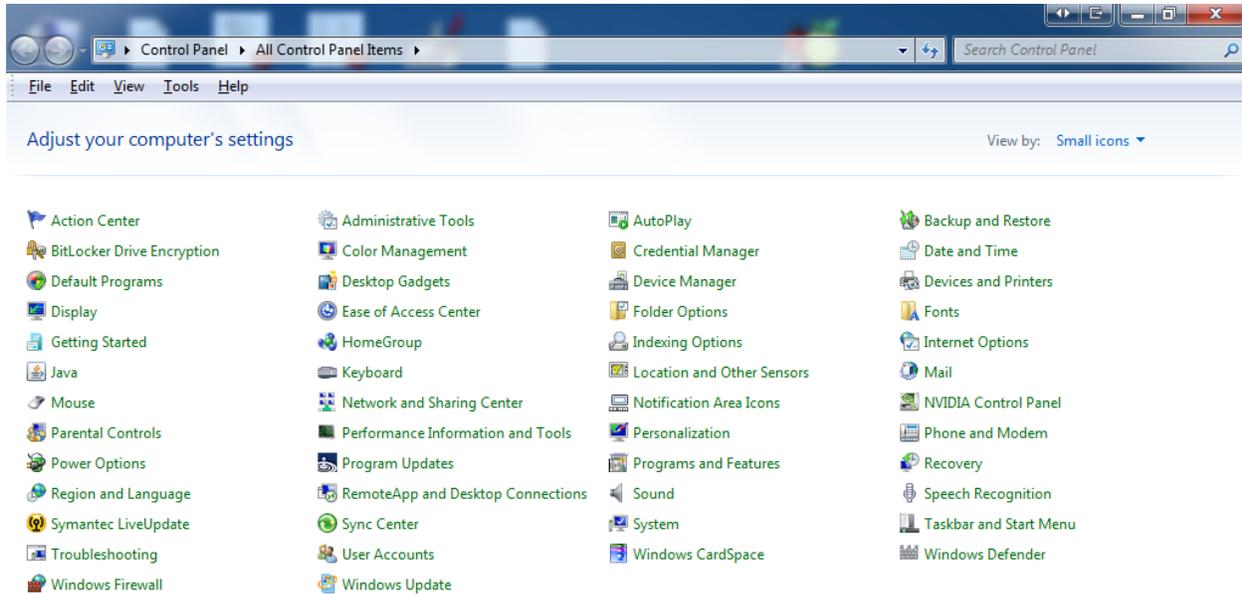


## Auto configuration of Outlook 2010.

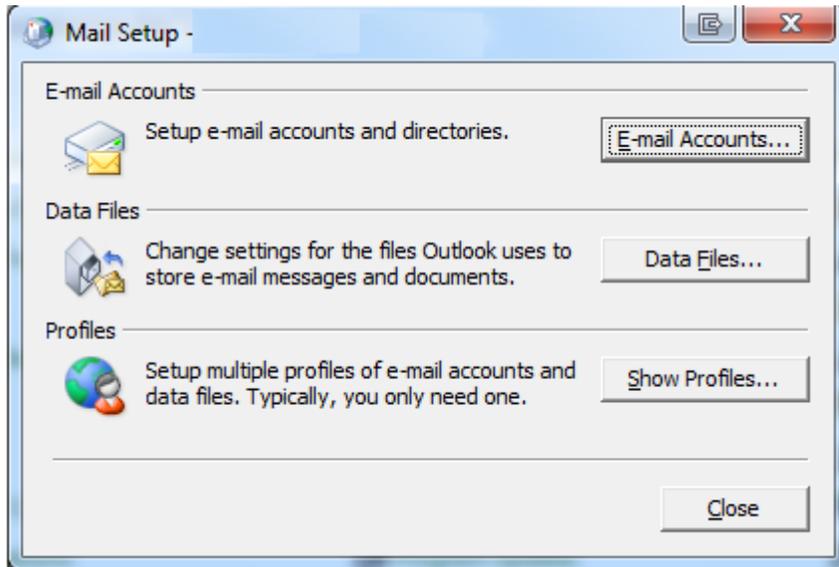
**NOTE:** This document is applicable only for customers using Apps4Rents Hosted Exchange 2010.

