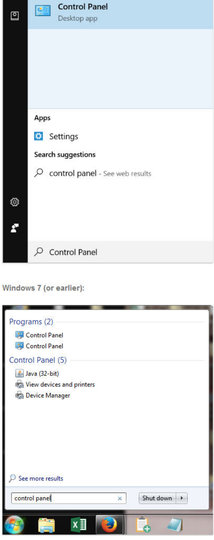
Windows: Outlook (Exchange - Generic)

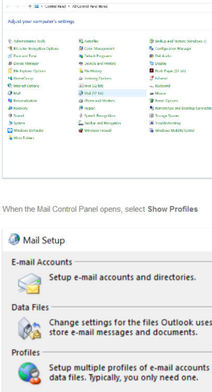
This article will assist you with setting up Outlook with your Hosted Exchange mailbox.

1. Click on the Start Menu (or press the Windows key) and then search for **Control Panel**

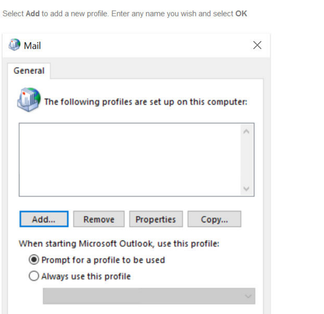
Windows 10:



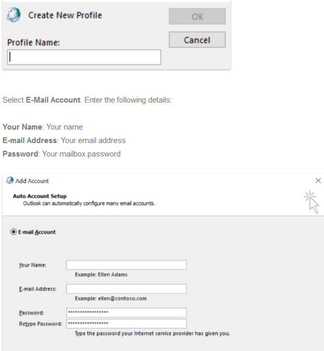
Windows 7 (or earlier):



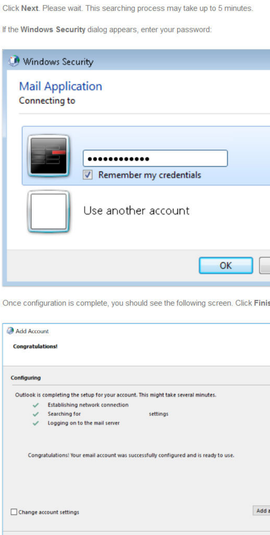
2. Once in the Control Panel, Double-click on **Mail**



3. When the Mail Control Panel opens, select **Show Profiles**



4. Select **Add** to add a new profile. Enter any name you wish and select **OK**



5. Select **E-Mail Account**. Enter the following details:

Your Name: Your name
E-mail Address: Your email address
Password: Your mailbox password

6. Click **Next**. Please wait. This searching process may take up to 5 minutes.

7. If the **Windows Security** dialog appears, enter your password:

8. Once configuration is complete, you should see the following screen. Click **Finish**

9. Finally, launch Outlook. Your email should begin downloading shortly.