Configuring ICEMail for Outlook 2011 on a Mac

Once you have received notification that your SEAS email account has been migrated to the ICEMail server and verified it is working by logging on at https://icemail.harvard.edu, you will need to add the new settings in Microsoft Outlook 2011.

**Step 1.** Launch Outlook. At the top of the screen, go to Outlook > Preferences (Figure 1).

![Figure 1](image1.png)

**Step 2.** Select the Accounts tab (Figure 2).

![Figure 2](image2.png)
Step 3. Click on the + in the lower left corner and choose “Exchange...” (Figure 3).

Figure 3

Step 4. A) Enter your email address.
   B) Confirm ‘Method’ is “User Name and Password”.
   C) In the ‘User name’ field, enter: university\ADID*

*NOTE: If you do not know your ADID, please contact the HUIT Service Desk at (617) 495-9050 and ask them for your university ADID and password.

   D) Enter your password
   E) Uncheck ‘Configure Automatically’
   F) In the ‘Server’ field, enter: icemail.harvard.edu
   G) Click ‘Add Account’ (Figure 4)

Figure 4

Step 5. Confirm your new account settings are correct by sending an email to yourself.

Step 6. Delete your SEAS Exchange account: Go to Outlook > Preferences (See Step 1). Select your old account (the one not labeled “ICEMAIL“) and click the “-“ . When it asks if you are sure, click ‘Delete’.

Your ICEMail account is now configured. If you have difficulty, please contact the HUIT Service Desk at help@seas.harvard.edu or (617) 495-9050.