

HGC SUPERHUB HOSTED EXCHANGE 2013 OUTLOOK 2013 MAPI AUTODISCOVERY SETUP GUIDE

V2014.1

Table of Contents

1.	Get Started	1
1.1	Start from Setting up an Email account	1
1.2	Start from Setting up Multiple Profiles of Email accounts	2
2.	Add New Account.....	4
3.	Get Help and Support.....	7

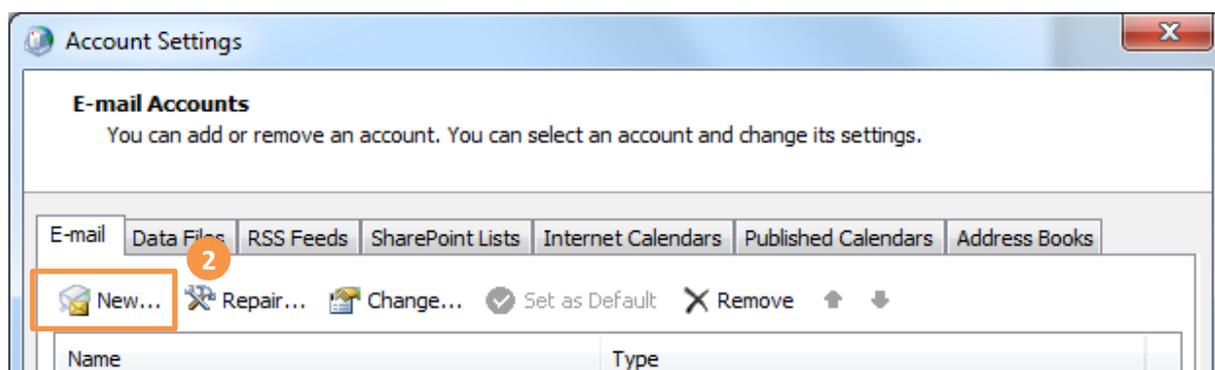
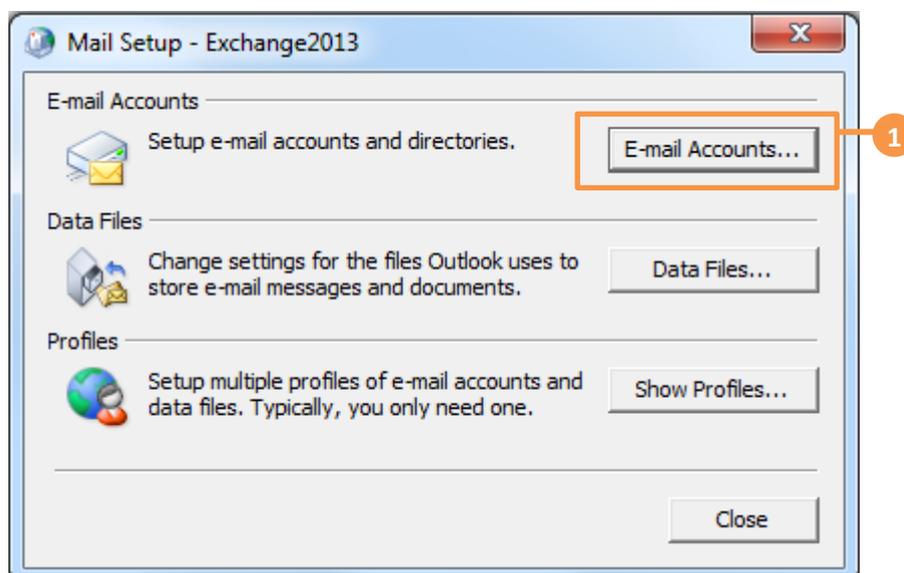
The guide is to describe how to set up Outlook 2013 using MAPI with AutoDiscovery, i.e. Microsoft Exchange.

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**.

