

Email: support@apps4rent.com | US Toll Free: 1-866-716-2040 | International: +1-646-506-9354

Automatic Configuration of Outlook 2013 for Hosted Exchange 2016

1. Navigate to Windows Control Panel > Mail > Show Profiles > Add. Specify your Profile Name and click OK.

2. On the Auto Account Setup page type your name, primary email address, and your mailbox password twice, then click Next.

Add Account		e 💌
Auto Account Setur Outlook can auton	natically configure many email accounts.	×
E-mail Account	•	
Your Name:	Example: Ellen Adams	
E-mail Address:	Example: ellen@contoso.com	
Password: Retype Password:	************************************	

3. Outlook 2016 will start configuring your account. When you get a security prompt, check the box Don't ask me about this website again and then click Allow.

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Add Account			
Searching for yo	our mail	server settings	Ť
			-0
Configuring		•	
Outlook is com	Micros	oft Outlook	
✓ Es ➡ Se Lq	Ð	Allow this website to configure constrained and server settings?	
		https://autodiscover.hostingcloudapp.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	

4. Windows Security window might then prompt your user name and password. Enter your primary email address in the User name box and type your mailbox password and click.

5. Outlook 2016 will discover your email server settings finish configuration of your email account. Once you see all steps as completed, you can click Finish. Now you can open your new profile in Outlook 2016.

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dd Account		
Congratula	ionst	谈
Configuring		
Outlook is a	ompleting the setup for your account. This might take several minutes.	
~	Establishing network connection	
~	Searching for sector and settings	
~	Logging on to the mail server	
Congr	stulations! Your email account was successfully configured and is ready to use.	
Change ac	count settings	Add another account
	< Back	Finish Cancel

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