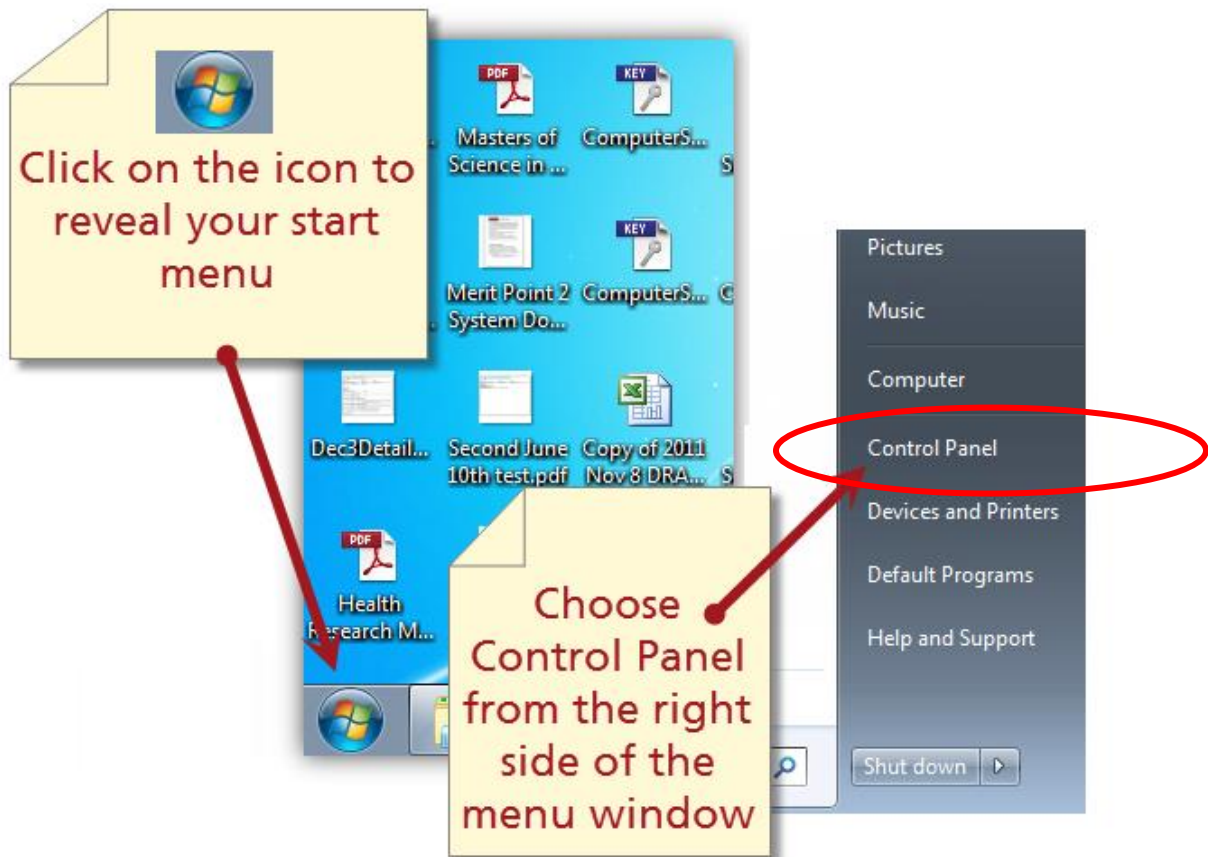
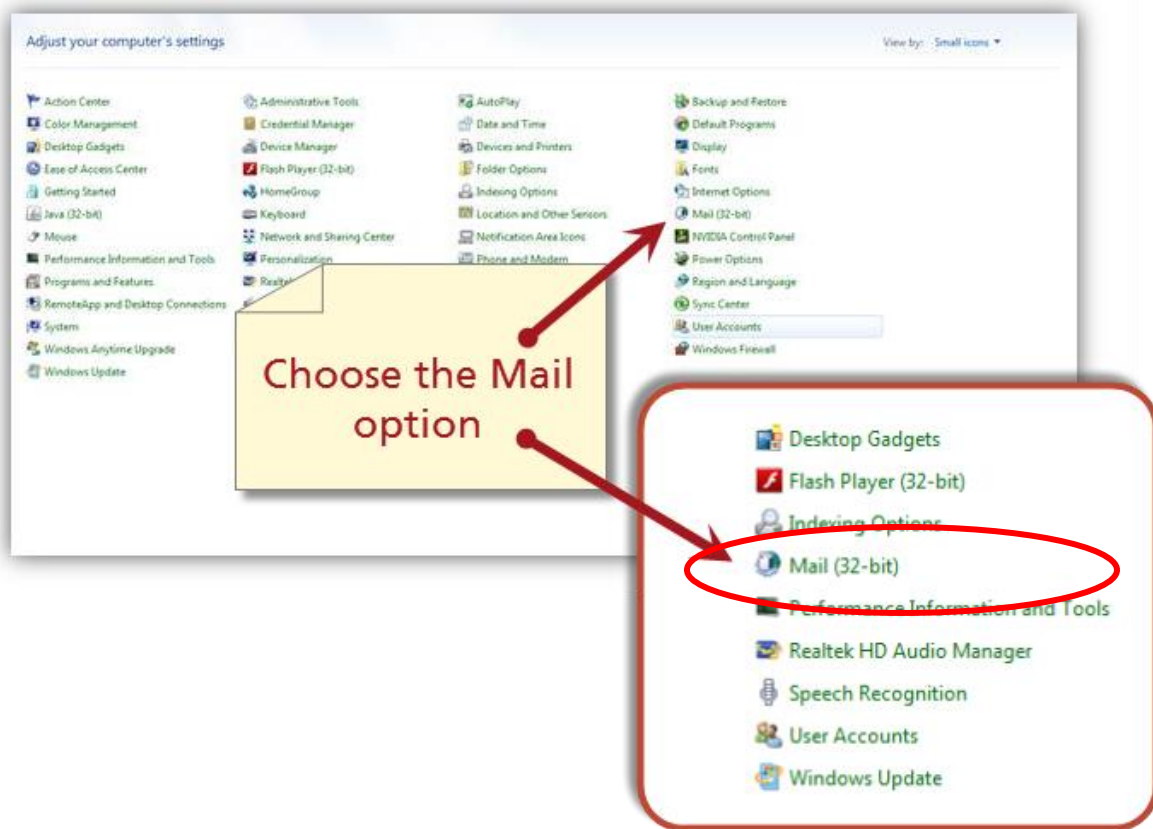