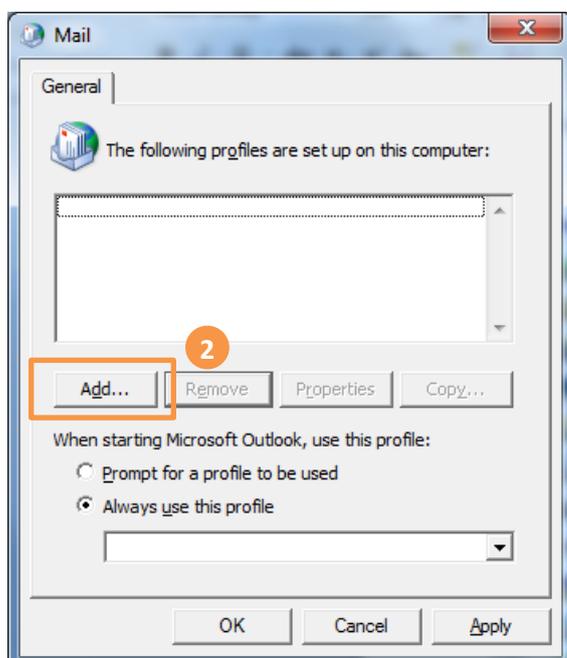
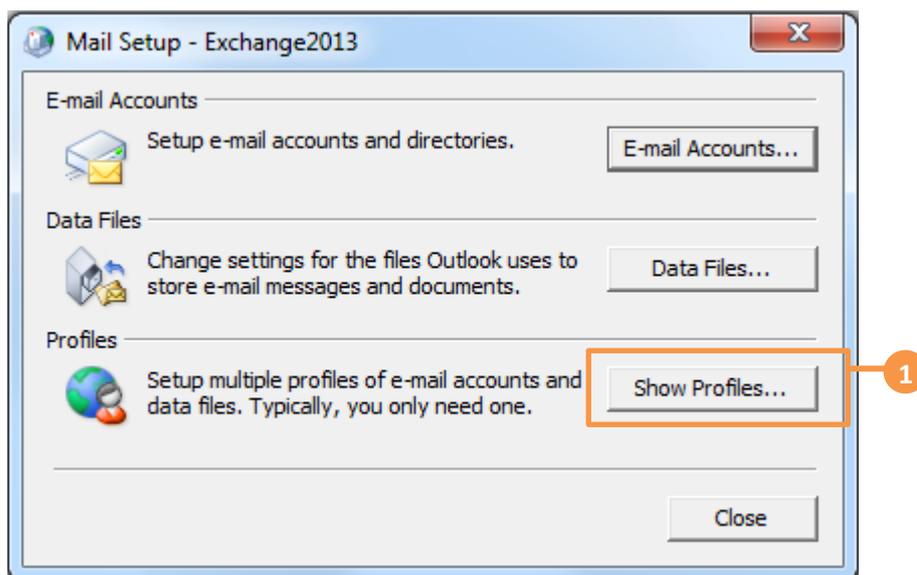
1. Click **Start**, click **Control Panel**, and click **Mail**. In the Mail Setup dialog box, click **E-mail Accounts**.
2. In Account Settings window, click **New**.
3. Skip point 1.2 and go to point **2. Add New Account**.