Please follow the steps below to Auto configure Outlook 2010 with Hosted Exchange 2010 Account:

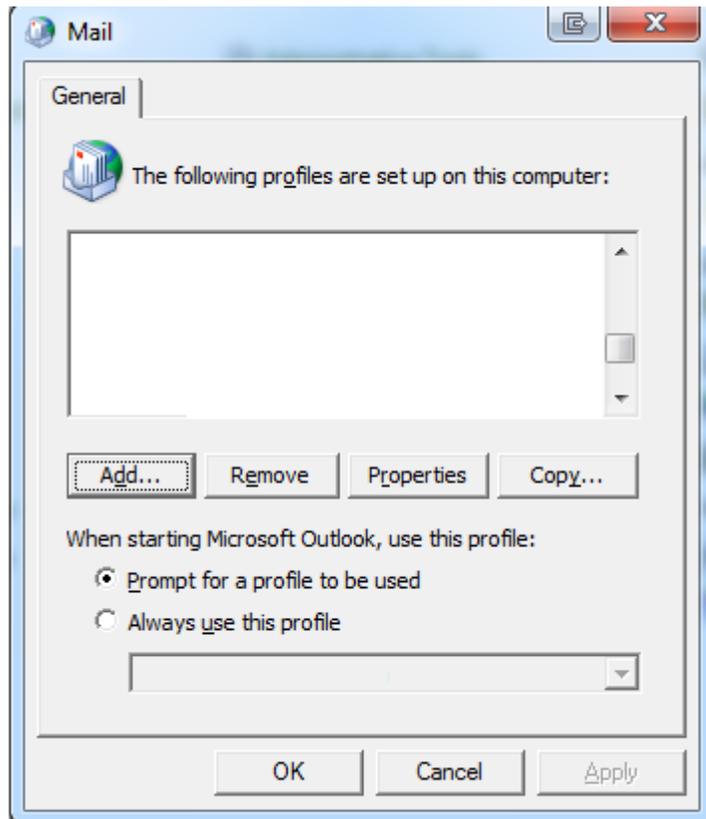
1. Click on Start > Control Panel (in your Desktop).
2. Double Click on 'Mail' icon.



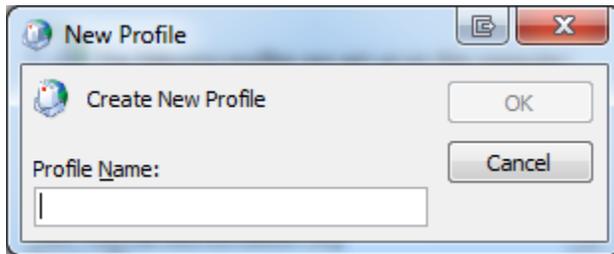
3. Click on 'Show Profiles'.