## MacMail – Setting Up Outlook Manually

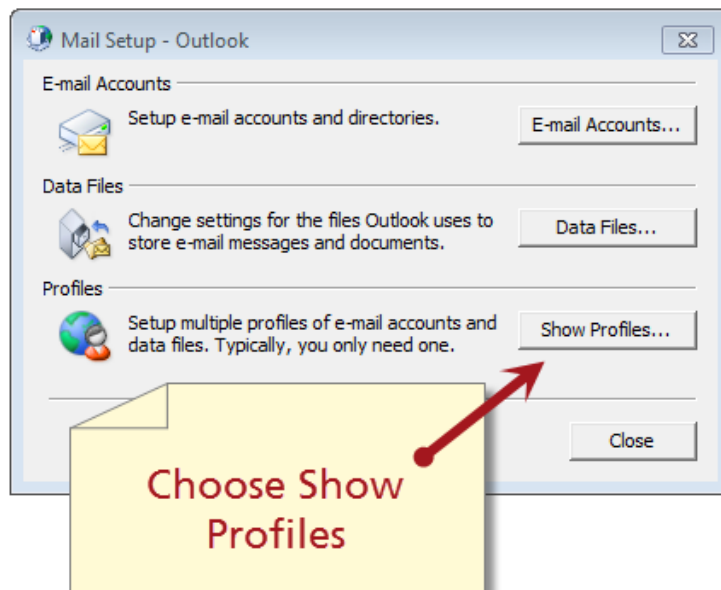
1. Click the **Windows** icon to bring up the Menu. Click **Control Panel**.



