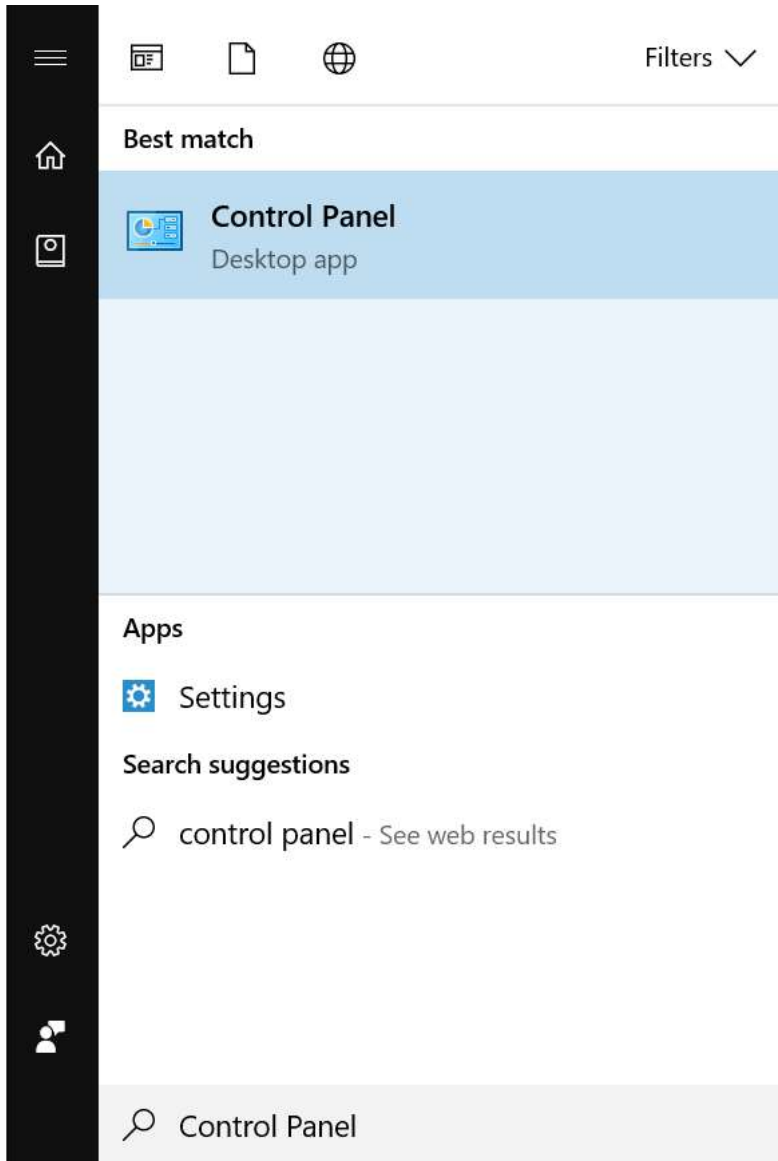


This article will assist you with setting up Outlook 2016 with your Hosted Exchange mailbox.

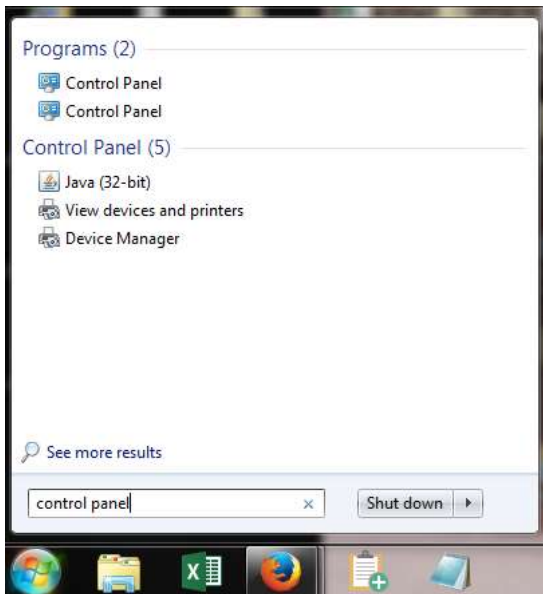
Manual Setup Note: Outlook 2016 **requires** the Autodiscover DNS record to be set for your domain. Exchange mailboxes **cannot be set up manually** due to a Microsoft limitation. Please contact your IT administrator for assistance if the instructions below fail.

