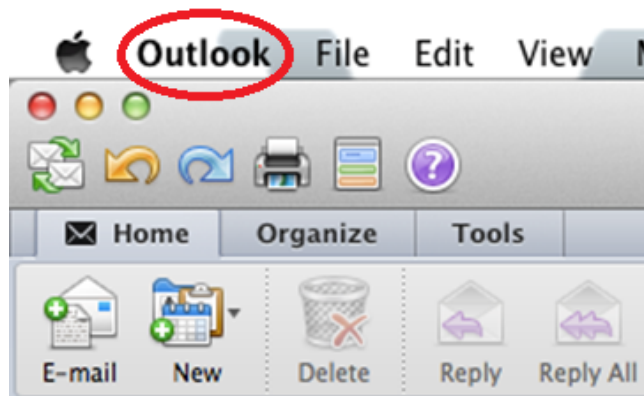


User Guide: Setting Up Outlook 2011

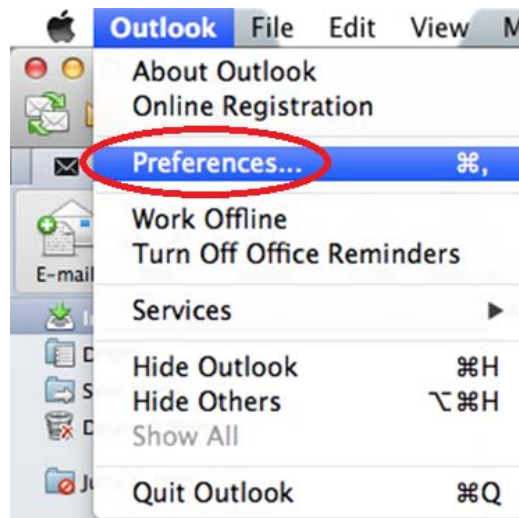
1. Launch **Outlook**



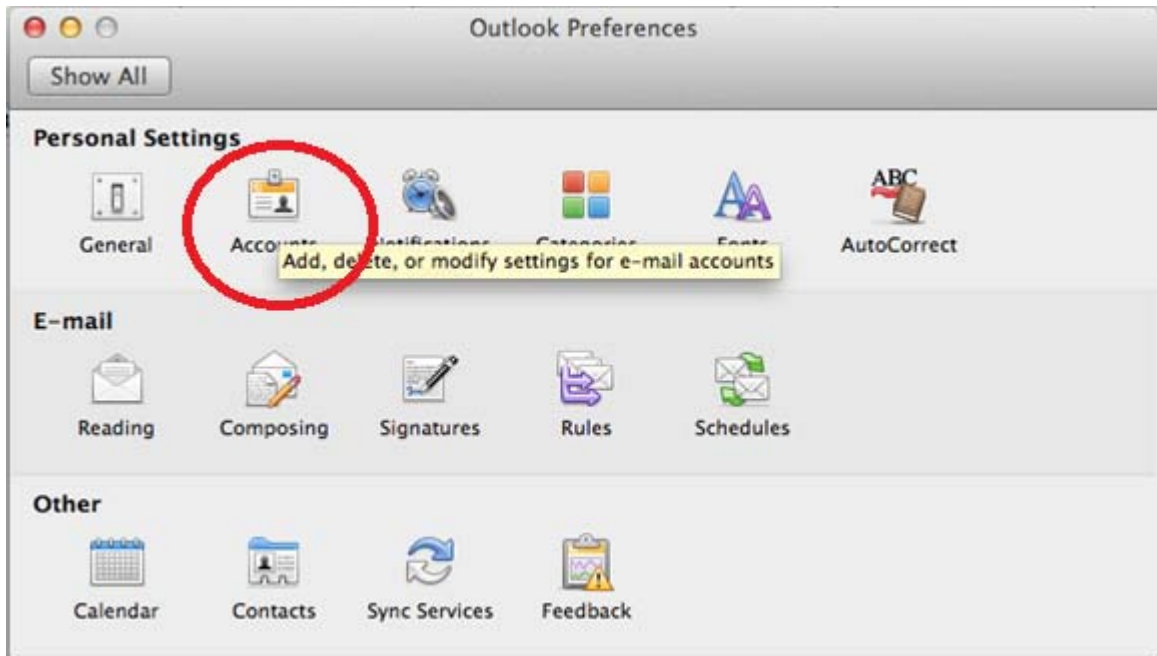
2. Click **Outlook**



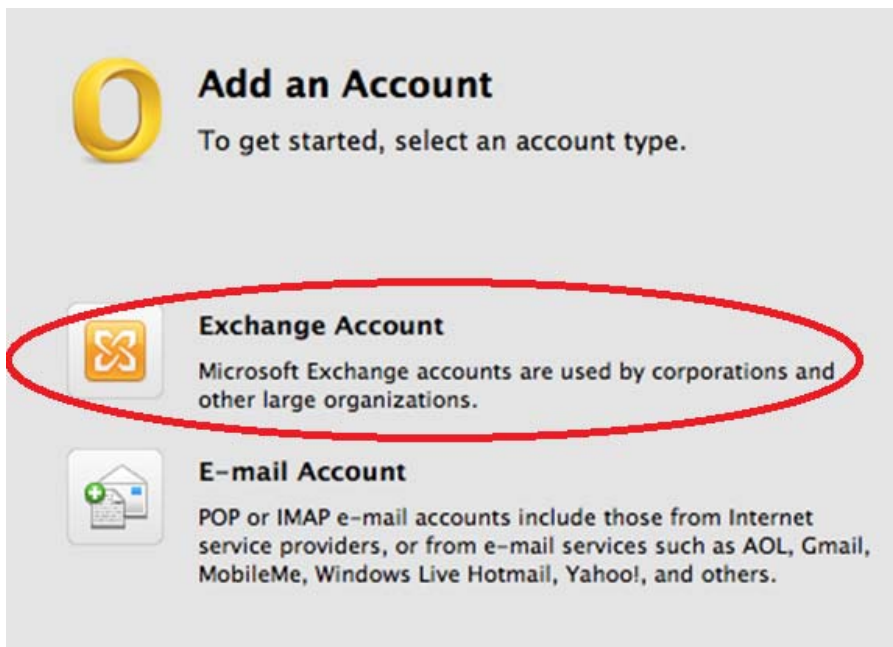
4. Click **Preferences**



5. Click on Accounts



6. Click on **Exchange Account**



7. Enter your macid@mcmaster.ca at **E-mail Address**
8. Enter **ADS\MacID** at **User Name**
9. Enter your **MAC ID password** at **Password**
10. Click on **Add Account**

The image shows two side-by-side screenshots of the 'Enter your Exchange account information' dialog box. The left screenshot shows the initial state with empty fields for E-mail address, User name, and Password, and a dropdown menu set to 'User Name and Password'. The right screenshot shows the fields filled with '[MacID]@mcmaster.ca', 'ads\[MacID]', and a masked password, with the 'Add Account' button highlighted in blue.

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

The image shows a screenshot of the 'McMaster Exchange Account' configuration window. The 'Account description' field contains 'McMaster' and the 'Full name' field contains 'John Doe'. Both fields are circled in red. Other fields include 'E-mail address' with '[MacID]@mcmaster.ca', 'Method' set to 'User Name and Password', and 'User name' set to 'ads\[MacID]'. The 'Password' field is masked with dots.

12. The account should be successful set up. Confirm with the Green Status



13. **Close** the window

