

How to Create Exchange Account in Outlook 2016

Author:
Webservio Inc.

Created On: 17 Nov 2015 12:02 PM

Important:

- » Outlook 2016 can only connect to Exchange using AutoDiscover feature. A special DNS record must be configured for your domain in order for you to take advantage of the Outlook 2016.
- » Currently Outlook 2016 profile cannot be created with Outlook profile helper tool.
- » Outlook 2016 doesn't support manual setup for Exchange accounts.
- » Outlook 2016 does not support Exchange 2007 mailboxes. Only Exchange 2010 and later versions are supported.

To set up Outlook 2016:

- » Navigate to *Windows Control Panel > Mail > Show Profiles > Add*. Specify your Profile Name and click OK.
- » On the Auto Account Setup page type your name, primary email address, and your mailbox password twice, then click Next.
- » Outlook 2016 will start configuring your account. When you get a security prompt, check the box *Don't ask me about this website again* and then click Allow.
- » Windows Security window might then prompt your user name and password. Enter your primary email address in the User name box and type your mailbox password and click
- » Outlook 2016 will discover your email server settings finish configuration of your email account. Once you see all steps as completed, you can click Finish. Now you can open your new profile in Outlook 2016.