



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

SUPERHUB OFFICE 365 OUTLOOK AUTODISCOVERY SETUP GUIDE

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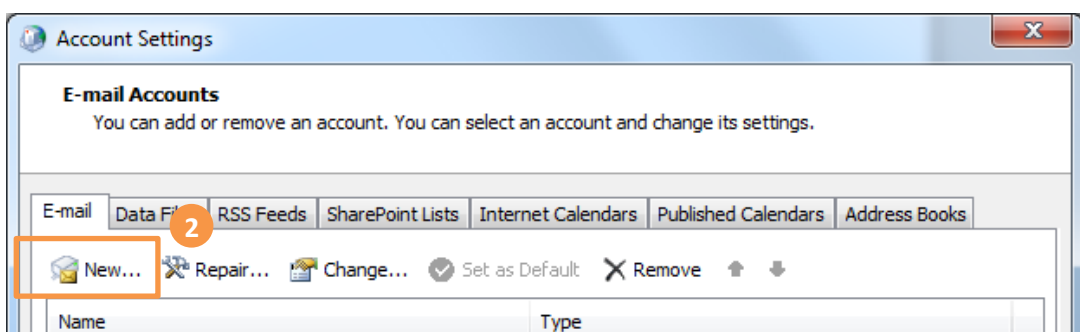
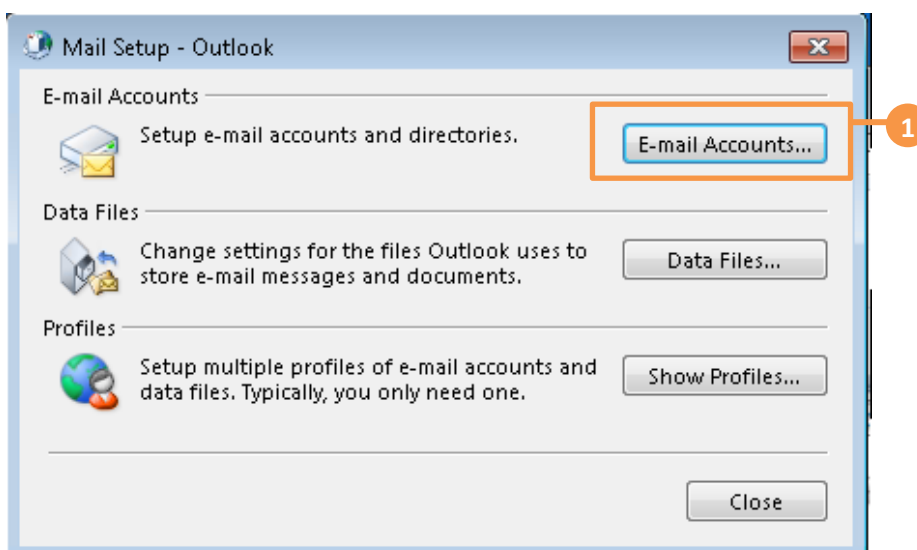
The guide is to describe how to set up Outlook 2013 using MAPI with AutoDiscovery, i.e. Microsoft Exchange.

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**.

