

Outlook Setup Guide v1.0

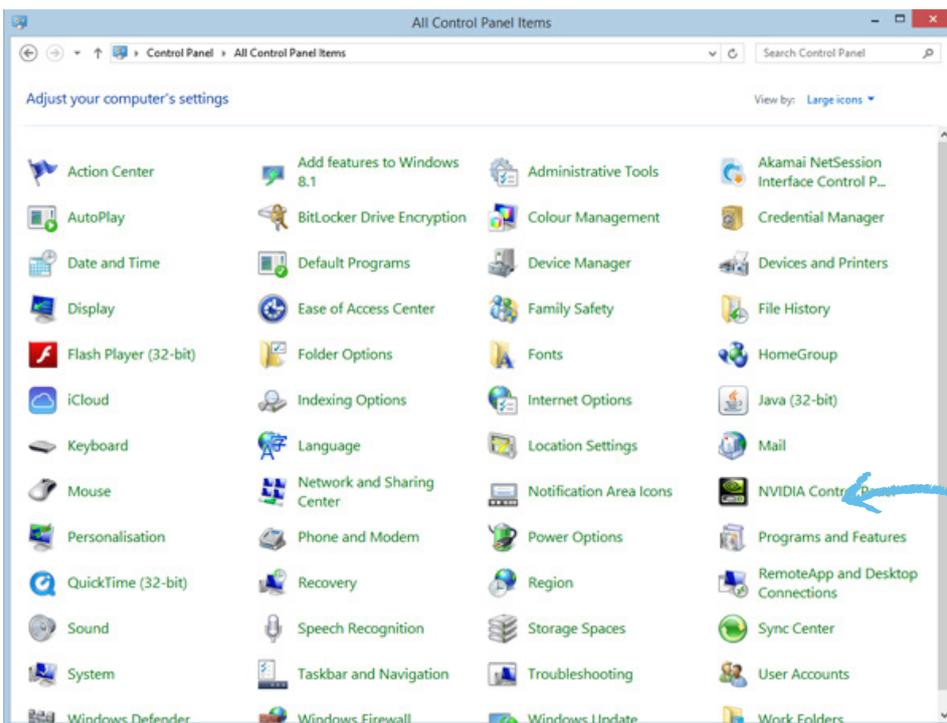
Hosted Exchange 2013

Setting up Outlook Anywhere for PC

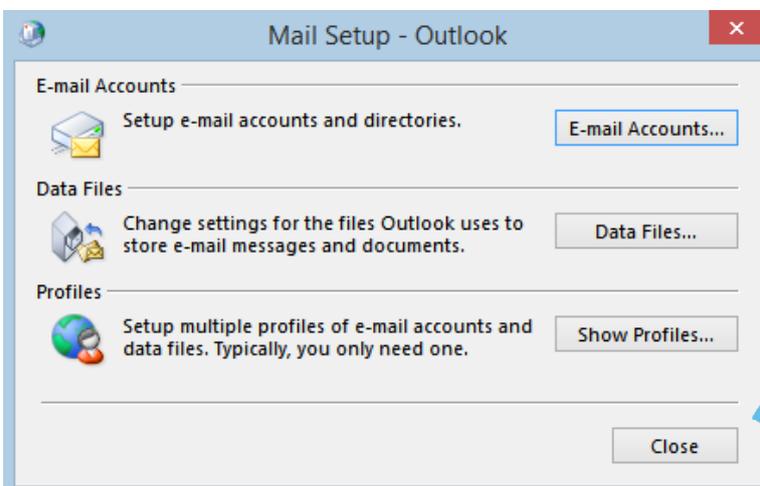
Installations of Outlook are strictly controlled by Microsoft and must adhere to the Microsoft Outlook terms included within the Hosted Exchange Agreement.

To connect Microsoft Outlook to Exchange 2013, the use of the Autodiscover service is required. However, Microsoft Outlook 2003 doesn't support the use of the Autodiscover service.

