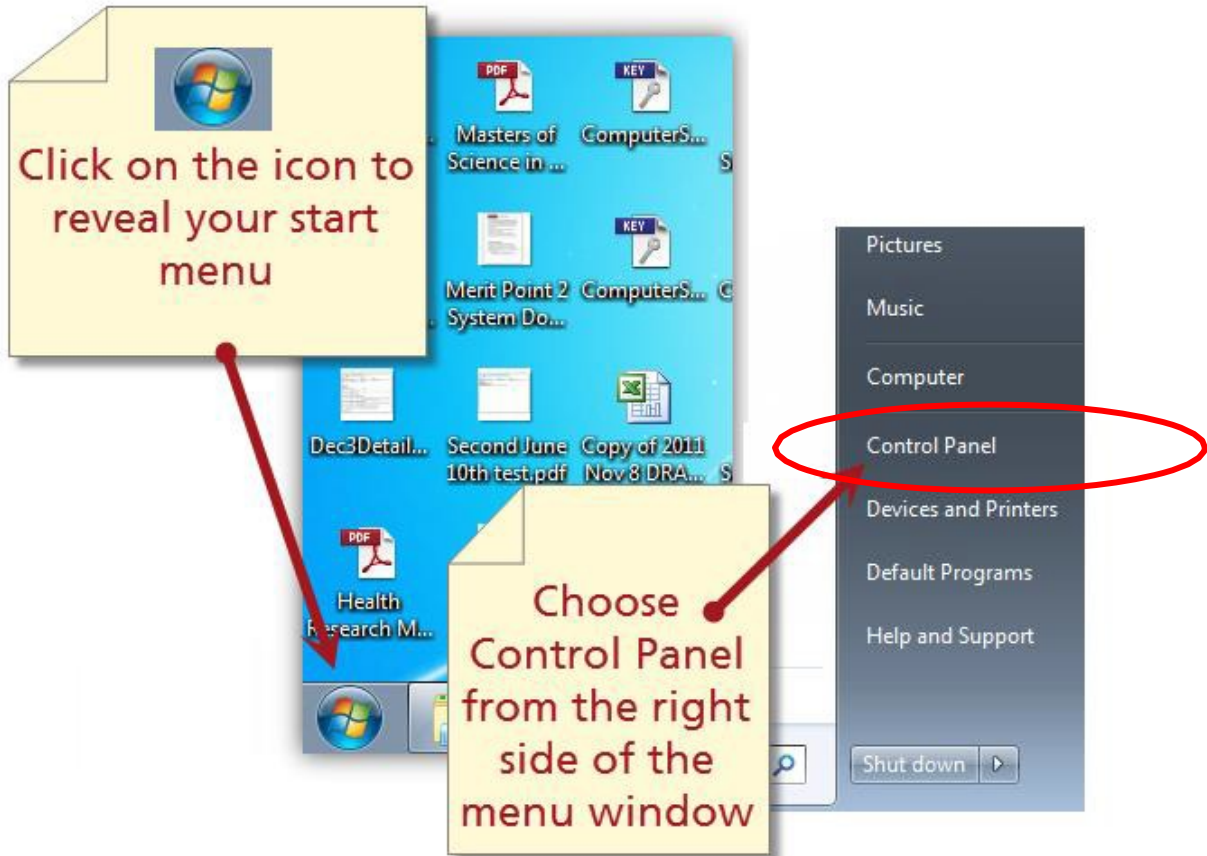
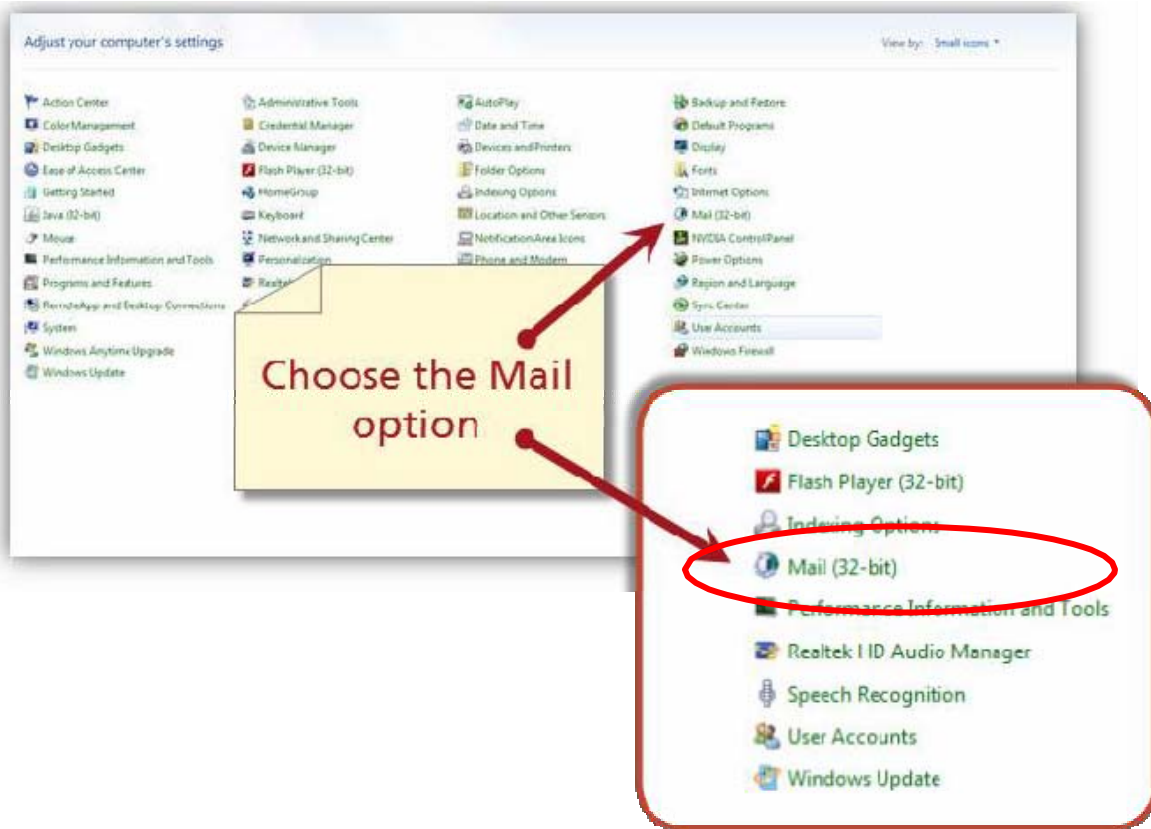