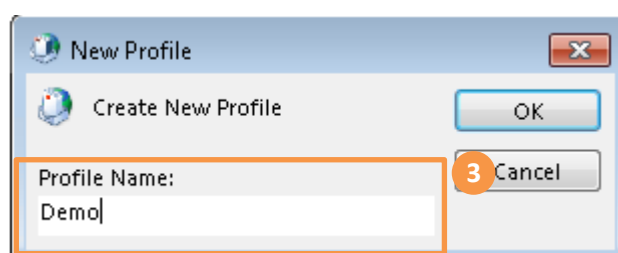
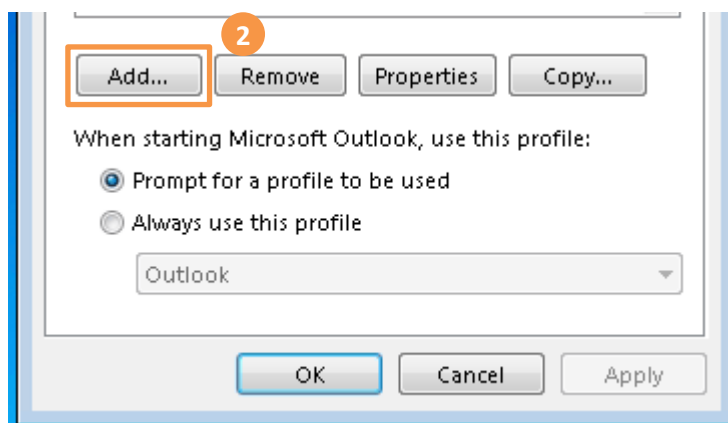
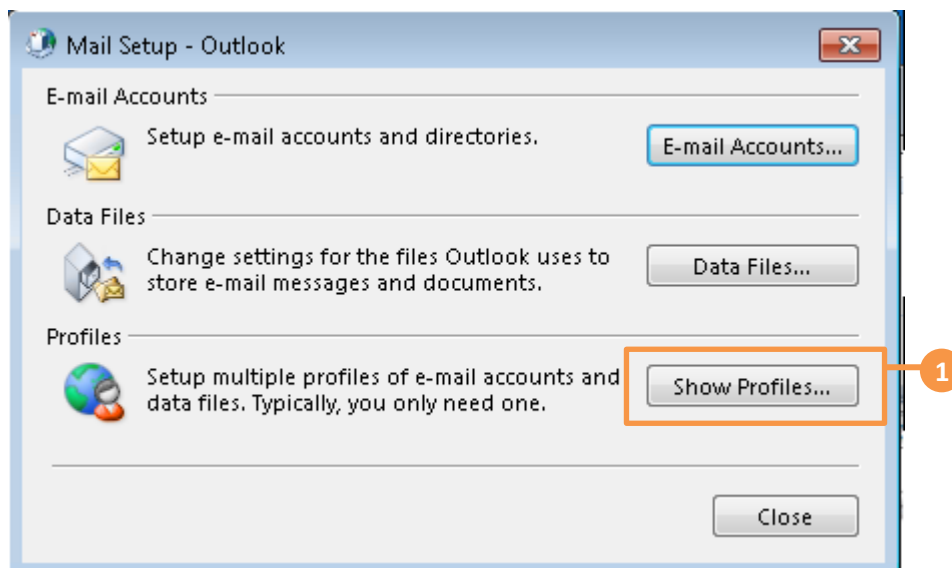
1. Click Start, click Control Panel, and click Mail. In the Mail Setup dialog box, click **E-mail Accounts**.
2. In Account Settings window, click **New**.
3. Skip point 1.2 and go to point **2. Add New Account**.



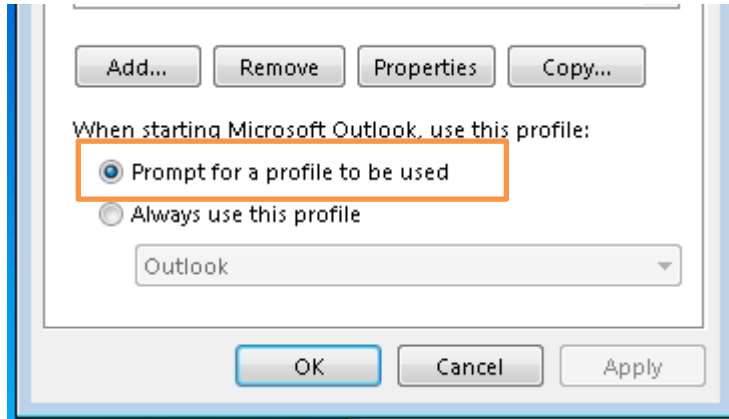
1.2 Start from Setting up Multiple Profiles of Email accounts

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**.

