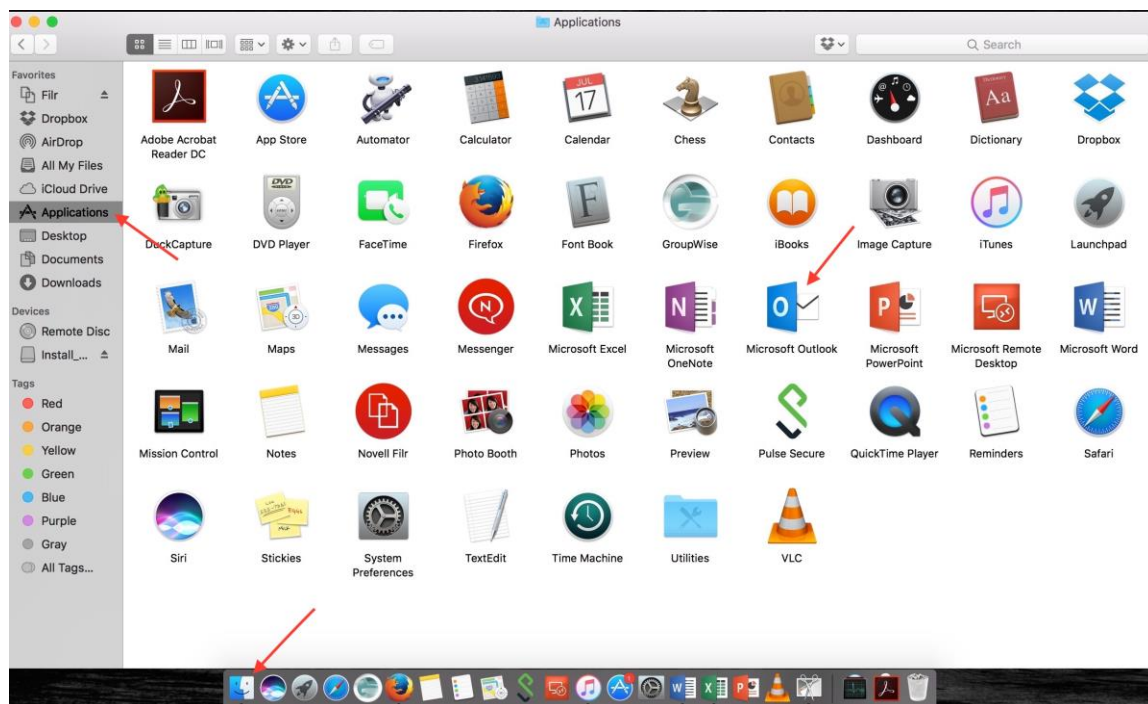


Configuring Outlook – Mac

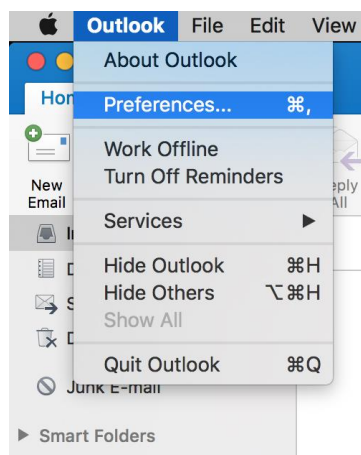
****If you have already configured your Outlook client, please disregard these instructions****

Please follow the below instructions to configure your Outlook 2016 client on your Mac. Once you have configured the client, you will be able to access any messages sent to your @uwo.ca email address, however, your @schulich.uwo.ca mail will continue to be delivered to your GroupWise account until the cutover date.

