

## Setup of an Adelaide Cloud Exchange Account, Outlook 2016

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

 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.

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	outlook		

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.

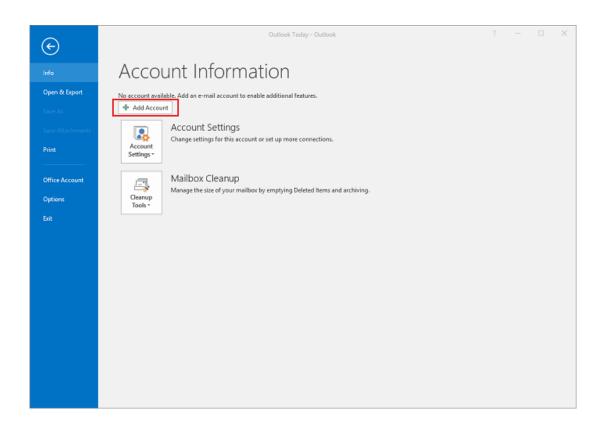
 If this is the first time setting up a mail account on Outlook 2016, you will then get the 'Welcome to Outlook 2016' splash screen. Click 'Next' to begin.
Welcome to Microsoft Outlook 2016

	ur personal assistant, s for email, calendar,		
Let's get start	ed. In the next few sto	eps, we'll add you	r email account.

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.

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File Home Send / Receive	Folder View Q Tell me what y	ou want to do		
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3. Next you will have to verify that you want to create a new account, select 'Yes' and click 'Next >'.

Microsoft Outlook Account Setup	×
Add an Email Account	ž
Use Outlook to connect to email accounts, such as your organization's Microsoft Exchange Server or an Ex Online account as part of Microsoft Office 365. Outlook also works with POP, IMAP, and Exchange ActiveS accounts. Do you want to set up Outlook to connect to an email account? Yes No	
< Back Next >	Cancel



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.

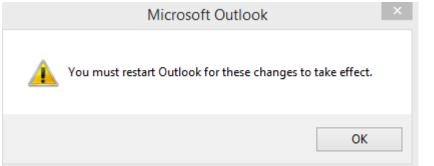
	Add Account		
Auto Account Setu Outlook can auton	atically configure many email accounts.		×
E-mail Account			
Your Name:	Blake Stephens		
E-mail Address:	Example: Ellen Adams bstephens@adelaidecloud.net Example: ellen@contoso.com		
Password:			
Retype Password:	Type the password your Internet service provider has	given you.	
Manual setup or a	Iditional 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.

Searching	Add Account	Ť
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	
Cong	atulations! Your email account was successfully configured and is ready to use.	
Change a	count settings	Add another account.
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A South Australian Company Proudly supporting South Australian Business. 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.

