



## **Exchange 2013**

### **Outlook 2011 Profile Setup Guide**

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## Exchange 2013 — Outlook 2011 Profile Configuration

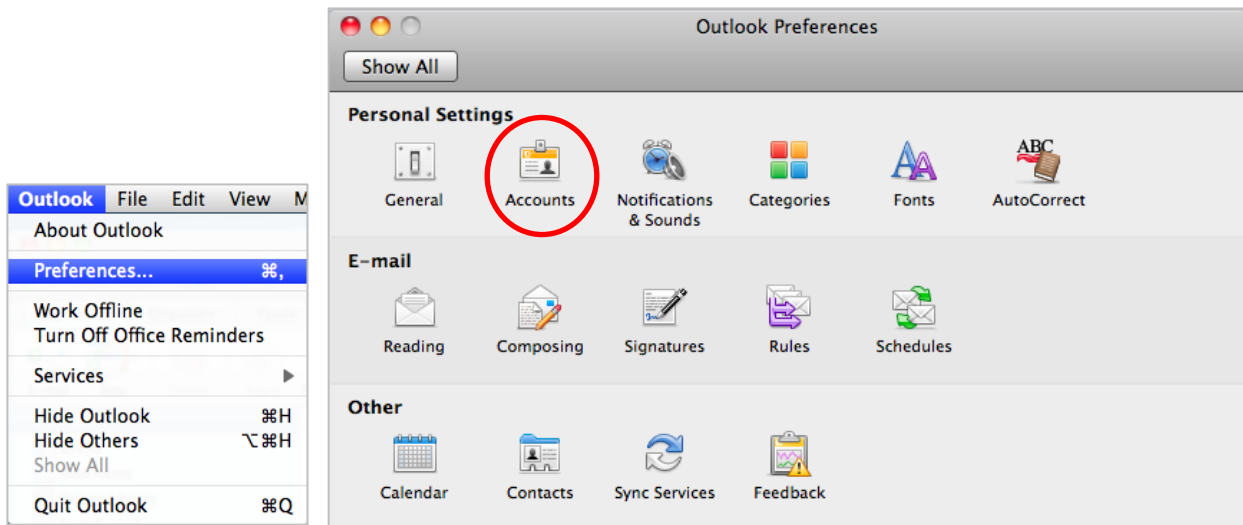
This document provides a quick overview of the settings needed to configure Outlook 2011 on your Mac to connect to your hosted Exchange mailbox.

Perform the following steps:

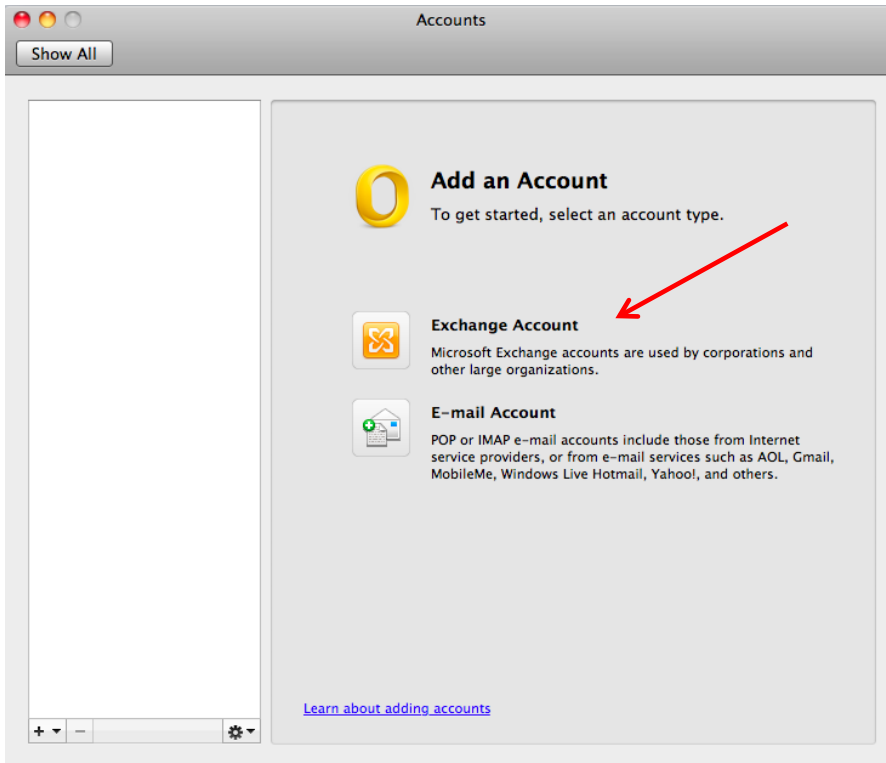
1. Select the Outlook 2011 icon from the Mac applications dock:



