

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.

Prompt for a profile to be used
 Always use this profile
 Outlook



- 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]**.

New Profile	×
Create New Profile	ОК
Profile Name:	Cancel
Test	

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

E-mail Account	
Your Name:	Test Evamole Filen Adam:
E-mail Address:	sdtest@h02.fusionemail.net Example: ellen@contoso.com
Password:	*****
Retype Password:	Type the password your Internet service provider has given you.

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.

Choose Profile		×
Profile Name:	Test	New
	OK Cancel	Options >>