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How to configure Mac Outlook 2016 on Hosted Exchange 2016

How to configure your Mac Outlook 2016 with Exchange 2016

Introduction:

The purpose of this documentation is to provide end users complete configuration steps in configuring Mac Outlook 2016 and our Hosted Exchange 2016 email services. In this example a Macbook Air was used.

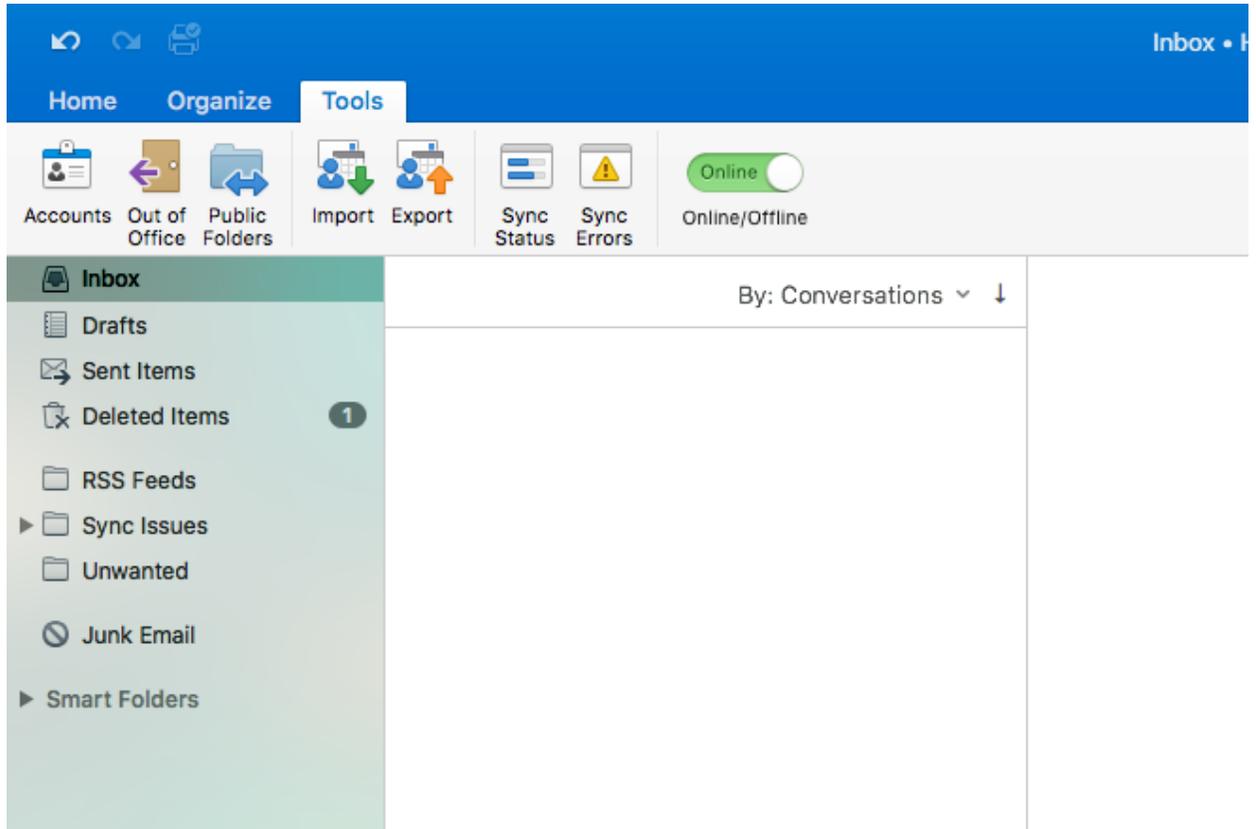
Prerequisites:

