Outlook Setup - Arafura emails

Step 1: Open Outlook for the First Time

Click the Start menu and launch Outlook (Classic).

Since it's the first time, Outlook will automatically launch the "Add Account" wizard.
If you are adding a new account on an Outlook that already has an account, click on "File",
then click on "Add Account".

Step 2: Enter Your Email Address

Type in your full email address:
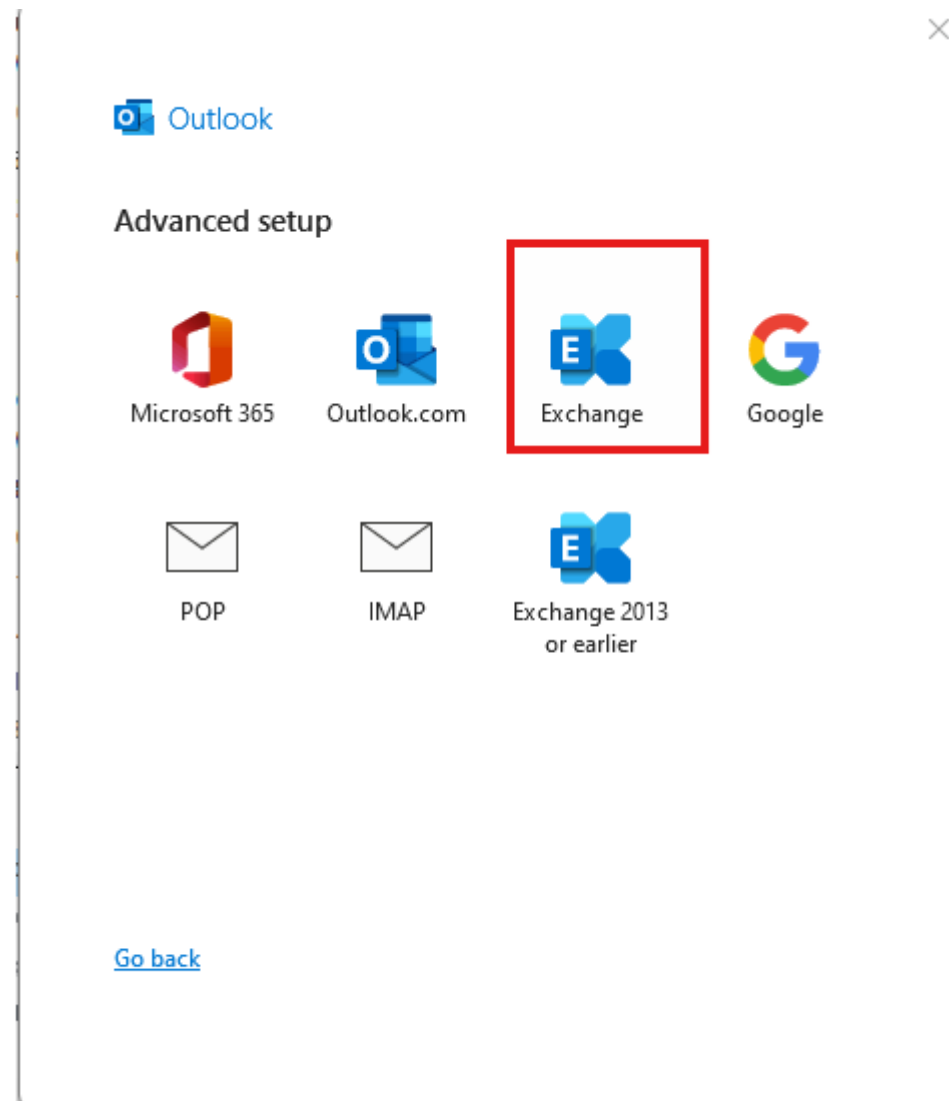Example: Example@XYZ.org.au

Check the "Let me set up my account manually" box.

