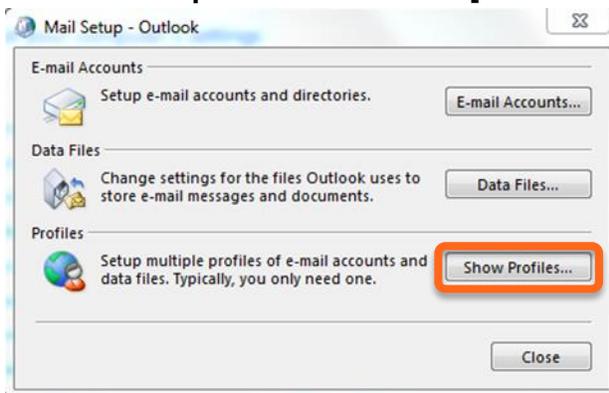# Exchange 2016 — Outlook Profile Configuration

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.
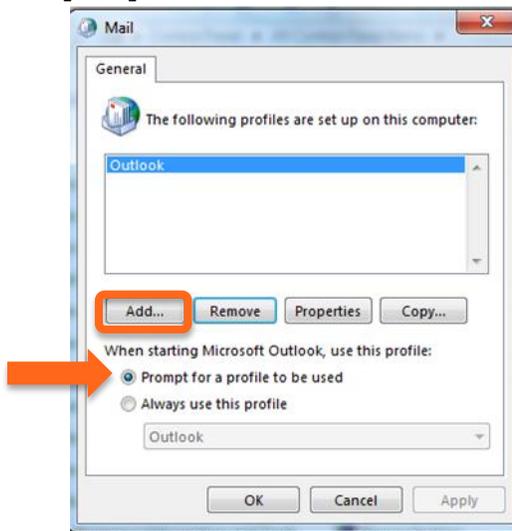
Detailed instructions can be found in the section that follows.

Outlook Profile Configuration — Autodiscovery

1. From your PC: **Start | Control Panel | Mail**.
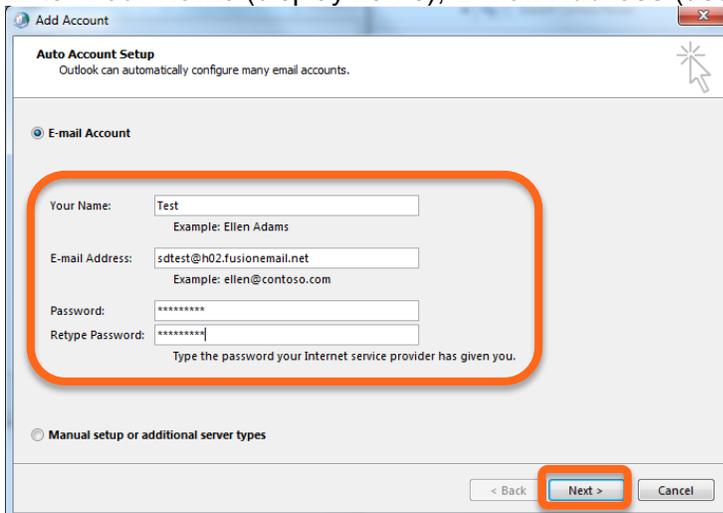   The **Mail Setup** wizard starts. Click **[Show Profiles].**

2. The **Mail** dialog displays. Make sure the **Prompt for a profile to be used** option is selected and click **[Add]**.
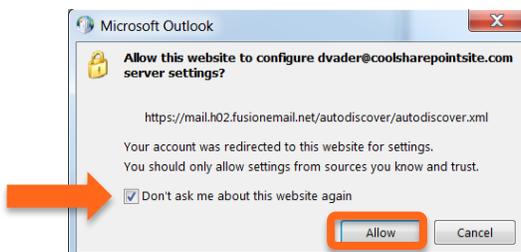
3. Enter **Profile Name** in the next dialog and click **[OK]**. Note: Profile Name is simply a way of identifying your Outlook profile.
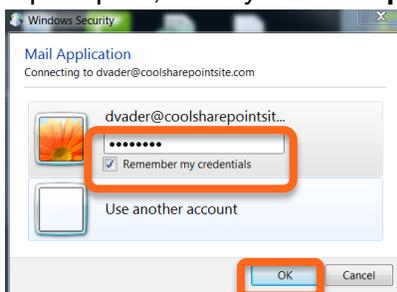
4. Enter **Your Name** (display name), **E-mail Address** (*user@domain)* and **Password,** then click **Next**:
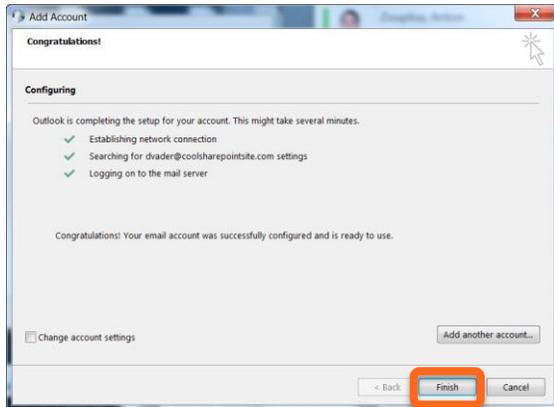
5. Outlook attempts to discover your mailbox settings over a secure Internet connection.
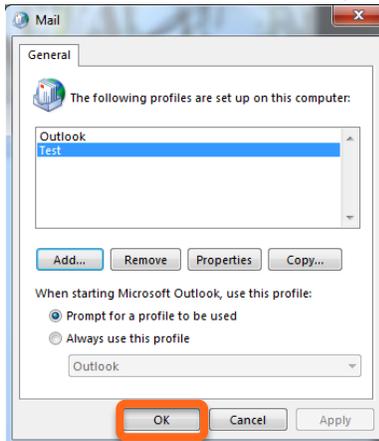Select **Don't ask me about this website again** and click **Allow:**

6. If prompted, enter your email **password**, select **Remember my credentials** and click **OK:**

7. Click **Finish:**

8. Click OK in the Mail dialog box to close.

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