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'.

Mail Setup - Outlook	×
counts	
Setup e-mail accounts and directories.	E-mail Accounts
·s	
Change settings for the files Outlook uses to store e-mail messages and documents.	Data Files
Setup multiple profiles of e-mail accounts and data files. Typically, you only need one.	Show Profiles
	k
	Close
	Mail Setup - Outlook

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

	٩	Mail	<			
	General	]				
	- Dia 19	The following profiles are set up on this computer:	٢	New Profile	×	
	Outlo	ok	٢	Create New Profile	ОК	
	Test		Pro	file Name:	Cancel	
	Add Remove Properties Copy			Type in your chose and then click <b>ok</b> .	osen profile name <b>k</b> .	
	When	starting Microsoft Outlook, use this profile:				
	● F ○ A	Prompt for a profile to be used Nways use this profile				
	[	Outlook 🗸				
		OK Cancel Apply				

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

۹	Add Account	×
Auto Account Setup Outlook can autom	natically configure many email accounts.	×,
) E-mail <u>A</u> ccount		
<u>Y</u> our Name:	John Doe Example: Ellen Adams	
<u>E</u> -mail Address:	email@test.com Example: ellen@contoso.com	
Password:	****	
Retype Password:	*******	
○ <u>M</u> anual setup or ac	Type the password your Internet service provider has given you. dditional server types	
	< <u>B</u> ack <u>N</u> ext > Can	cel

**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.

Micros	oft Outlook			
0	Allow this website to configure email@test.com server settings?			
	https://autodiscoverredirect.cloudplatform1.com/Autodiscover/autodiscover.xml			
	Your account was redirected to this website for settings. You should only allow settings from sources you know and trust.			
	Don't ask me about this website again			
	Allow Cancel			

6. Click on "Next". Outlook will setup the account

Add New Accou	nt	X
Online sear	h for your server settings	×
Configuring		
Configuring e	-mail server settings. This might take several minutes:	
<ul> <li>Image: A set of the set of the</li></ul>	Establish network connection	
	Search for email@test.com server settings	
	Log on to server	
	<back next=""></back>	Cancel

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

Add New Account	<b>X</b>
Online search for your server settings	N. N
Configuring	
Configuring e-mail server settings. This might take several minutes:	
<ul> <li>Establish network connection</li> </ul>	
<ul> <li>Search for email@test.com server settings</li> </ul>	
<ul> <li>Log on to server</li> </ul>	
Your e-mail account is successfully configured.	
Manually configure server settings	Add another account
< Badk	Finish Cancel

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

hange Account	and the second sec	×
Server Settings Enter the information req	uired to connect to Microsoft Exchange or a compatible service.	×
Type the server name for your account provider.	account. If you don't know the server name, ask your	
Server:	6-911f-4617-98c3-cebddaef35cc@test.com	
	Use Cached Exchange Mode	
Type the user name for your a	ccount.	
User Name:	email@test.com Check Name	
	More	ettings
	< Back Next >	Cancel

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.



 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 the 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.