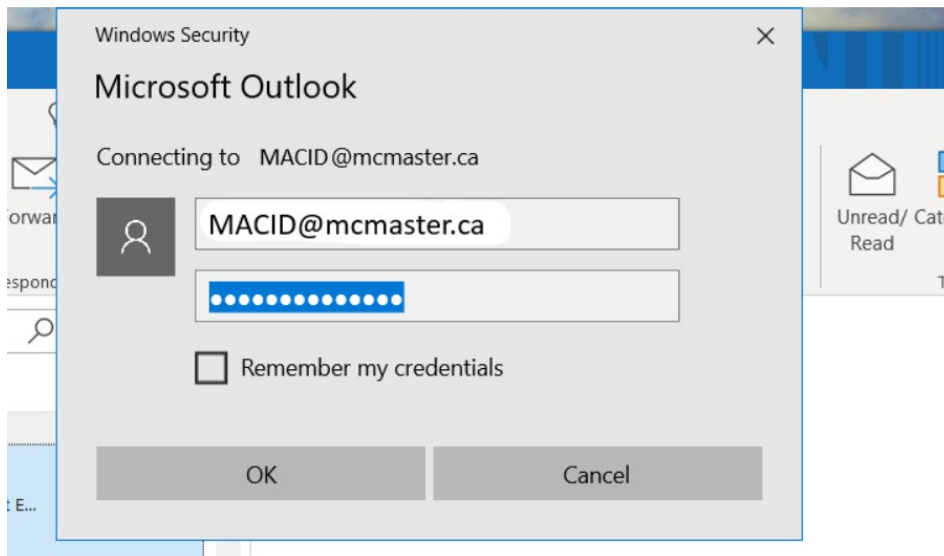




Instructions to access email on Windows device

1. Open Microsoft Outlook Client to access your email. You should be able to access the inbox with no issues.
2. Depending on your outlook version, you may receive a pop window that looks like this:



If this happens, remove the user account and replace it with your macid@mcmaster.ca.

**Make sure to check "Remember my credentials".*

3. You may have to relaunch your Outlook client for any emails to update.

To add another account:

1. Open Outlook
2. Click File > Account settings > Account settings
3. Click Add Account and follow the prompts