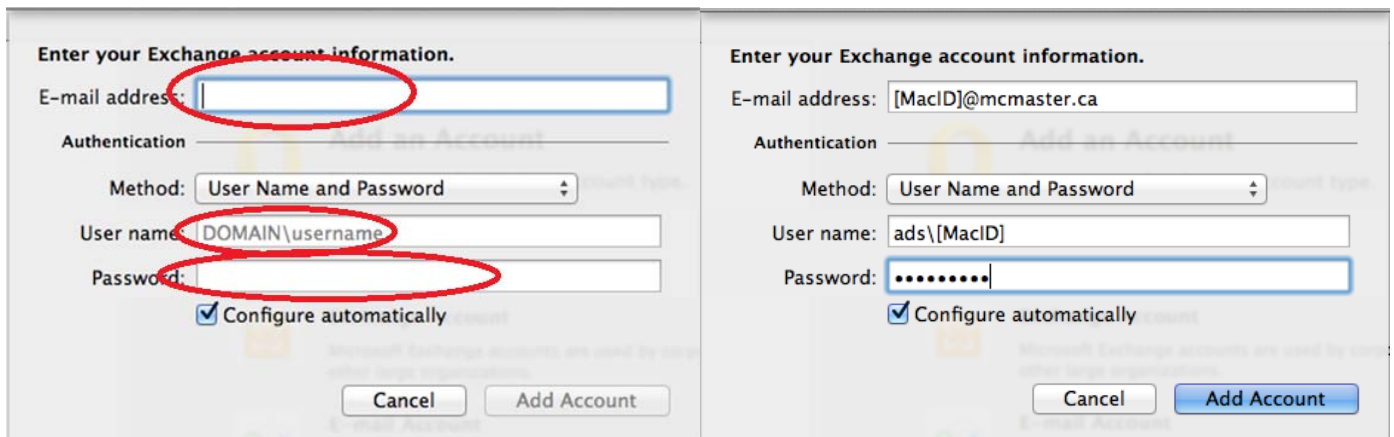


18. Enter your macid@mcmaster.ca at **E-mail Address**

19. Enter **ADS\MacID** at **User Name:**

20. Enter your **MacID Password** at password

21. Click on **Add Account**



22. Give the Account a **Description** and enter your **Full Name**



McMaster
Exchange Account

Account description:

Personal information

Full name:

E-mail address:

Authentication

Method:

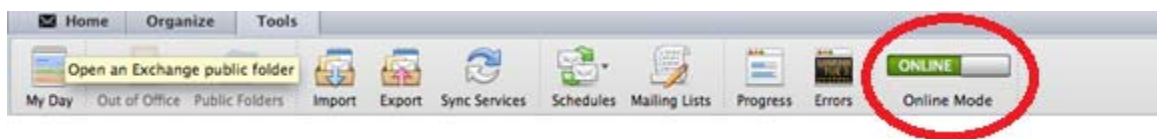
User name:

Password:

23. **Close** the window



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



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