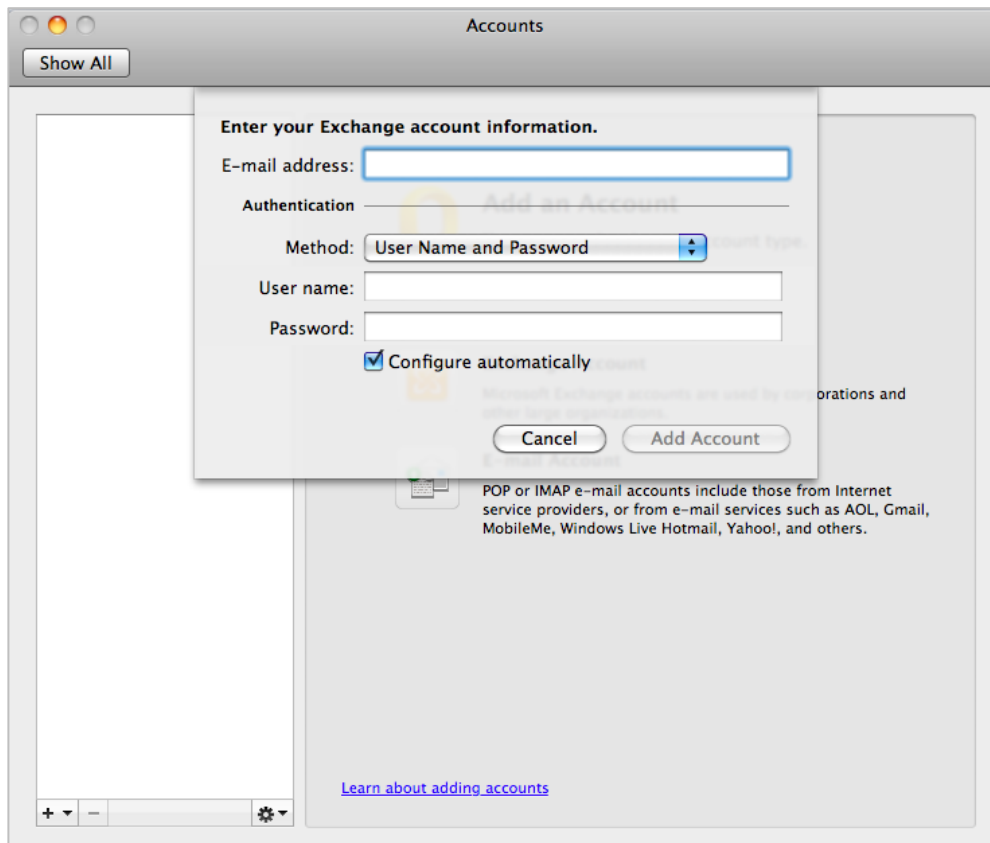
2. Select the **Outlook** menu in the upper left corner, and then select **Preferences**.  
The **Outlook Preferences** dialog displays:



3. Select **Accounts**.  
The **Accounts** dialog displays:



4. Select **Exchange Account**.
5. Enter your account information in the fields provided:



- **E-mail address** – Enter your full email address (e.g., **first.lastname@mycompany.com**).
  - **User name** – **username@domain** (this is your user name as defined in the Control Panel).
  - **Password** – Enter your Exchange mailbox password (e.g., **Password1!**).
  - **Configure automatically** – Check this to allow Outlook to configure the Exchange connection automatically. If you have correctly setup your DNS records (CNAME = Autodiscover record), then the automatic configuration should work. Alternatively, continue with the manual configuration parameters.
6. If the auto-configuration failed, an additional field displays to enable you to enter the configuration server. Enter the configuration information in the **Server** field and click **[Add Account]**.
- **Server** – **<https://mail.h01.hostedmail.net/ews/exchange.asmx>**

Enter your Exchange account information.

E-mail address:

Authentication

Method:

User name:

Password:

Configure automatically

Server:

Account cannot be added. Note that Outlook 2011 requires Exchange Server 2007 SP1 Update Rollup 4 or later.

A final dialog displays, asking if you want to allow/deny redirection to the selected server.

7. Click **[Allow]** to complete Outlook profile configuration.

You have now successfully connected the Outlook profile to your Exchange mailbox.