

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.

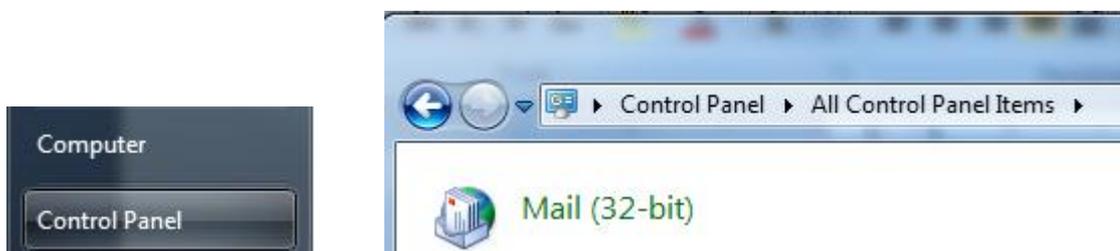
1. Get Started

1.1 Start from Setting up an Email account

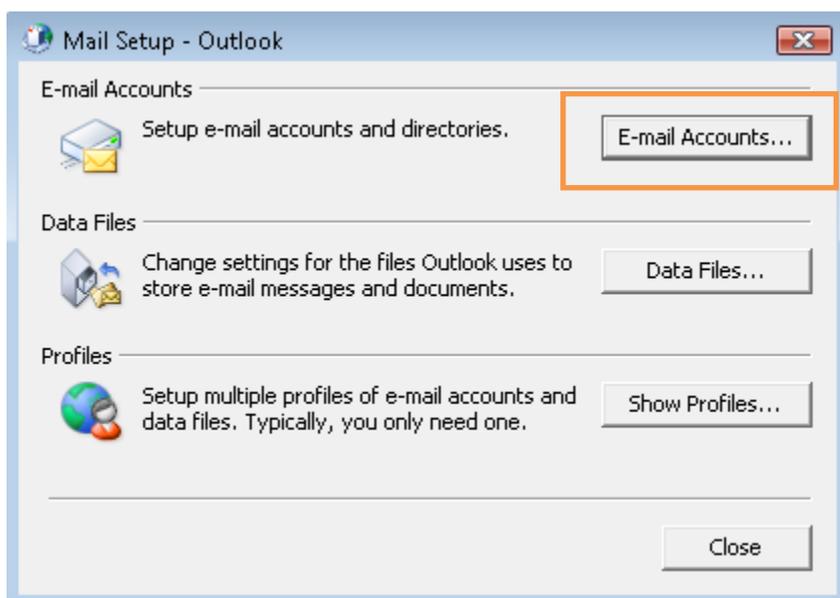
If you start from setting up an **Email account**, please go through the following steps. If you start from setting up a **Profile** of email accounts, please go to **1.2**.

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

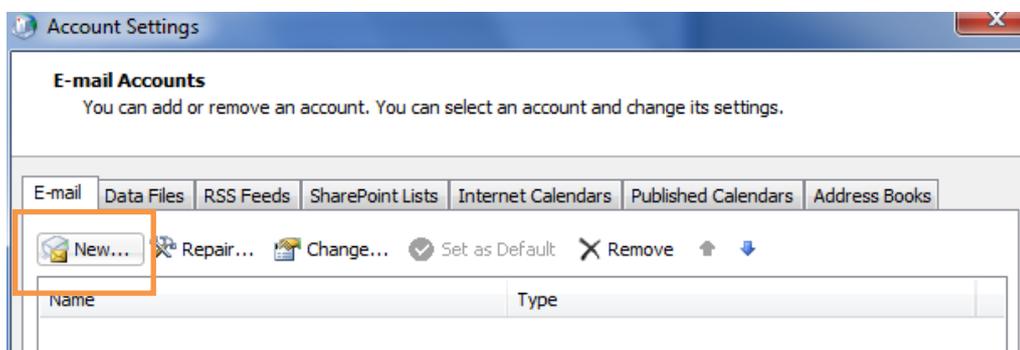
NOTE: If you do not see the **Mail** icon, click **Control Panel**. There is a **View By** selection box on the top right corner. Change the View from **Categories** to **Small Icons**. Then you will find the **Mail (32-bit)** icon. Alternatively, click **Start > Control Panel**, and type **Mail** in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



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



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



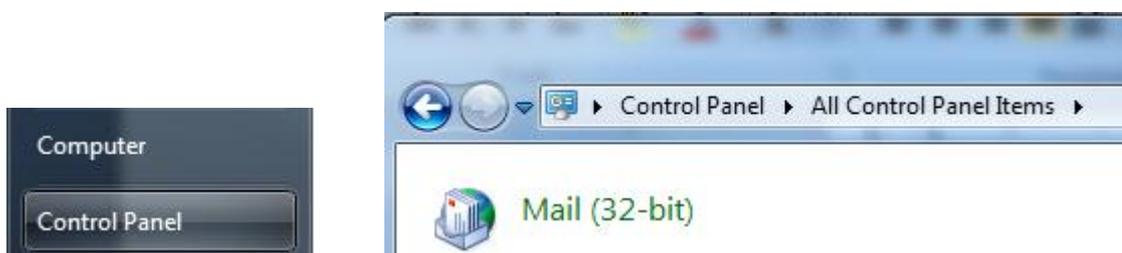
Step 4: Please skip point 1.2 and go to point **2. Add New Account**.