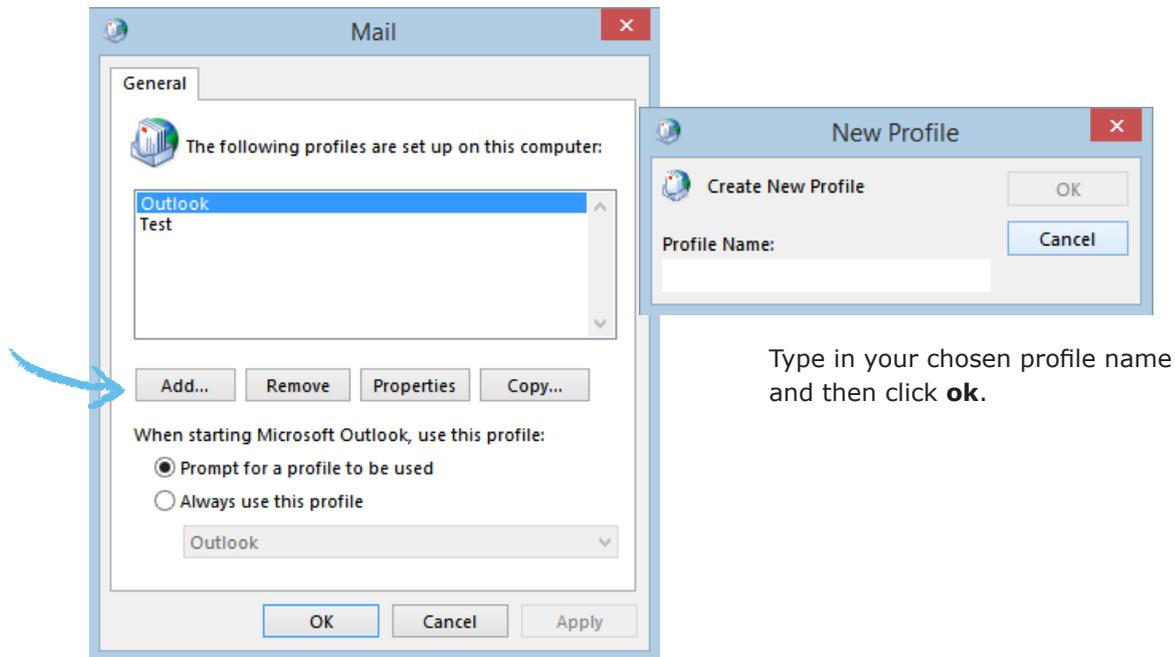
1. Open up **Control Panel** and then click on the **Mail applet** icon.



