



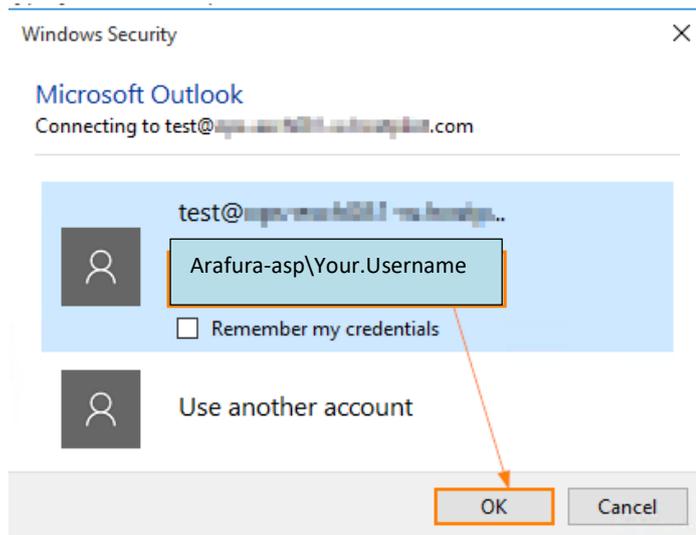
Outlook 2016 Exchange Setup

1. Open the Outlook 2016 program
2. Set-up account as Auto Account Setup.
3. Enter the details of your account

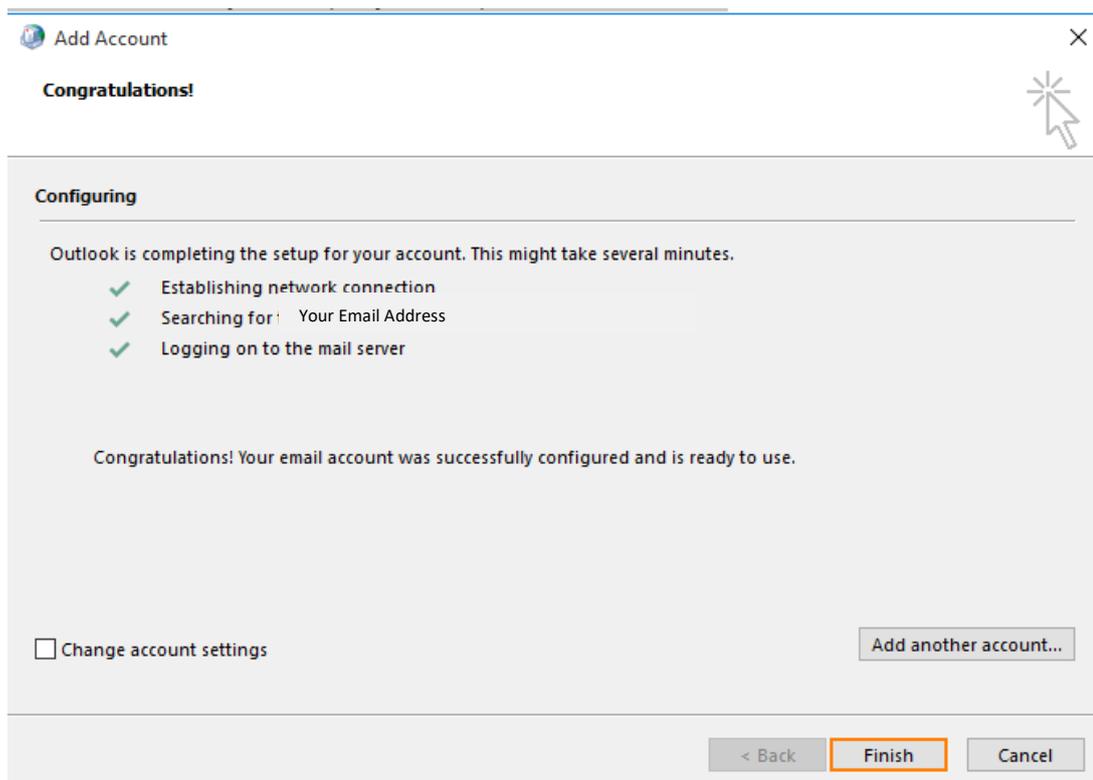
The screenshot shows the 'Add Account' dialog box in Outlook 2016. The title bar reads 'Add Account' with a close button (X) in the top right corner. Below the title bar, the section is titled 'Auto Account Setup' with the text 'Outlook can automatically configure many email accounts.' and a mouse cursor icon. There are two radio button options: 'E-mail Account' (which is selected and highlighted with an orange box) and 'Manual setup or additional server types'. The 'E-mail Account' section contains four input fields: 'Your Name' (with placeholder text 'Your Name' and example 'Ellen Adams'), 'E-mail Address' (with placeholder text 'Your email address' and example 'ellen@contoso.com'), 'Password' (with placeholder text '*****'), and 'Retype Password' (with placeholder text '*****'). To the right of each input field is an orange instruction: 'Type in your name', 'Type in your primary email address', and 'Type in your password twice'. Below the input fields is the instruction 'Type the password your Internet service provider has given you.' At the bottom right of the dialog box are three buttons: '< Back', 'Next >' (highlighted with an orange box), and 'Cancel'.

4. Outlook 2016 will start configuring your account. When you get a security prompt, check the box “Don’t ask me about this website again” and the click **Allow**.

The screenshot shows a security prompt dialog box titled 'Microsoft Outlook'. It features a yellow padlock icon and the text 'Allow this website to configure test@... .com server settings?'. Below this is a text box containing the URL 'https://mail.arafuracloud.com.au/autodiscover.xml'. The text below the text box reads: 'Your account was redirected to this website for settings. You should only allow settings from sources you know and trust.' There is a checkbox labeled 'Don't ask me about this website again' which is checked and highlighted with an orange box. An orange arrow points from this checkbox to the 'Allow' button, which is also highlighted with an orange box. A 'Cancel' button is located to the right of the 'Allow' button.



5. Enter the username in the format **arafura-asp\your.username** and your assigned password.
6. Outlook 2016 will discover your email server settings finish configuration of your email account. Once you see all steps as completed, you can click Finish. Now you can open your new profile in Outlook 2016.



7. Click Finish.
8. Open the Outlook and check the mailbox, email should start to appear within minutes.

For any further details or technical support contact Territory Technology Solutions on 08 8944 2222 or support@techsolutions.com.au

