## 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.

) E-mail <u>A</u> ccount		
Your Name:		
	Example: Ellen Adams	
E-mail Address:		
	Example: ellen@contoso.com	
Password:		
Retype Password:		
	Type the password your Internet service provider has given you.	
) Te <u>x</u> t Messaging (9	iMS)	

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

Add New Account	<b>—</b>
Choose Service	
Internet E-mail  Connert to POP or IMAP server to send and receive e-mail message	s.
Microsoft Exchange or compatible service	
Connect and access e-mail messages, calendar, contacts, faxes and	d voice mail messages.
Text Messaging (SMS)	
Connect to a mobile messaging service.	
© <u>O</u> ther	
Connect to a server type shown below.	_
CommuniGate Pro Server Fax Mail Transport	
	< Back Next > Cancel

- 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.

User Information		Test Account Settings
Your Name:	T Doe	After filling out the information on this screen, we
E-mail Address:	tsdoe1j@mcmaster.ca	below. (Requires network connection)
Server Information		Task Associate California
Account Type:	IMAP 🚽	Test Account Settings
Incoming mail server:	fhshc.csu.mcmaster.ca	Test Account Settings by clicking the Next button
Outgoing mail server (SMTP):	fhshc.csu.mcmaster.ca	
Logon Information		
User Name:	ads\tsdoe1j	
Password:		
	Remember password	
Dequire logon using Secure	Decement Authoptication (SDA)	

- 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**.

Internet E-mail Settings		<b>×</b>
General	Sent Items	Deleted Items
Outgoing Server	Connection	Advanced
Server Port Numbers		
Incoming server (IMAP	): <u>993</u> Use <u>D</u> e	efaults
Use the following ty	ype of <u>e</u> ncrypted conn	ection: SSL 💽
Outgoing server (SMTF	) 587	
Use the following ty	pe of en <u>c</u> rypted conn	ection: TLS
Server Timeouts		
Short 🤍	E Long 1 minute	
Folders		
Root <u>f</u> older path:		
		OK Cancel

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

Interne	t E-mail - ad	s\tsdoe1j
<b>?</b> >	Enter your us	ser name and password for the following server.
4	Server	fhshc.csu.mcmaster.ca
	<u>U</u> ser Name:	ads\tsdoe1j
	Password:	*****
	Save this	password in your password list
		OK Cancel

14. Click on Close.

ngraculations: Air cests completed successibility. (	lick Close to continue.	Stob
		⊆lose
asks Errors		
Tasks	Status	
Log onto incoming mail server (IMAP)	Completed	
Send test e-mail message	Completed	
V Dena test e-mail message		

15. Click on Finish.