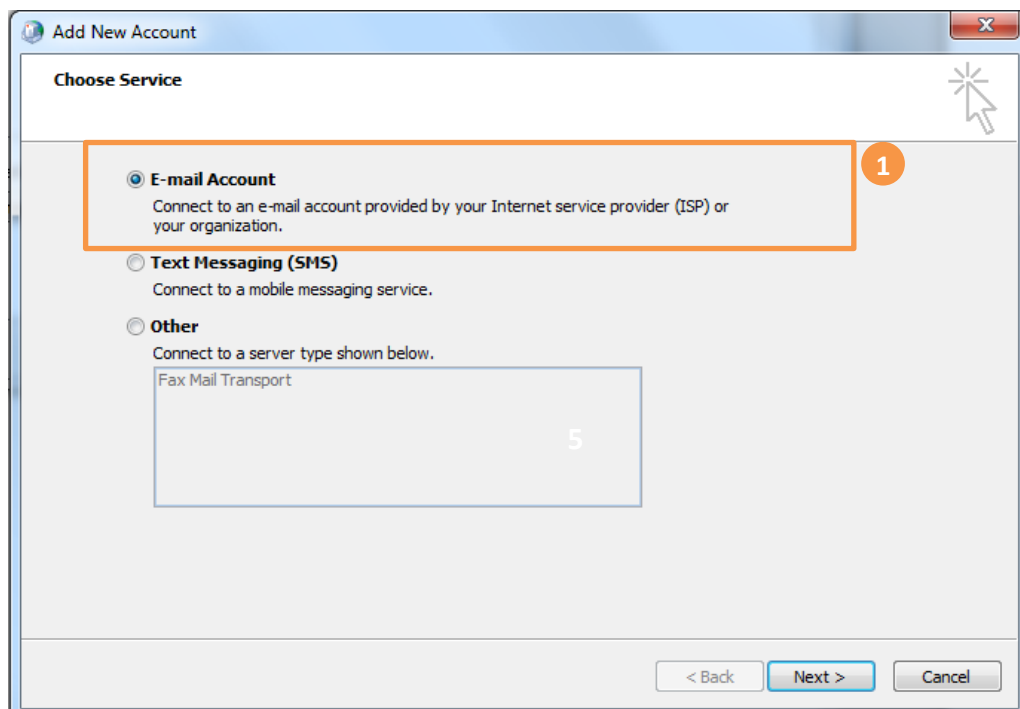


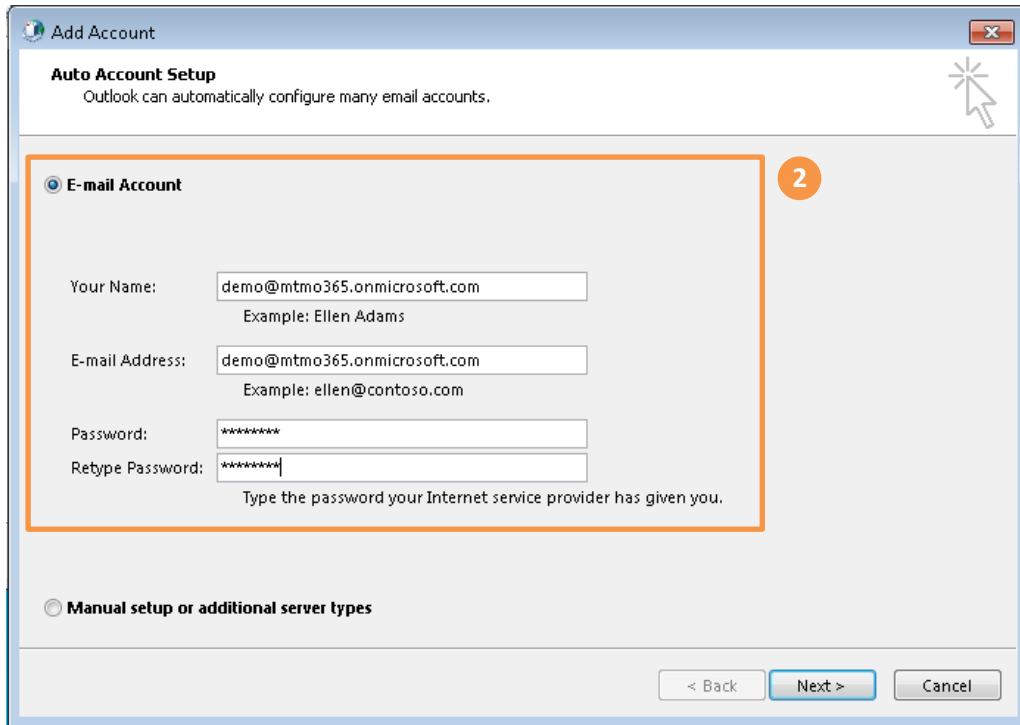
* Remark: you may add more than one Profile and check **Prompt for a profile to be used** such that whenever a user starts Outlook, a prompt of Profile Selection will be provided.



