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

Choose **Preferences** from the Outlook menu



Click on Accounts

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General	Accounts	Notifications & Sounds	Categories	Fonts	AutoCorrect	Spelling & Grammar	
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Calendar	Contacts	Privacy					

Important – <u>Depending on your version of Office, you may see one of the following</u>:

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>

Show All	Accounts
	Add an Account To get started, select an account type.
	Exchange or Office 365 Other Email Add Outlook.com, ICloud, Google, Yahool or other online email accounts.
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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**

Outlook was redirected to the server autodiscover-s.outlook.com to get new settings for your account
Do you want
to allow this server to configure your settings?
https://autodiscover-s.outlook.com/autodiscover/ autodiscover.xml
Click Allow only if you fully trust the source, or if your Exchange administrator instructs you to.
Always use my response for this server
Allow Deny