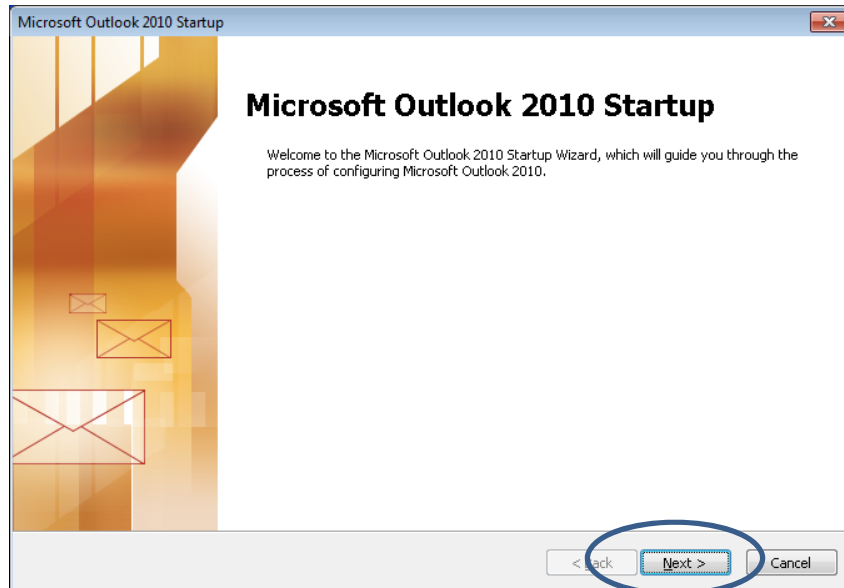


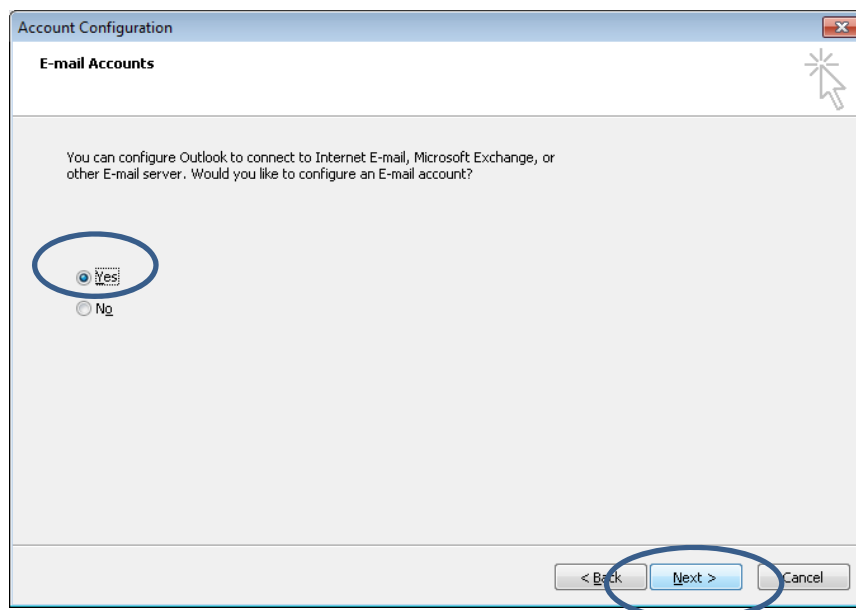
## User Guide: Set up Outlook with IMAP Configuration in MacMail

*Note: If you choose this configuration, you will not be able to utilize the Calendar or the Global Address List (GAL) functionalities.*

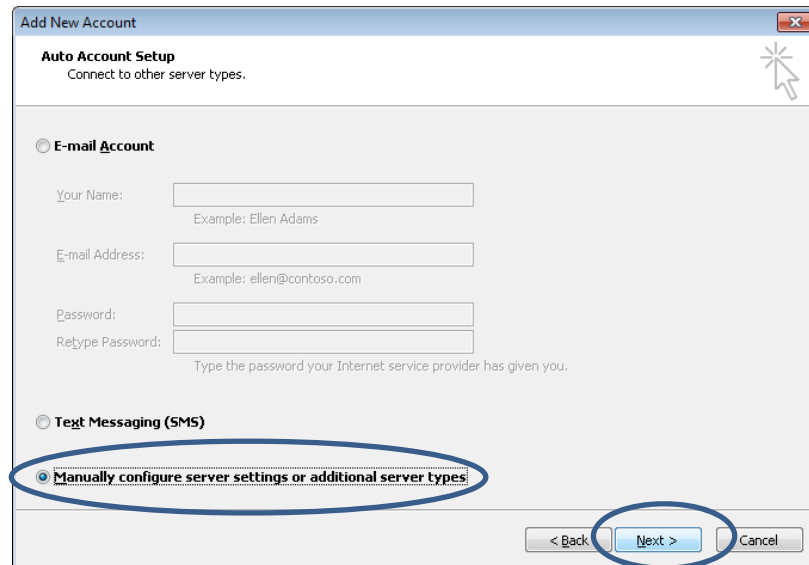
1. Open Outlook and click on **Next**.