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 Service to configure the user profile and automatically connect to Office 365. It will take a while. The below screen will be displayed if it runs successfully. Click **Finish**.





Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account 2

Your Name:
Example: Ellen Adams

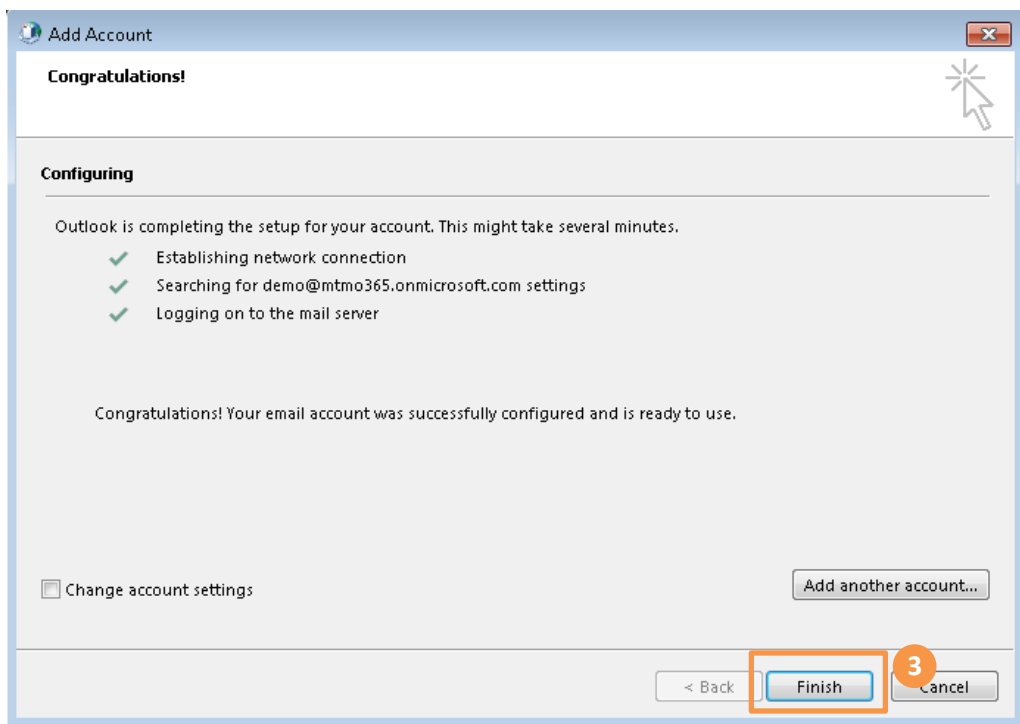
E-mail Address:
Example: ellen@contoso.com

Password:

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

Manual setup or additional server types

< Back Next > Cancel



Add Account

Congratulations!

Configuring

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

- ✓ Establishing network connection
- ✓ Searching for demo@mtmo365.onmicrosoft.com 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** 3 Cancel

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 or via phone at +852 2353-1445.