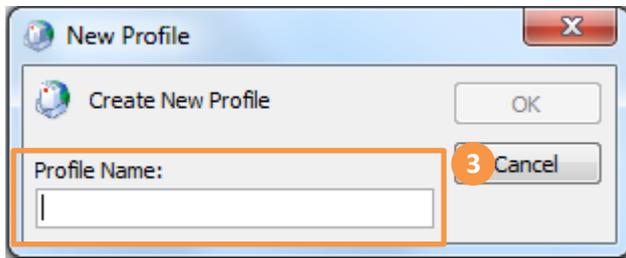


1.2 Start from Setting up Multiple Profiles of Email accounts

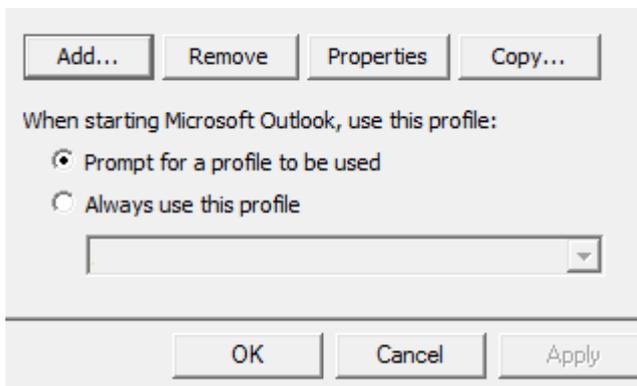
If you start from setting up an **Email account**, please go to 1.1. If you start from setting up a **Profile** of email accounts, please go through the following steps.

1. Click **Start**, click **Control Panel**, and click **Mail**. In the Mail Setup dialog box, click **Show Profiles**.
2. In the Mail Setup dialog, click **Add**.
3. Enter a new **Profile Name**, and then click **OK**.