4. Click on 'Add'.

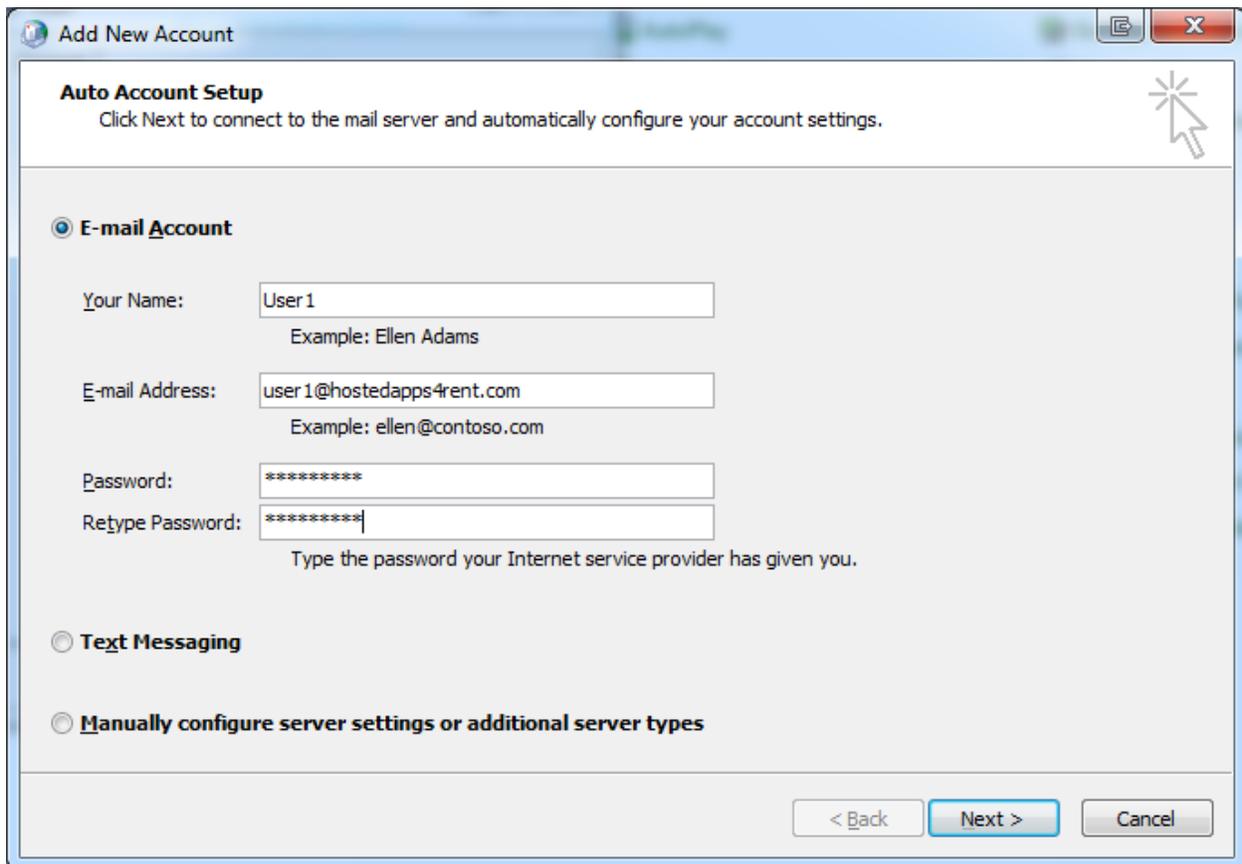


5. Provide a name (Can provide the user's display name) and click on OK.



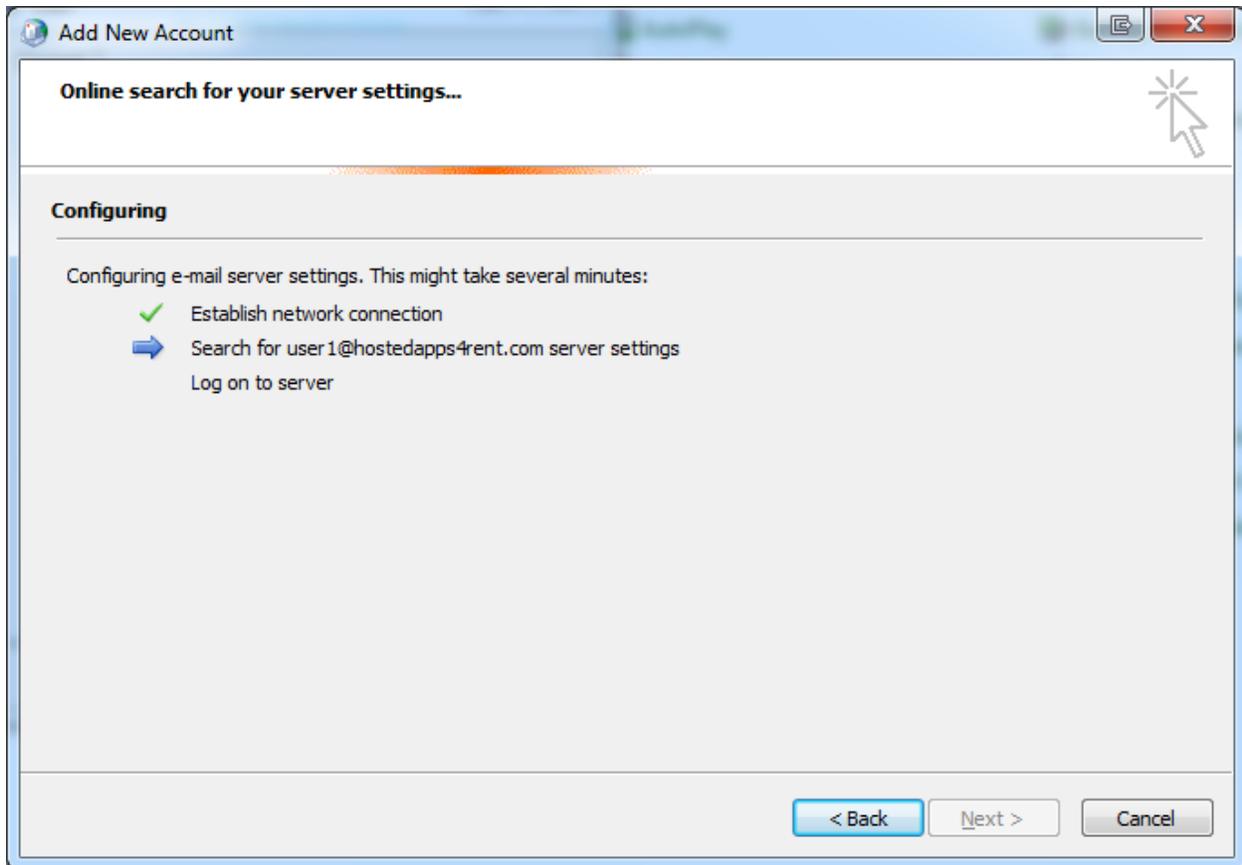
The screenshot shows a 'New Profile' dialog box with a title bar containing a globe icon, the text 'New Profile', and standard window control buttons. The main area contains a 'Create New Profile' button with an 'OK' button to its right. Below this is a 'Profile Name:' label followed by an empty text input field and a 'Cancel' button to its right.