1. Click on the Start Menu (or press the Windows key) and then search for **Control Panel**

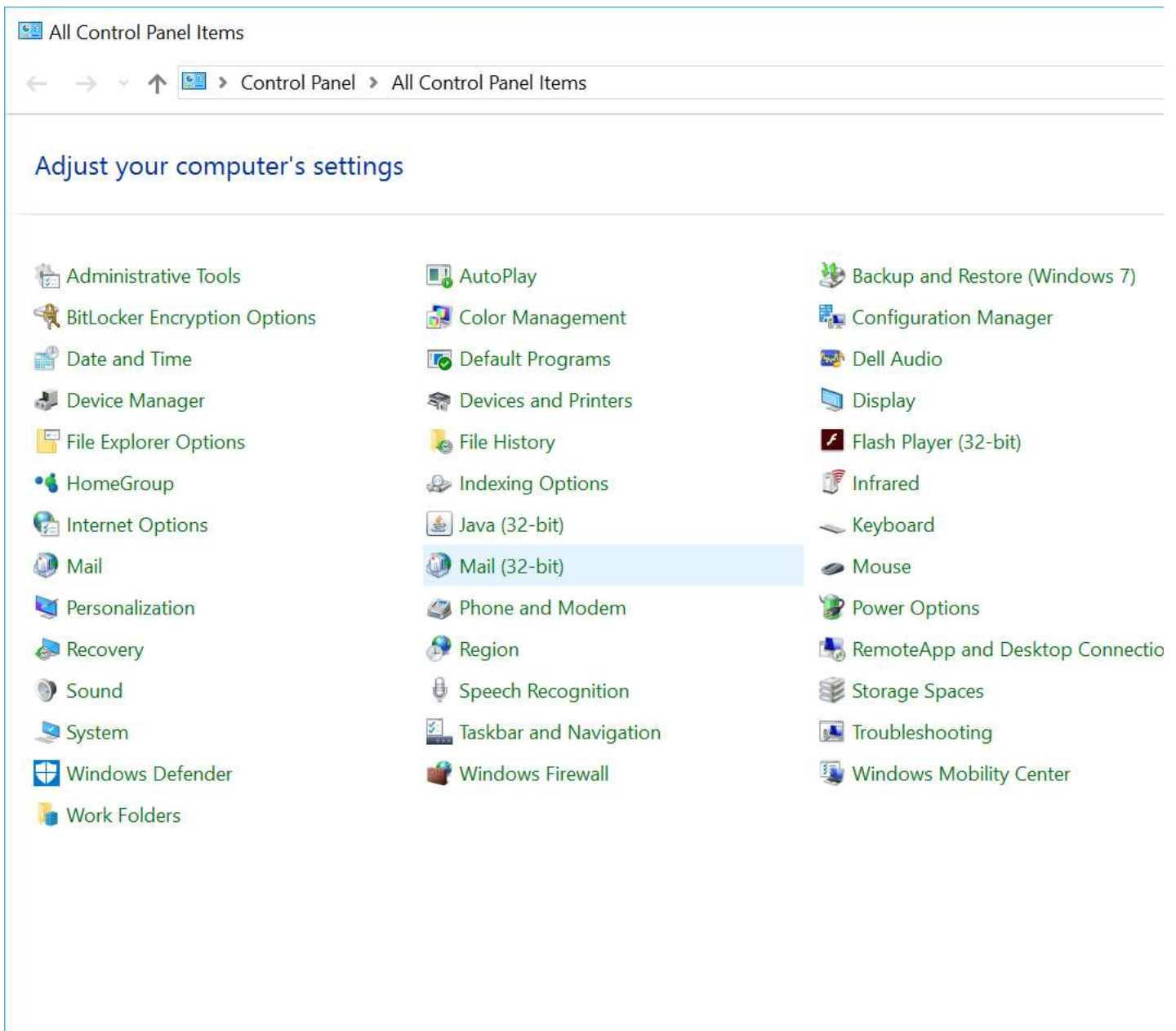
Windows 10:



