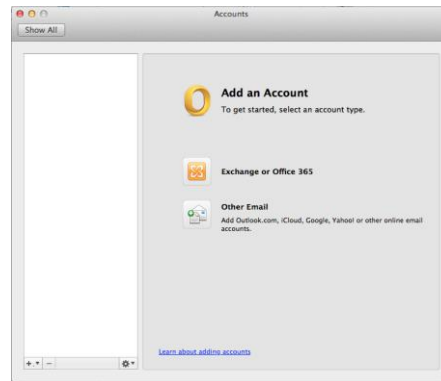
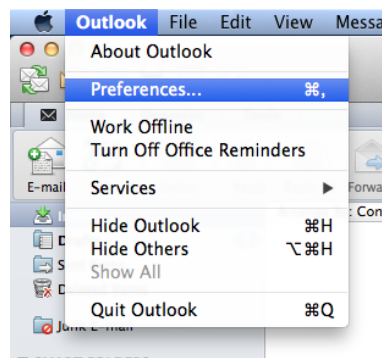


Setting Up CUNET Email in Outlook 2011 (MAC)

Note: When sending an email, we strongly recommended using the Global Address Book (GAL) to select the recipient instead of using cached/stored email address in your list. Sometimes a cached email address can point to the wrong location and fail to deliver. If you don't have access to the GAL then entering the users full email i.e. johnDoe@cunet.carleton.ca instead of the alias is also the better option.

1. Start Up Microsoft Outlook, if this is the first time you opened Outlook the “New Account” wizard should open if not go to Outlook=>Preferences and click on the ‘+’ icon in the left hand menu. This may also be under the Tools=>Accounts menu.



2. Select the ‘Exchange or Office 365’ option and then uncheck the ‘Configure automatically’ box. Fill in all of your details, your email address is in the full format of **username@cunet.carleton.ca**, not the alias @carleton.ca. Under username, you may have to enter **cunet\username** (i.e. cunet\johnsmith) for it to work.
3. For the Server address, enter: CCSCAS10.CUNET.CARLETON.CA – click ‘add account’.

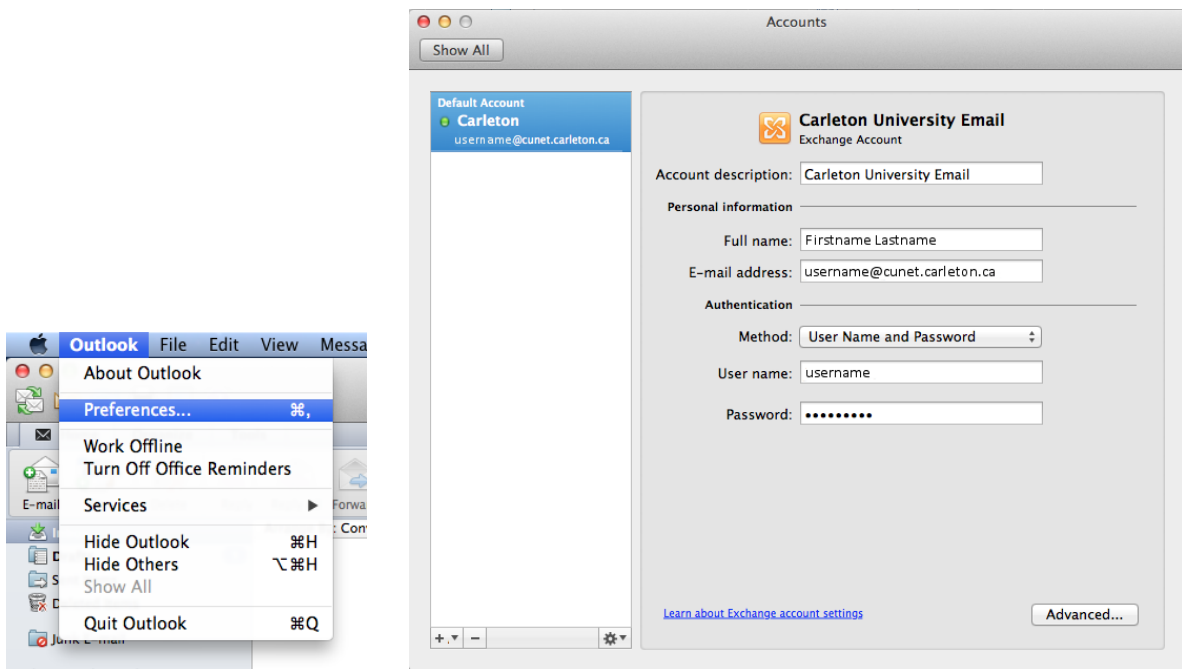
A screenshot of the 'Enter your Exchange account information' dialog box. It contains fields for 'E-mail address' (username@cunet.carleton.ca), 'Method' (User Name and Password), 'User name' (username), 'Password' (masked with dots), and 'Server' (CCSCAS10.CUNET.CARLETON.CA). There is an unchecked checkbox for 'Configure automatically'. A large grey arrow points to the 'Server' field. At the bottom are 'Cancel' and 'Add Account' buttons.A screenshot of the 'Accounts' window in Outlook 2011. It shows a list of accounts on the left, with 'Carleton University Email' selected. The right pane displays the account details, including 'Account description', 'Personal information' (Full name, E-mail address), and 'Authentication' (Method, User name, Password). The 'Advanced...' button is at the bottom right.

4. Outlook should now check and connect to the server and start to synchronize your emails into the account.

Changing Settings in Outlook 2011 (MAC)

If you discover Outlook is no longer connecting as it used to, you may need to change the Server address to CCSCAS10.CUNET.CARLETON.CA.

1. Start Up Microsoft Outlook and go to Outlook=>Preferences (This may also be under Tools=>Accounts). Select your account and click on the 'Advanced' menu button.



2. Under Advanced=>Server tab, make sure that the Microsoft Exchange Server address **begins** with: **https://ccscas10.cunet.carleton.ca/**
3. Under username, you may have to enter **cunet\username** (i.e. cunet\johnsmith) for it to work. Once modified, click OK and return to the main inbox. It should now start synching again. If not, you may need to close down and re-open Outlook for the changes to take effect.