Click Connect.
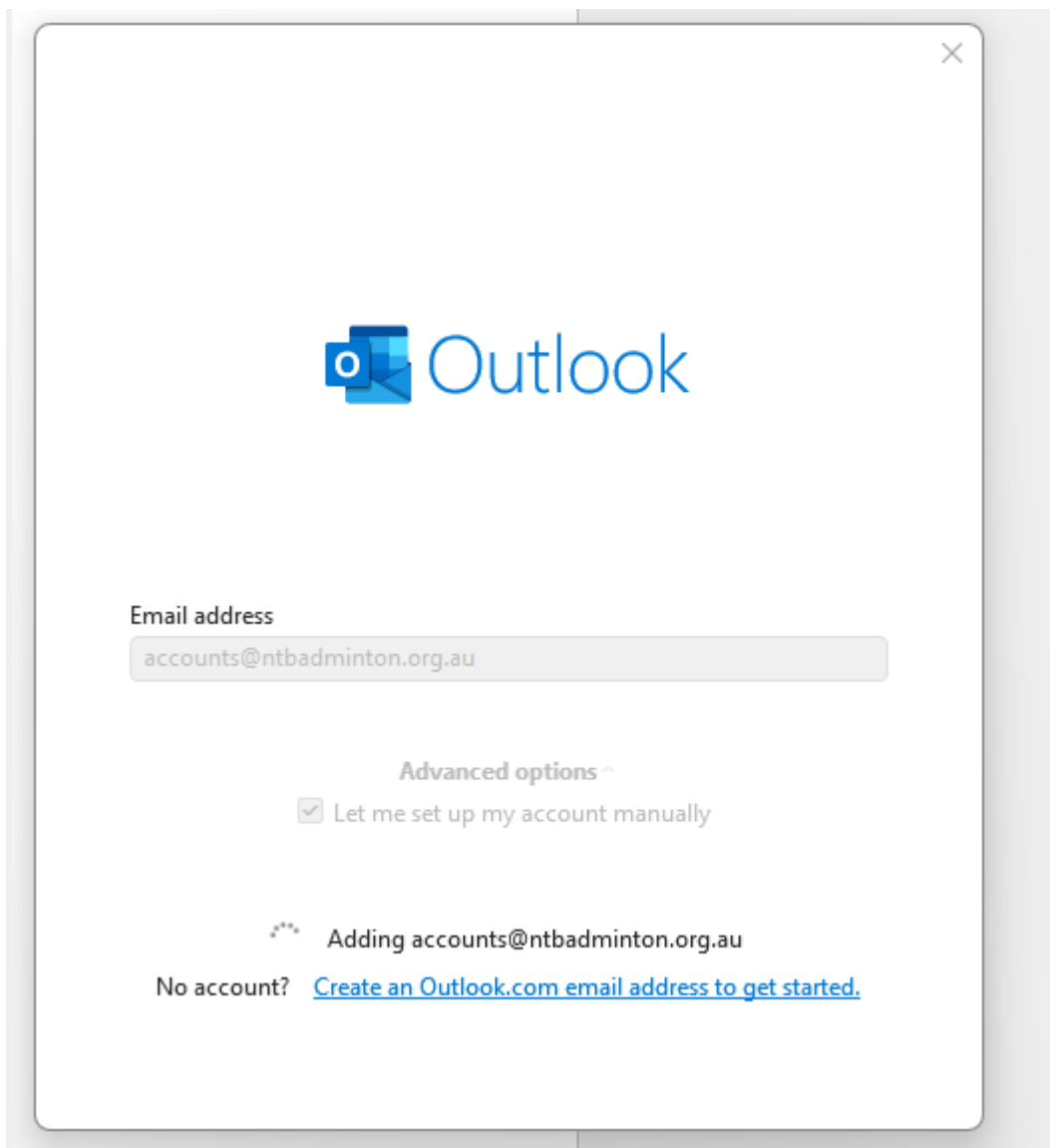
Step 3: Choose Account Type

Select Exchange as the account type.

Step 4: Enter Credentials

Click on "More choices", click it and select "Use a different account" to manually enter these credentials.
Outlook will now prompt you for a username and password.

Use the following format:

FieldValue

Username: arafura-asp\yourusername
Password(Your password)

Step 5: Autodiscover Prompt (If Appears)

If prompted with a message about Autodiscover trying to configure settings from mail.arafuracloud.com.au, click:

Allow
Check the box: "Don't ask me about this website again"

Step 6: Finish Setup

Outlook will verify the connection to the Exchange server.

If successful, you'll see a screen saying: Account successfully added.

Click Done.

Step 7: Outlook Opens

Outlook will now launch and start syncing your emails, calendar, and contacts.

It might take a few minutes to fully populate, especially on the first load.

**Setup Complete! **

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