



Gold Cloud Productivity  
Gold Small and Midmarket Cloud Solutions  
Silver Cloud Platform

# SUPERHUB HOSTED EXCHANGE 2013 OUTLOOK 2013 MAPI AUTODISCOVERY SETUP GUIDE

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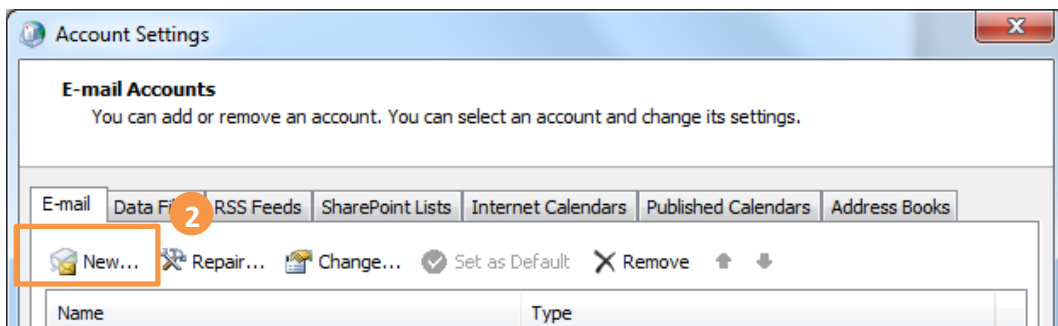
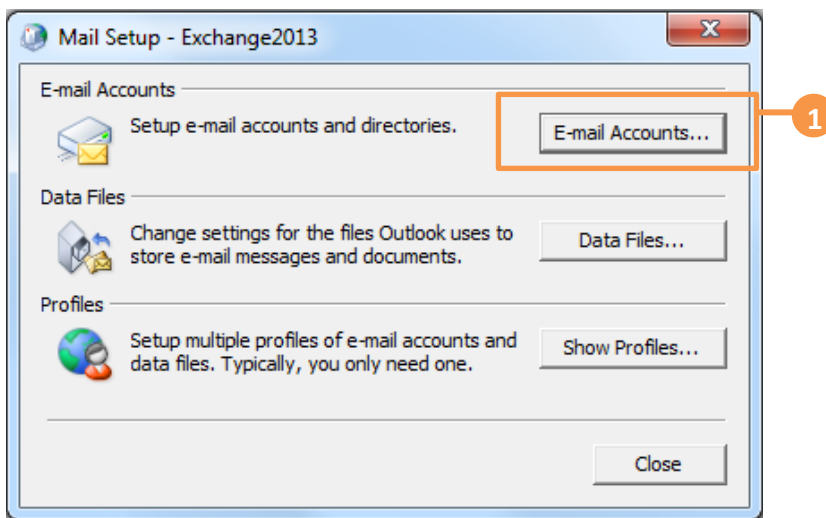
The guide is to describe how to set up Outlook 2013 using MAPI with AutoDiscovery, i.e. Microsoft Exchange.

# 1. Get Started

## 1.1 Start from Setting Up an Email Account

If you start from setting up an **Email account**, please go through the following steps. If you start from setting up a **Profile** of email accounts, please go to **1.2**.