2. After the new window opens click on 'show profiles'.

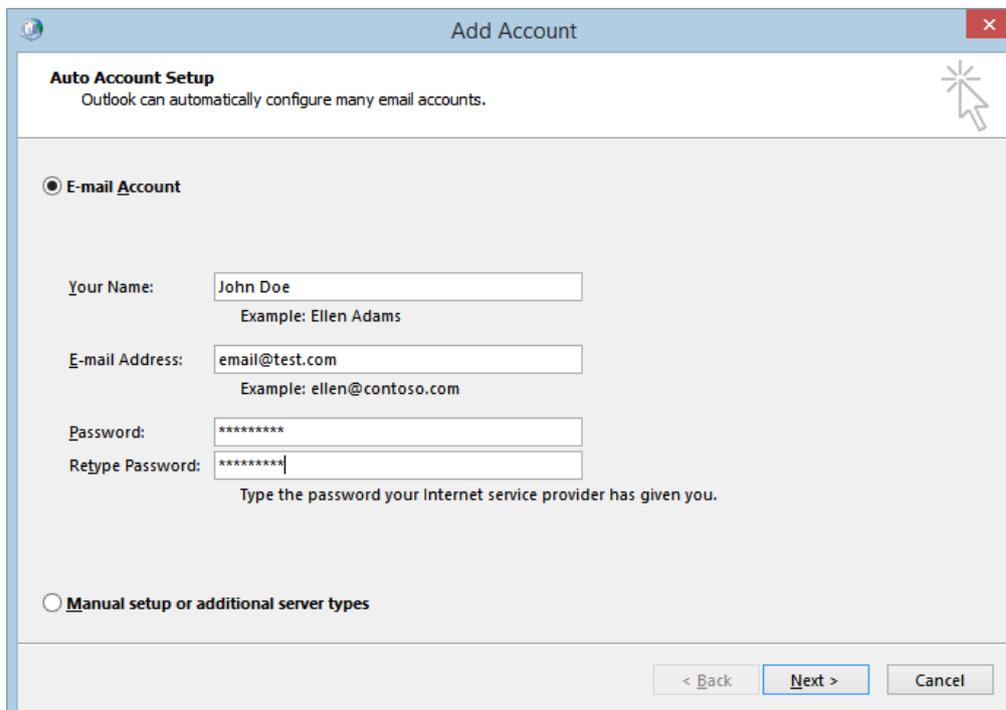


3. Click on 'Add' to add a profile.

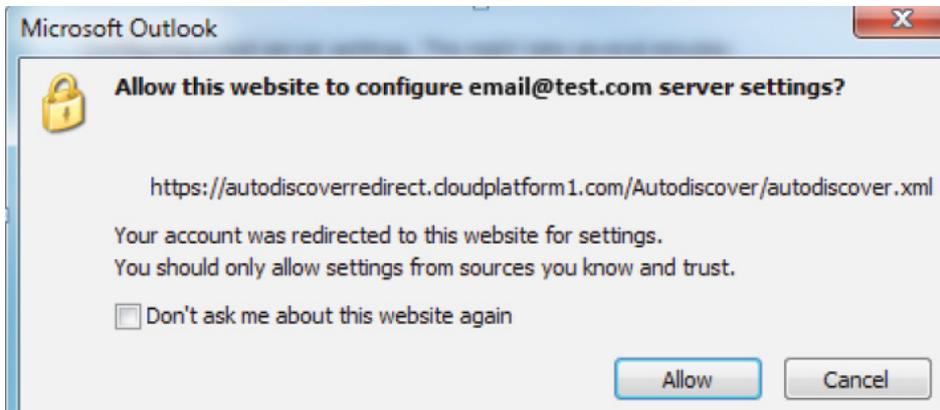


Type in your chosen profile name and then click **ok**.

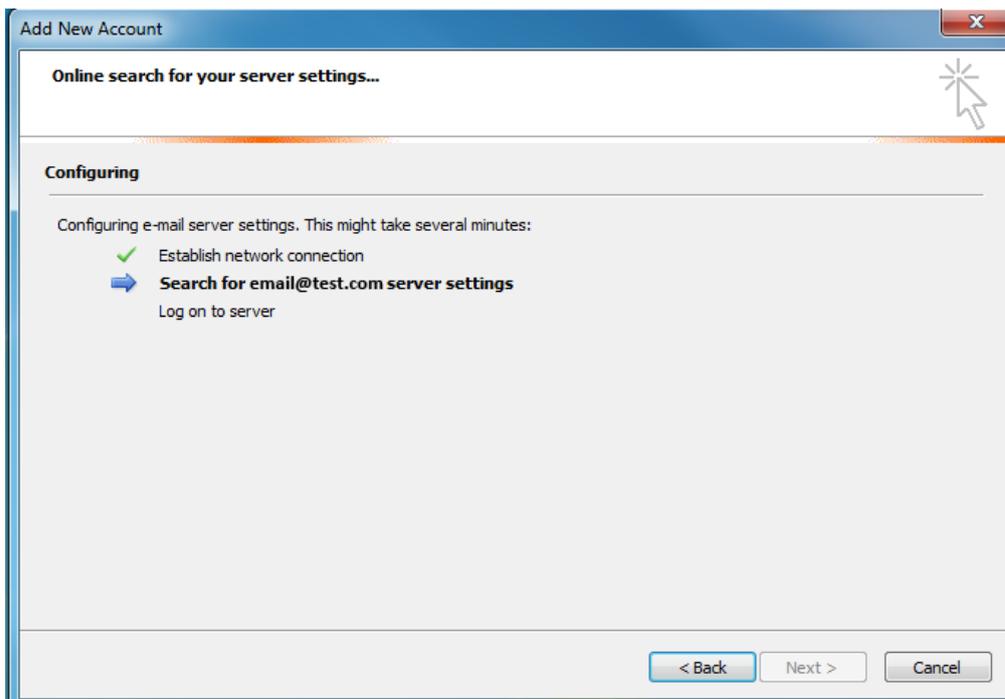
4. Enter your information and click **next**.



