

Setup of an Adelaide Cloud Exchange Account, Outlook 2016

Unit 9, 15 Fullarton Rd

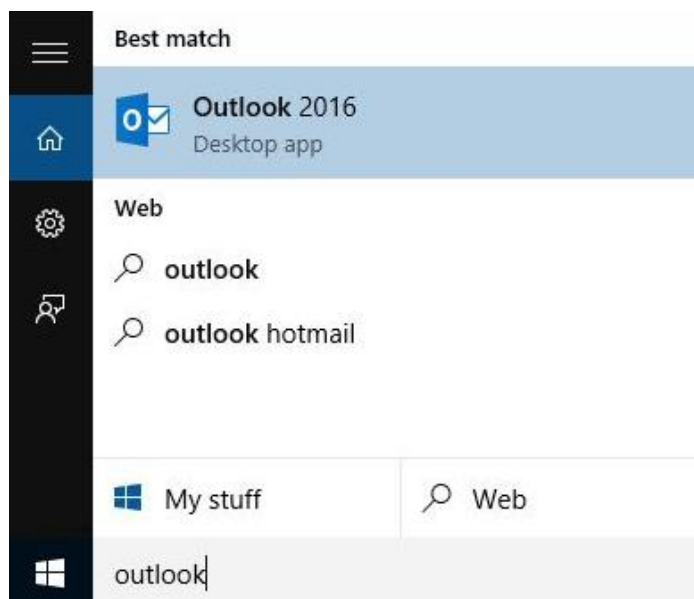
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This document is to cover the setup and configuration of an Adelaide Cloud email account, in Outlook 2016.

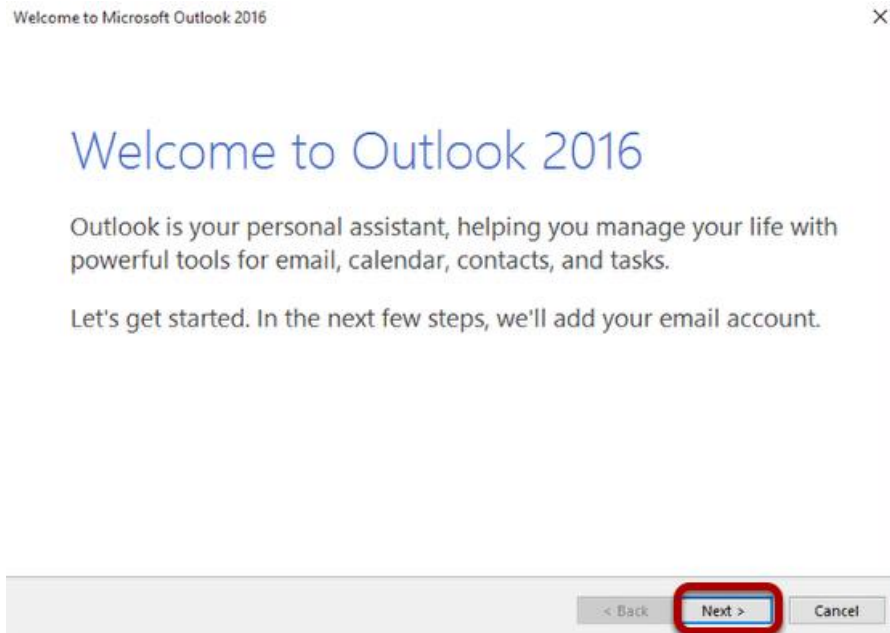
1. If you are setting up Outlook for the first time, the first step is to open Outlook 2016. Do this by starting the program from a shortcut on your Desktop or find the application by searching for it from the Windows Start menu.