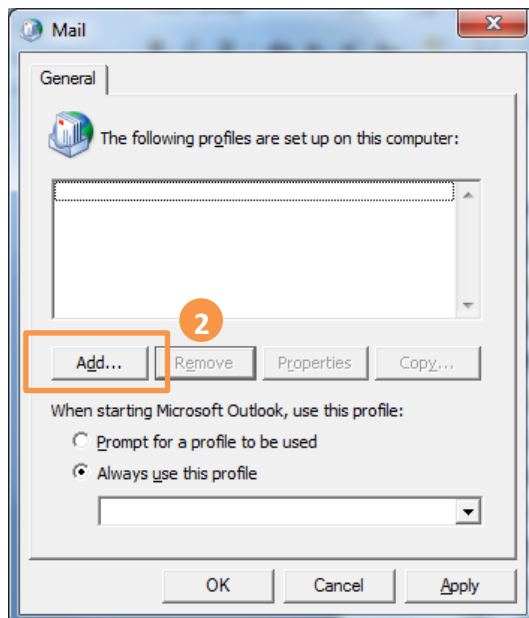
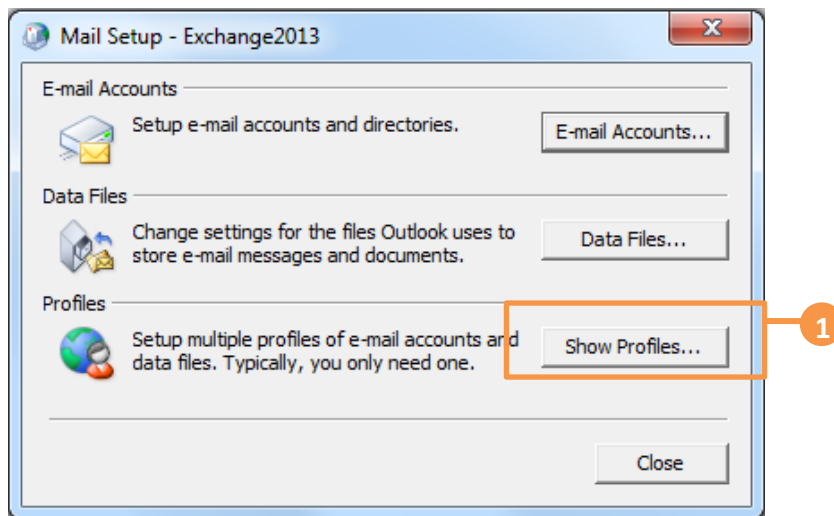
1. Click **Start**, click **Control Panel**, and click **Mail**. In the Mail Setup dialog box, click **E-mail Accounts**.
2. In Account Settings window, click **New**.
3. Skip point 1.2 and go to point **2. Add New Account**.

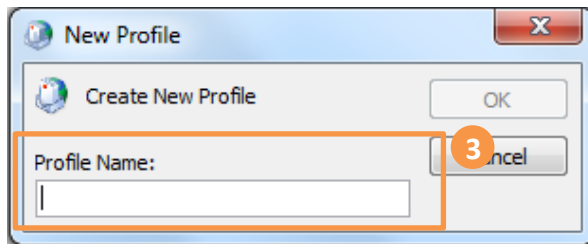


## 1.2 Start from Setting up Multiple Profiles of Email accounts

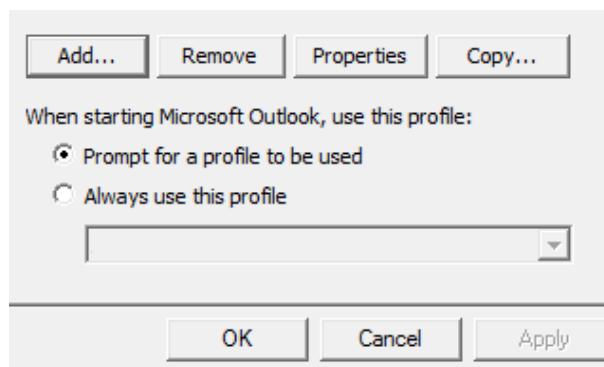
If you start from setting up an **Email account**, please go to **1.1**. If you start from setting up a **Profile** of email accounts, please go through the following steps.

1. Click **Start**, click **Control Panel**, and click **Mail**. In the Mail Setup dialog box, click **Show Profiles**.
2. In the Mail Setup dialog, click **Add**.
3. Enter a new **Profile Name**, and then click **OK**.