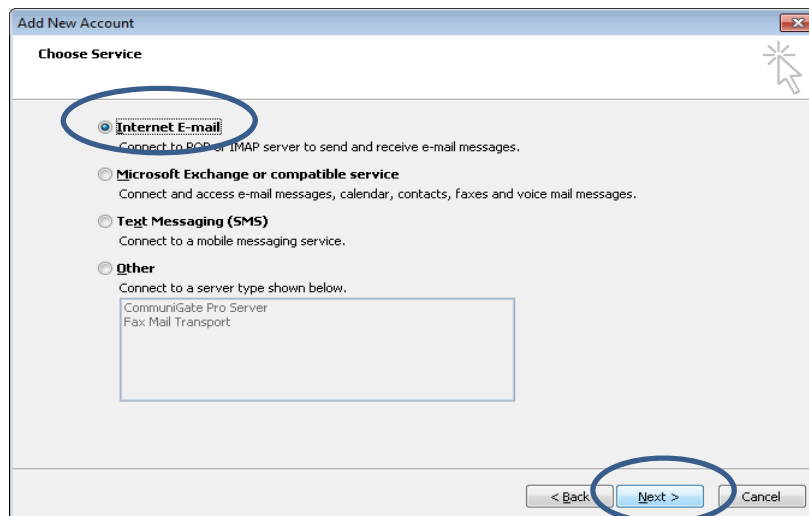
2. In the **Account Configuration** window, click on **Yes** and click on **Next**.



3. Click on **Manually configure server settings or additional server types**, then click on **Next**.



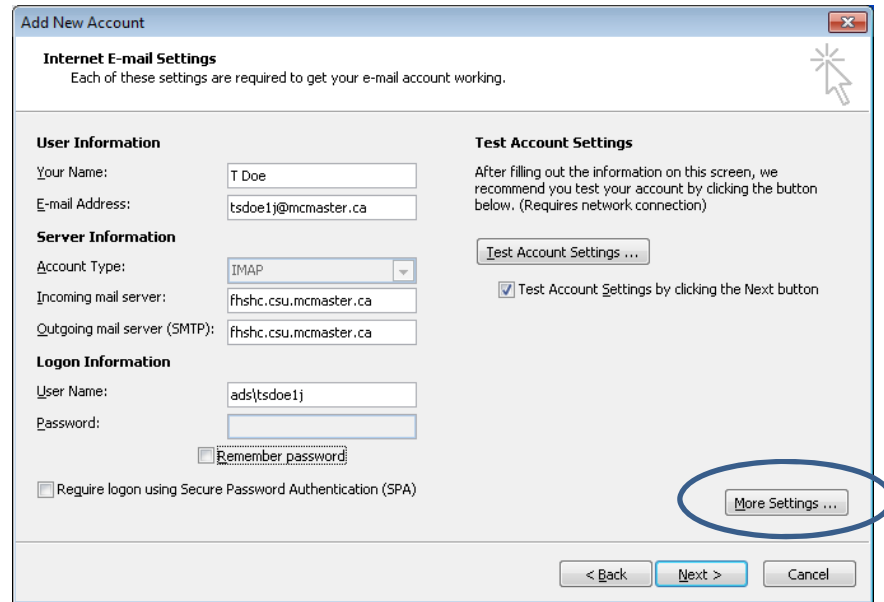
4. Click on **Internet E-mail**, and then click on **Next**.



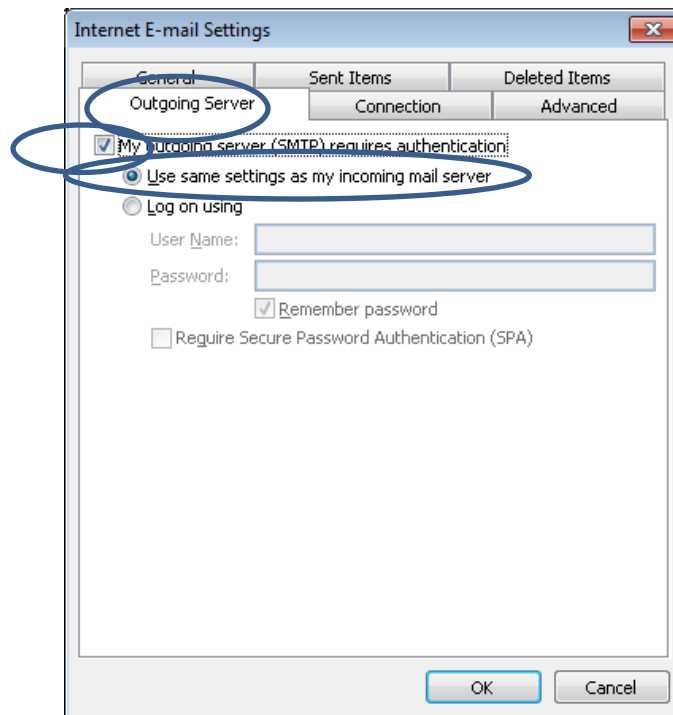
5. Enter the relevant information for the following fields:

- a) **Your Name:** Your first name and last name.
- b) **E-mail Address:** Your macid@mcmaster.ca
- c) **Account Type:** Select IMAP from the drop down list
- d) **Incoming mail server:** Enter fhshc.csu.mcmaster.ca
- e) **Outgoing mail server:** Enter fhshc.csu.mcmaster.ca
- f) **User Name:** Enter ADS\MAC ID.

6. Click on **More Settings**.



7. In the **Internet E-mail Settings** window, click on **Outgoing Server** tab.
8. Click on the box beside **My Outgoing server (SMTP) requires authentication**.
9. Click on **Use same settings as my incoming mail server**.

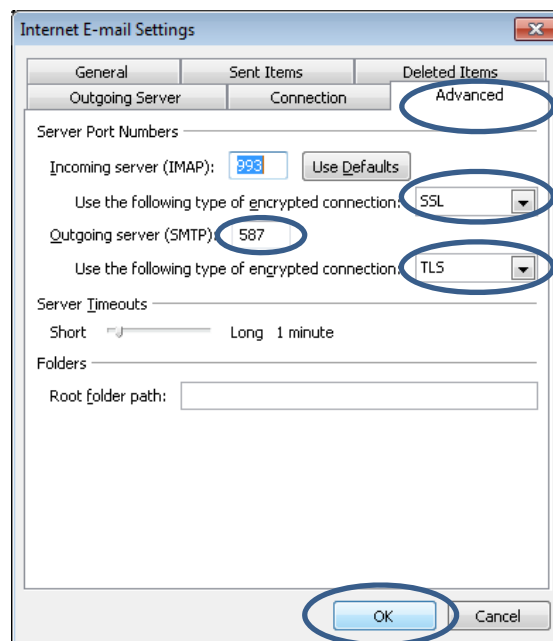


10. In the **Internet E-mail Settings** window click on the **Advanced** tab.

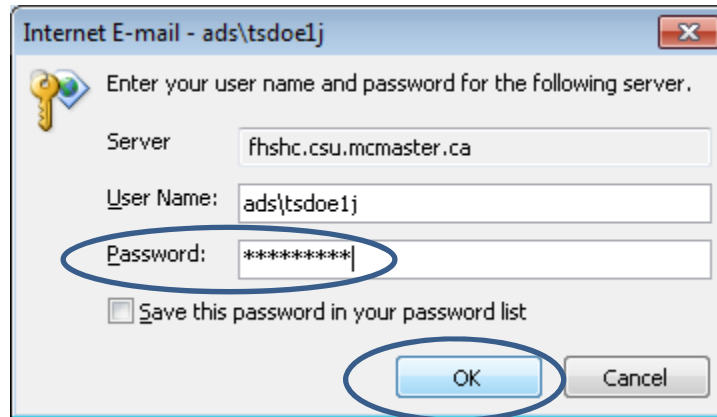
11. Enter the relevant information for the following fields:

- a) For incoming server (IMAP), **Use the following type of encrypted connection:** Select **SSL** from the dropdown list
- b) For outgoing server, **Use the following type of encrypted connection:** select **TLS** from the dropdown list
- c) Change the **Outgoing server (SMTP)** number to **587**.

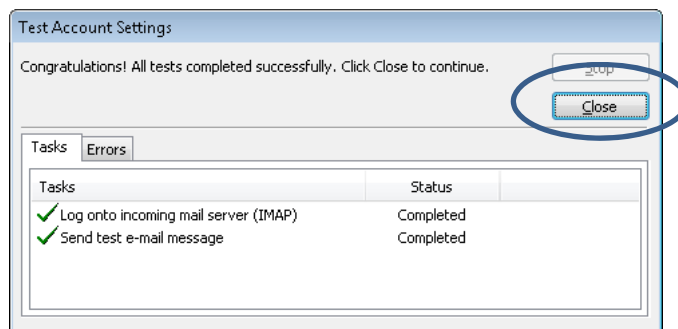
12. Click on **OK**.



13. On the **Internet E-mail** window, enter your MAC ID password in the **Password:** field and click on **OK**.



14. Click on **Close**.



15. Click on **Finish**.