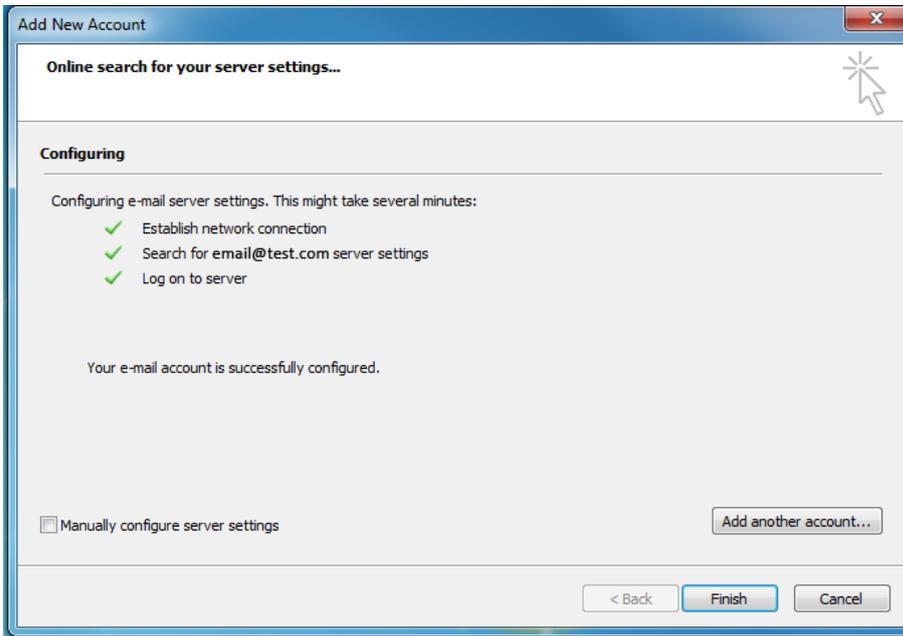
5. You may be prompted to allow “**redirection**” click “**Allow**” and “**Don’t ask me about this website again**” if you do not want to see further messages.



6. Click on “**Next**”. Outlook will setup the account

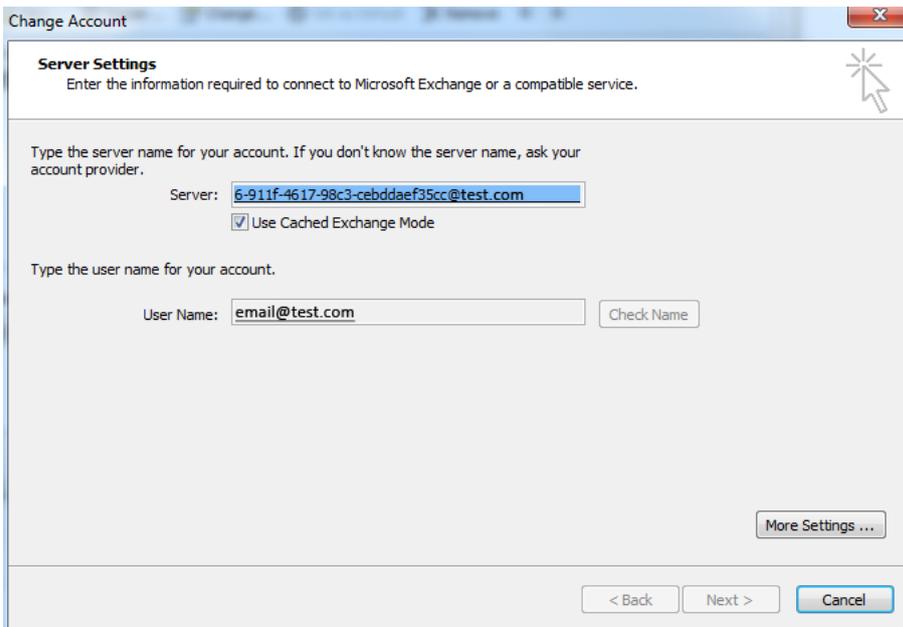


7. If the details provided are correct and Autodiscover has been setup correctly then you will see the confirmation screen



Congratulations you are ready to use Outlook Anywhere. Click **Finish**.