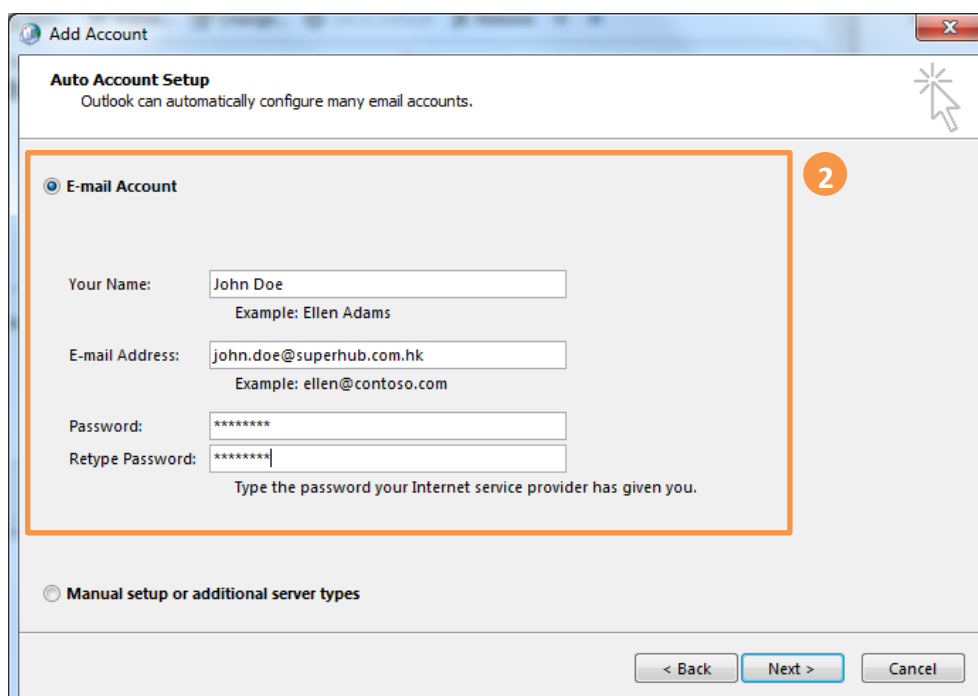
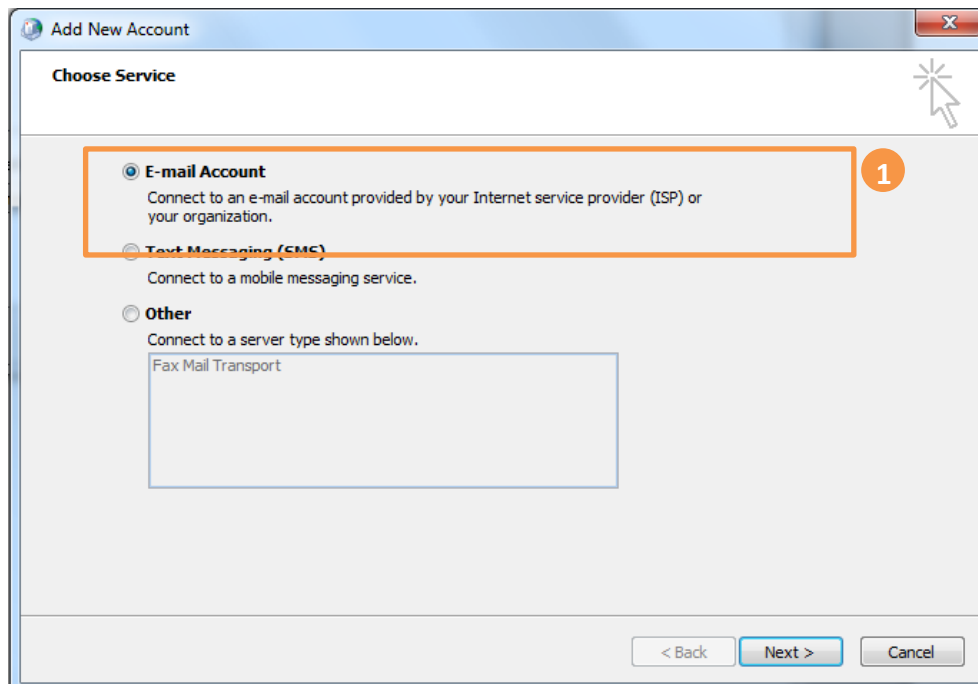