## MacMail – Setting Up Outlook Manually

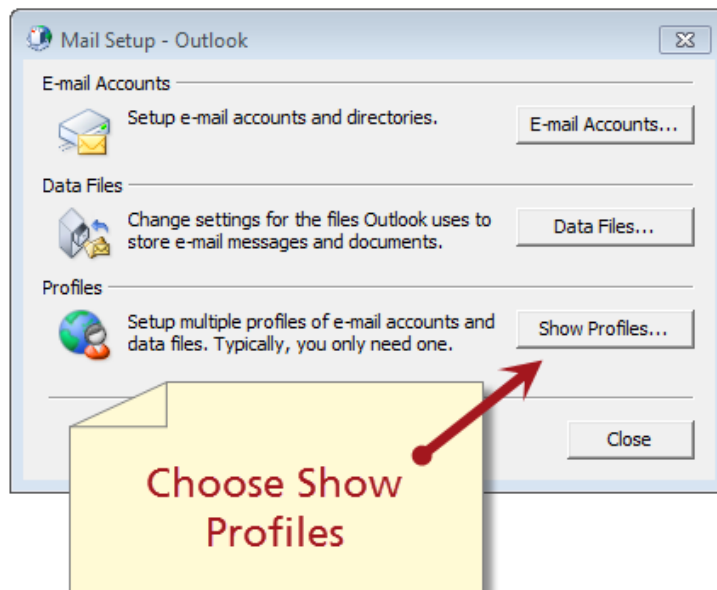
1. Click the **Windows icon** to bring up the Menu. Click **Control Panel**.



