

# HGC SUPERHUB HOSTED EXCHANGE EMAIL EXCHANGE 2013/2010 OUTLOOK MAPI AUTO DISCOVERY SETUP GUIDE

VERISON 2015.8

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The guide is to describe how to manually set up Outlook 2010 using MAPI with AutoDiscovery, i.e. Microsoft Exchange.

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## 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**.

#### Step 1: Click Start, Click Control Panel, and choose Mail (32-bit)

NOTE: If you do not see the **Mail** icon, click **Control Panel**. There is a **View By** selection box on the top right corner. Change the View from **Categories** to **Small Icons**. Then you will find the **Mail (32-bit)** icon. Alternatively, click **Start > Control Panel**, and type **Mail** in the **Start Search** box on the top right corner.



Step 2: In the Mail Setup dialog box, click **E-mail Accounts**.



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Step 3: In the Account Settings windows, click New.



Step 4: Please 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.

#### Step 1: Click Start, Click Control Panel, and choose Mail (32-bit)

NOTE: If you do not see the **Mail** icon, click **Control Panel**. There is a **View By** selection box on the top right corner. Change the View from **Categories** to **Small Icons**. Then you will find the **Mail (32-bit)** icon. Alternatively, click **Start > Control Panel**, and type **Mail** in the **Start Search** box on the top right corner.



Step 2: In the Mail Setup dialog box, click **Show Profiles**.





Mail
General
The following profiles are set up on this computer:
· · · · · · · · · · · · · · · · · · ·
Ψ
Add Remove Properties Copy
When starting Microsoft Outlook, use this profile:
C Prompt for a profile to be used
Always use this profile
<b>_</b>
OK Cancel Apply

Step 3: In the Mail Setup dialog, click Add.

Step 4: Give it a New **Profile Name**, and then click **OK**.





# 2. Add New Account

#### Step 1: Choose Email Account. Then click Next.

🕖 Add	lew Account	x
Choo	e Service	ž
	<ul> <li>E-mail Account         Connect to an e-mail account provided by your Internet service provider (ISP) or         your organization.</li> <li>Text Messaging (SMS)         Connect to a mobile messaging service.</li> <li>Other         Connect to a server type shown below.         Fax Mail Transport         </li> </ul>	
	< Back Next > Canc	el

Step 2: Choose E-mail Account and fill in the details. Then click Next.

Click Next to conn	ect to the mail server and automatically configure your acco	unt settings.	
E-mail Account			
Your Name:	John doe		
	Example: Ellen Adams		
E-mail Address:	john.doe@domain.com		
	Example: Contoso.com		
Password:			
Retype Password:	******		
	Type the password your Internet service provider has	given you.	
) Text Messaging (	(SHS) re server settings or additional server types		

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Step 3: Then Outlook will use AutoDiscovery to setup the account. It will take a while. The below screen will be displayed if it runs successfully. Click **Finish.** 

Online search for your server settings	谷
Configuring	
Configuring e-mail server settings. This might take several minutes: Search for Bester Server settings Log on to server	
	< Back Next > Cancel
Add New Account	×
Congratulations!	Ť
Configuring	
Configuring e-mail server settings. This might take several minutes: Configuring e-mail server settings. This might take several minutes: Search for @superhub.com.hk server settin Log on to server	ngs
Configuring e-mail server settings. This might take several minutes:  Configuring e-mail server settings. This might take several minutes:  Search for Search for Superhub.com.hk server settin  Cog on to server  Your e-mail account is successfully configured.	ıgs
Configuring e-mail server settings. This might take several minutes:  Configuring e-mail server settings. This might take several minutes:  Search for  Search for  Superhub.com.hk server setting  Your e-mail account is successfully configured.  Manually configure server settings	Igs Add another account

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Step 4: You must restart Outlook for these changes to take effect. Click **OK.** 



# 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 phone at 3160 3160.