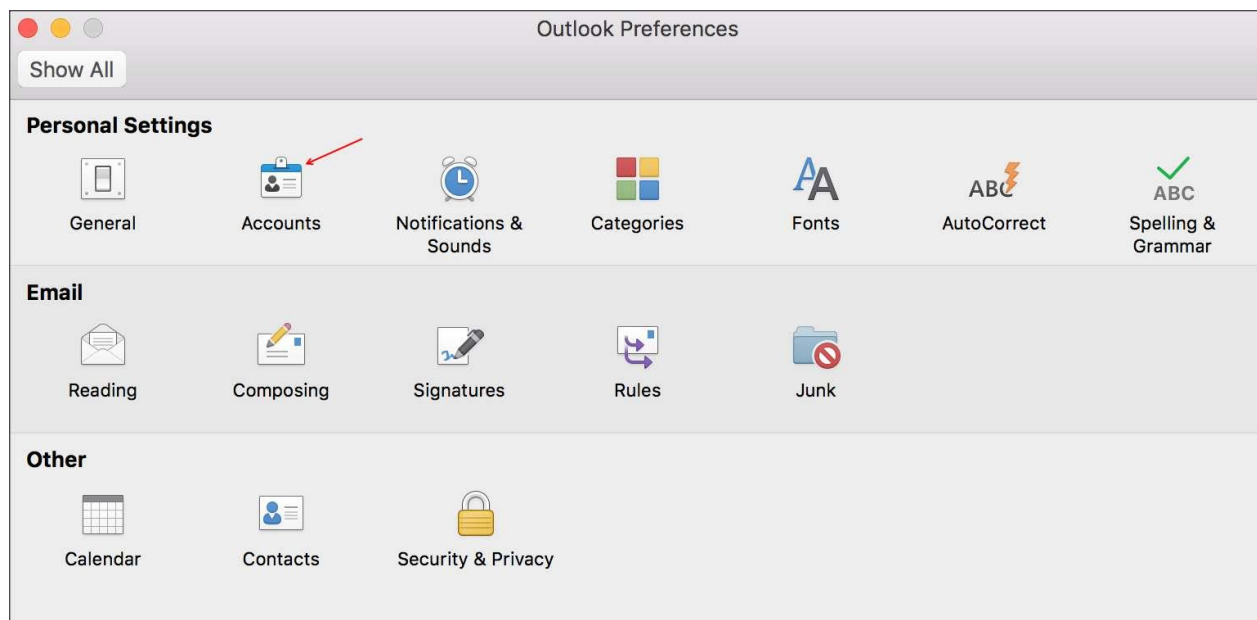
1. Click on **Finder** | Select **Applications** | **Microsoft Outlook**.



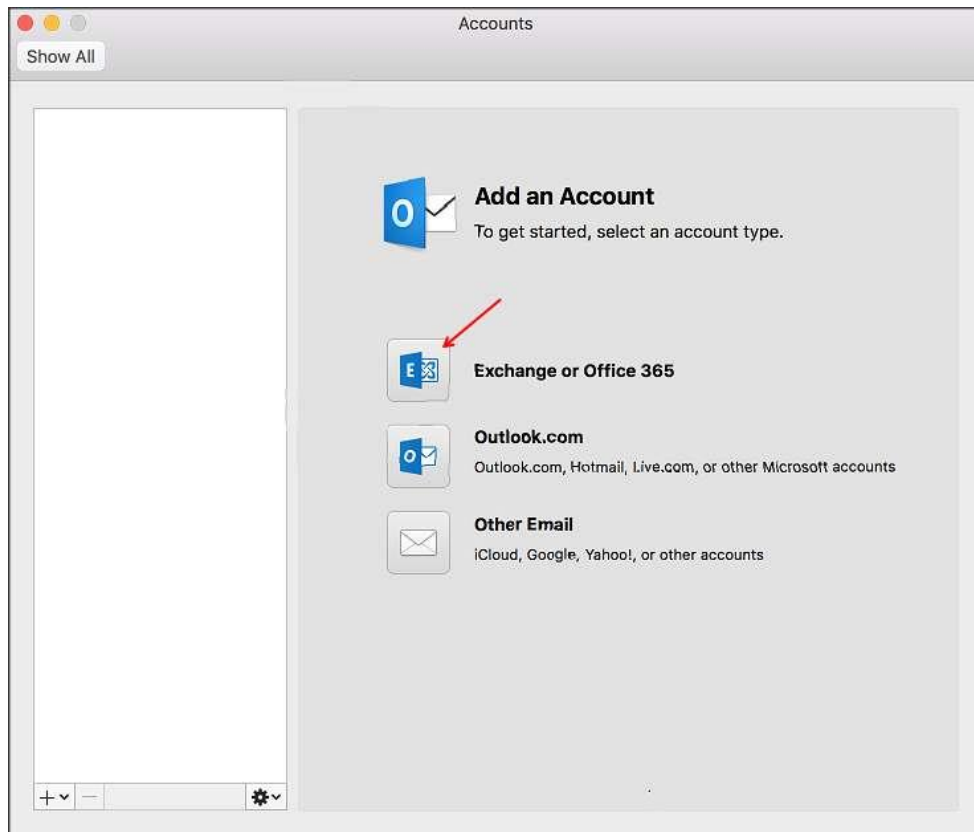
2. With Outlook Open, Select **Outlook** | **Preferences**