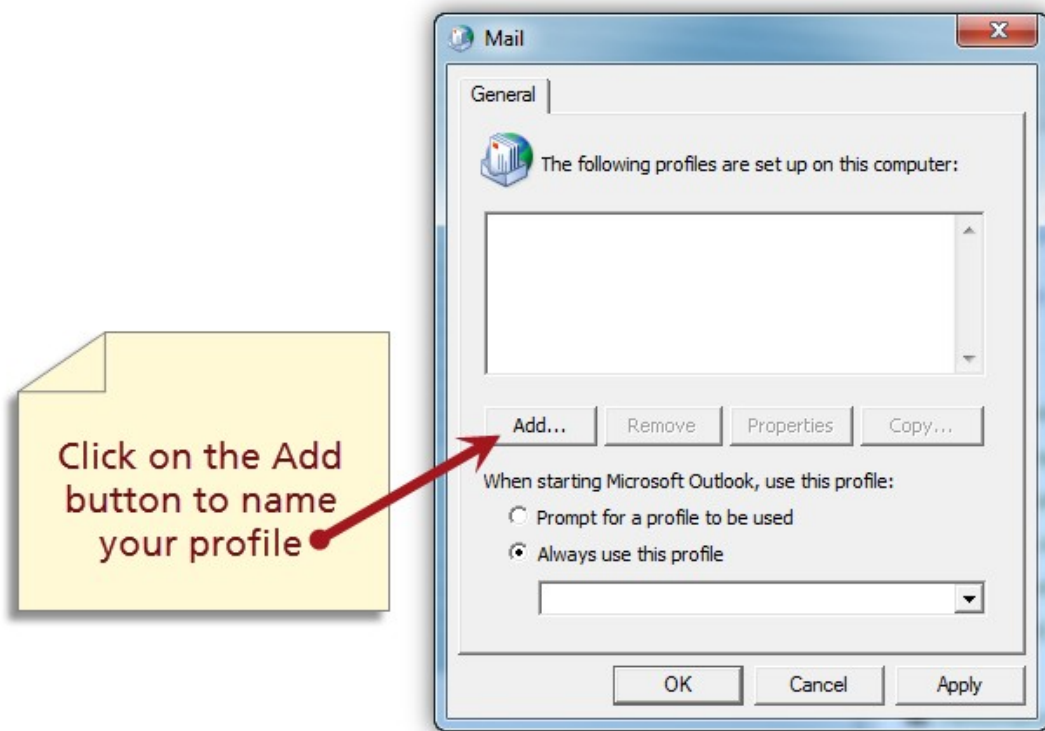
2. Click **Mail (32-bit)**.



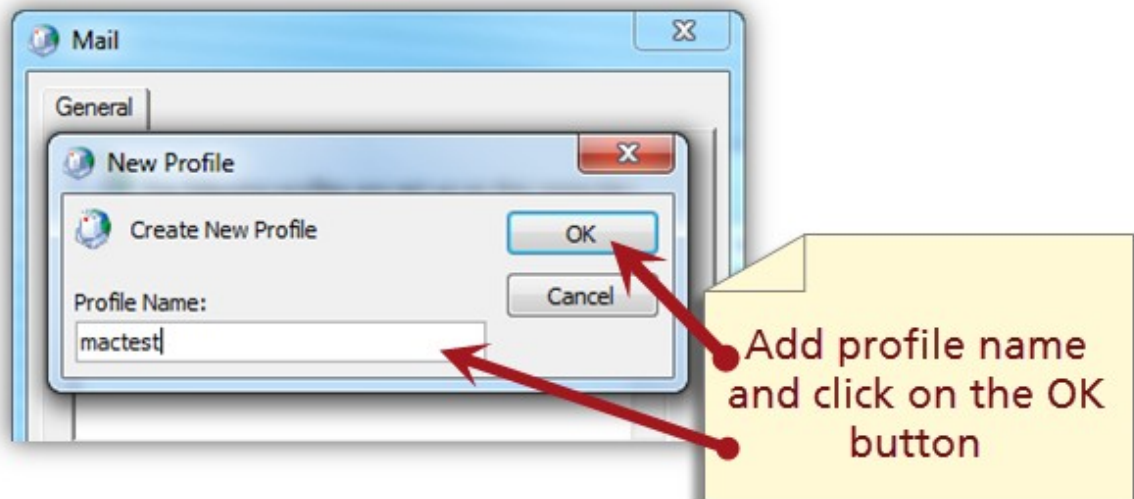
3. Click **Show Profile**.