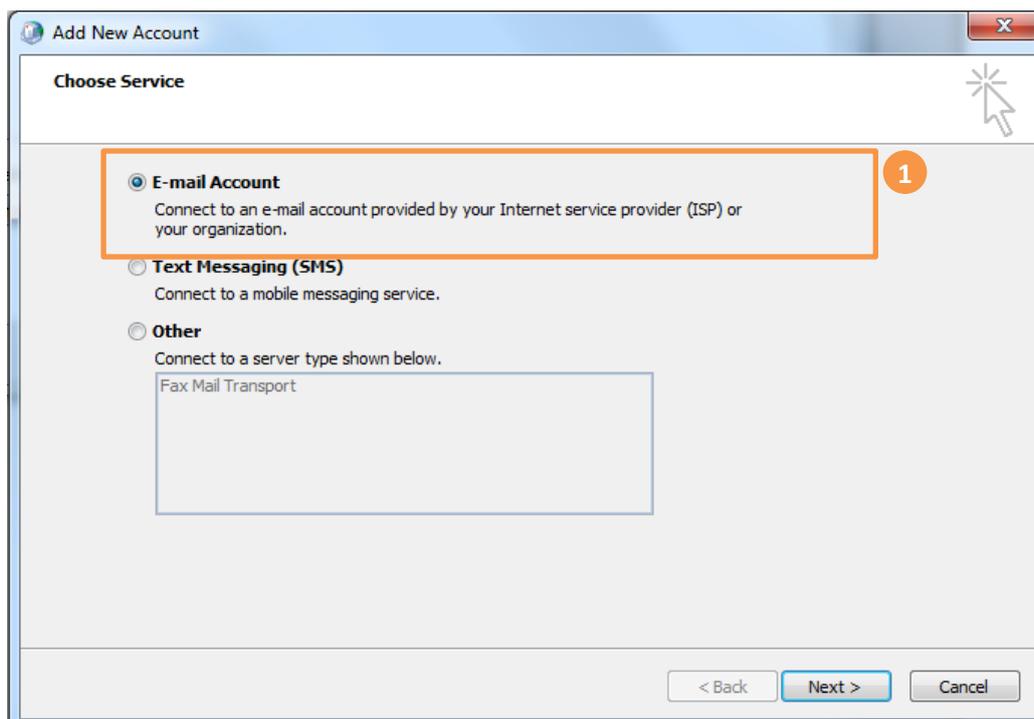


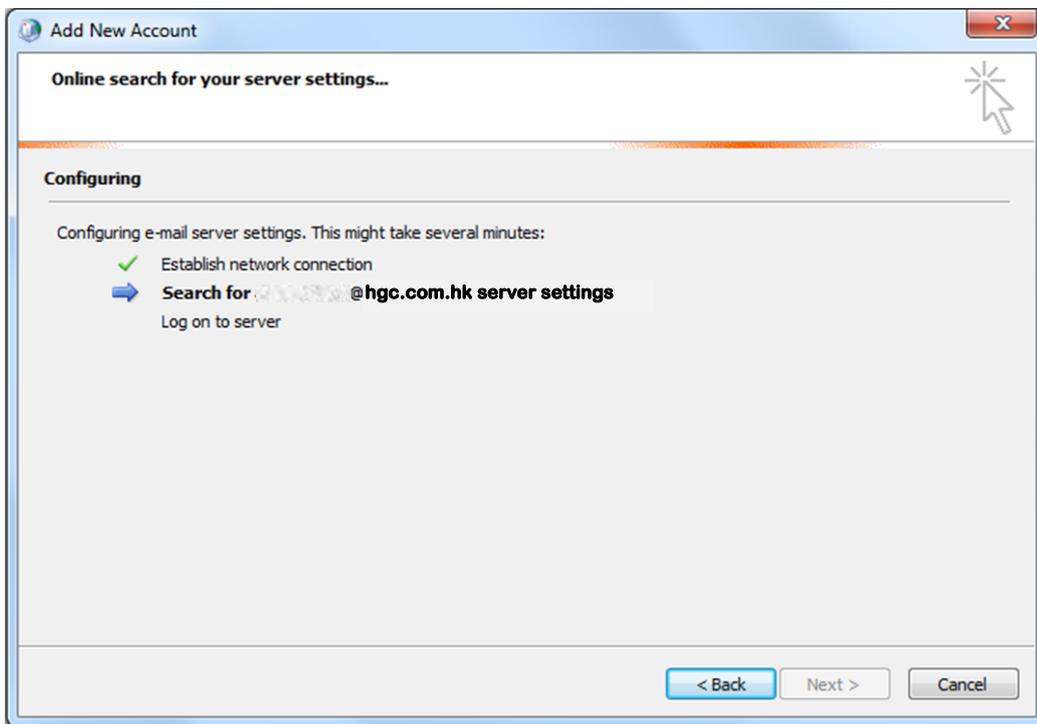
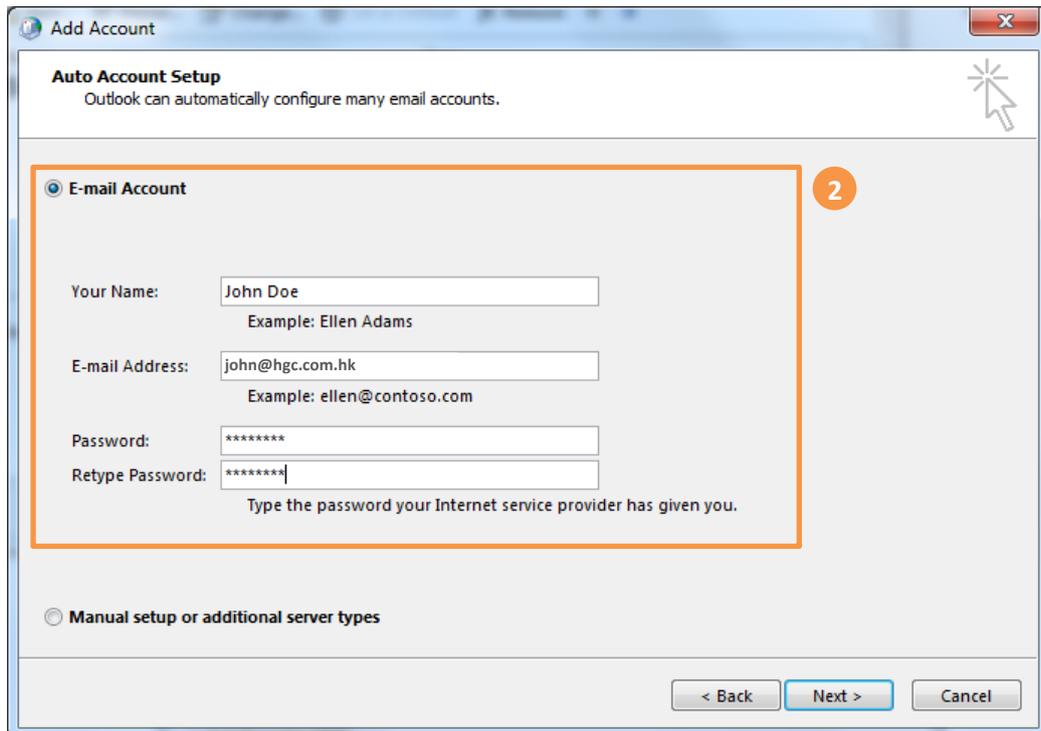
* Remark: you may add more than one Profile and check **Prompt for a profile to be used** such that whenever a user starts Outlook, a prompt of Profile Selection will be provided.

