## Outlook 2013 Exchange Profile Setup



(Automatic or Manual connection)





## **Outlook 2013 Exchange Profile Setup**

If the Cname (Autodiscover) record for the domain has been created at the DNS you will be able to use the autodiscover function in Outlook to automatically configure the profile. If it was not created at the DNS or if your account does not require a Cname then you can skip to Page 3 to manually configure the profile for Outlook.

### Set up your profile automatically

I) Go to Start-> Control Panel and launch the Mail applet.

Mail (32-bit)

2) Click on the Show Profile button.

#### 3) Click the Add button.

Create New Profile	ОК
Profile Name:	Cancel

#### 4) The New Profile window will pop up.

In the Profile Name Field enter the name of the user then click OK.

Click Next to conne	t to the mail server and automatically configure your account setting	*
E-mail Account		
Your Name:		
20022000	Example: Blen Adams	
E-mail Address:	Example: ellen@contoso.com	
Password:		
Retype Password:		
	Type the password your internet service provider has given you.	
) Text Hessaging (	H5)	
Hanually configur	server settings or additional server types	

#### 5) At the Auto Account Setup enter in the Name, Email Address and Password of the mailbox.

When the information has been entered continue by clicking the Next button.



Congratulations!	光
Configuring	
Configuring e-mail server settings. This might take several minutes:	
<ul> <li>Establish network connection</li> </ul>	
<ul> <li>Search for username@domain.com server settings</li> </ul>	
<ul> <li>Log on to server</li> </ul>	
Your e-mail account is successfully configured.	
Manually configure server settings	Add another account

## Congratulations! You have successfully connected to your mailbox.

You can click FINISH to start using Outlook.

### webhostingnet

## Set up your profile manually

I) Go to Start-> Control Panel and launch the Mail applet. Mail (32-bit)

2) Click on the Show Profile button.

#### 3) Click the Add button.

New Profile	×
Create New Profile	ОК
Profile Name:	Cancel

### **4) The New Profile window will pop up.** In the Profile Name field enter the name of the user then click OK.

Auto Account Setup Connect to other s	erver types.	花
E-mail Account		
Your Name:		
	Example: Elev Adams	
E-mail Address:		
	Example: eleminocompany.com	
Fassword: Returne Passacted:		
	Type the passaced your fritemet service provider has given you.	
) Text Messaging (	PIS)	
Manually configur	e server settings or additional server types	

5) In the Add New Account window select
Manually configure server settings or
additional server types.

1	Add	d Account		*
Choose Service				卷
Microsoft I     Connect to     Outlook.co     Connect to	Exchange Server or compatible server or compatible server or Exchange account to access er m or Exchange ActiveSync compatible service such as Outlook.com to	vice nail, calendars, contact tible service access email, calendar	ts, tasks, and voice mail	
Connect to	AP			
			s Back Next #	Cancel

6) Select Microsoft Exchange or compatible service.



#### 7) In the Server field enter the following:

outlook.sh6.cloudhostsite.com

	Check Name	
0	12 months	
el ar te	 	0 Oreck Hame

8) In the User Name field enter in the full email address of the user.

9) Click the More Settings button.

General	Advanced	Security	Connection	
Outlook	Anywhere	21		
Conn	ect to Micro	soft Excha	nae usina HTT	P
Exc	hange Proxy	Settinas		
-As		- sourigen		

#### 10) In the following window select the Connections tab.

Put a check in the box next to Connect to Microsoft Exchange using HTTP then click on the Exchange Proxy Settings button.

#### II) Next to https:// enter:

#### mail.sh6.cloudhostsite.com

Put a check in Only connect to proxy servers that have this principal names in their certificate:

In the field below add the following:

msstd:mail.sh6.cloudhostsite.com

Select On fast and On slow networks, connect using HTTP first, then connect using TCP/IP.

In the Proxy Authentication Setting select the drop down box and choose Basic Authentication.

esting Ren lentity ver elect, cont	utlook can communicate with Microsoft Exchange over the Internet by note Procedure Calls (RPC) within HTTP packets. Select the protocol and the fication method that you want to use. If you don't know which options to act your Exchange Administrator.
Connection	n settings
Use this U	RL to connect to my proxy server for Exchange:
https://	
Connec	t using SSL only
🔽 Onl	y connect to proxy servers that have this principal name in their certificate:
🗹 On fas	t networks, connect using HTTP first, then connect using TCP/IP
On slow	v networks, connect using HTTP first, then connect using TCP/IP
Proxy aut	nentication settings
Use this au	thentication when connecting to my proxy server for Exchange:
Pagie Aut	nentication 👻

12) When completed click on OK. Then click on OK in the Connections tab.

Enter the information rec	uired to connect to Microsoft Exchange or a compatibil	e service.	松
pe the server name for you count provider.	account. If you don't know the server name, ask you		
Server:			
	Use Cached Exchange Mode		
pe the user name for your a	ccount.		
User Name:		Check Name	
		- Contraction	
			More Settings

#### 13) This will bring you back to the Server Settings window.

Click on Check Name.

Microsof	Outlook
Connecting	to
	User name
	Password
L	Remember my credentials

#### 14) When prompted enter in your full email address and password

Click OK.

Enter the information re	quired to connect to Microsoft Exchange or a	compatible service.	The second se
Type the server name for you account provider.	r account. If you don't know the server nam	t, ask your	
Server:			
	Use Cached Exchange Mode		
Type the user name for your	account.		
		(and a second	
User Name:		Cheok hane	
			None Settings
		02	

When Outlook makes a successful connection to the mailbox it will underline the Server address and Username.

Click Next.



# Congratulations! You have successfully connected to your mailbox.

You can click on Finish and start using Outlook.