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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

Steps:

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

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Home Organize	Tools				
Accounts Out of Public Office Folders	Import E	Export Sync Status	Sync Errors	Online Online/Offline	
Inbox				By: Conversations 🗸 🗍	
Drafts	-			-	-
Sent Items					
🔁 Deleted Items	1				
RSS Feeds					
Sync Issues					
Unwanted					
🛇 Junk Email					
Smart Folders					

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



- 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

		Inbox Q Search		
Home Organize Tools			(
🖹 🖫 🗙 💫 🖓	Show All	Accounts		
New New Delete Reply Reply Fo				
🚇 Inbox	Enter your Exchange	account information.		
Drafts Sent Items	E-mail address:	test.user1@		
🕞 Deleted Items	Authentication			
🛇 Junk E-mail	Method:	User Name and Password	>	
Smart Folders	User name:	test.user1@		
	Password:			
		Configure automatically		
		Cancel Outlook.com, Hotmail, Live.com, or	Add Account	

- 4. If your account does not auto setup, you may enter the detais 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.

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Home Organize Tools					• ٢
New New Delete Repl	Reply Fc Show All		Accounts		
	AII	Enter your Exchange	account information.		
 Drafts Sent Items Deleted Items 		E-mail address:	test.user1@nooruuuunocom		
 ⊘ Junk E-mail > Smart Folders 		Method: User name: Password:	User Name and Password		
			Configure automatically		
		Server:	mail.canadawidehostingservices.ca		
			Cancel Other Email iCloud, Google, Yahoo!, or other a	Add Account	