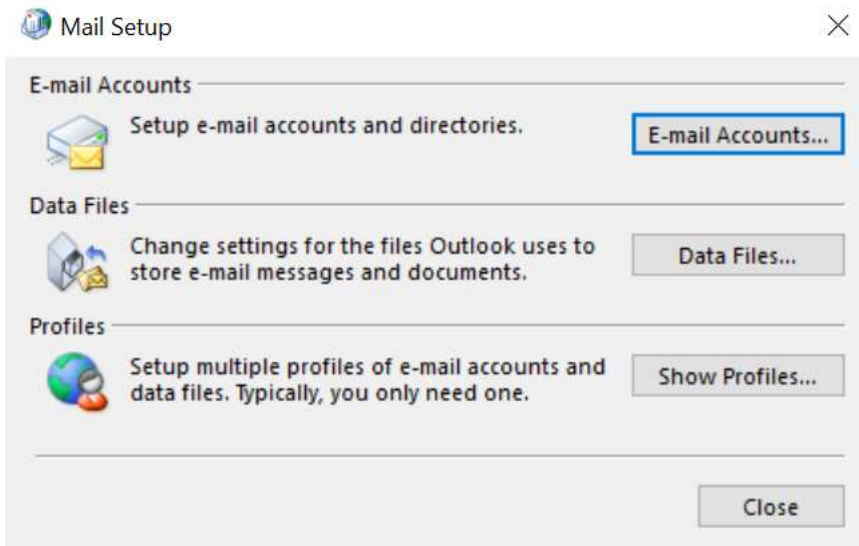
Windows 7 (or earlier):



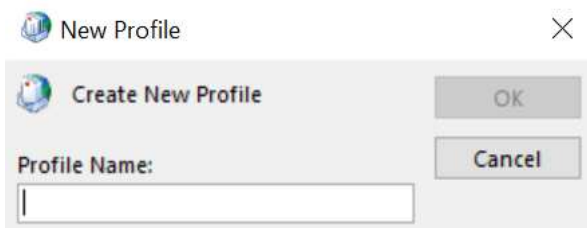
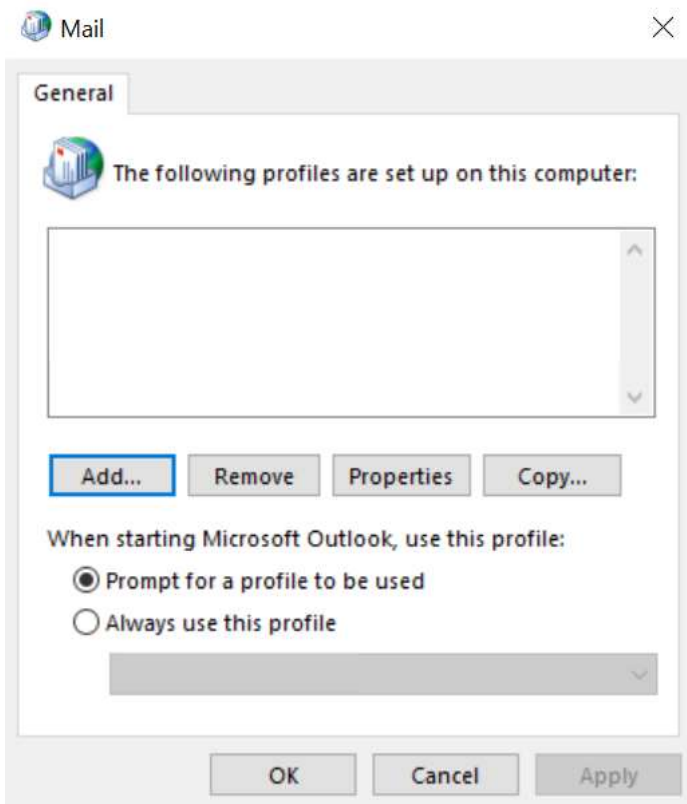
2. Once in the Control Panel, Double-click on **Mail**