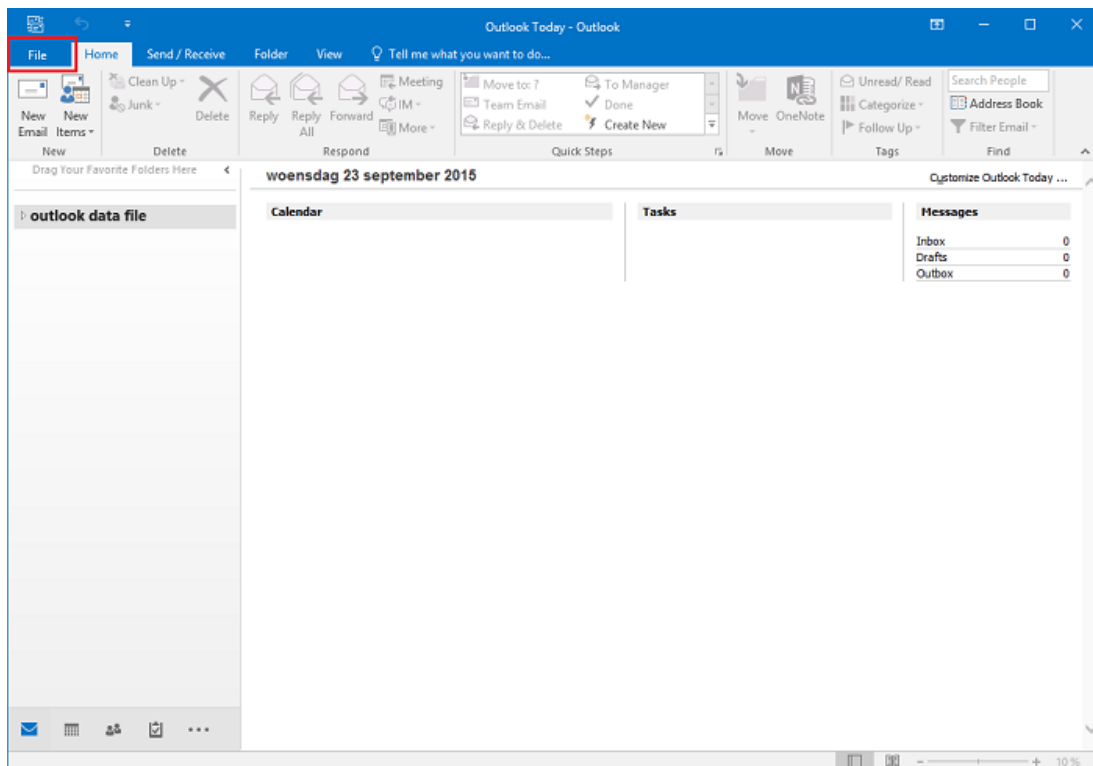
Local cloud solutions for web hosting; email; anti-spam; storage; virtual servers and backup

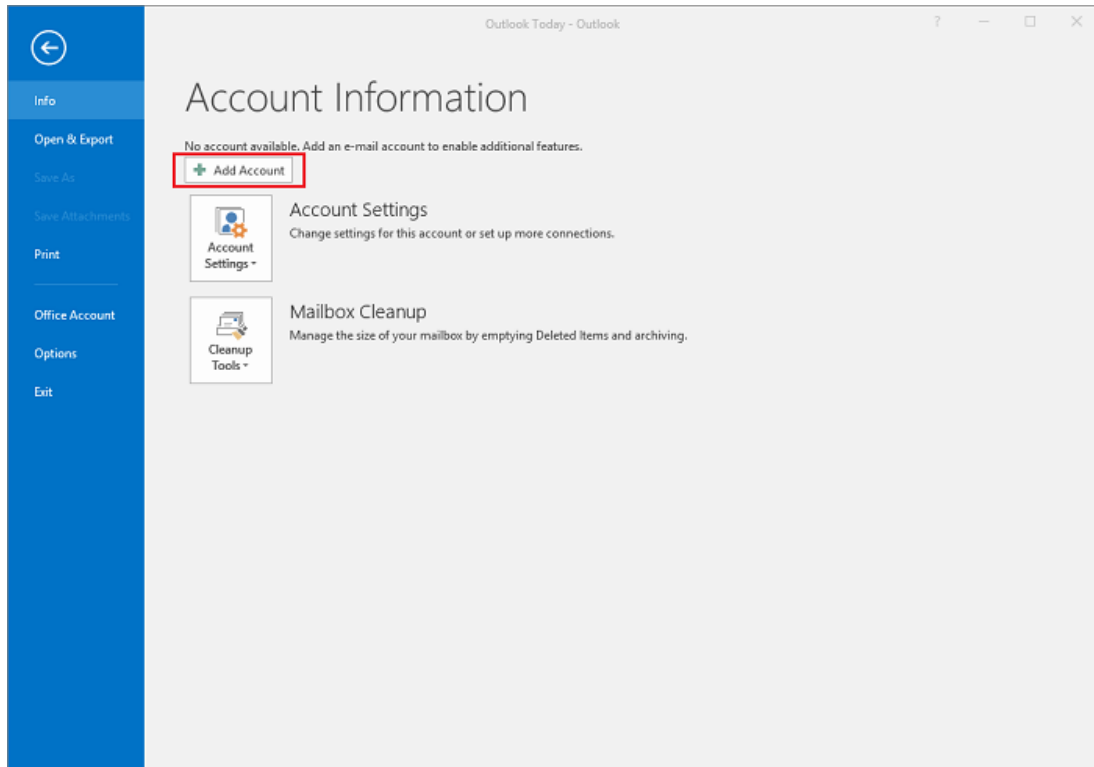
The best results are achieved in partnership; by working together to identify your needs, understand your business and make sure that information technology can be developed and used in the most effective way to fulfil your objectives.

2. If this is the first time setting up a mail account on Outlook 2016, you will then get the 'Welcome to Outlook 2016' splash screen. Click 'Next' to begin.