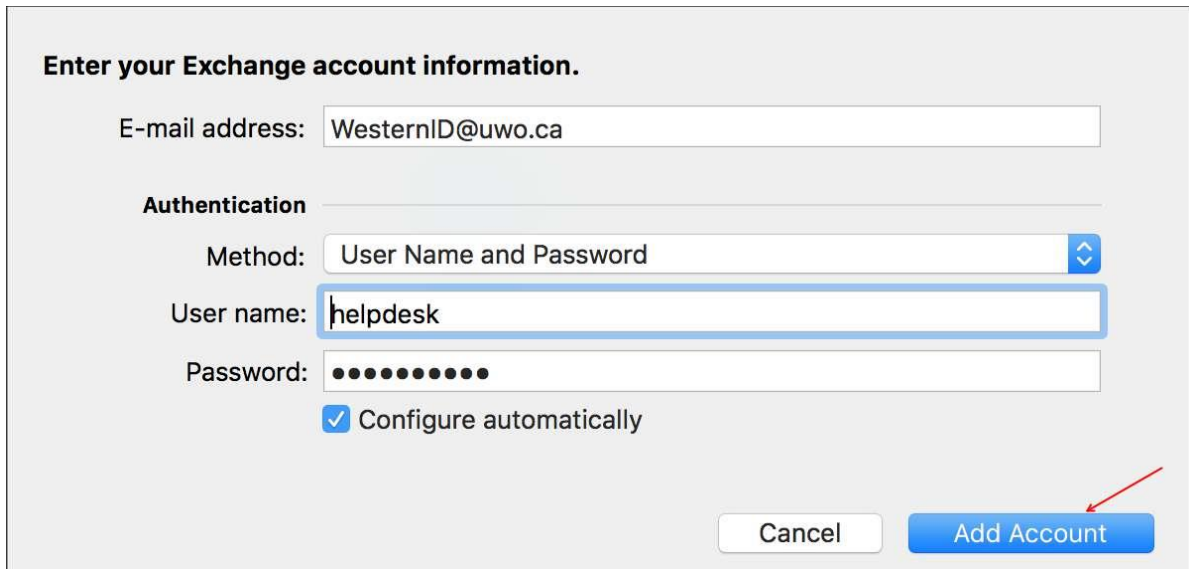
3. From the **Outlook Preferences** window, under **Personal Settings**, select **Accounts**.



4. From the **Accounts** window, select the **Exchange or Office 365** button.



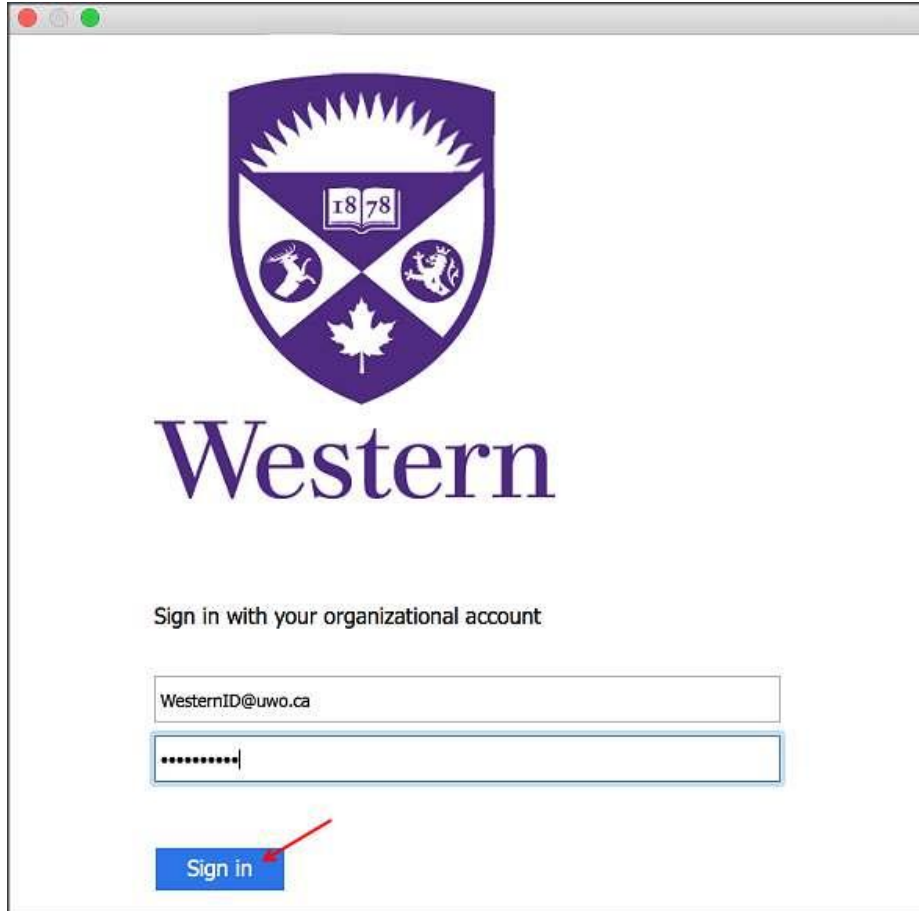
5. In the **Enter your Exchange account information** window, beside **E-mail Address**, use your UWO email (i.e. WesternID@uwo.ca). Under **Authentication**, leave the **Method**: as the default (Username and Password), under **User name**: input your Western ID, beside **Password**: enter your UWO password (*please note: this is the password you use to sign into myhr.uwo.ca, finance.uwo.ca, etc.*). Leave **Configure automatically** checked and select **Add Account**.