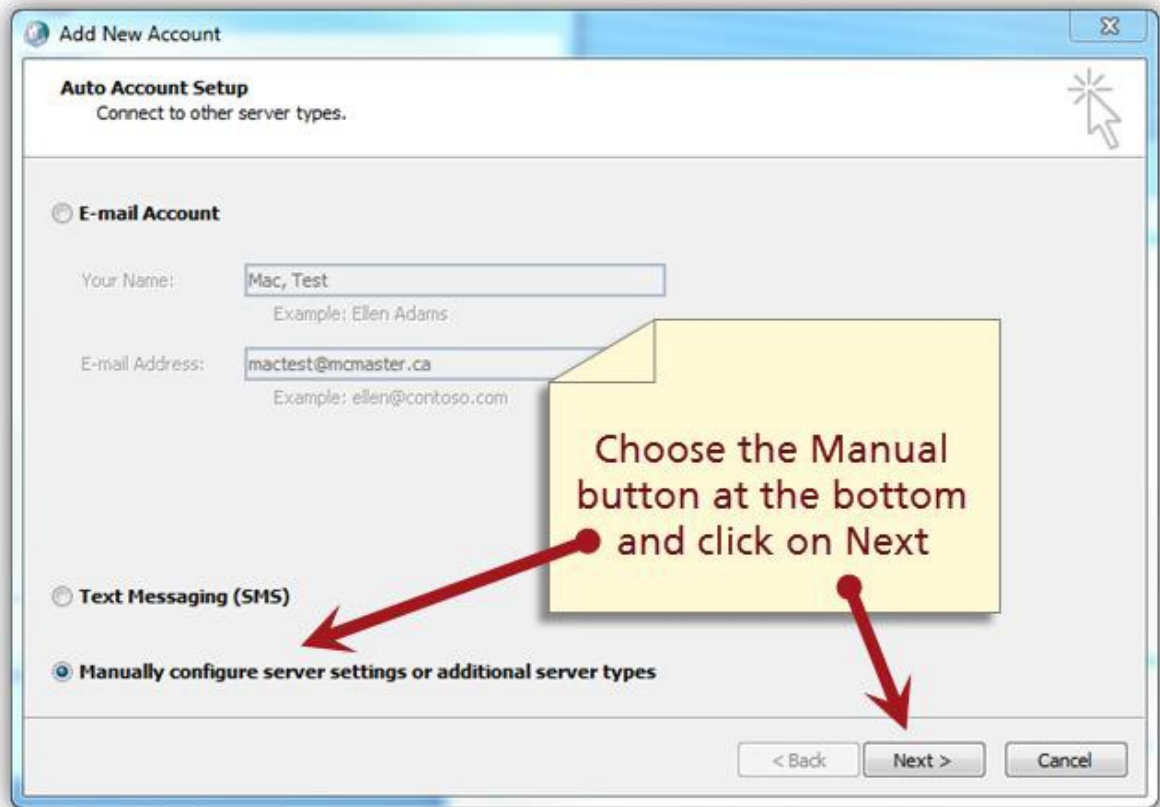


4. Click **Add**.

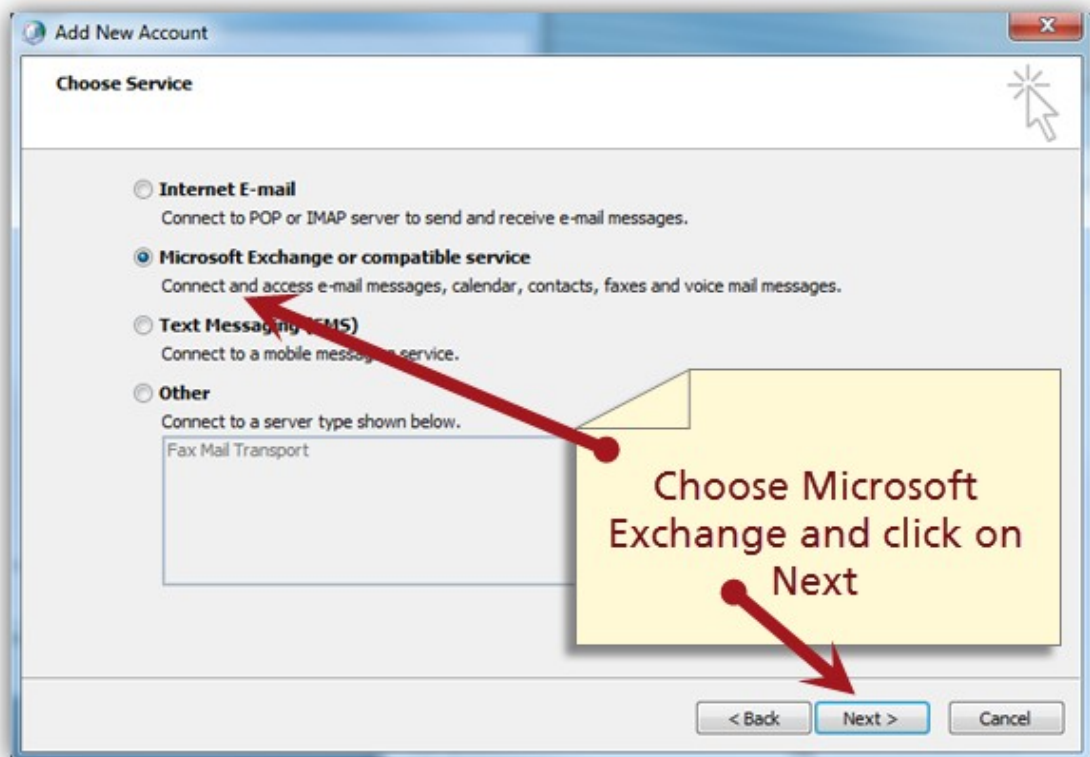


Create your new profile by adding the name in the field and clicking **OK**.

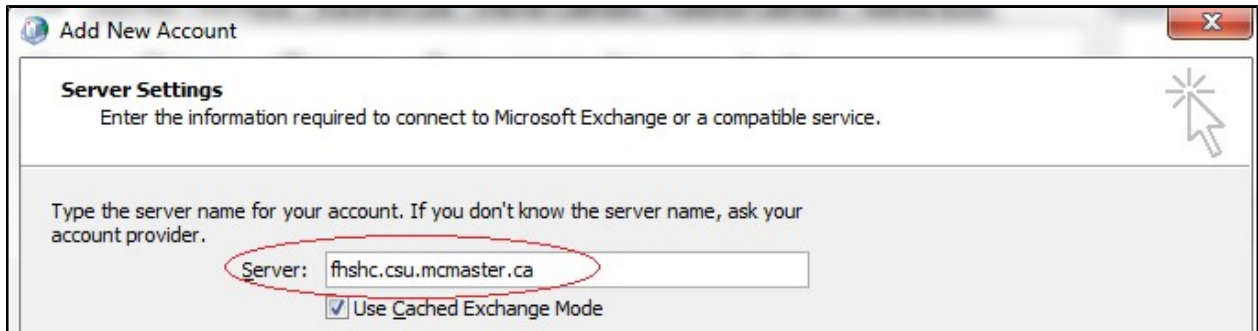




6. Click **Microsoft Exchange or compatible service**. Click **Next**.



7. At Server enter **fhshc.csu.mcmaster.ca**.



**Add New Account**

**Server Settings**  
Enter the information required to connect to Microsoft Exchange or a compatible service.

Type the server name for your account. If you don't know the server name, ask your account provider.

Server:

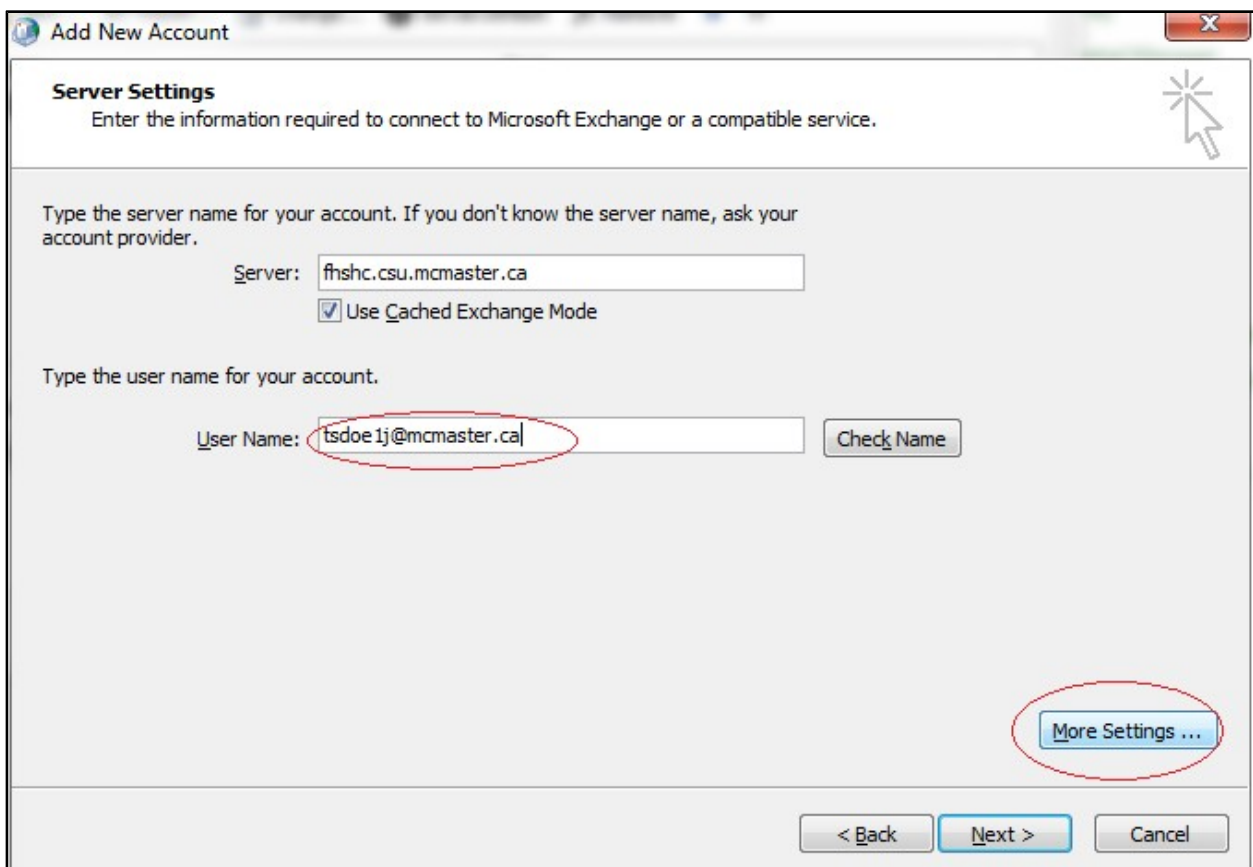
Use Cached Exchange Mode

NOTE:

Go to step 8 A if your computer is on the ADS Domain.

Go to step 8 B if your computer is **not** on the ADS Domain.

8. (A) If you logon to the ADS domain, at username enter **your macid@mcmaster.ca** and click on More Settings.



**Add New Account**

**Server Settings**  
Enter the information required to connect to Microsoft Exchange or a compatible service.

Type the server name for your account. If you don't know the server name, ask your account provider.

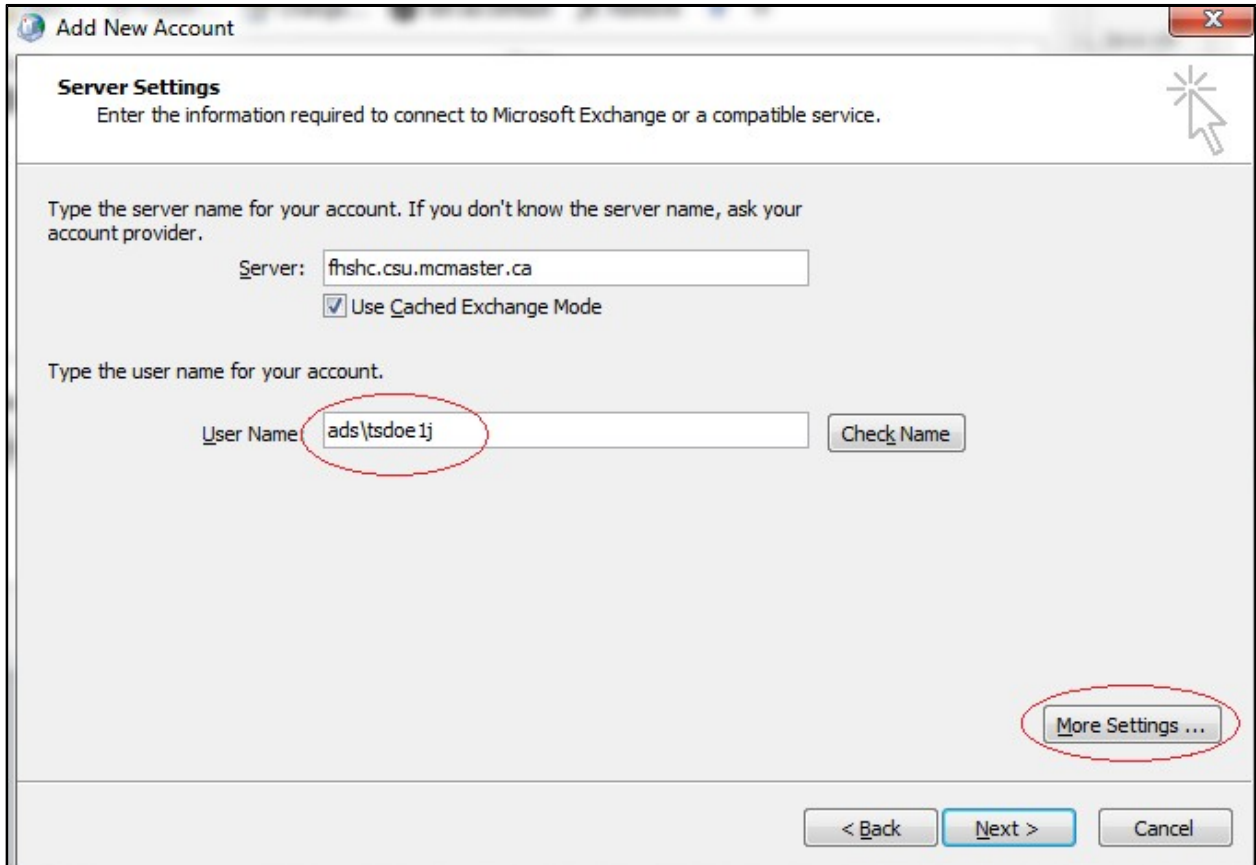
Server:

Use Cached Exchange Mode

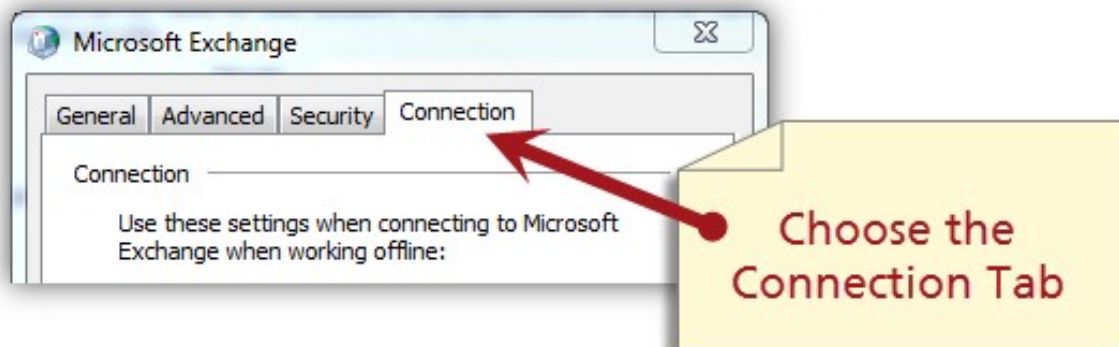
Type the user name for your account.

User Name:

8. (B) If you do not logon to the ADS Domain, at username enter **ADS\your MAC ID** and click on **More Settings**.