PLEASE NOTE! If you check the server properties page within the mail applet the server name now reflects the mailbox GUID or identity. This is normal and do **NOT** try and change or edit this field. This is how Exchange 2013 infrastructure works and is not editable or influenced by us in anyway. This is a Microsoft setting. See Below



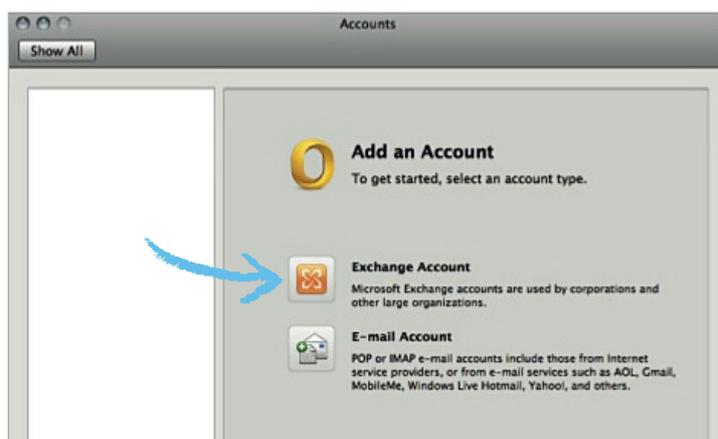
All other proxy settings are done for you automatically

Setting up Outlook for Mac

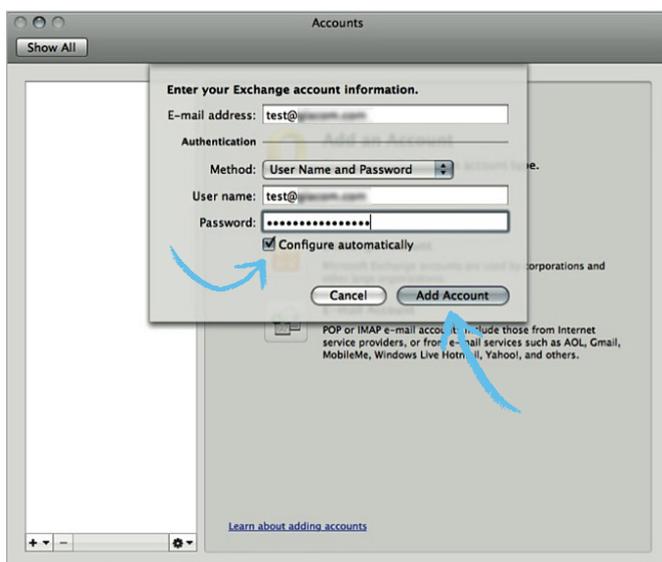
1. Open Outlook 2011 for Mac. From the top menu, click the **Tools** option, then select **Accounts** from the dropdown menu.



2. The Account window will open. If this is the first account to be added to Outlook, click **Exchange Account** from the two options. If another account already exists on Outlook. Please click the small '+' sign at the bottom left, and then select **Exchange**.



3. A box will drop down where you will be asked to enter your account information. In order for your account to set up automatically, you must have the **autodiscover** records added to your DNS settings.



Enter the mailbox address in the **Email Address** box and the same in the **User Name**, with your account password created when adding the mailbox in the control panel.

Tick the box **Configure Automatically**, and then press the **Add Account** button.

4. After a few seconds, you should be presented with the alert as below.



Tick the **Always use my response for this server**, and press the **Allow** button. After a short while, your account will authenticate and you will return to the Account screen, which can be closed by clicking the small 'x' in the top left. You'll then see any mail on the server starting to sync with this installation of Outlook - this may take a few minutes to complete, depending in the amount of messages held on the server.