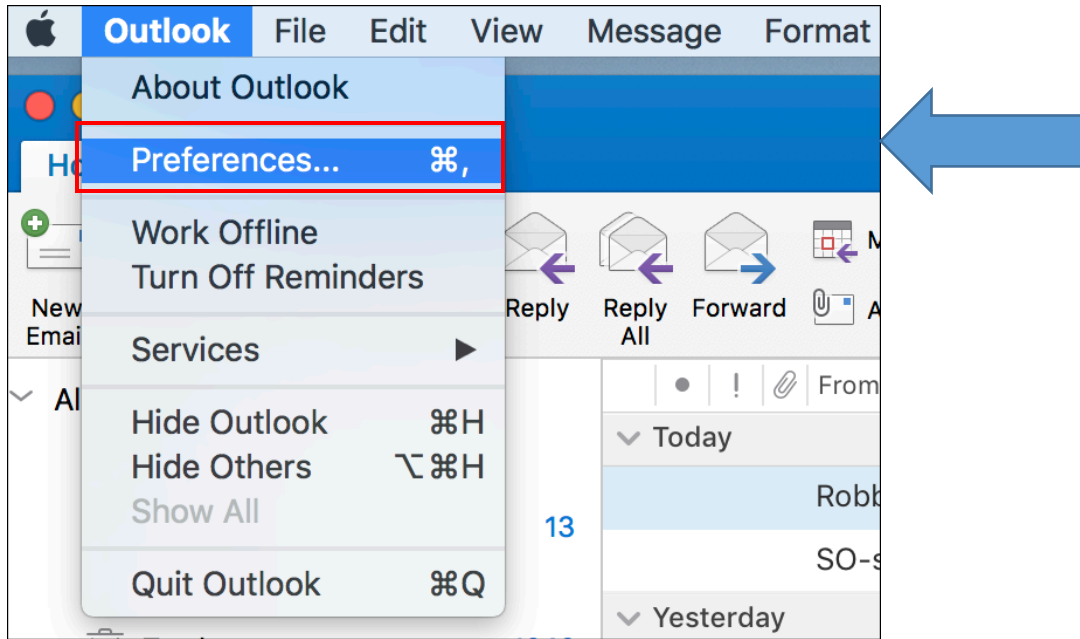
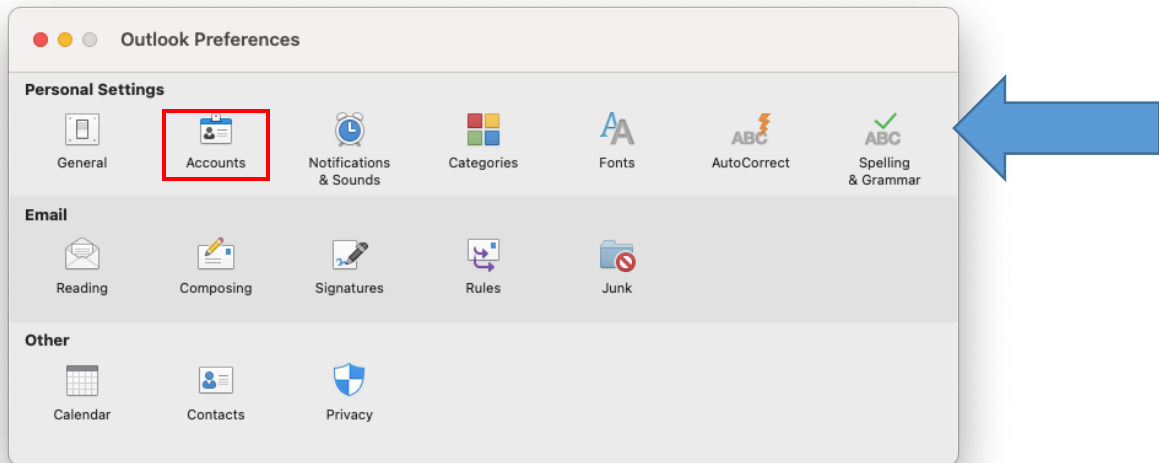


## Mac - How to configure your UWinnipeg Email in Outlook existing installation

Choose **Preferences** from the Outlook menu



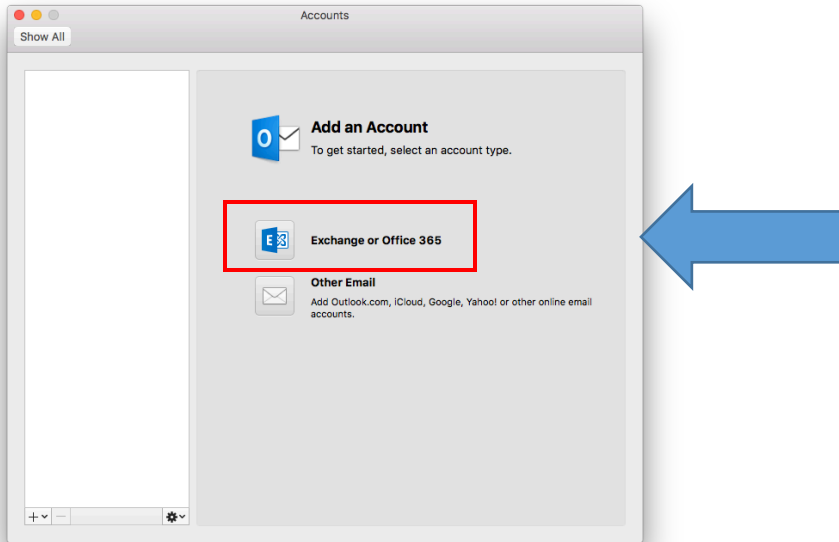
Click on **Accounts**



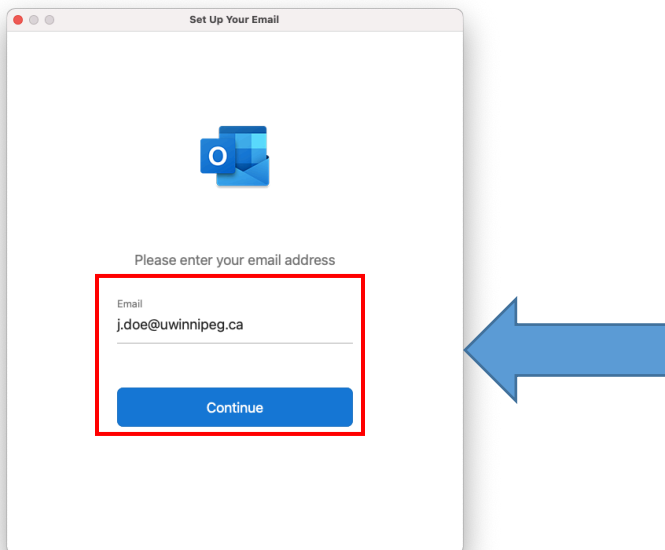
**Important – Depending on your version of Office, you may see one of the following:**

Click on **“Exchange or Office 365”**

- Add your account information as follows, then click **Add Account**
- E-Mail address: <**j.doe@uwinnipeg.ca**>
- Method: <**User Name and Password**>
- User name: <**j.doe@uwinnipeg.ca**>
- Password: <**your UW Email password**>



Or you may see, **Set Up your Email**, enter your **email address** and click on **Continue**  
When prompted, enter your **email address** and **password**



Note: this dialog may appear several times during this process.

Click the checkbox next to *“Always use my response for this server”*

Click on *Allow*

