

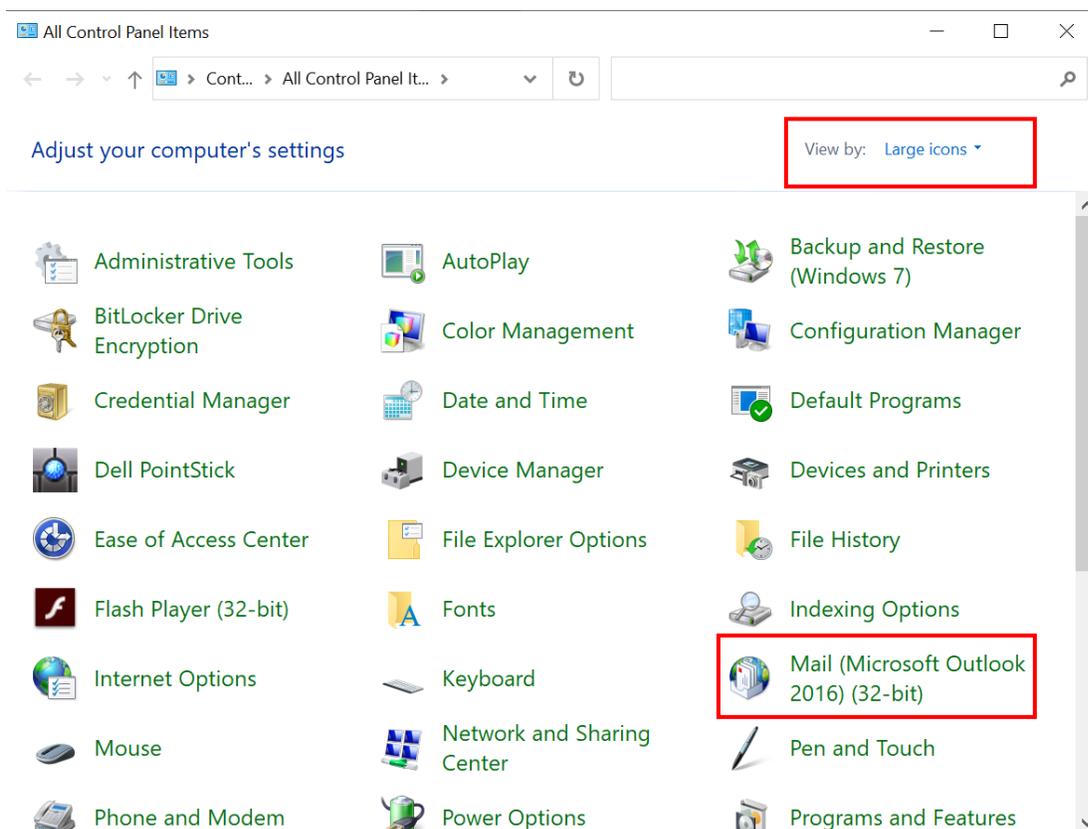
How to configure your UWinnipeg Outlook Profile

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

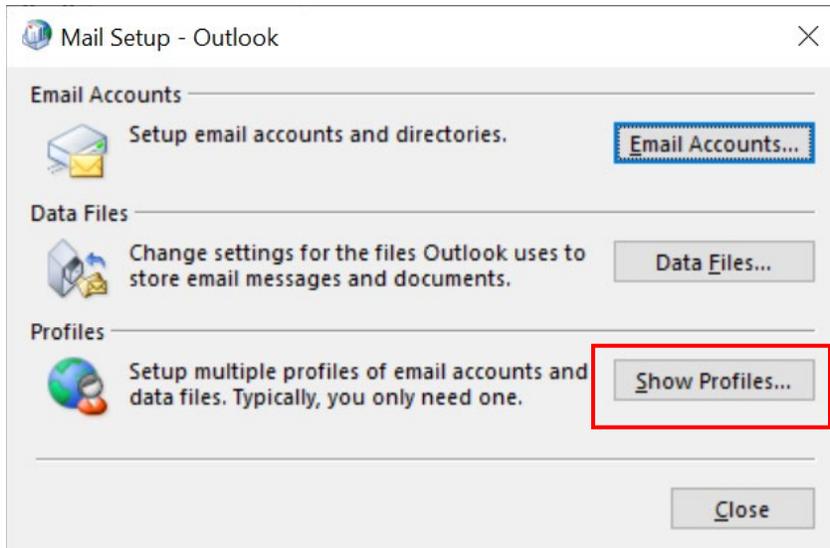
Click on **Control Panel**

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

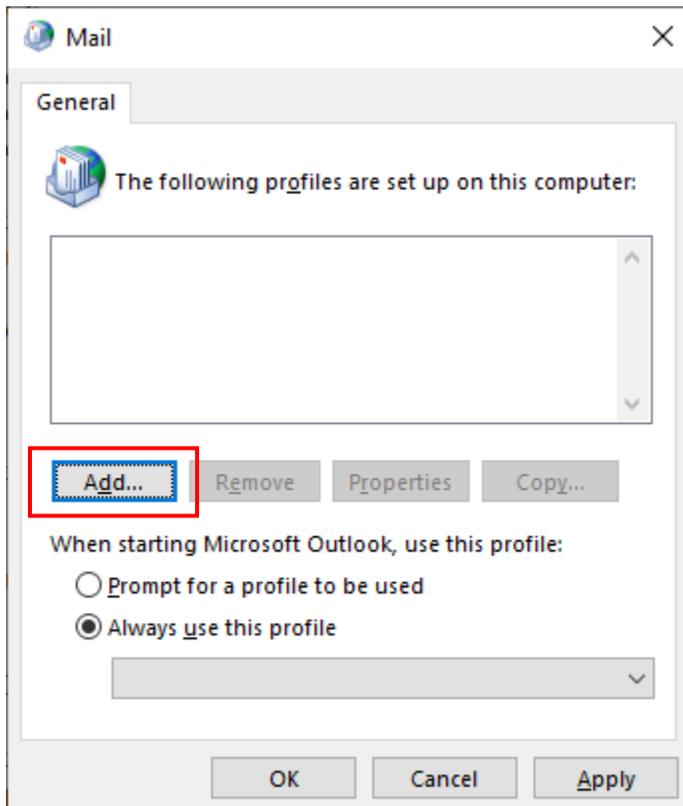
Now locate and click on **Mail (32-bit)** or **(Mail Microsoft Outlook 2016) it may be similar**