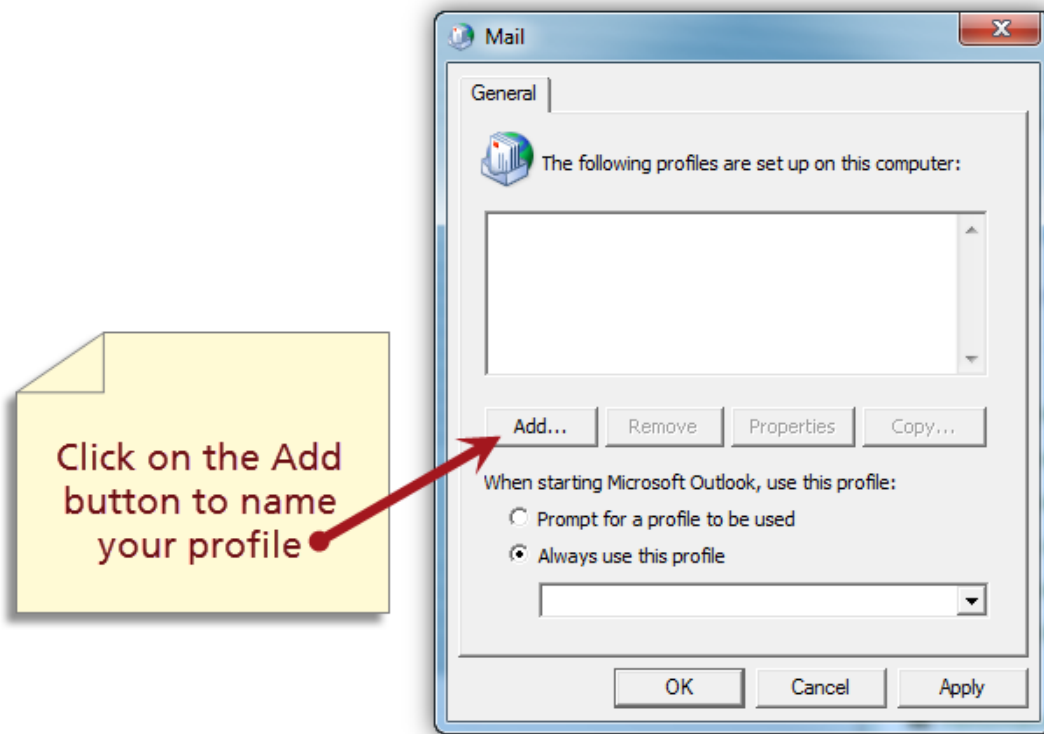
2. Click **Mail (32-bit)**.



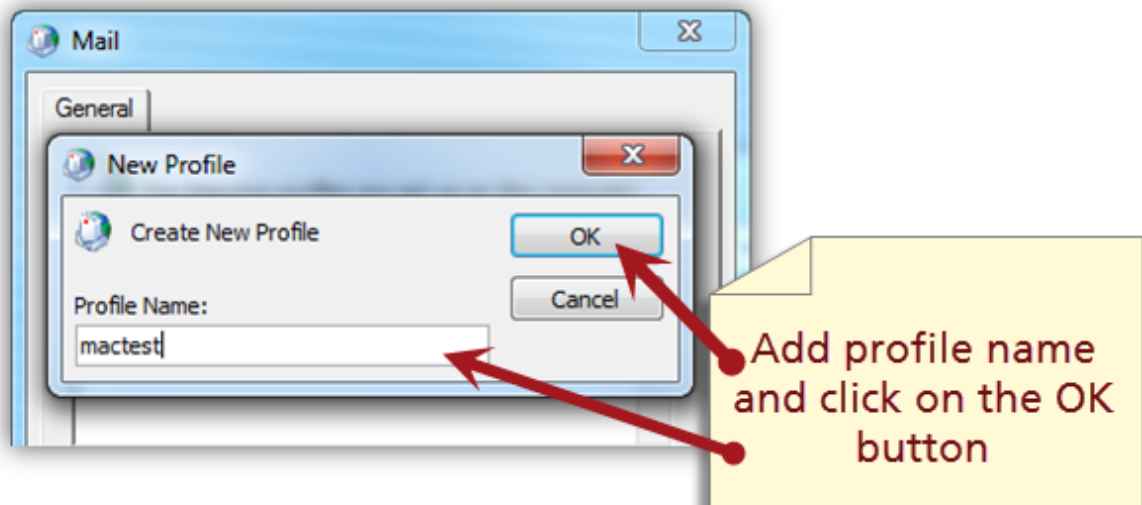
3. Click **Show Profile**.