1.2 Start from Setting up Multiple Profiles of Email accounts

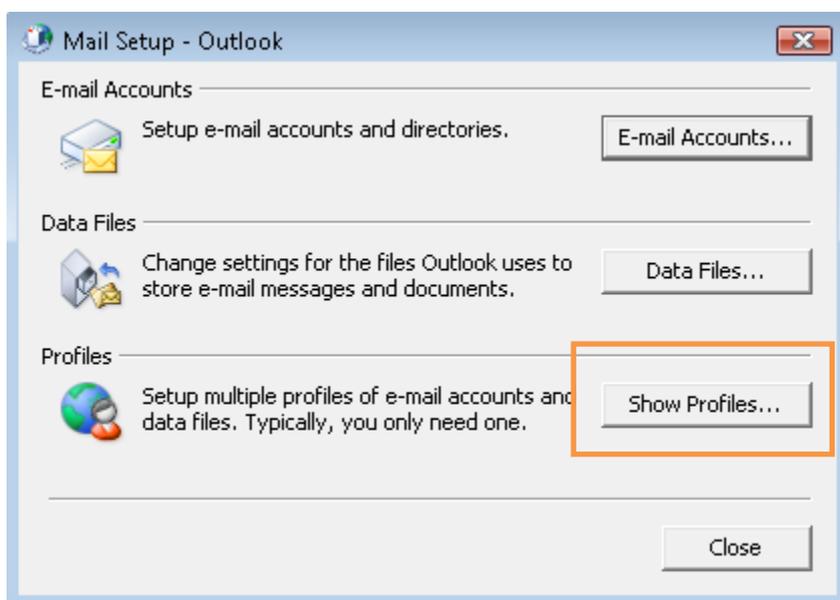
If you start from setting up an **Email account**, please go to **1.1**. If you start from setting up a **Profile** of email accounts, please go through the following steps.

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

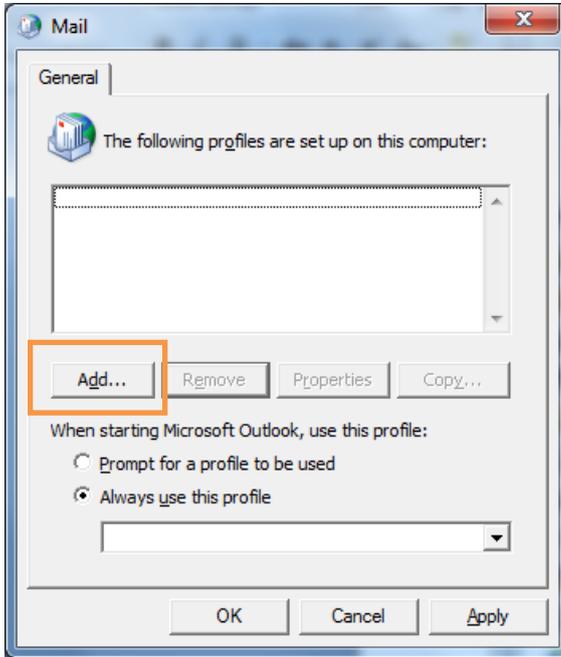
NOTE: If you do not see the **Mail** icon, click **Control Panel**. There is a **View By** selection box on the top right corner. Change the View from **Categories** to **Small Icons**. Then you will find the **Mail (32-bit)** icon. Alternatively, click **Start > Control Panel**, and type **Mail** in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



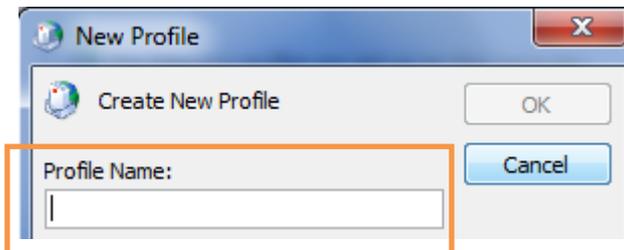
Step 2: In the Mail Setup dialog box, click **Show Profiles**.