6. Fill in the details and click on 'Next'.

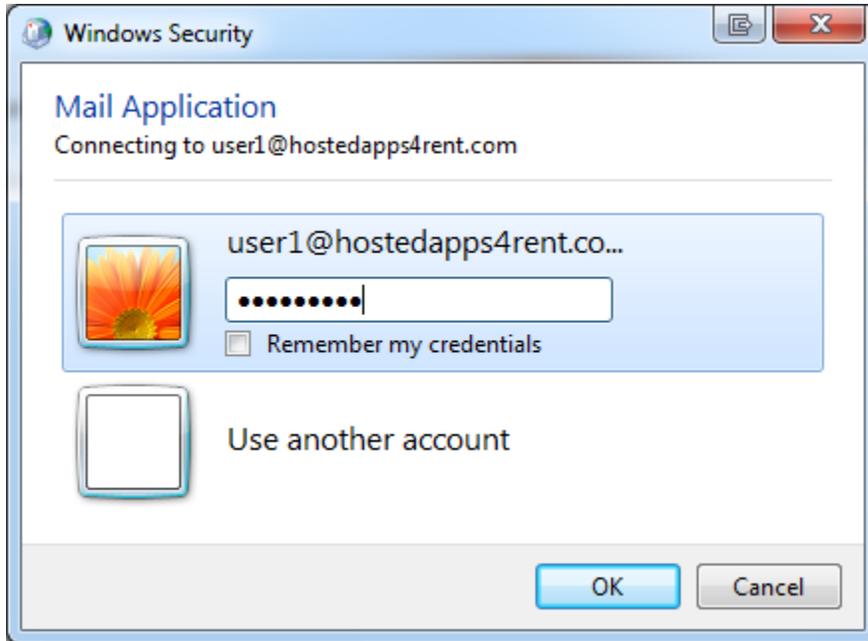


The screenshot shows an 'Add New Account' dialog box with a title bar containing a globe icon, the text 'Add New Account', and standard window control buttons. The main area is titled 'Auto Account Setup' and includes the instruction 'Click Next to connect to the mail server and automatically configure your account settings.' Below this, there are three radio button options: 'E-mail Account' (selected), 'Text Messaging', and 'Manually configure server settings or additional server types'. The 'E-mail Account' section contains four text input fields: 'Your Name:' with 'User 1' and the example 'Example: Ellen Adams'; 'E-mail Address:' with 'user1@hostedapps4rent.com' and the example 'Example: ellen@contoso.com'; 'Password:' with '\*\*\*\*\*'; and 'Retype Password:' with '\*\*\*\*\*'. A note below the password fields says 'Type the password your Internet service provider has given you.' At the bottom right, there are three buttons: '< Back', 'Next >' (highlighted in blue), and 'Cancel'.

7. The Auto Configuration wizard will automatically search for the settings for the user's account on the server and will configure Outlook.



8. Please type in the password for the email address you are configuring and click on Ok.



9. Your account is configured successfully, once you receive this message.

