

How to configure your UWinnipeg Outlook Profile

Bottom left corner, in the search field type *Control Panel*, it will be displayed under Best match.

Click on Control Panel

Top right-hand corner, click on View by: and change it to Large Icons

Now locate and click on Mail (32-bit) or (Mail Microsoft Outlook 2016) it may be similar





Click on Show Profiles

🕖 Mail Setup - Outlook	×
Email Accounts	
Setup email accounts and directories.	Email Accounts
Data Files	
Change settings for the files Outlook uses to store email messages and documents.	Data <u>F</u> iles
Profiles	
Setup multiple profiles of email accounts and data files. Typically, you only need one.	d <u>S</u> how Profiles
	Close

Click on **Add**

Mail	×
General	
The following pr <u>o</u> files are set up on this computer:	
^	
·	
Add Remove Properties Copy	
When starting Microsoft Outlook, use this profile:	
Prompt for a profile to be used	
Always use this profile	
~	/
OK Cancel <u>A</u> pply	



Give the Profile Name a name, e.g. *Outlook*, then click on *OK*, if it complains that one already exists by that name choose another name, e.g. *UWinnipeg*.

New Profile	×	
Create New Profile	ОК	
Profile <u>N</u> ame: Outlook	Cancel	

Your *Name* and *Email address* should be filled in, if not, please fill in the fields including *Password* and click on *Next*.

Please Note: in this screenshot we are using a test account. Your Staff/Faculty email address <u>will not</u> have *@webmail.uwinnipeg.ca*, it will be *@uwinnipeg.ca*

Add Account		×
Auto Account Setup Outlook can automa	atically configure many email accounts.	×.
• Email <u>A</u> ccount		
Your Name:	Test User	
	Example: Ellen Adams	
Email Address:	neilstu9969@webmail.uwinnipeg.ca	
	Example: ellen@contoso.com	
Password:	*****	
Retype Password:	*****	
	Type the password your Internet service provider has given you.	
○ <u>M</u> anual setup or a	additional server types	
	< <u>B</u> ack <u>N</u> ext >	Cancel



🕖 Add Acc	ount	×
Searching	for your mail server settings	×
Configurin	g	
Outlook is	s completing the setup for your account. This might take several minutes.	
~	Establishing network connection	
→	Searching for neilstu9969@webmail.uwinnipeg.ca settings	
	Logging on to the mail server	
	< <u>B</u> ack <u>N</u> ext > Cancel	Help

If you see all green checkmarks, congratulations you were successful

Click *Finish*

Add Account	×	
Congratulations!		
Configuring		
Outlook is completing the setup for your account. This might take several minutes.		
 Establishing network connection 		
 Searching for neilstu9969@webmail.uwinnipeg.ca settings 		
 Logging on to the mail server 		
Congratulations! Your email account was successfully configured and is ready to use.		
Set up Outlook Mobile on my phone too	Add another account	
< Back Finish	Cancel Help	



Click on **OK** to close the Mail window

Ø Mail	×
General	
Ithe following profiles are set up on this computed to the set up on this computed by the set of th	ter:
Outlook	^
	~
A <u>d</u> d R <u>e</u> move P <u>r</u> operties Cop <u>y</u>	
When starting Microsoft Outlook, use this profile:	
 Prompt for a profile to be used Always use this profile 	
Outlook	~
OK Carcel <u>A</u> p	ply