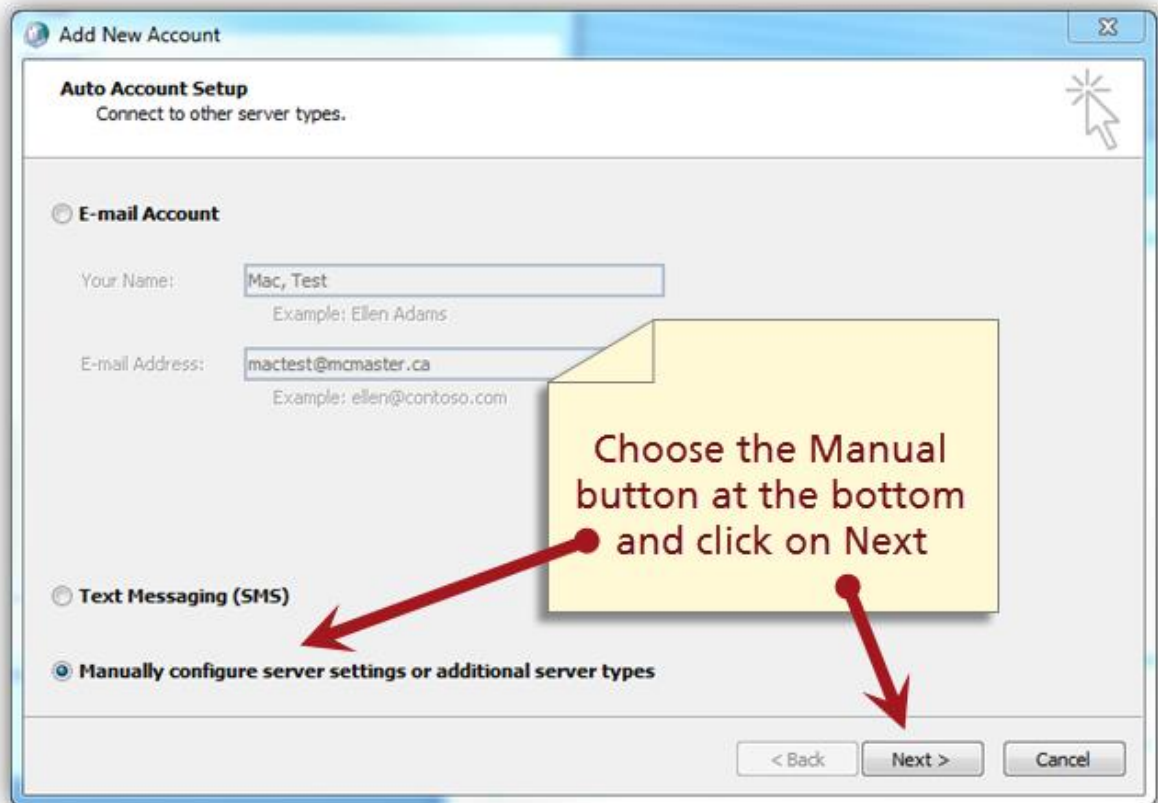
4. Click **Add**.



