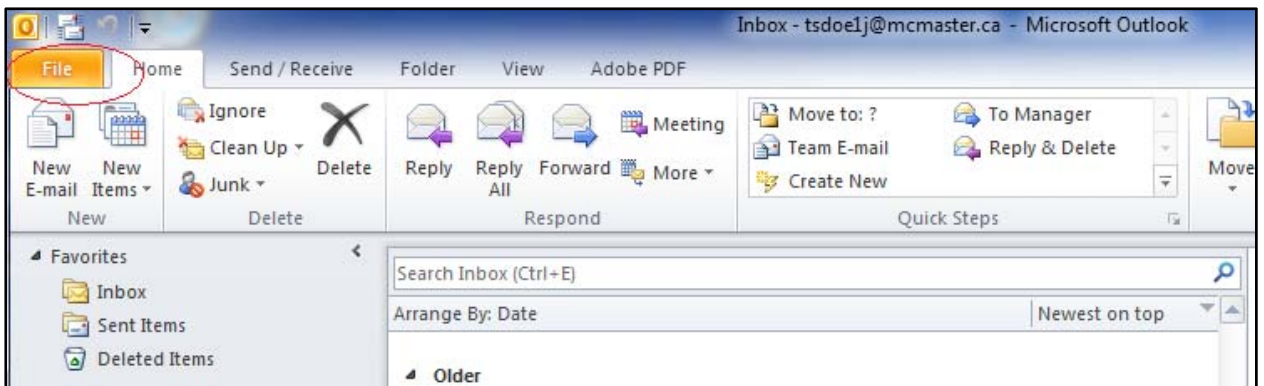
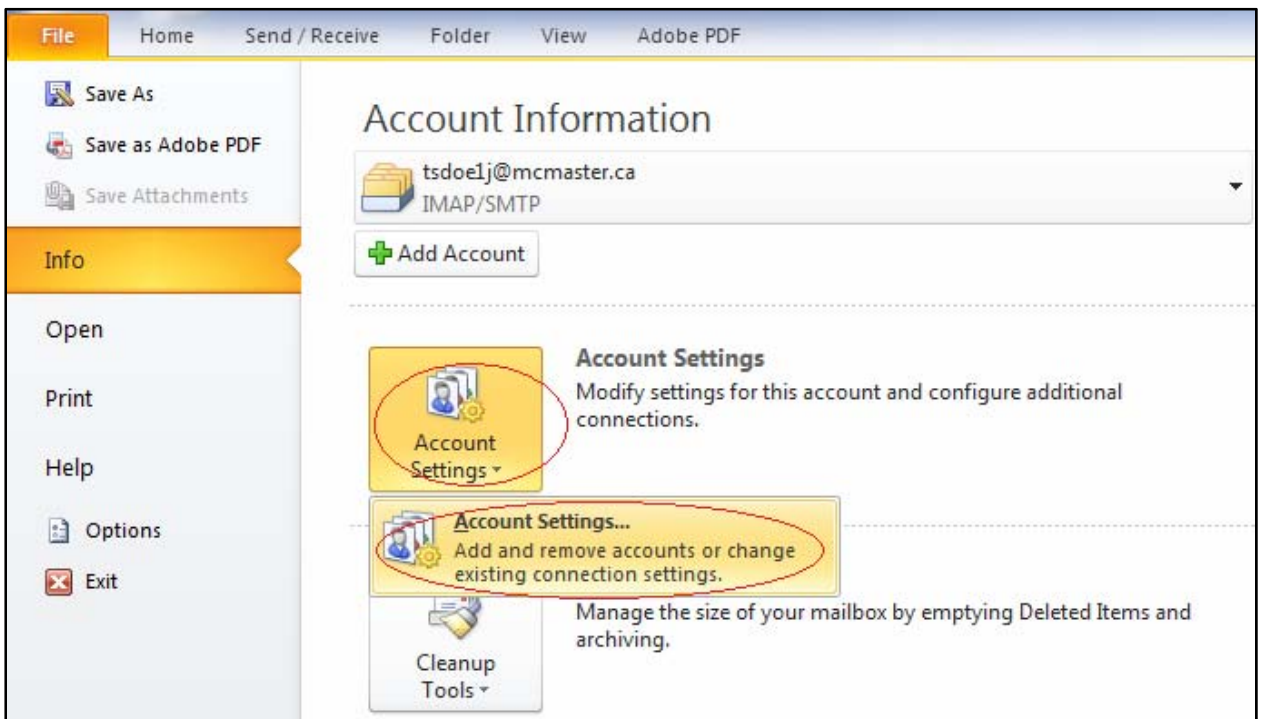


User Guide: Reconfigure Outlook for Exchange (Existing Outlook User)

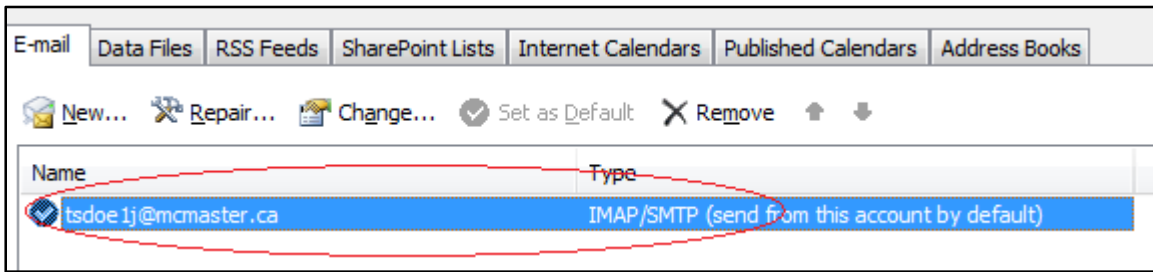
1. First, export your Outlook data to back up your Contacts, Notes, Calendar, Tasks and Journals. See help documentation “Export Outlook Contacts, Tasks, Journal, Notes and Calendar”. This step saves your data for later use, if needed.
2. Login to your Microsoft Outlook. Click on **File** in the Menu bar. (If you don't have passwords saved in Outlook, skip to step 11)



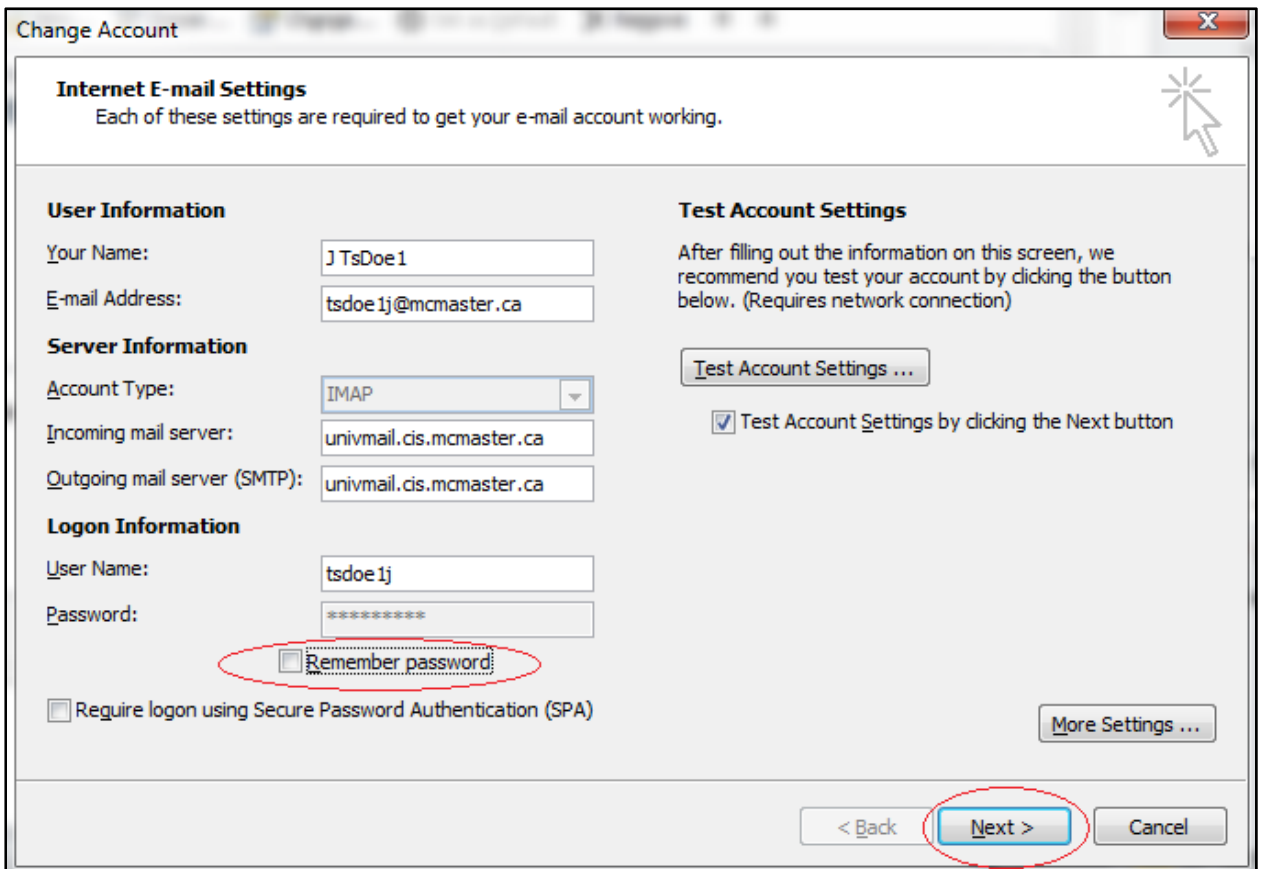
3. Click on **Account Settings** and click on **Account Settings... Add and remove accounts or change existing connection settings**.