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

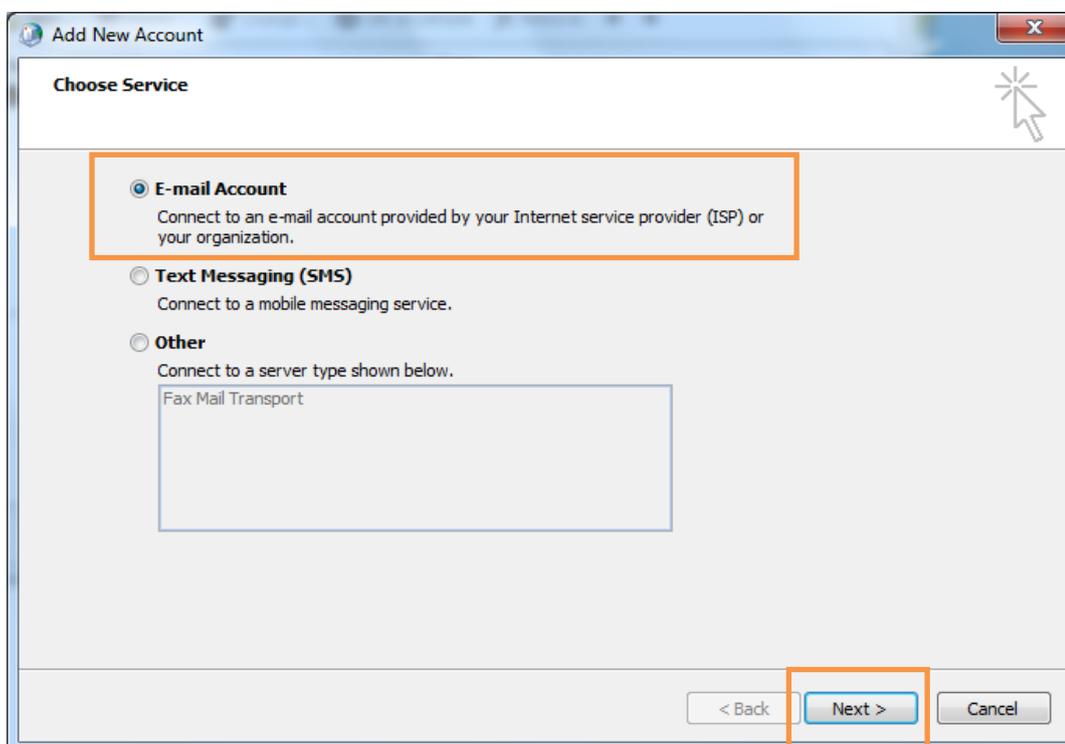


Step 4: Give it a New **Profile Name**, and then click **OK**.