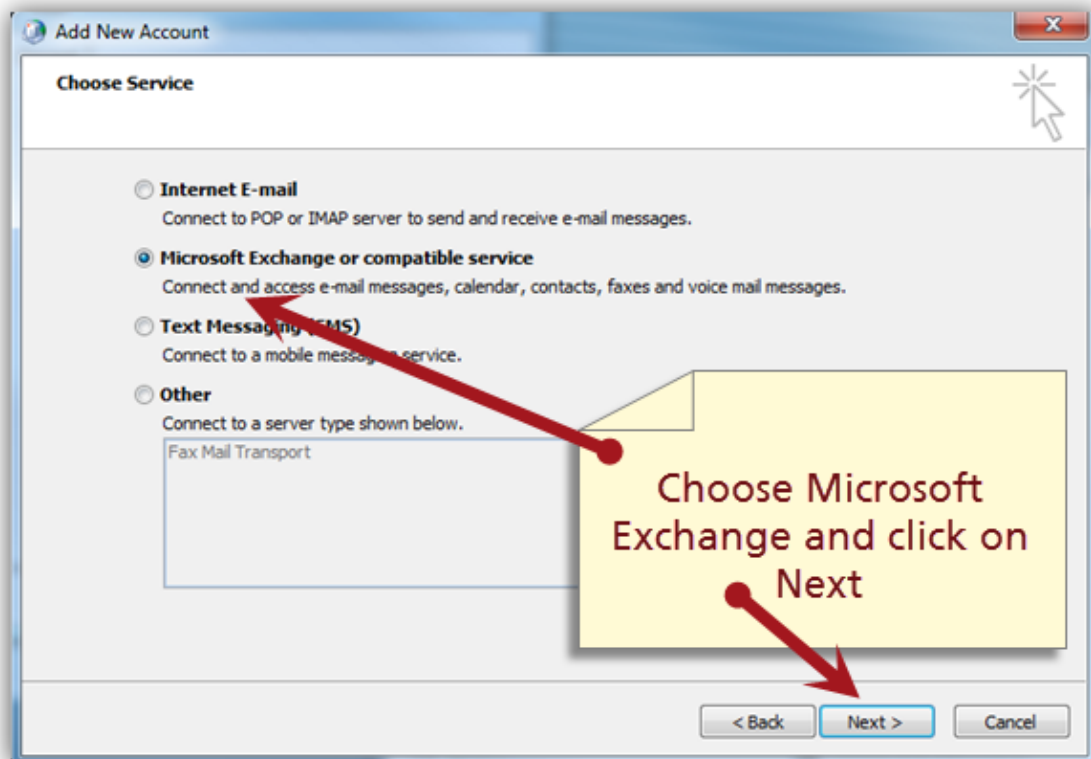
Create your new profile by adding the name in the field and clicking **OK**.



5. Select **Manually configure server settings or additional server types**.



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



7. Edit the settings as shown below.

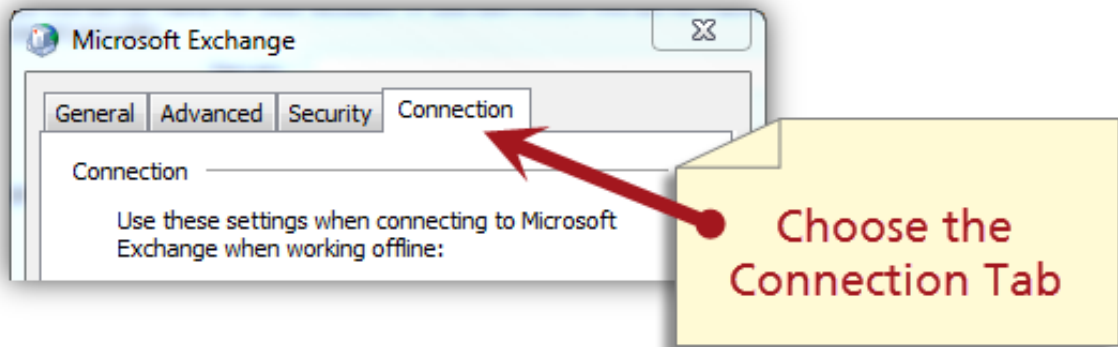
Server : **fhshc.csu.mcmaster.ca**

User Name: enter your last name followed by a comma and your first name.