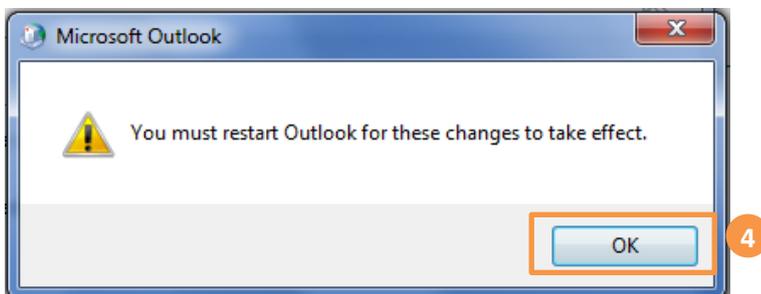
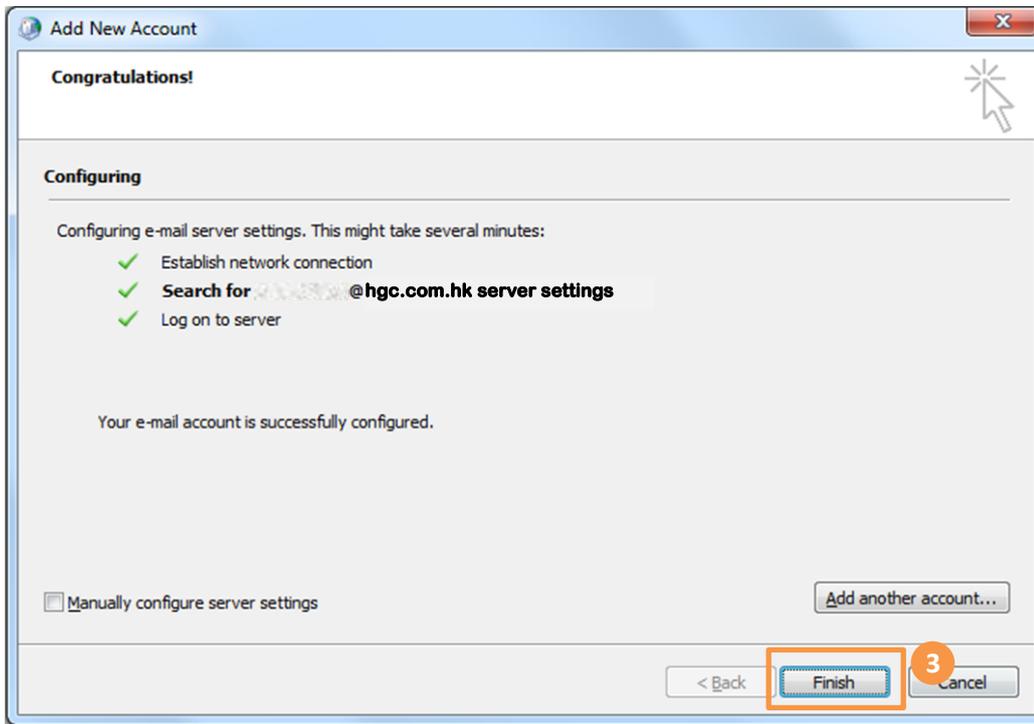


2. Add New Account

1. In the Add New Account window, select **E-mail Account** and click **Next**.
2. In the Add Account window, select **E-mail Account** and enter the details. Click **Next**.
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**.
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.