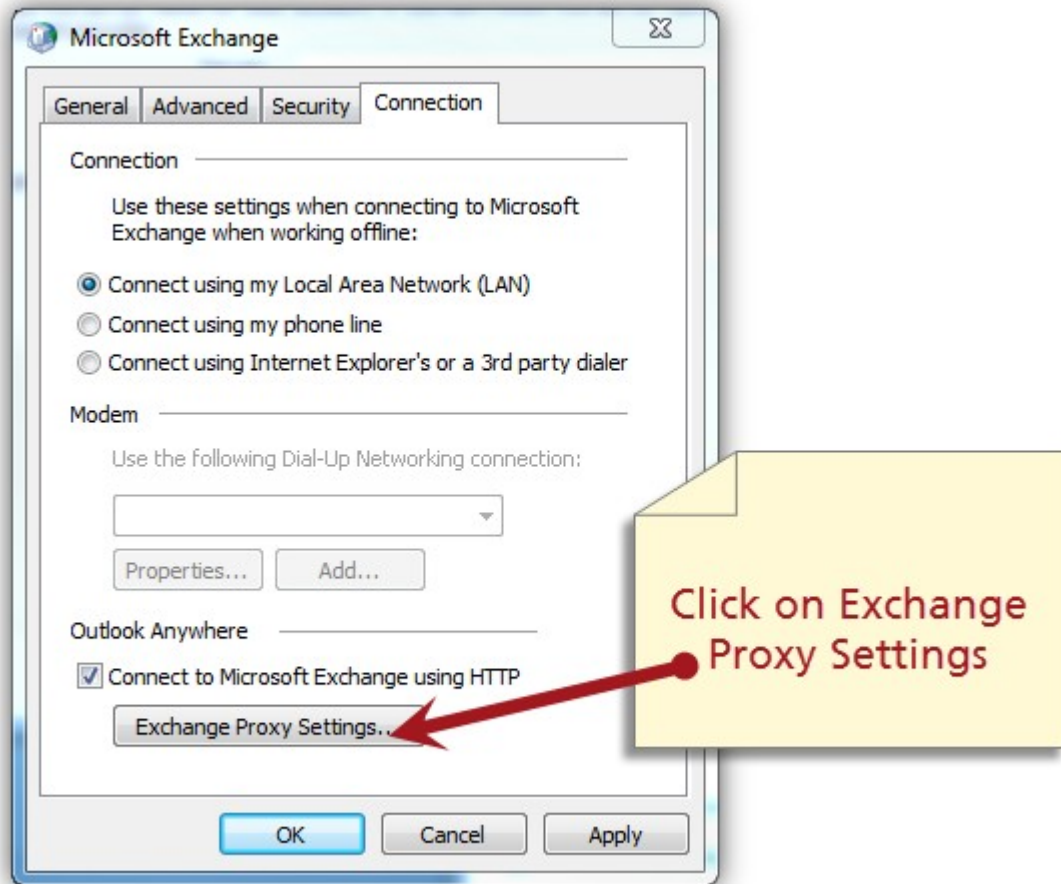


9. Click the Connection Tab.





10. Click **Exchange Proxy Settings**.



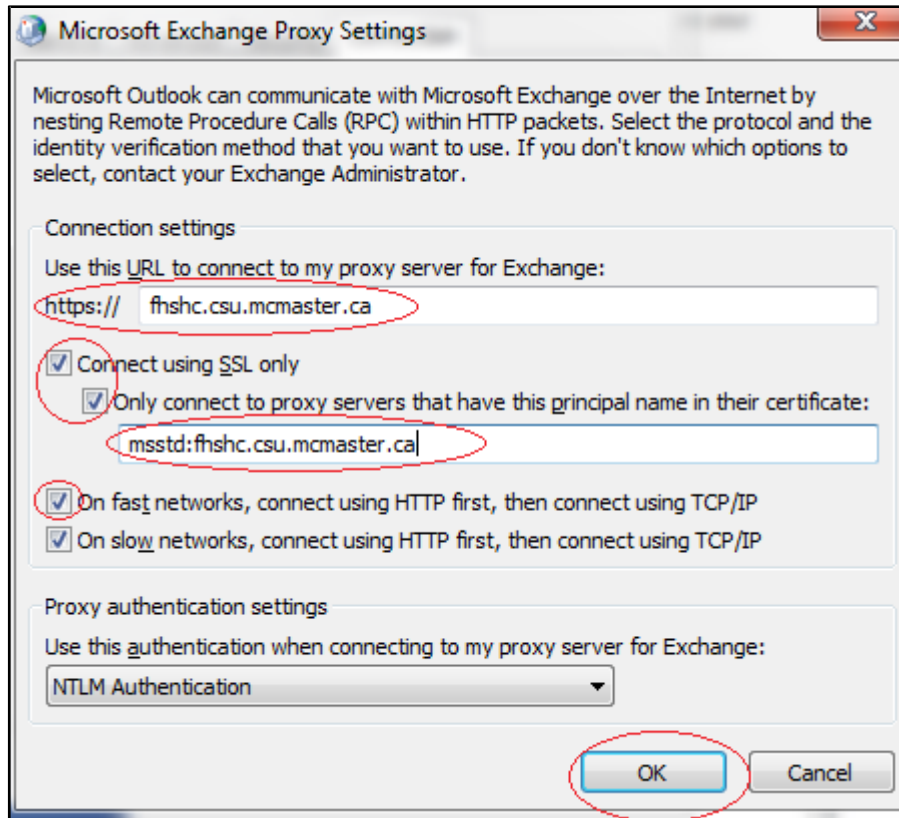
You will see a window which contains the Microsoft Exchange Proxy Settings.

11. Enter **fhshc.csu.mcmaster.ca** for the **URL to my proxy server for Exchange**.

Click the box beside **Only connect to proxy servers that have this principal name in their certificate** and enter **msstd:fhshc.csu.mcmaster.ca**.

Click the box beside **On fast networks, connect using HTTP first, then connect using TCP/IP**.

Click on **OK**.



Click **OK**



12. Click **Finish**.