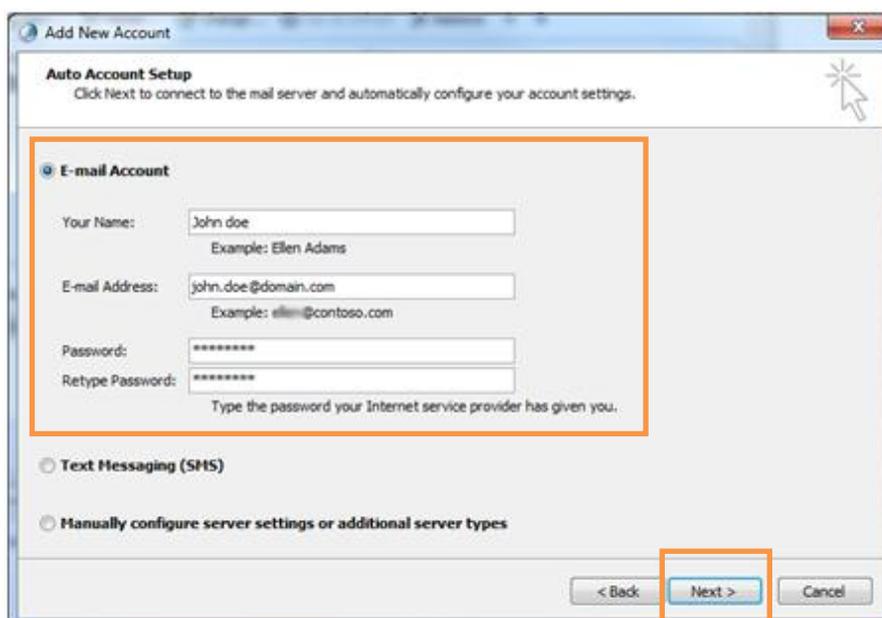


2. Add New Account

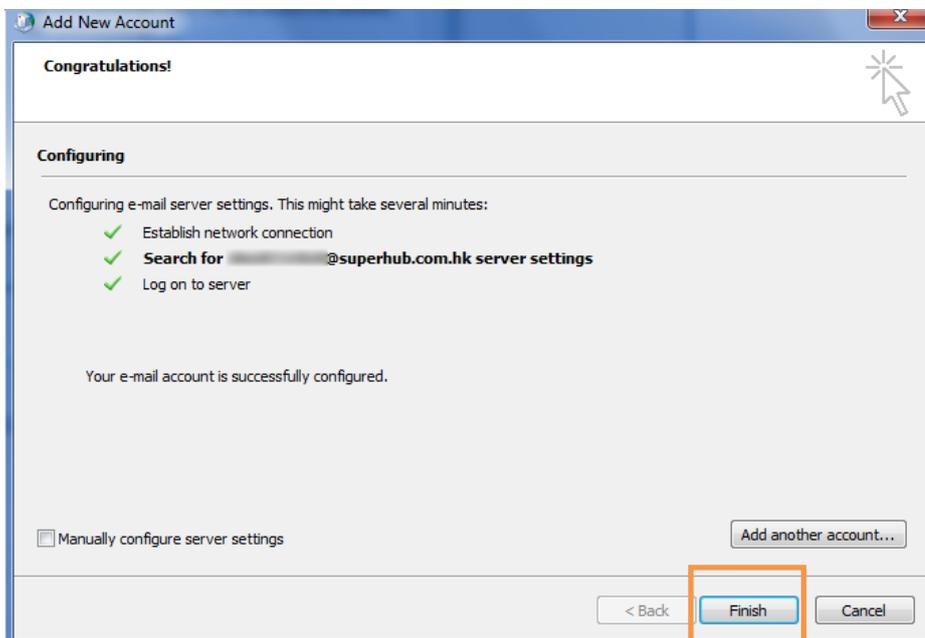
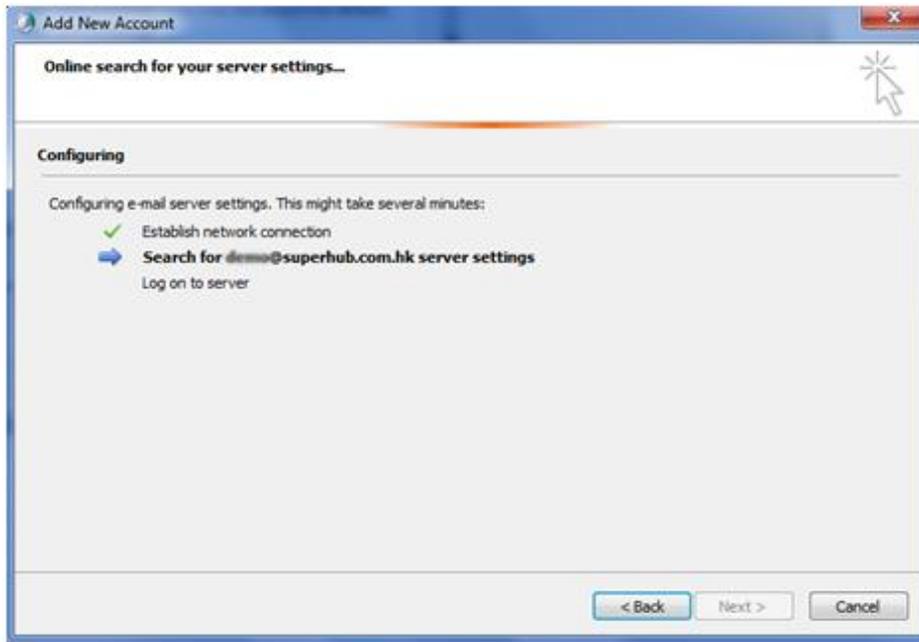
Step 1: Choose **Email Account**. Then click **Next**.



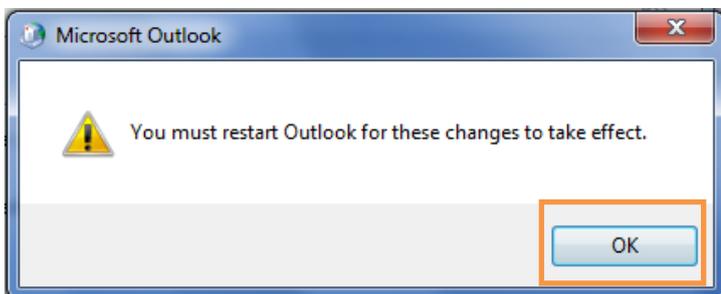
Step 2: Choose **E-mail Account** and fill in the details. Then click **Next**.



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**.



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.