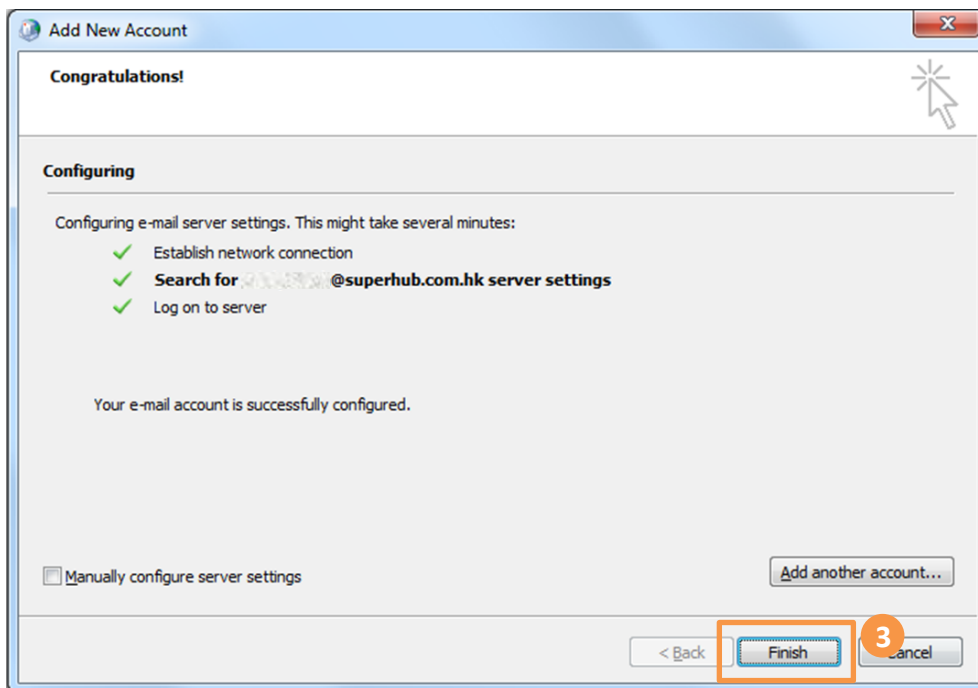
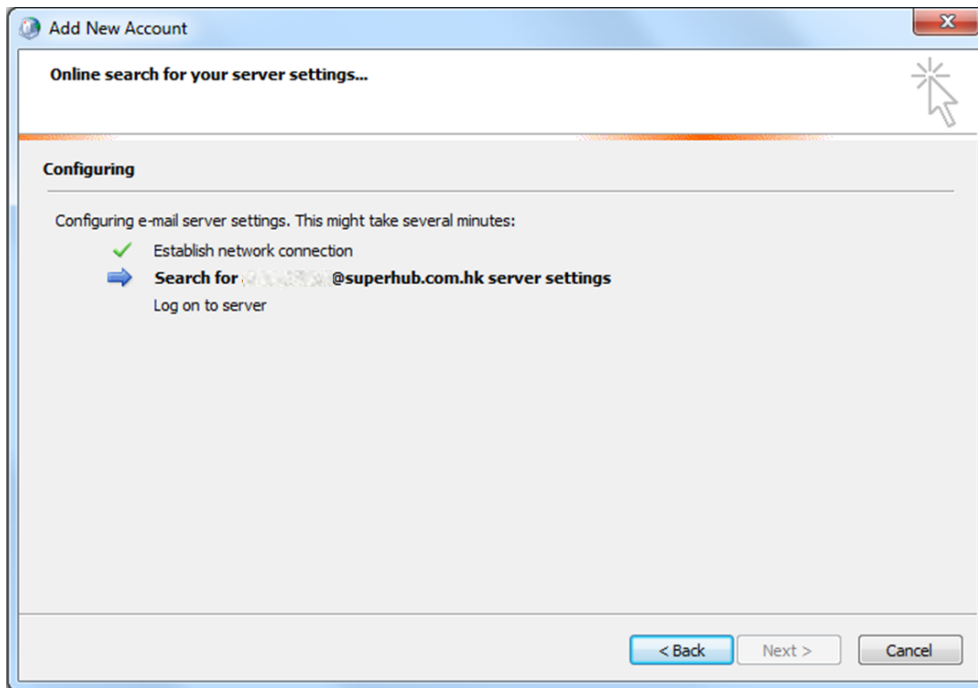
\* Remark: you may add more than one Profile and check **Prompt for a profile to be used** such that whenever a user starts Outlook, a prompt of Profile Selection will be provided.

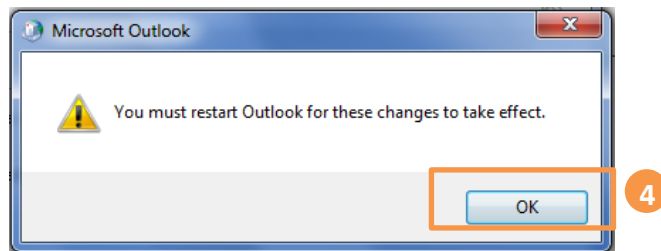


## 2. Add New Account

1. In the Add New Account window, select **E-mail Account** and click **Next**.
2. In the Add Account window, select **E-mail Account** and enter the details. Click **Next**.
3. Then Outlook will use AutoDiscovery to setup the account. It will take a while. The below screen will be displayed if it runs successfully. Click **Finish**.
4. You must restart Outlook for these changes to take effect. Click **OK**.







### 3. Get Help and Support

We are glad to assist you with any enquiry or issue on the setup and use of service. Please contact our Support team via email [support@superhub.com.hk](mailto:support@superhub.com.hk) or via phone at +852 2353-1445.