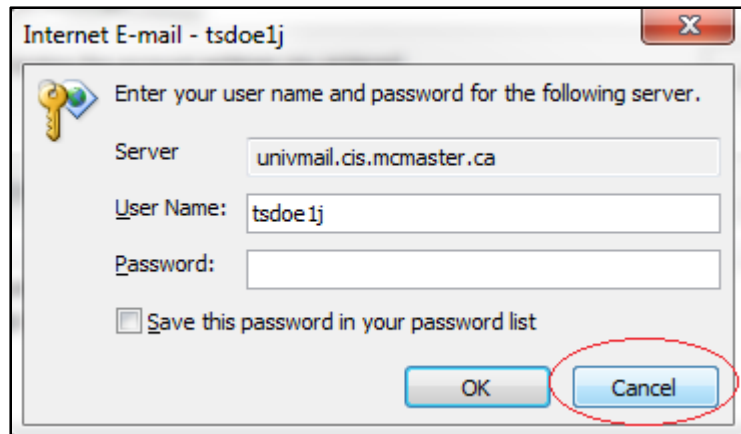
4. Double click on your old UnivMail account IMAP/SMTP setting.



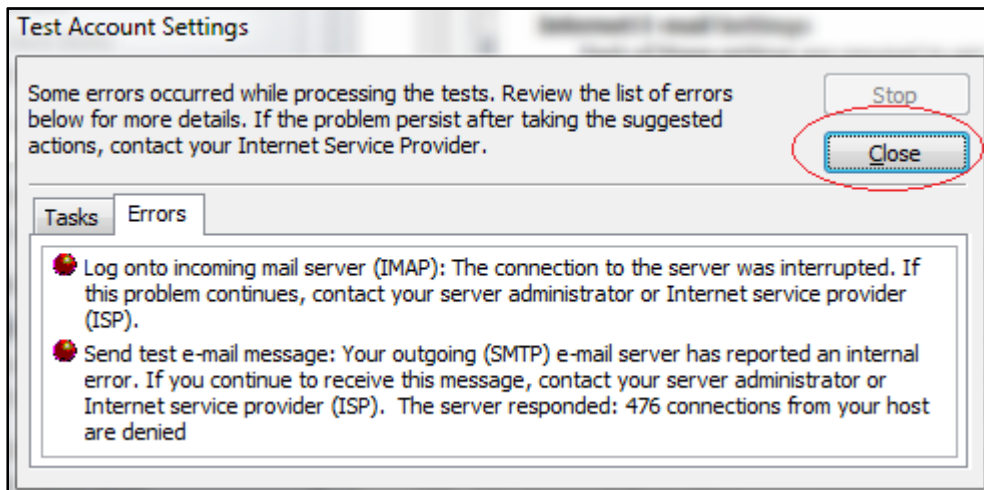
5. Remove the password and the check beside **Remember password**.



6. If prompted for a password, click on **Cancel**.



7. Click on **Close**.



8. Click on **Cancel**.

Change Account

Internet E-mail Settings

Each of these settings are required to get your e-mail account working.

User Information

Your Name: J TsDoe1

E-mail Address: tsdoe1j@mcmaster.ca

Server Information

Account Type: IMAP

Incoming mail server: univmail.cis.mcmaster.ca

Outgoing mail server (SMTP): univmail.cis.mcmaster.ca

Logon Information

User Name: tsdoe1j

Password: *****

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

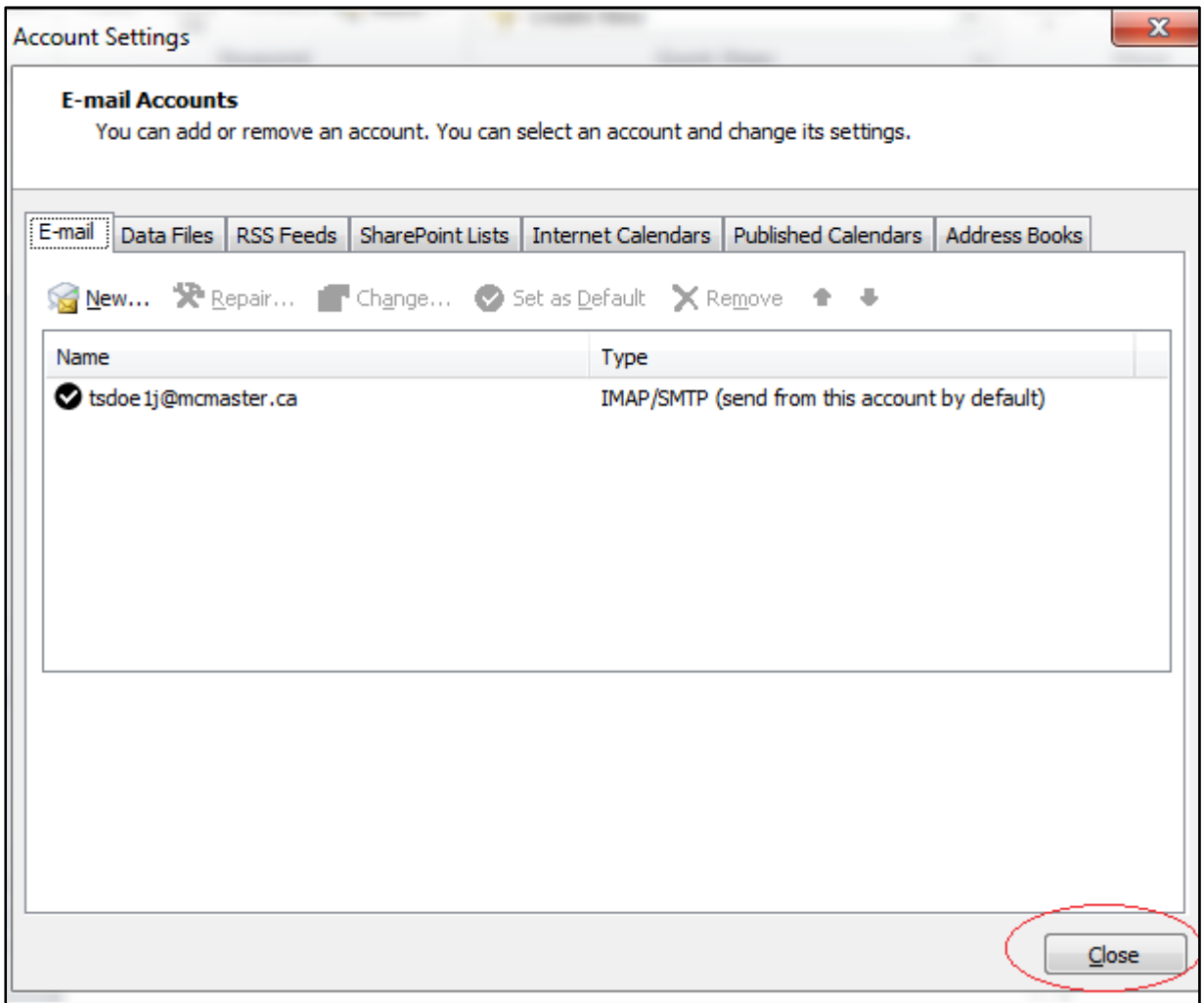
Test Account Settings ...

Test Account Settings by clicking the Next button

More Settings ...