- Subscribed to a Hosted Exchange 2016 account
- Mac Outlook 2016

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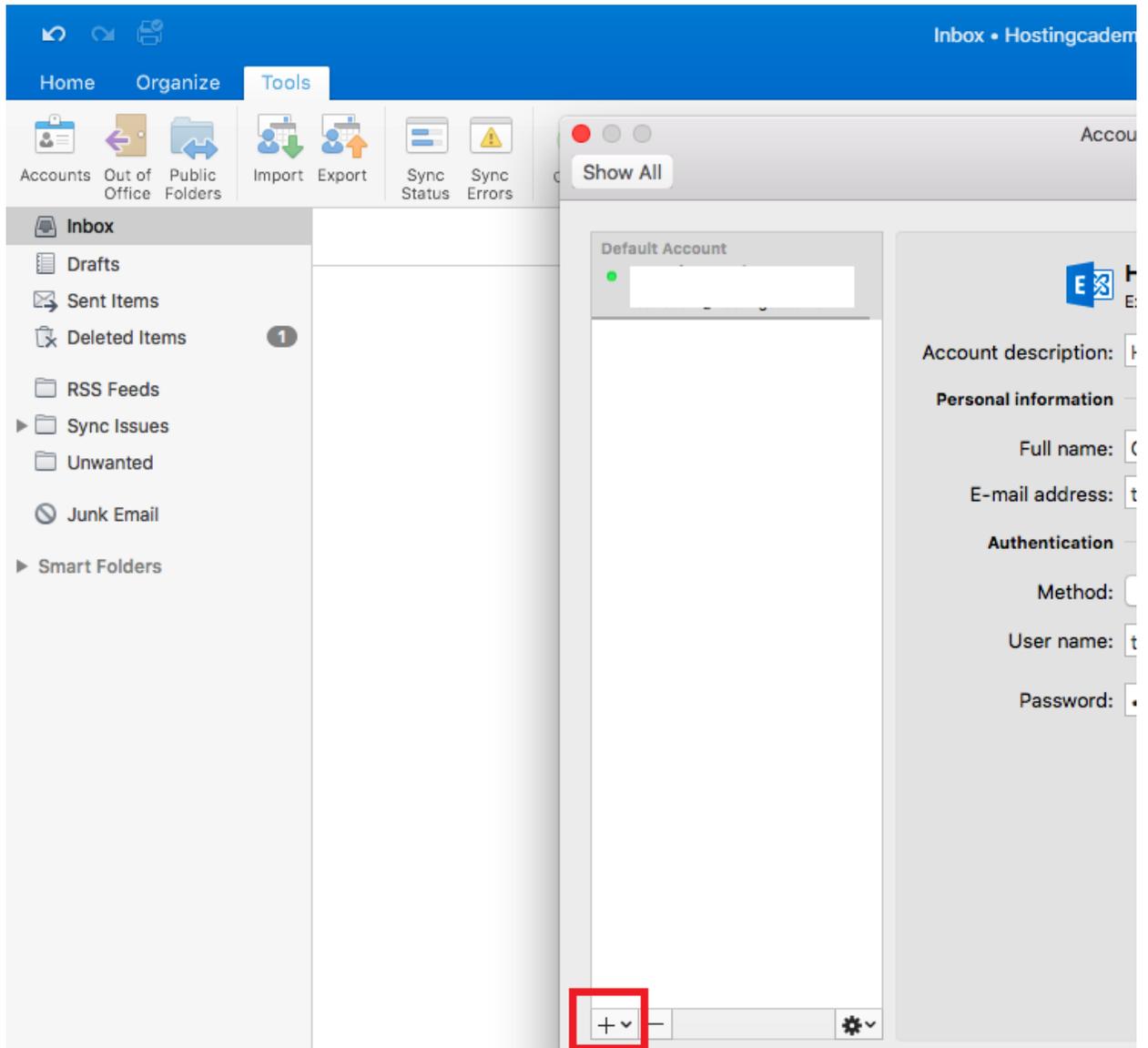
Steps:

1. From Outlook 2016 on the Mac, go to the **tools** tab, and choose the **accounts** icon.



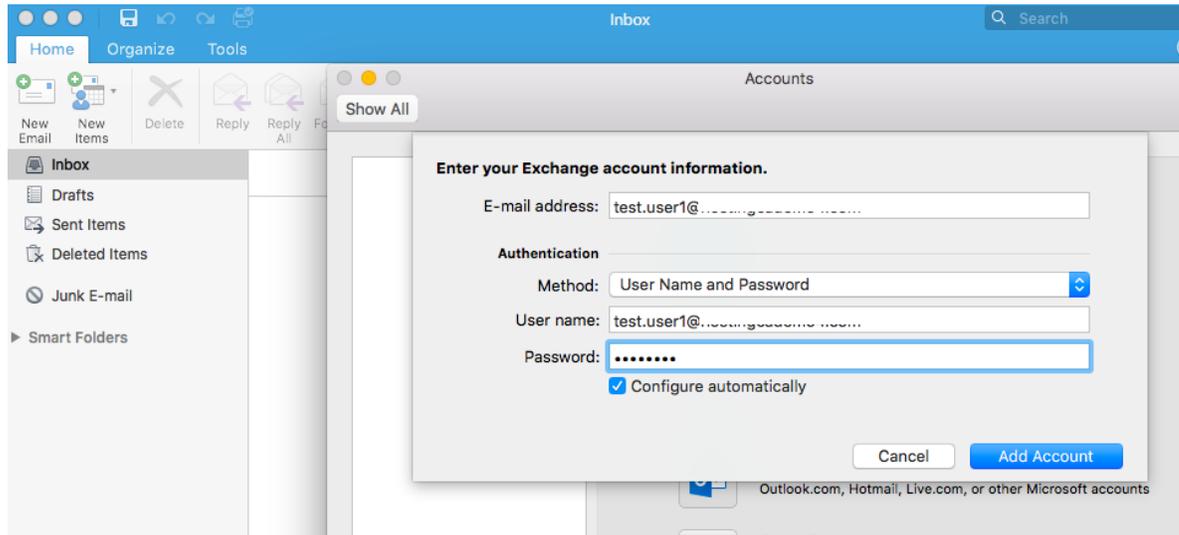
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2. Select “+” at the bottom left of the new Accounts window to ADD a new mailbox.



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3. Enter in your mailbox information.
 - a. E-mail address: Your full email address
 - b. Method: User Name and Password
 - c. User name: Your full email address
 - d. Password: your email password



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4. If your account does not auto setup, you may enter the details manually.
 - a. E-mail address: Your full email address
 - b. Method: User Name and Password
 - c. User name: Your full email address
 - d. Password: your email password
 - e. Server: **mail.canadawidehostingservices.ca**

Press “Add Account” on the bottom right to have your account added to Outlook.