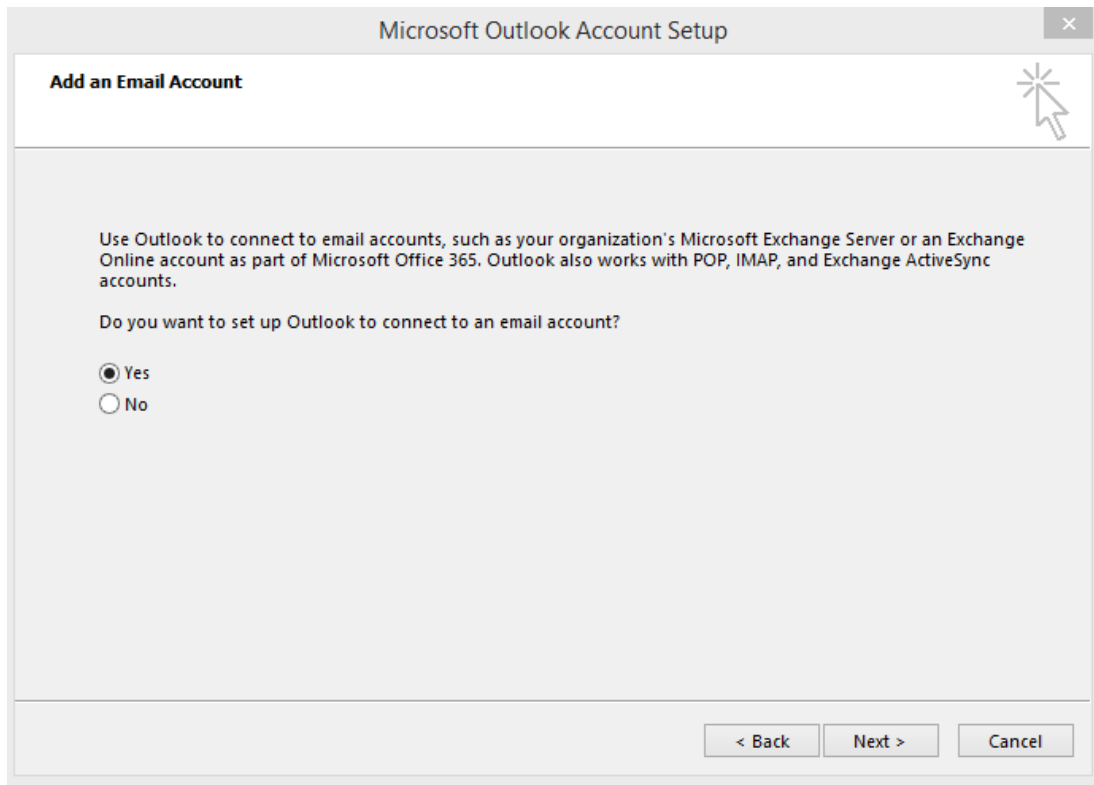


- a. If you are adding a second account to an existing Outlook profile, open Outlook, click file and click 'File' and 'Add Account' then proceed to step 3.





3. Next you will have to verify that you want to create a new account, select 'Yes' and click 'Next >'.



4. At this stage you will have to provide the setup your name, email address and password that has been provided by AdelaideCloud, click 'Next >' when ready.

Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your internet service provider has given you.

Manual setup or additional server types

< Back Next > Cancel

5. Setup will find and automatically configure your mailbox. If successful, when it is finished you will get three green ticks. Click 'Finish' to complete the setup.

Add Account

Searching for your mail server settings...

Configuring

Outlook is completing the setup for your account. This might take several minutes.

- ✓ Establishing network connection
- ✓ Searching for bstephens@adelaidecloud.net settings
- ✓ Logging on to the mail server

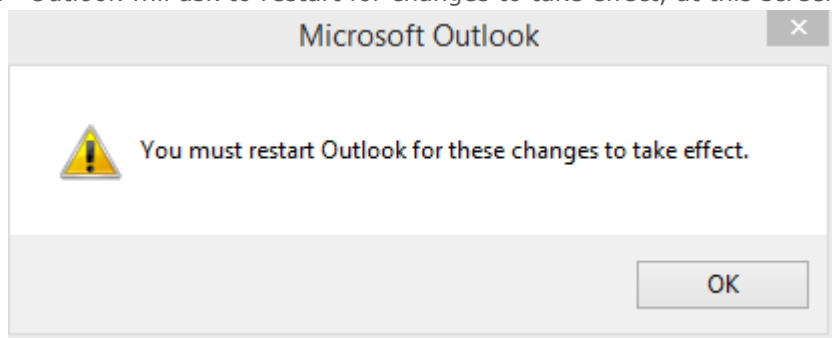
Congratulations! Your email account was successfully configured and is ready to use.

Change account settings Add another account...

< Back Finish Cancel



6. Outlook will ask to restart for changes to take effect, at this screen click 'OK'.



7. Once Outlook has restarted you will be able to use Outlook as normal.

If you experience any configuration issues during setup, please to do not hesitate to contact AdelaideCloud on 08 8203 5150.

