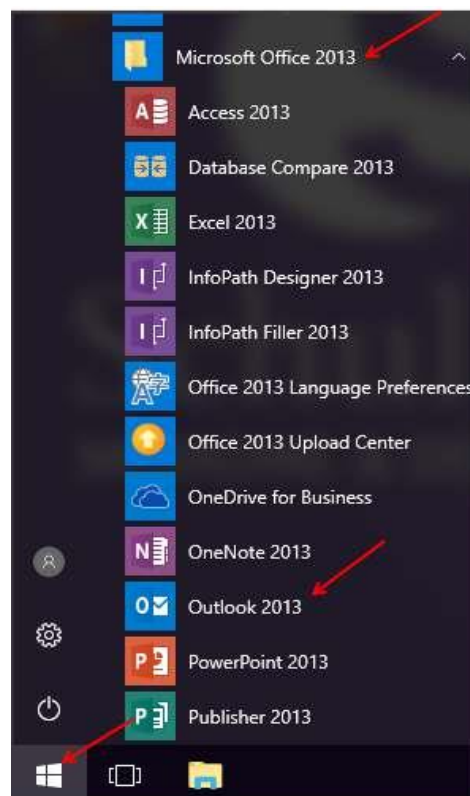


Configuring Outlook 2013 – Windows 10

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

Please follow the below instructions to configure your Outlook 2013 client in Windows 10. 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 the **Start** button and scroll down to the **Microsoft Office 2013** folder. Click to expand and Select **Outlook 2013**.



NOTE: If you receive an error e.g. MAPI was unable to load. You will need to remove the Novell GroupWise profile from the Mail Setup in Control Panel. To do this, complete the following process:

Right click on **Start** | click on **Control Panel** | click on **Mail (32-bit)**

Click on **Show Profiles...**

Highlight **Novell GroupWise** and select **Remove** (if there is an Outlook profile, your configuration should already be complete and you can disregard these instructions.)

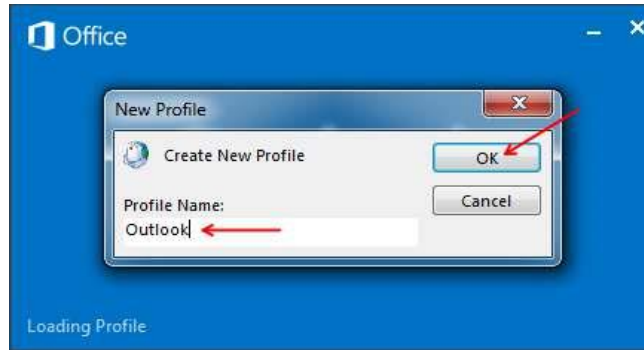
Click on **Apply** and then **OK**. (You must click Apply and then OK or the profile will not be removed)

Restart Outlook 2013

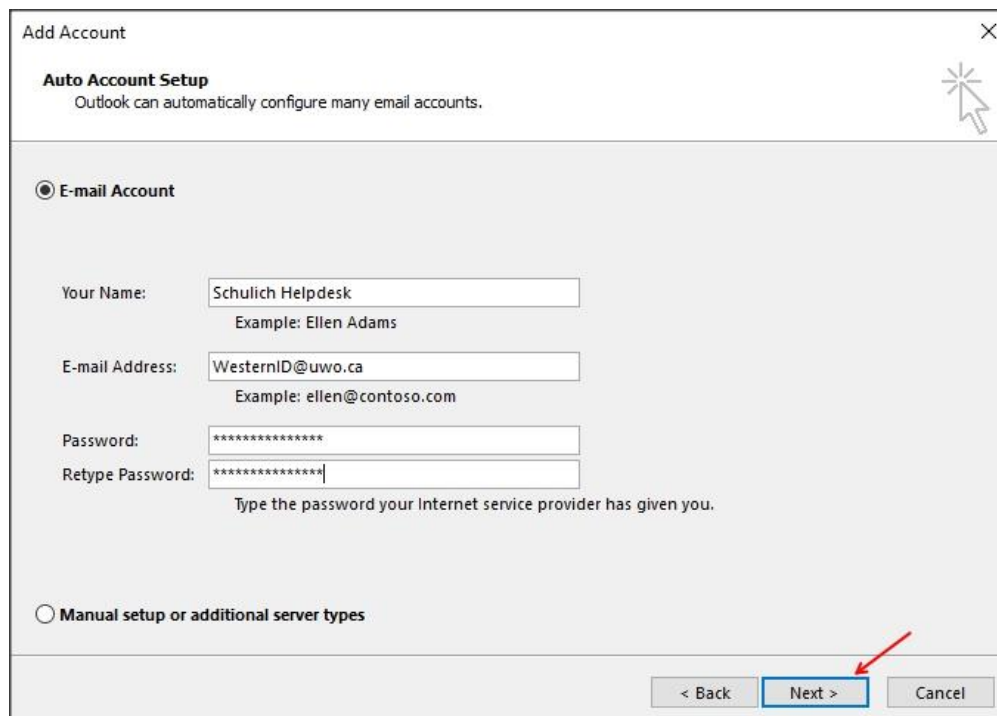
If you need further instruction, please follow **Steps 6 - 10** on **Page 7** of our [How to Install Outlook in Windows 10](#) documentation on our Office 365 Resources webpage.