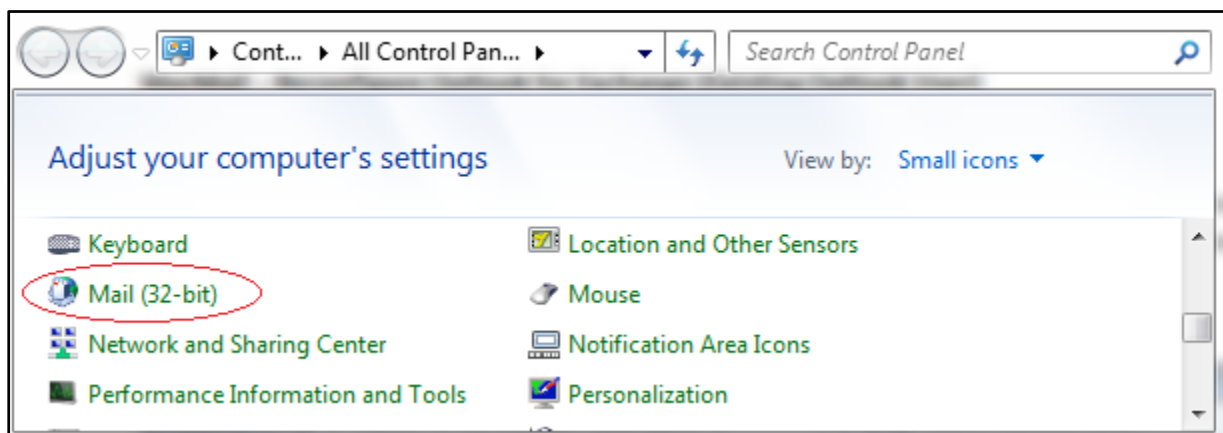
< Back Next > Cancel

9. Click on **Close**.

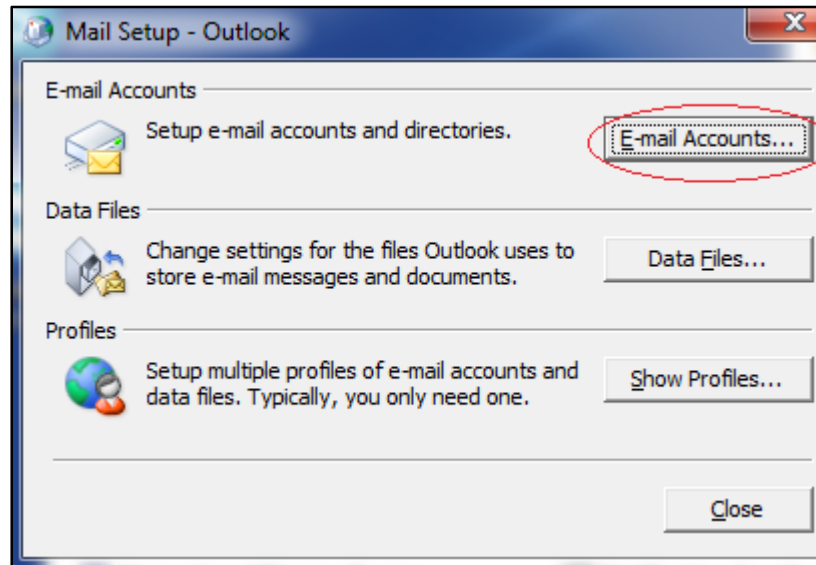


10. Close Outlook.

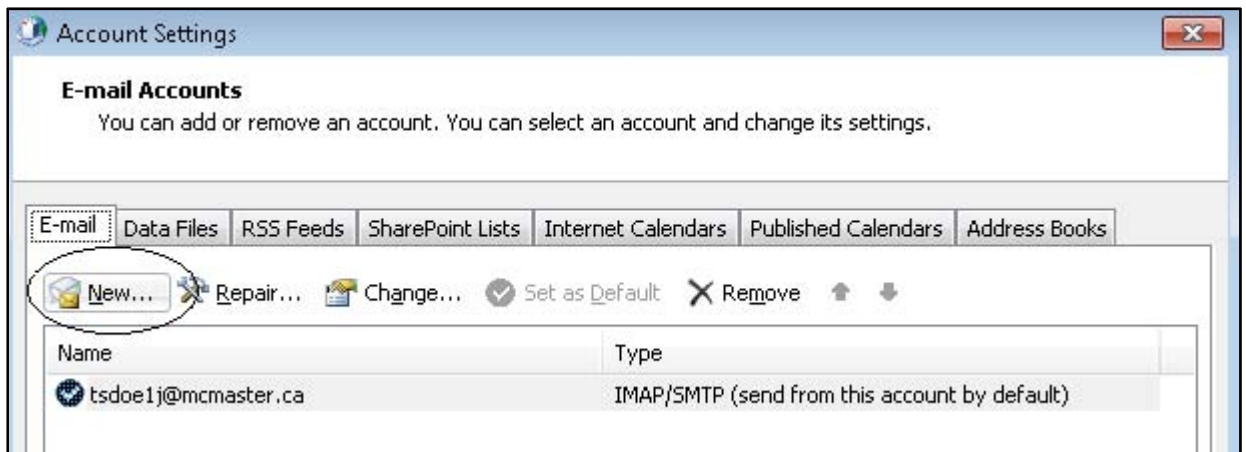
11. Go to the **Control Panel** and select **Mail (32-bit)**.



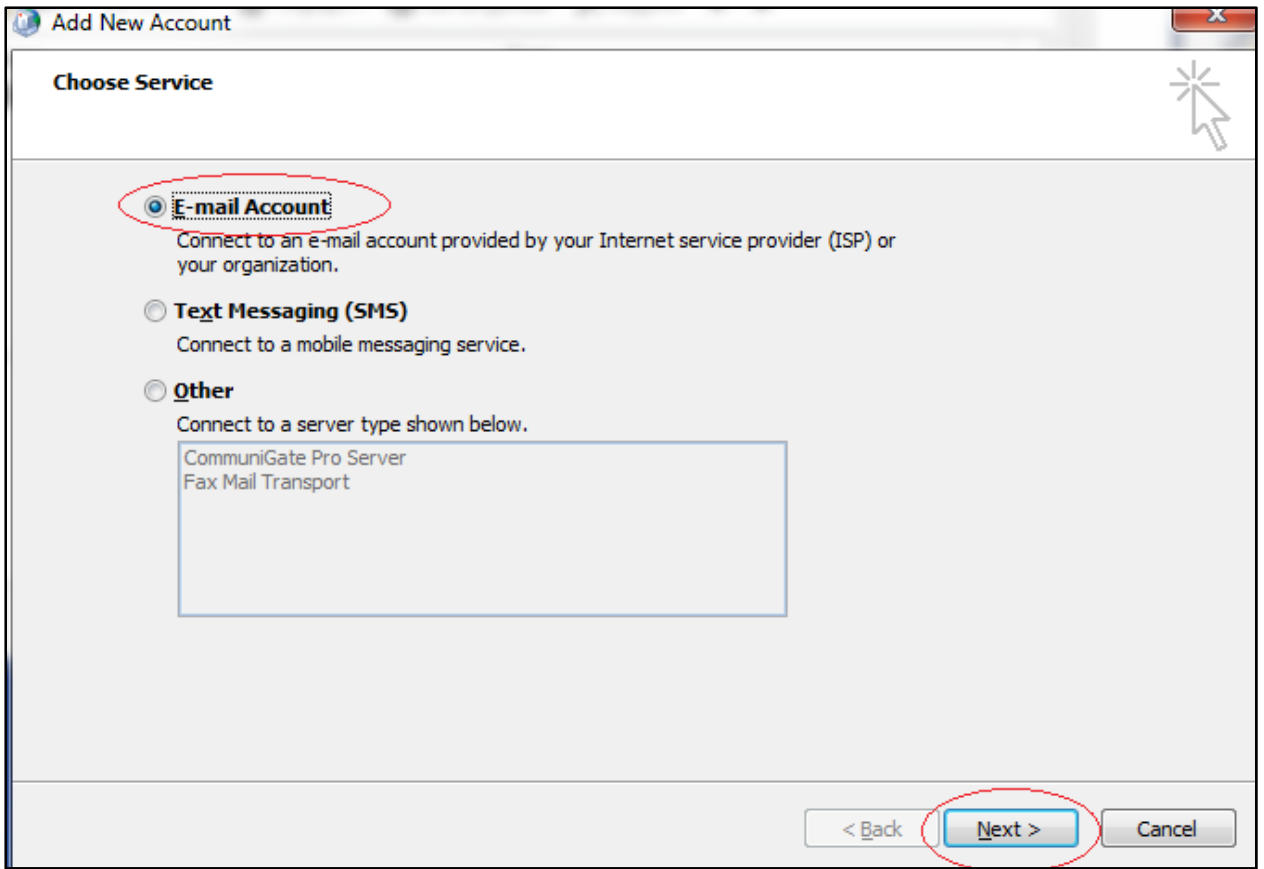
12. Click on **E-mail Accounts**.