Click on **Show Profiles**



Click on **Add**





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

Profile Name: Outlook

OK

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 **will not** have **@webmail.uwinnipeg.ca**, it will be **@uwinnipeg.ca**

Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

Email Account

Your Name: Test User
Example: Ellen Adams

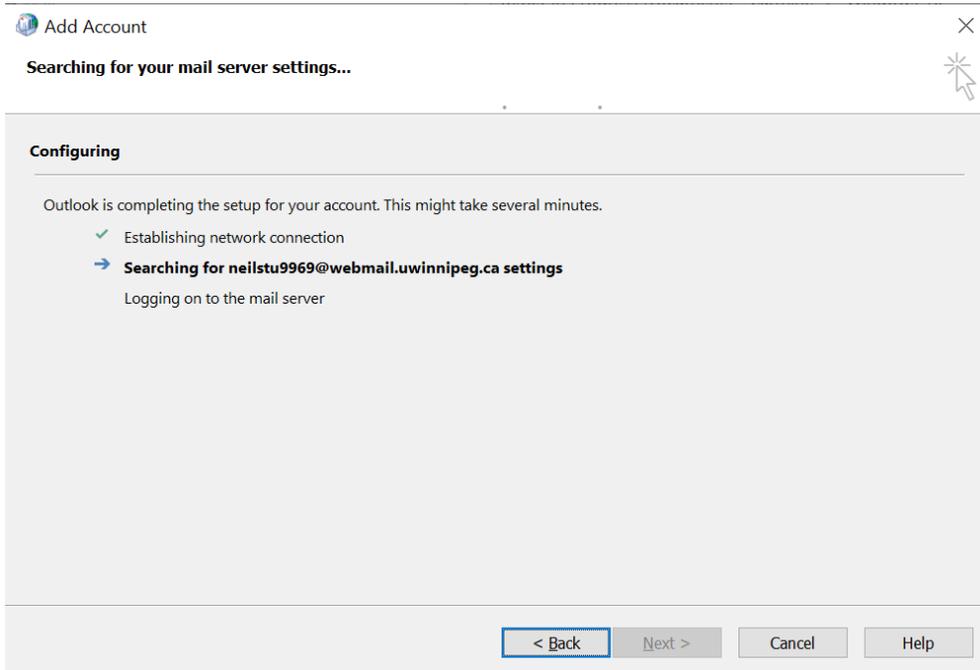
Email Address: neilstu9969@webmail.uwinnipeg.ca
Example: ellen@contoso.com

Password: *****

Retype Password: *****
Type the password your Internet service provider has given you.

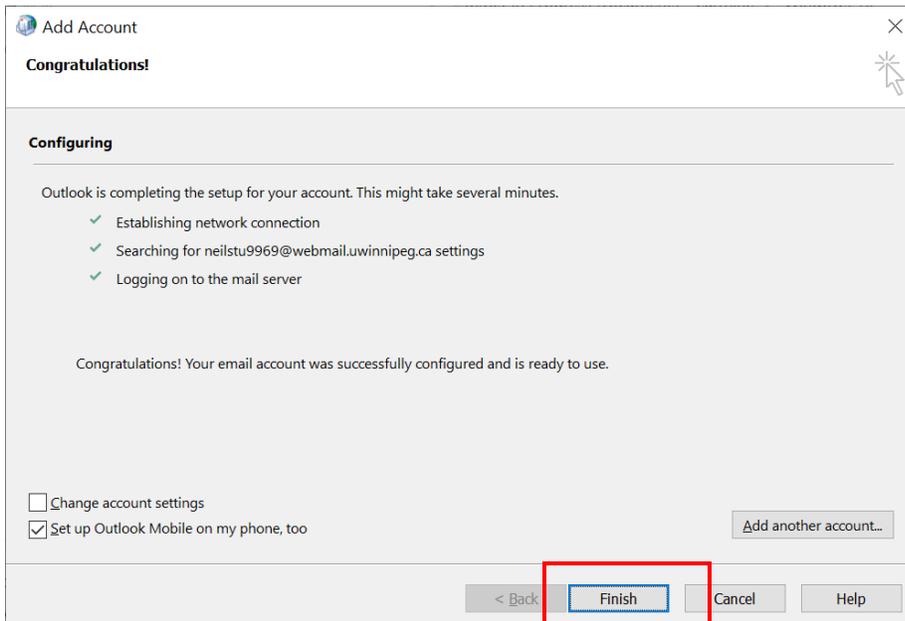
Manual setup or additional server types

< Back Next > Cancel



If you see all green checkmarks, congratulations you were successful

Click **Finish**





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