6. You may see a window that **Outlook was redirected to the server autodiscover-s.outlook.com**. Select **Always use my response** for this server and then **Allow**. **Note**: This may prompt a second time, please do the same for both prompts.

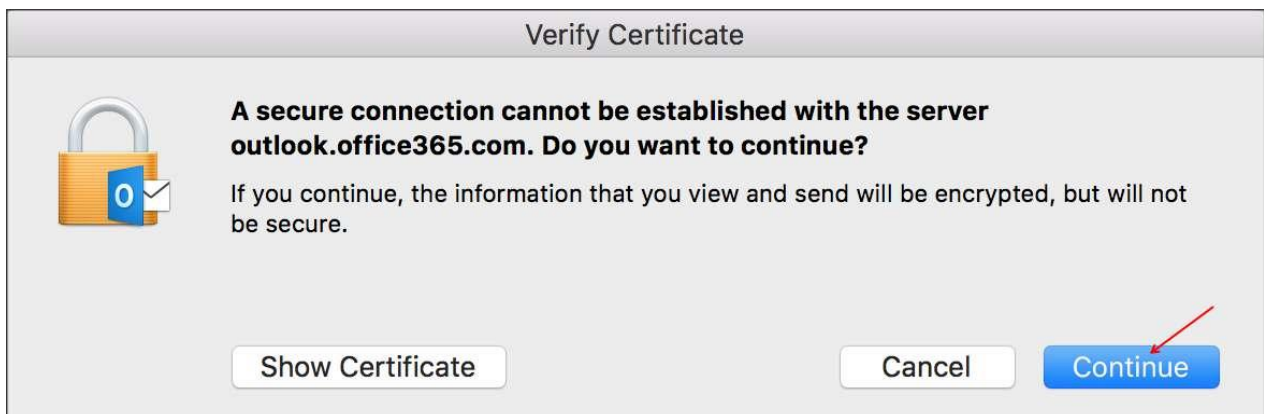


7. You will be redirected to the Western **Sign in with your organizational account** window. Input your WesternID and Password and select Sign in or press enter/return.



The image shows a web browser window displaying the Western University sign-in page. At the top is the Western University crest, which is a shield divided into four quadrants with a sunburst at the top and a book in the center. Below the crest is the word "Western" in a large, purple, serif font. Underneath is the text "Sign in with your organizational account". There are two input fields: the first contains the email "WesternID@uwo.ca" and the second contains a masked password "*****". Below the password field is a blue "Sign in" button, which is pointed to by a red arrow.

8. At the **Verify Certificate** window, select **Continue**.



The image shows a "Verify Certificate" dialog box. On the left is an icon of a yellow padlock with a blue "O" and a white envelope. To the right of the icon is the text: "A secure connection cannot be established with the server outlook.office365.com. Do you want to continue?". Below this text is a smaller line: "If you continue, the information that you view and send will be encrypted, but will not be secure." At the bottom are three buttons: "Show Certificate", "Cancel", and "Continue". The "Continue" button is highlighted with a red arrow.

9. The Outlook client should now be connected and your messages will begin to populate. **Note:** Depending on the amount of messages in your inbox, this may take some time.

