

How to setup your UBC email in Outlook

You can use the instructions below to setup your UBC email in Outlook.

Quick Version:

1. Click on Outlook in the Dock at the bottom of the screen
2. If Outlook is not on your dock, click on the magnifying glass (in the top right) and type Outlook
3. Enter your email address and click Continue
4. Enter ead\cwl (ex: ead\gpouli01) in the Domain\username field and your cwl password in the Password field then click "Add Account"
5. If you get an "Outlook was redirected..." message, check "Always use my response for this server" and click Allow
6. Click Done on the confirmation page

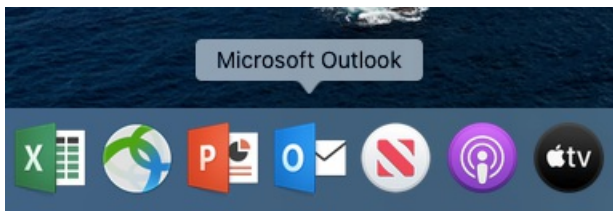
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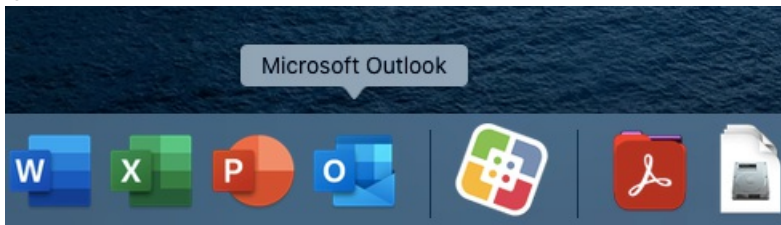
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Detailed Version:

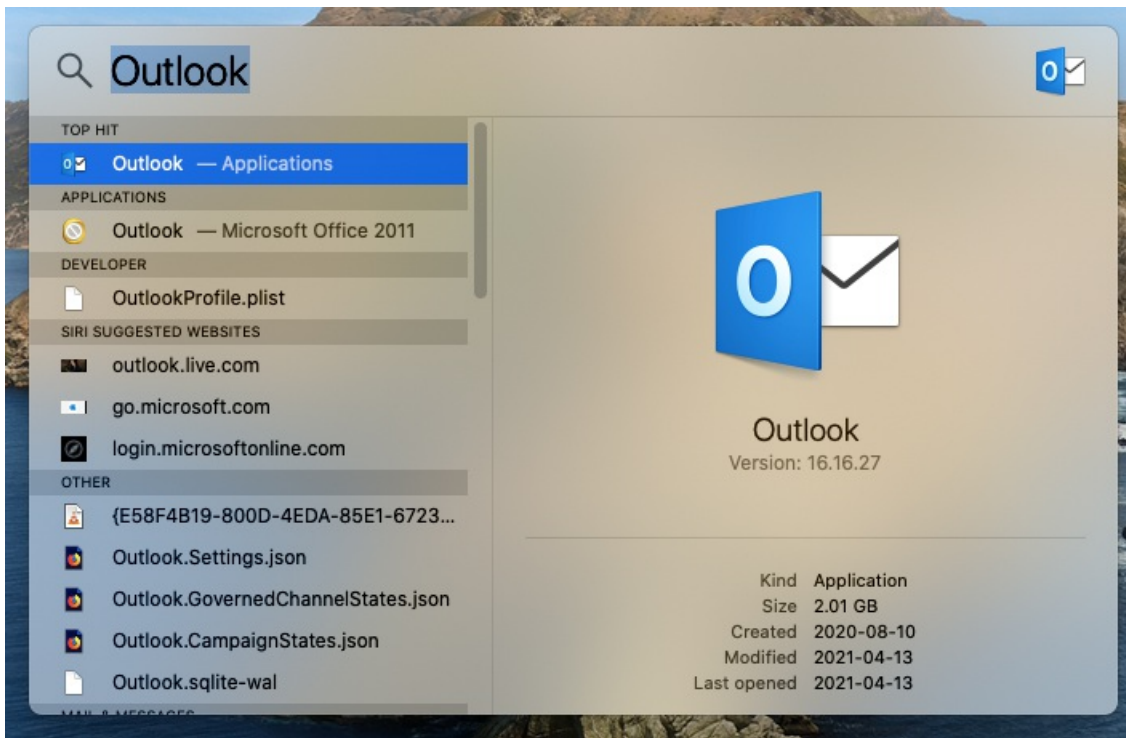
1. Click on Outlook in the Dock at the bottom of the screen



