Exchange 2016/2019 — Outlook Profile Configuration

This section provides a quick overview of the settings needed to access Outlook client software and configure Outlook to connect to your hosted Exchange mailbox.

If you have trouble connecting, please visit [How Do I Connect A Mail Client To My Mailbox?](#)

**Outlook Profile Configuration — Autodiscover**

1. From your PC: Start | Control Panel | Mail. The Mail Setup wizard starts.

   ![Mail Setup Wizard](image)

2. Click [Show Profiles]. The Mail dialog displays.

   ![Mail Dialog](image)
3. Make sure **Prompt for a profile to be used** option is selected and click the [Add] button.

4. Enter **Profile Name** in the next dialog and click [OK].

![Create New Profile](image1)

5. In the **Add New E-mail Account** wizard, fill the **Your Name** and **E-mail Address** fields.

![Add Account](image2)

6. Outlook will search for your mail server settings, and let you know if it is successful. Click Finish once it is complete.

![Add Account](image3)

- You may be prompted for your email address and password. At the Exchange login prompt, enter your mailbox login (**user@domain**) and password.
- You could be prompted to allow Outlook to perform redirection from one site (unsecure) to another (secure). Allow this redirection.
7. Click OK in the Mail dialog box to close.

8. Start Outlook, and when prompted for your Profile, select the new profile you just created.