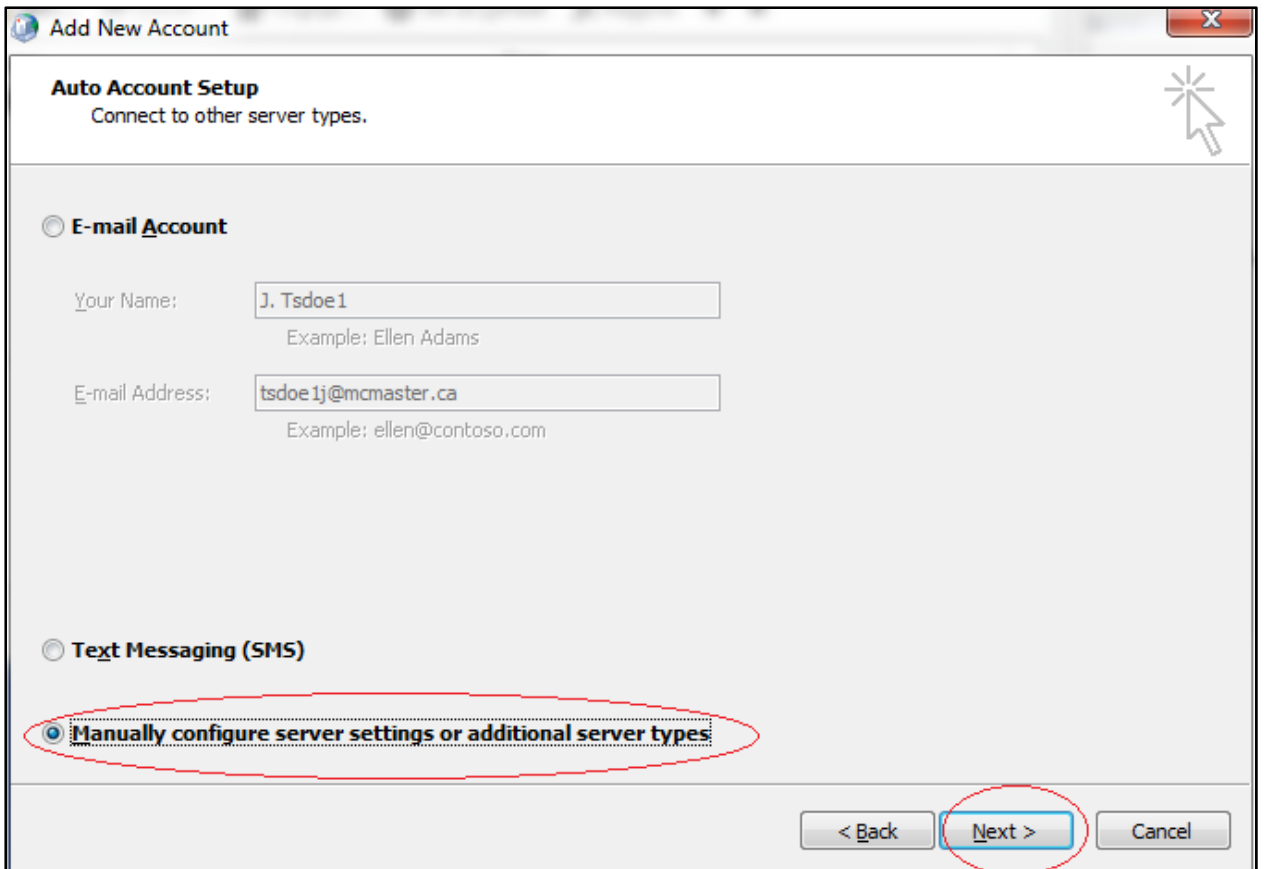
13. Click on **New**.



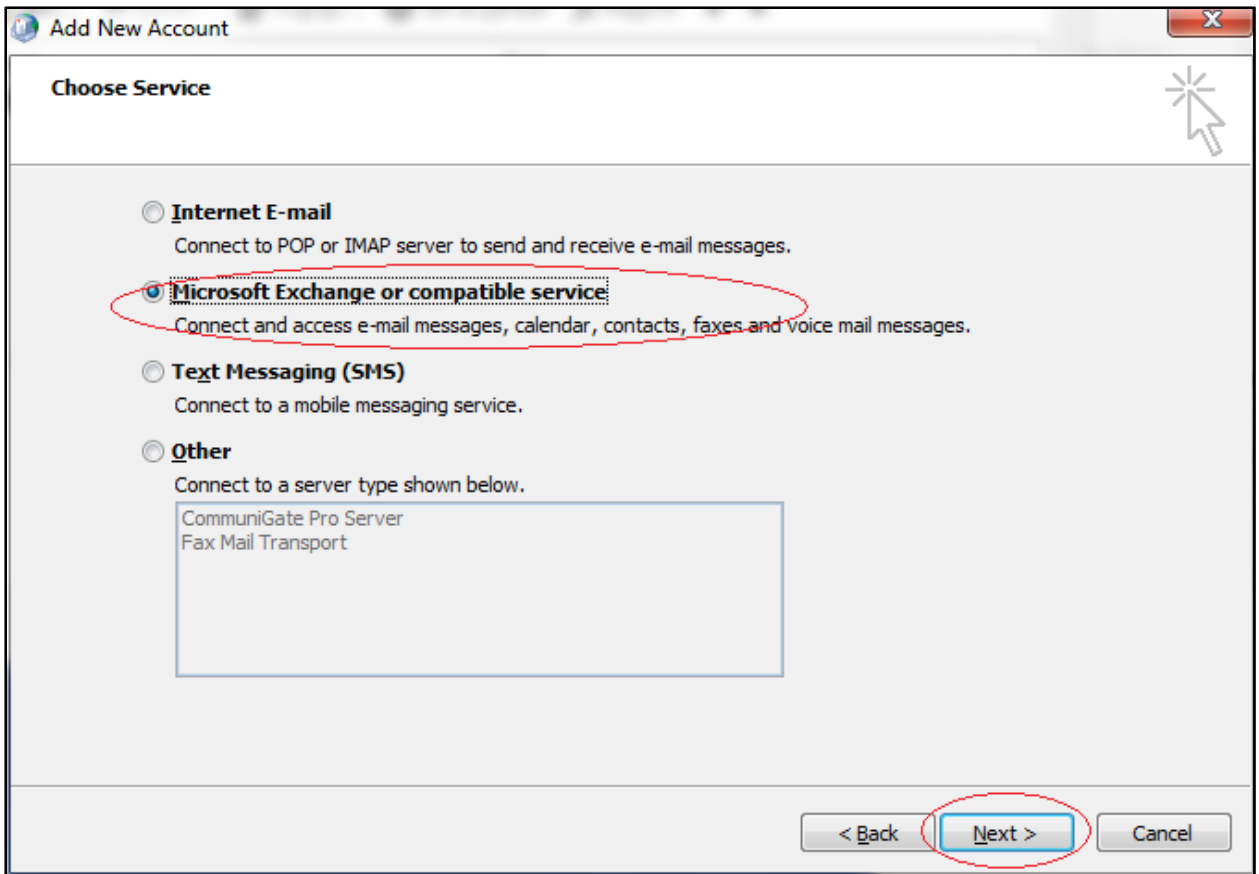
14. Select **E-mail Account** and click on **Next**.



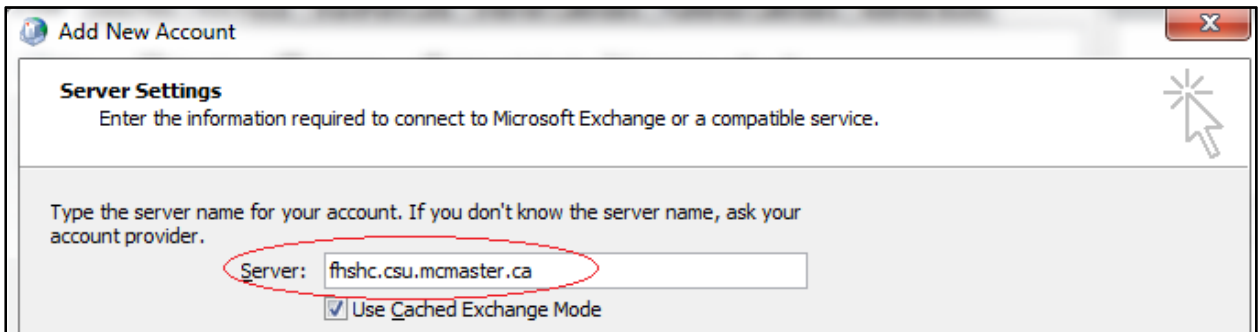
15. Select **Manually configure server settings or additional server types** and click on **Next**.



