

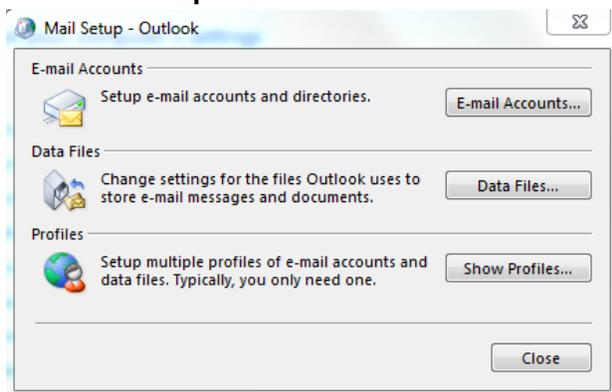
Exchange 2016/2019 – Outlook Profile Configuration

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.

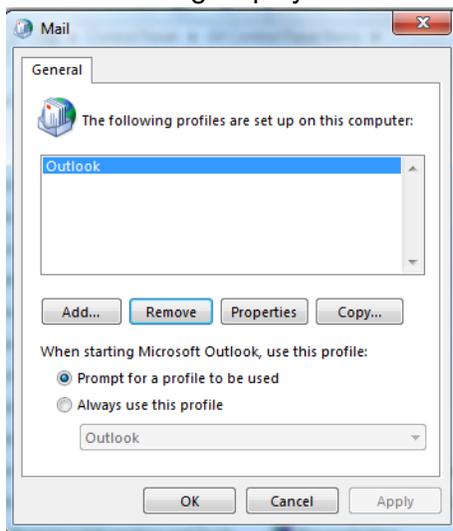
If you have trouble connecting, please visit [How Do I Connect A Mail Client To My Mailbox?](#)

Outlook Profile Configuration – Autodiscover

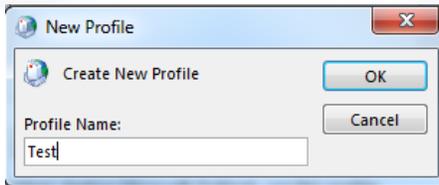
1. From your PC: **Start | Control Panel | Mail**.
The **Mail Setup** wizard starts.



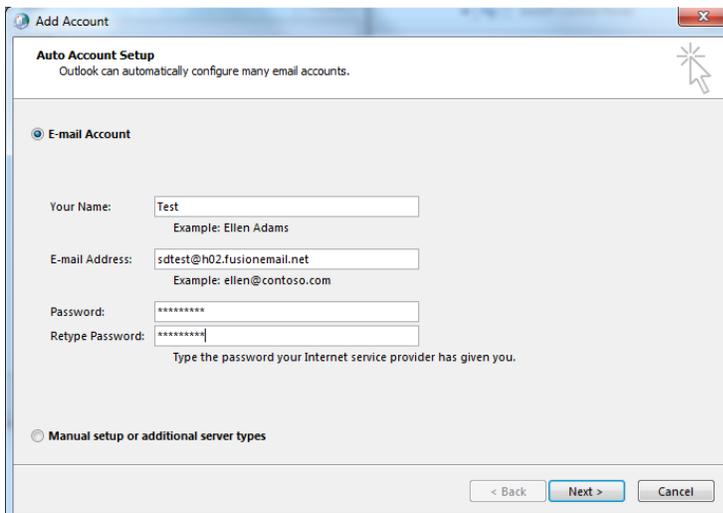
2. Click **[Show Profiles]**.
The **Mail** dialog displays.



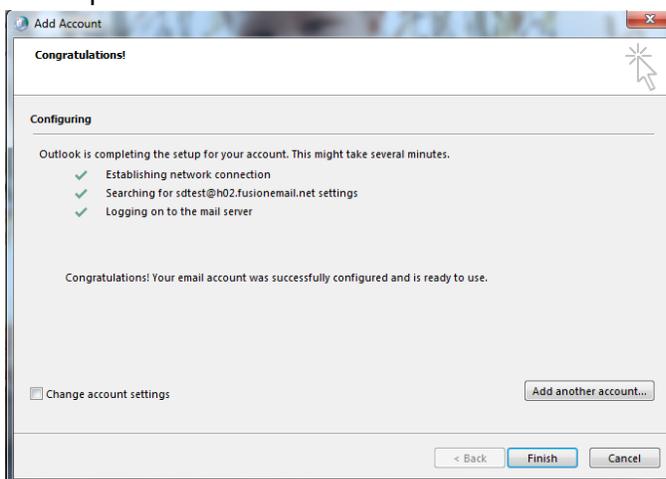
3. Make sure **Prompt for a profile to be used** option is selected and click the **[Add]** button.
4. Enter **Profile Name** in the next dialog and click **[OK]**.



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

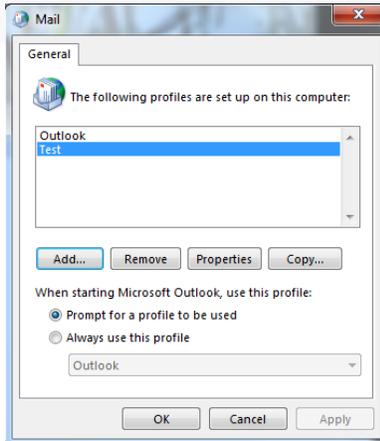


6. Outlook will search for your mail server settings, and let you know if it is successful. Click **Finish** once it is complete.



- 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.