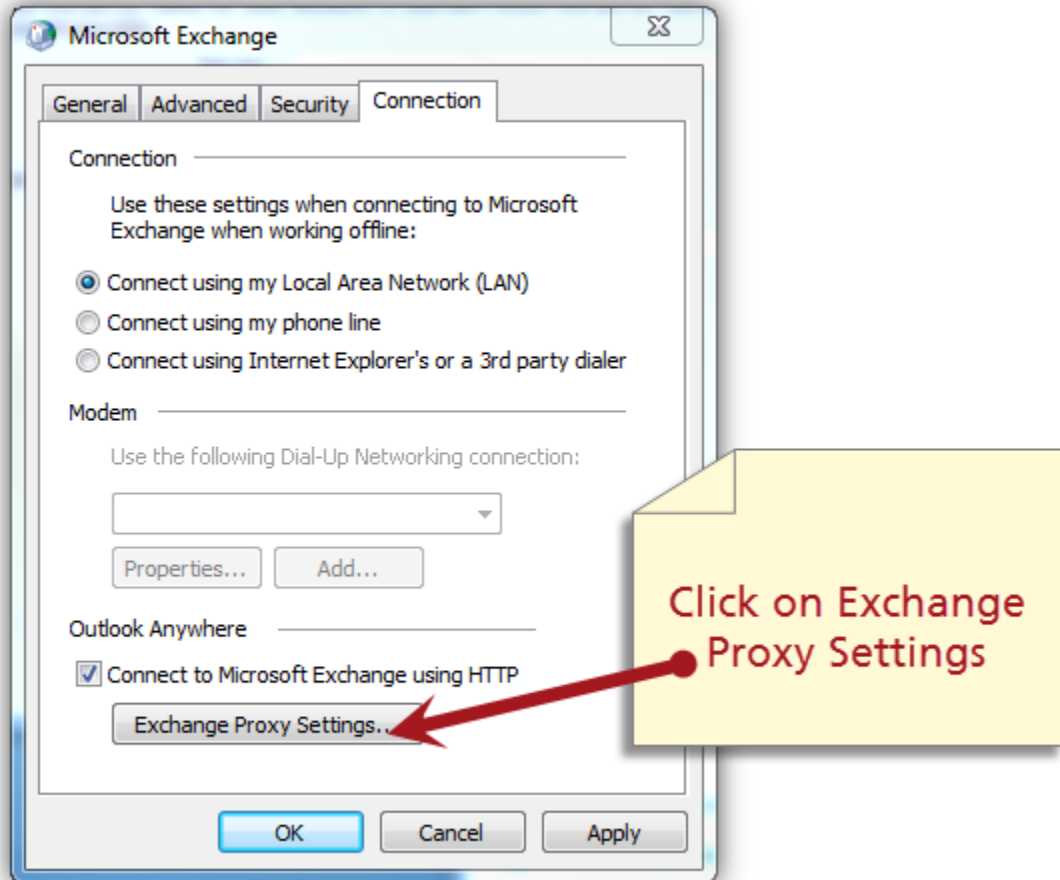


8. Click **More Settings**

9. Click the Connection **Tab**.



10. Click **Exchange Proxy Settings**.

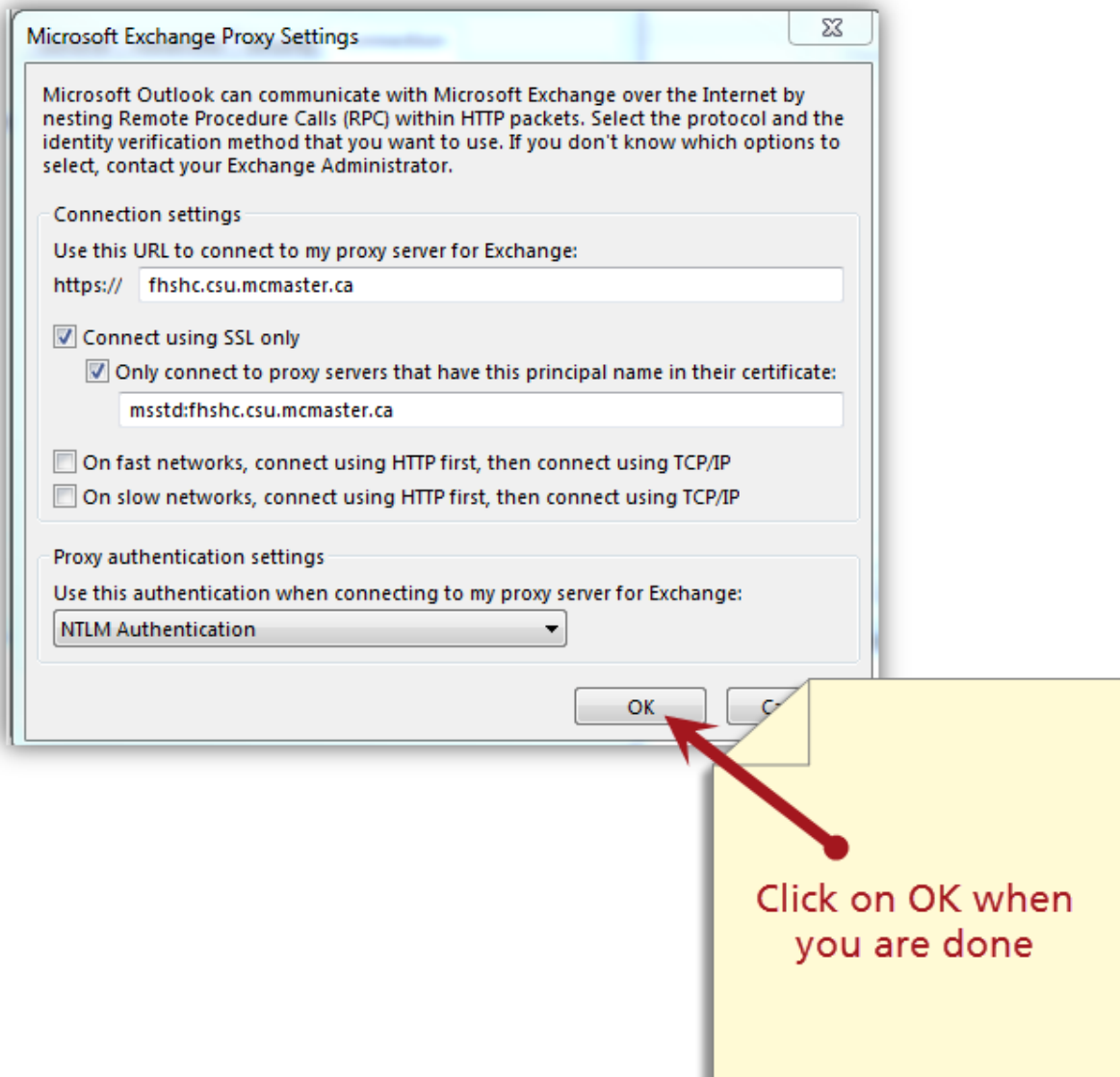


You will see a window which contains the Microsoft Exchange Proxy Settings.

11. Confirm the correct settings (see image below).

Under Connection Settings at <https://> enter **fhshc.csu.mcmaster.ca**

Under Only connect to proxy servers that have this principal name in their certificate enter **msstd:fhshc.csu.mcmaster.ca**



Click **OK**

12. Click **Finish**.