16. Select **Microsoft Exchange or compatible service** and click on **Next**.



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

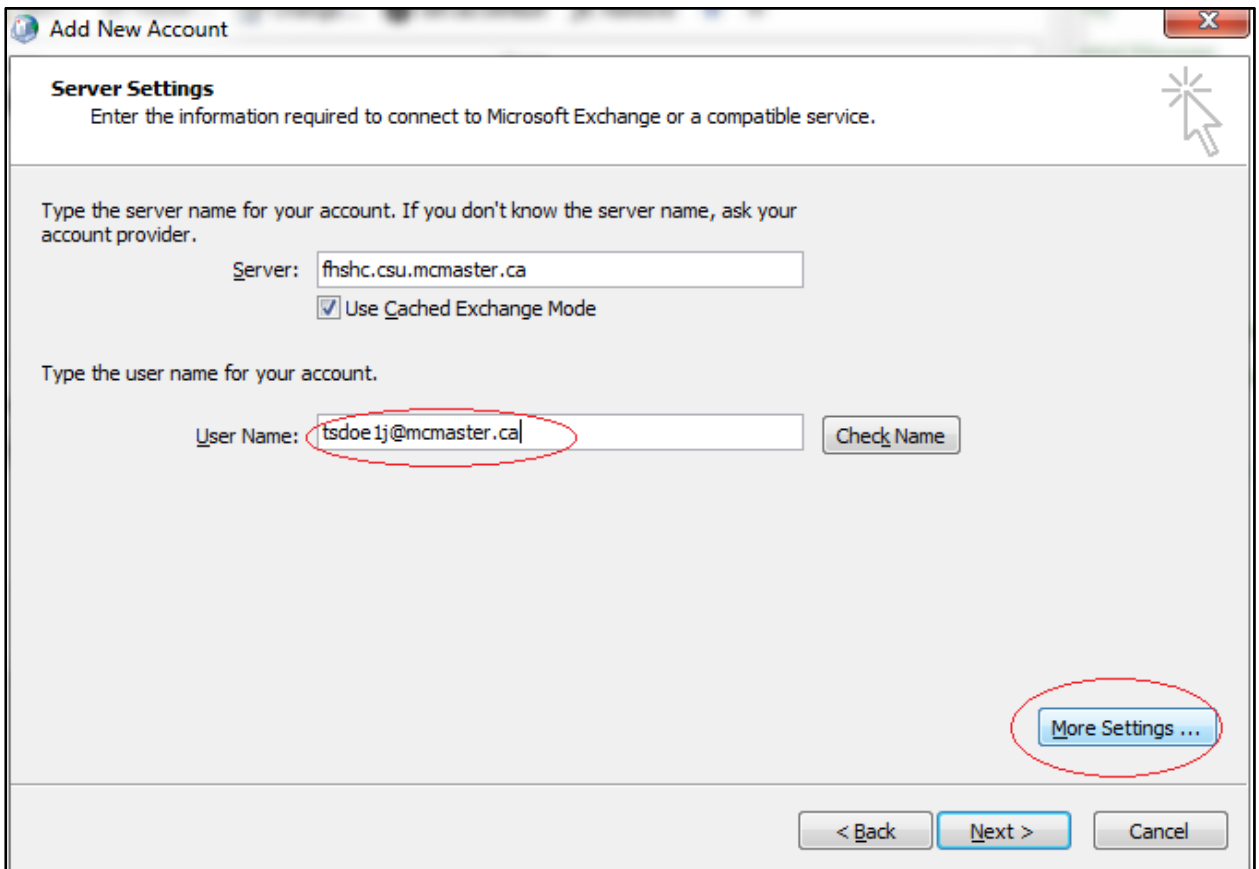


NOTE:

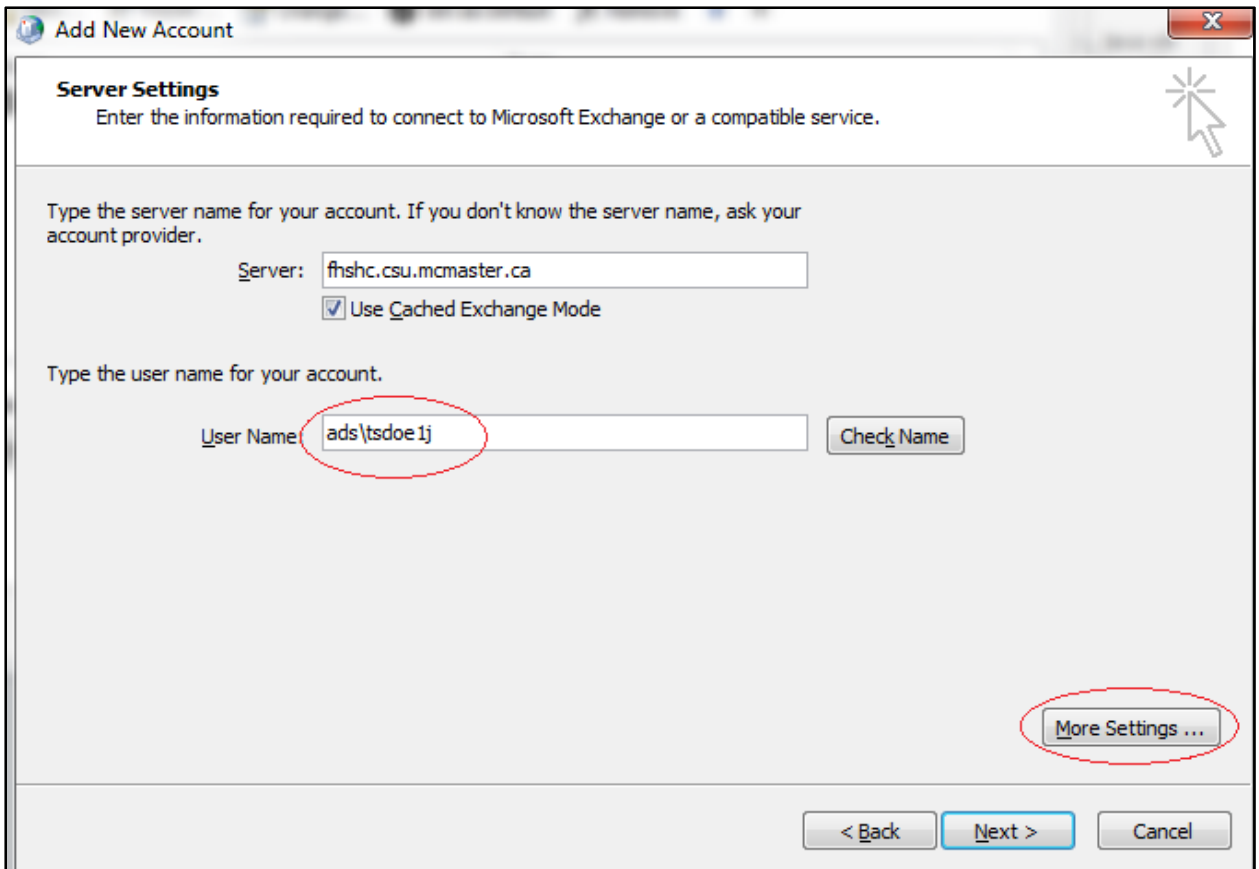
Go to step 18 A if your computer is on the ADS Domain.

Go to step 18 B if your computer is **not** on the ADS Domain.

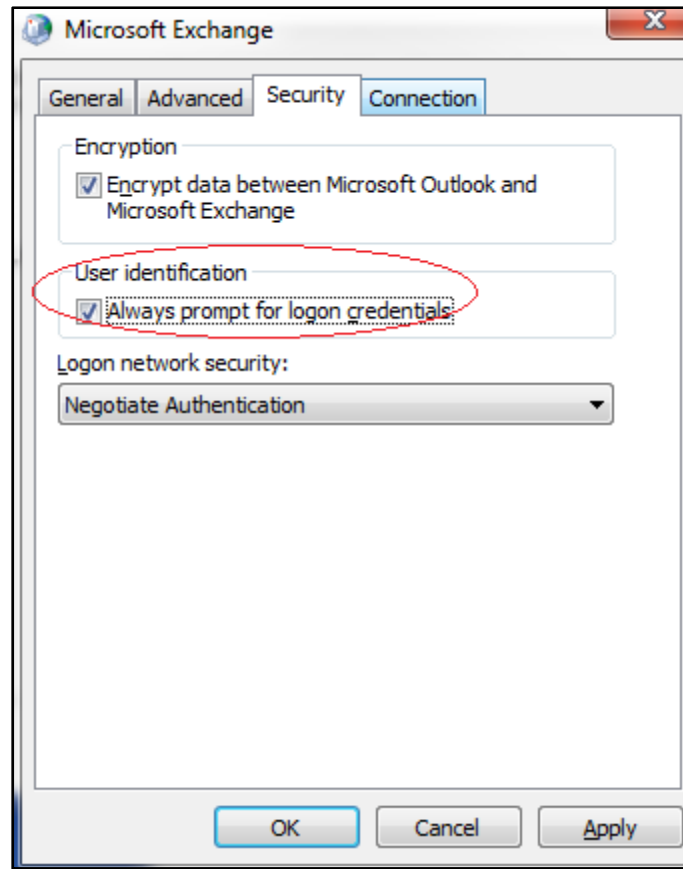
18. (A) If you logon to the ADS domain, at username enter **your** macid@mcmaster.ca and click on **More Settings**.