3. When the Mail Control Panel opens, select **Show Profiles**



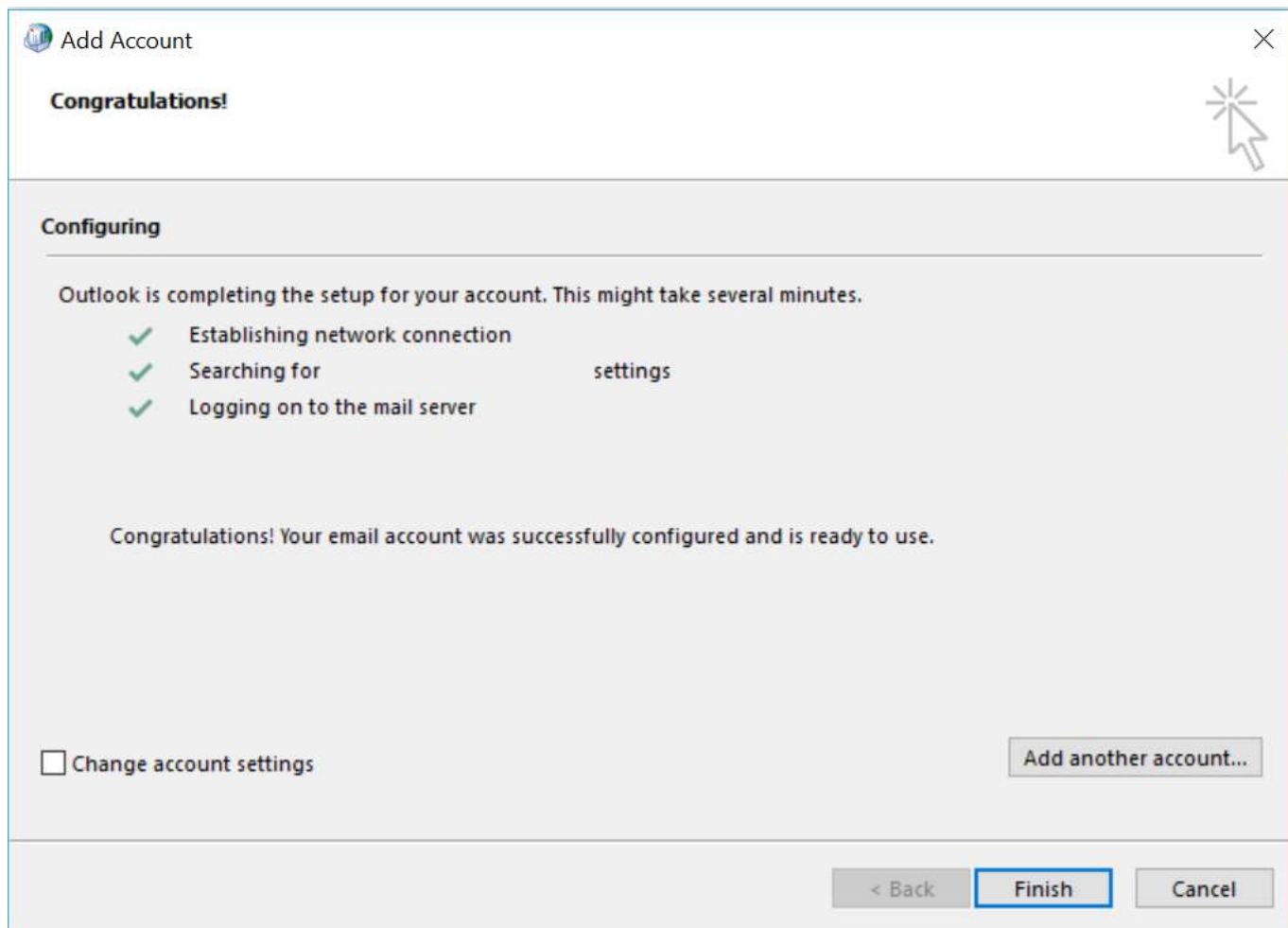
4. Select **Add** to add a new profile. Enter any name you wish and select **OK**



5. Select **E-Mail Account**. Enter the following details:

- Your Name:** Your name
- E-mail Address:** example@yourdomain.com
- Password:** Your mailbox password

6. Click **Next**. Please wait. This searching process may take up to 5 minutes.
7. If the **Windows Security** dialog appears, enter your password:
8. Once configuration is complete, you should see the following screen. Click **Finish**



9. Finally, launch Outlook. Your email should begin downloading shortly.