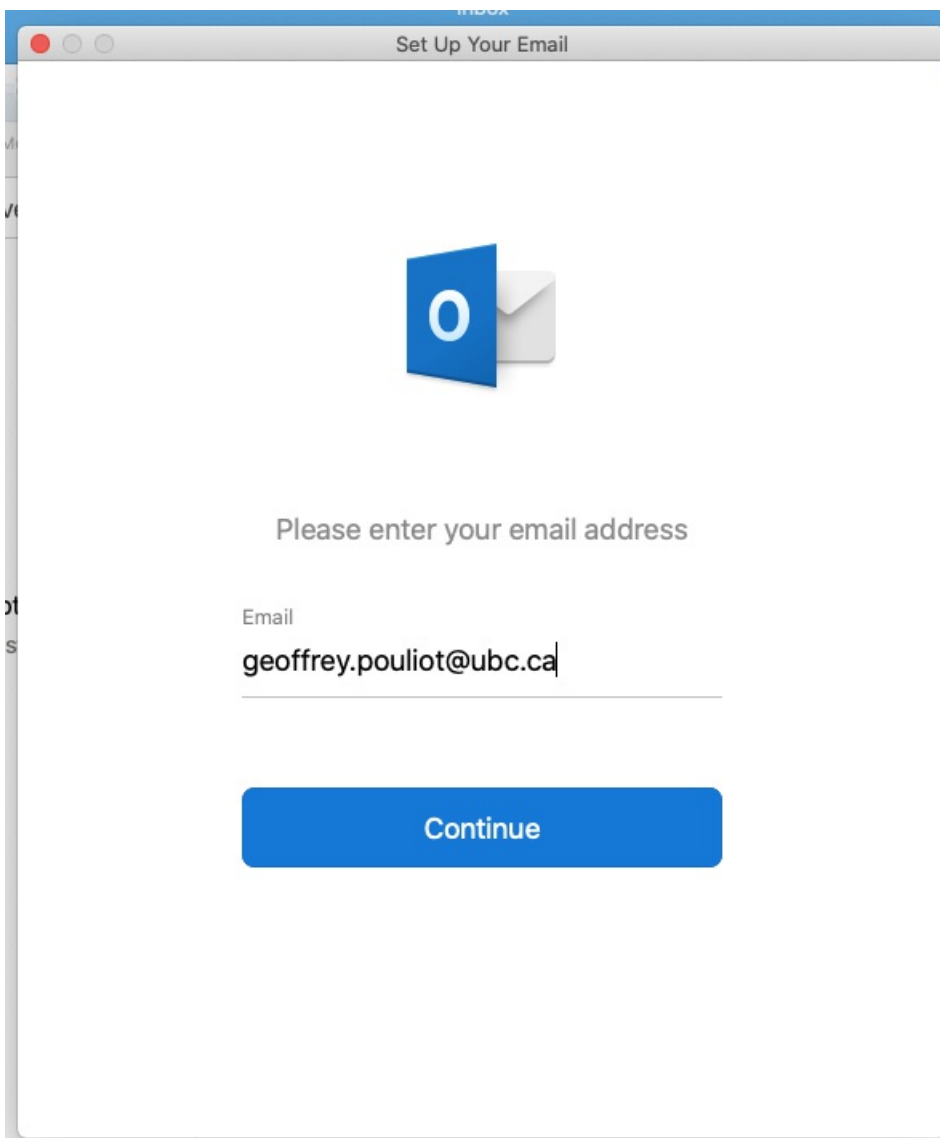
or



2. If Outlook is not on your dock, click on the magnifying glass (in the top right) and type Outlook



3. Enter your email address and click Continue



4. Enter ead\cwl (ex: ead\gpouli01) in the Domain\username field and your cwl password in the Password field then click "Add Account"

Set Up Your Email

Not Exchange?

Exchange

Method
Username and Password

Email Address
geoffrey.pouliot@ubc.ca

DOMAIN\username or Email
ead\gpouli01

Password
●●●●●●●●

Show Password

Server (optional)

Add Account

5. If you get an "Outlook was redirected..." message, check "Always use my response for this server" and click Allow

Outlook was redirected to the server autodiscover.mail.ubc.ca to get new settings for your account geoffrey.pouliot@ubc.ca. Do you want to allow this server to configure your settings?

https://autodiscover.mail.ubc.ca/autodiscover/autodiscover.xml

Click Allow only if you fully trust the source, or if your Exchange administrator instructs you to.

Always use my response for this server

Allow Deny

6. Click Done on the confirmation page

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Online URL: <https://knowit.ok.ubc.ca/article/mac-os-setup-outlook-1114.html>