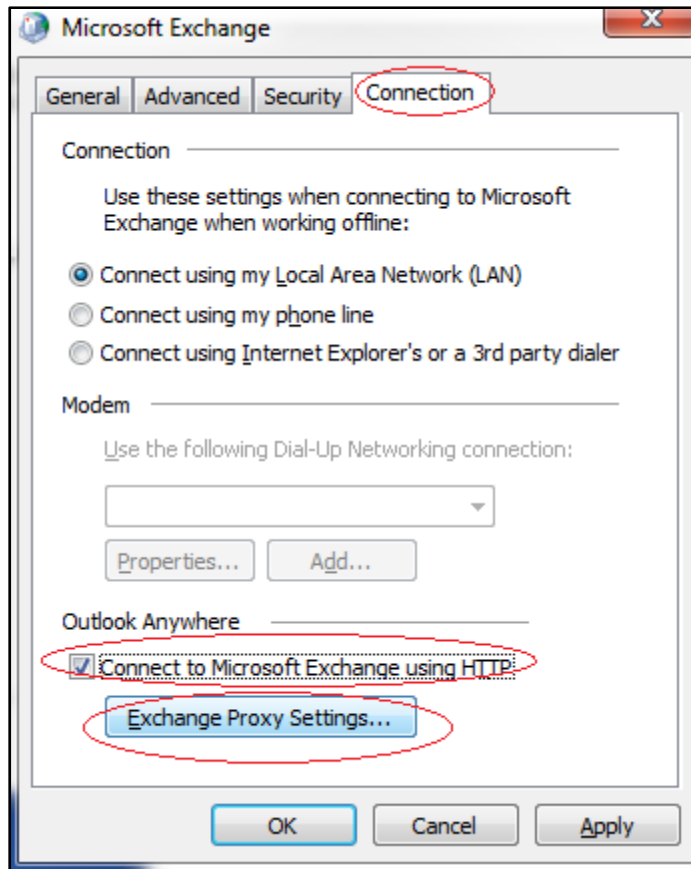
18. (B) If you do not logon to the ADS Domain, at username enter **ADS\your MAC ID** and click on **More Settings**.



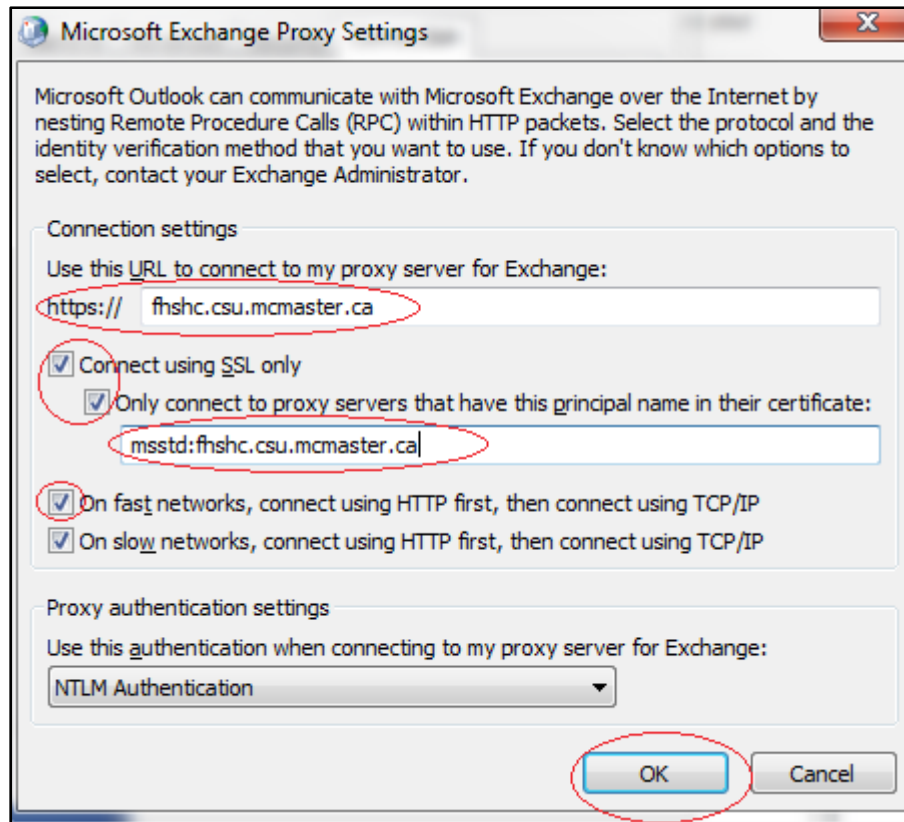
19. Select the **Security** tab and click the box beside **Always prompt for logon credentials**.



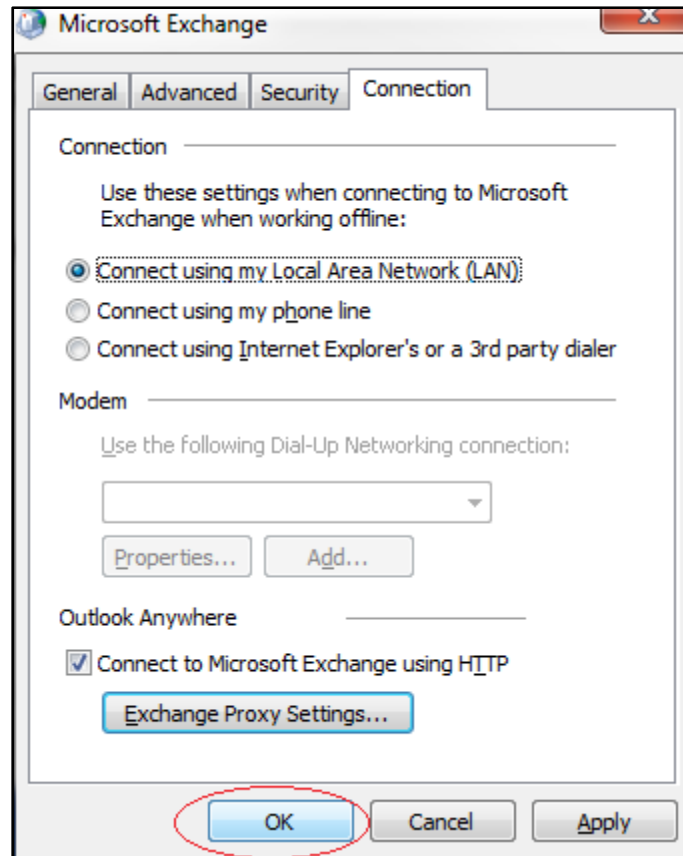
20. Click on the **Connection** tab. Click the box beside **Connect to Microsoft Exchange using HTTP**. Click on **Exchange Proxy Settings**.



21. Enter **fshhc.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:fshhc.csu.mcmaster.ca**.
Click the box beside **On fast networks, connect using HTTP first, then connect using TCP/IP**.
Click on **OK**.