You will see one of 2 options. You may see a **Welcome to Outlook 2013** window, if you do, please select **Next**. At the **Add an Email Account** window, leave the default selection of **Yes** and select **Next** again. If you do not see the **Welcome to Outlook 2013** window, please proceed to step 2 below.

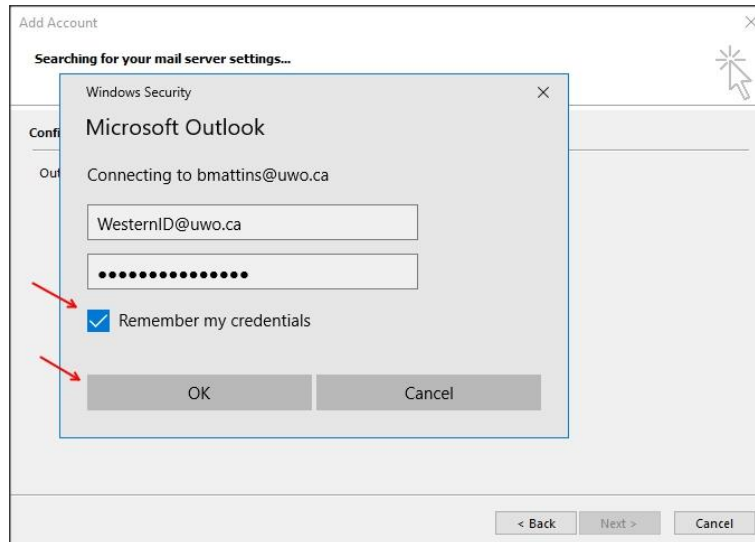
2. In the **New Profile** window, type **Outlook** and select **OK**.



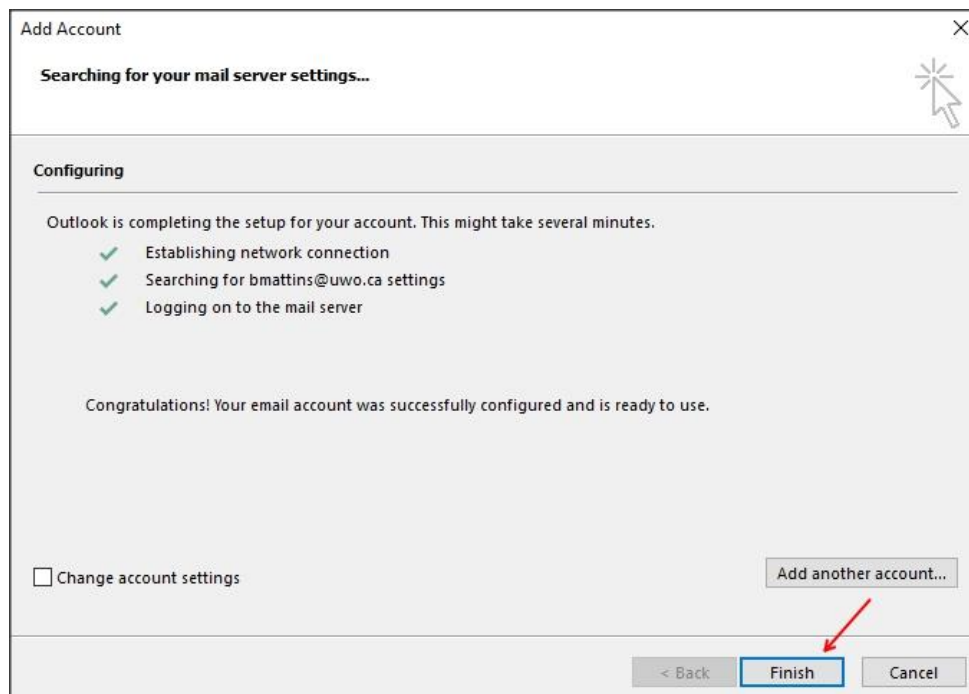
3. On the **Auto Account Setup** page, ensure **E-mail Account** is selected. Beside **Your Name**, type your preferred name (first and last). Beside **E-mail Address**, use your UWO email (i.e. WesternID@uwo.ca). Beside **Password**, enter your UWO password (*please note: this is the password you use to sign into myhr.uwo.ca, finance.uwo.ca, etc.*). Beside **Retype Password** enter this password again to confirm. Once these fields are filled out correctly, click **Next**.



4. While Outlook is searching for your mail server settings, you may see a **Windows Security** prompt pop up. Please enter your **UWO email address and password** here (the same ones you entered on the previous page). Ensure the **Remember my credentials** box is checked and click **OK**.



5. Once Outlook has successfully configured your email account, you will see three green checkmarks beside the steps it has completed (as seen below). Click **Finish**.



6. The Outlook client will now launch and take you to your UWO email inbox.