22. Click on **OK**.

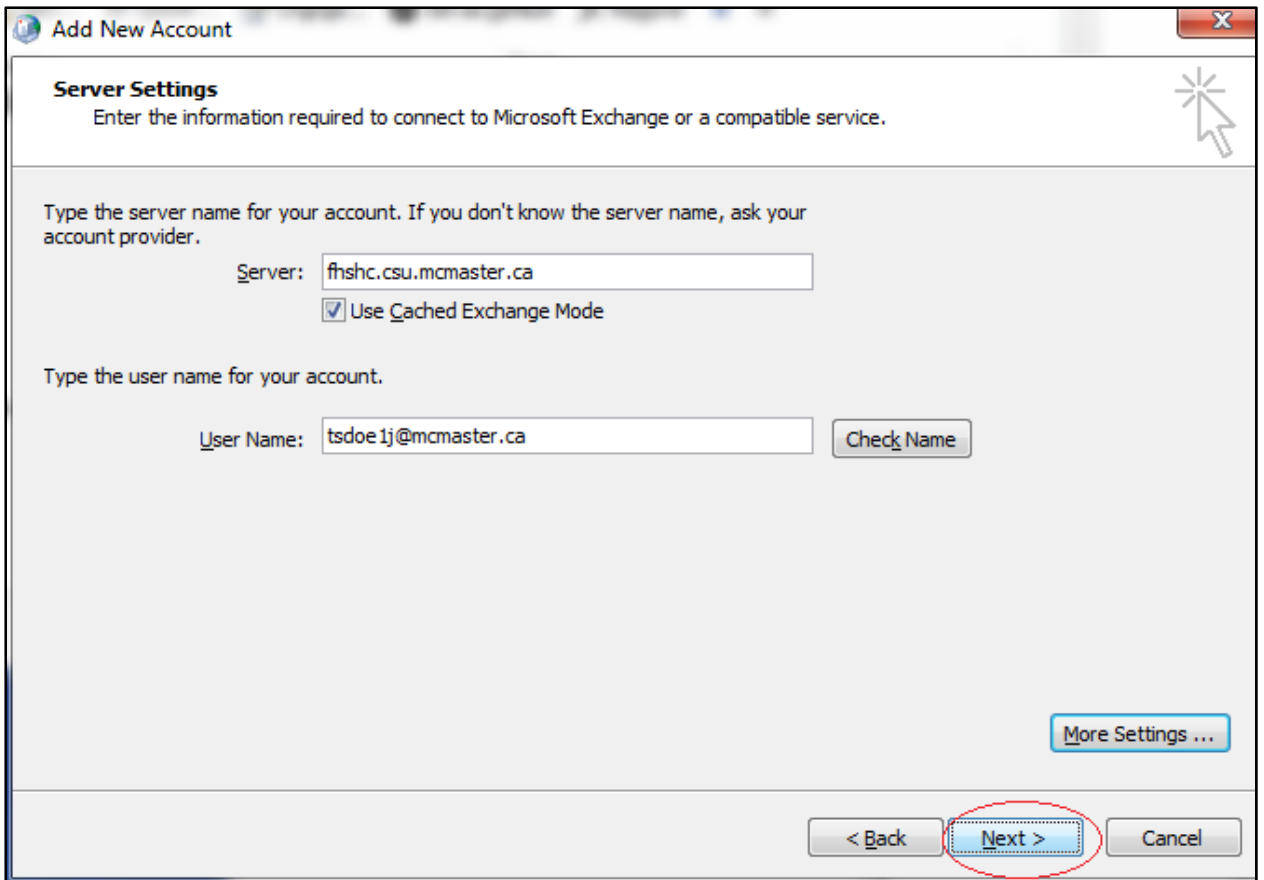


NOTE:

Go to step 23 A if your computer is on the ADS Domain.

Go to step 23 B if your computer is **not** on the ADS Domain.

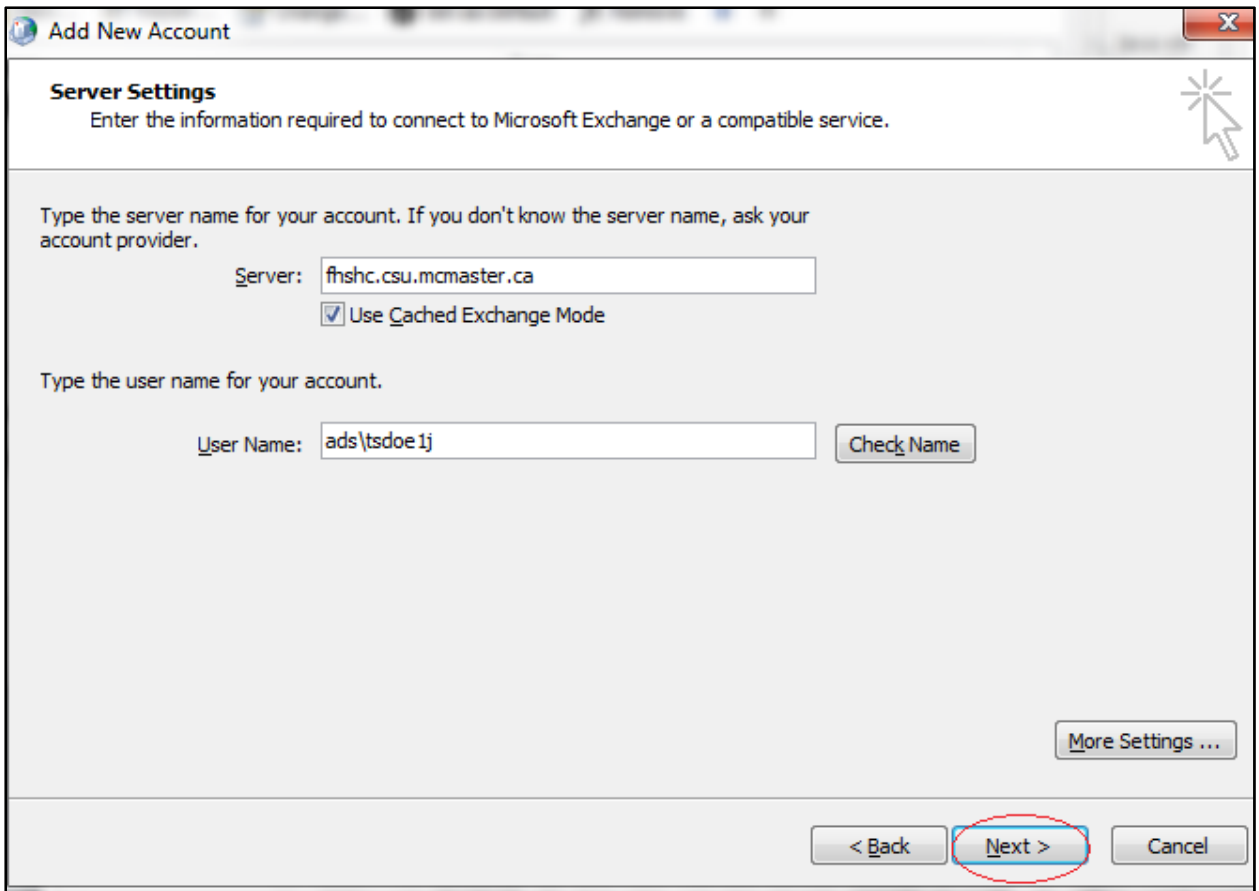
23. A. i) If you entered your macid@mcmaster.ca at the username, click on **Next**.



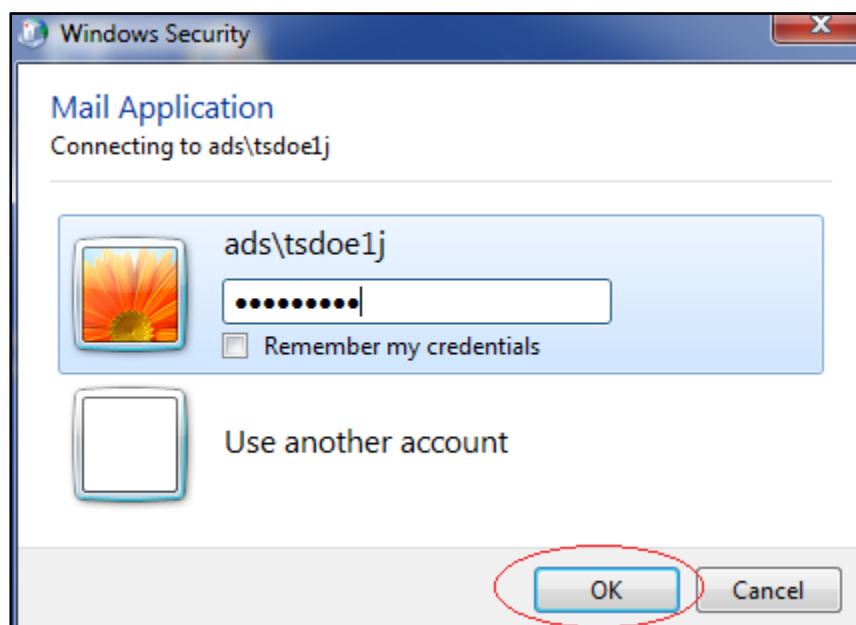
23 A. ii) Enter your **MAC ID password** and click on **OK**.



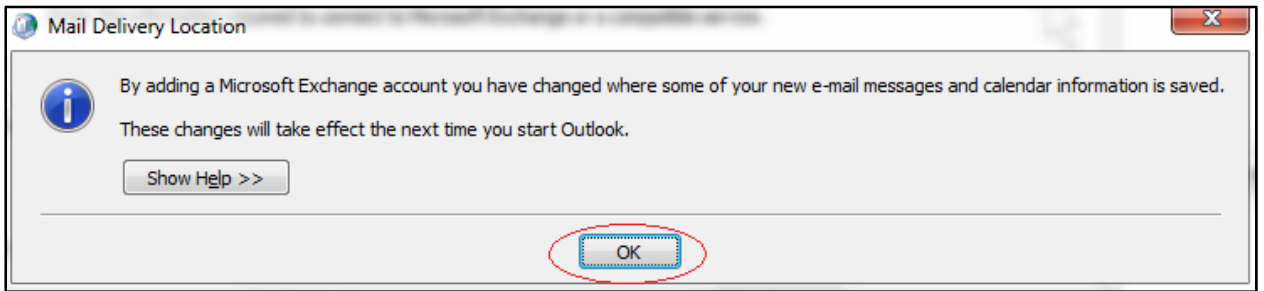
23 B. i) If you entered ADS\MACID as the username, click on **Next**.



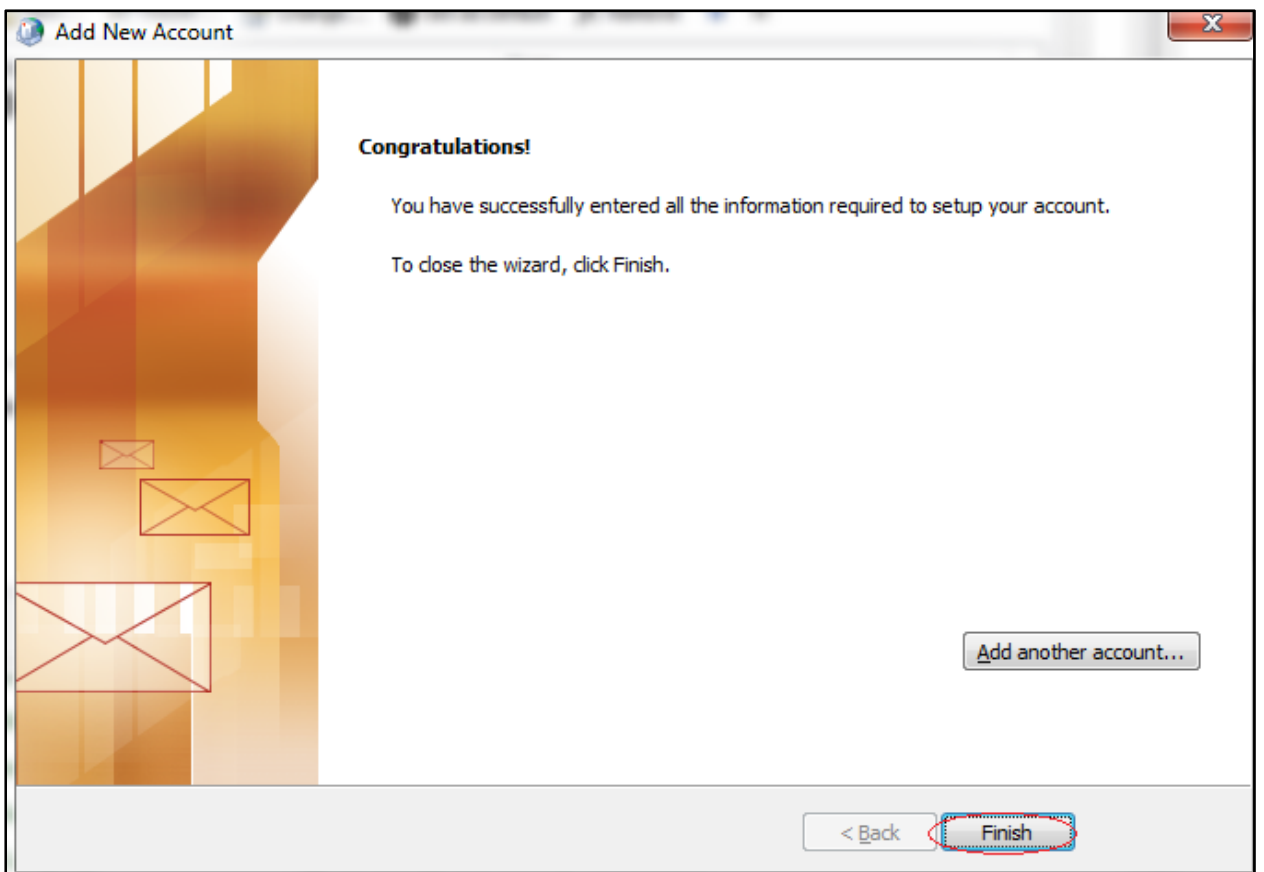
23 b. ii) Enter your MAC ID password and click on **OK**.



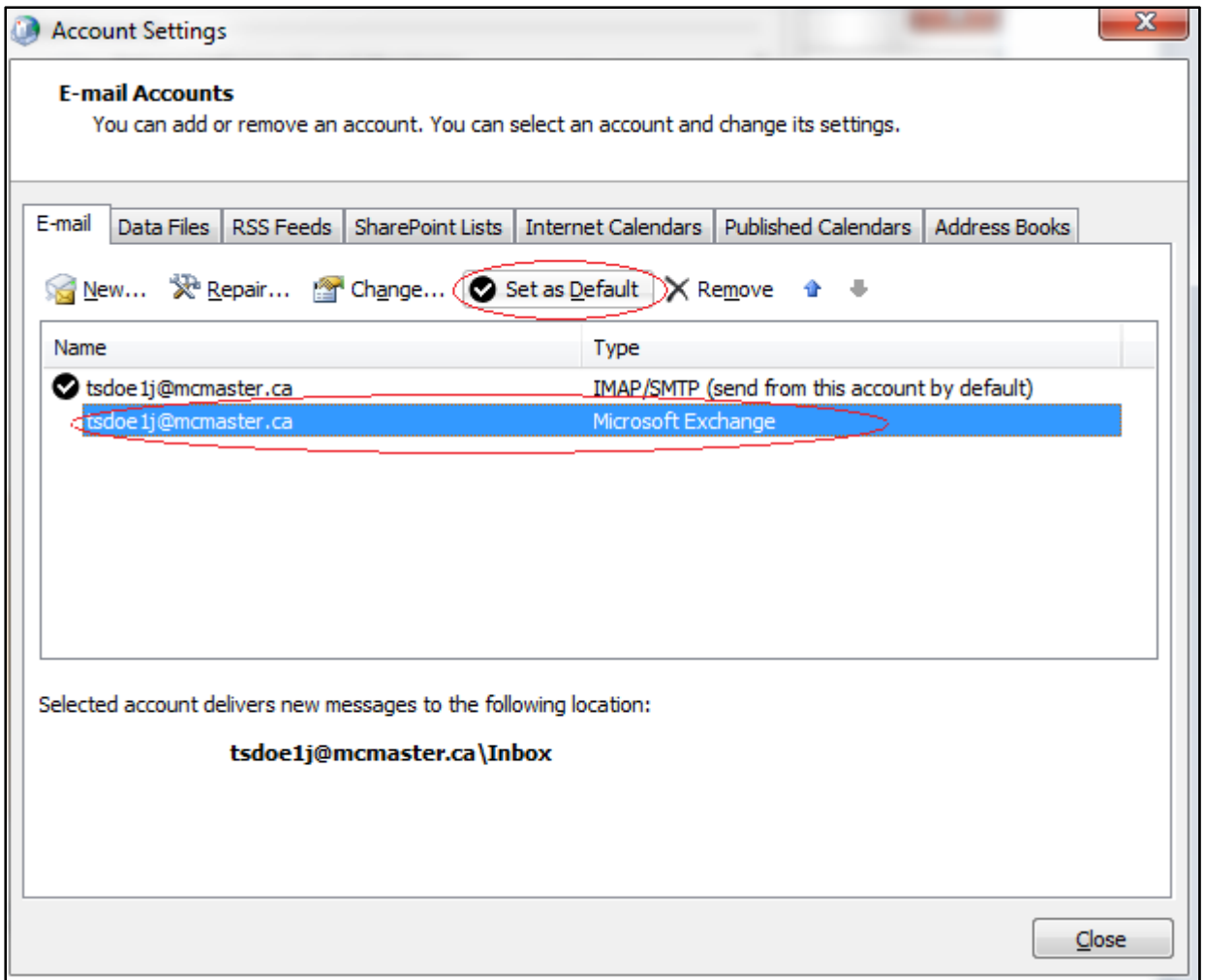
24 Click on **OK**.



25 Click on **Finish**.



26 Select the newly configured email account with **Microsoft Exchange** and click on **Set as Default**.
Click on **Close**.



27. Click on **Close**.

