

# 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 Aco	count	.4
3.	Get Help and	l 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 **<u>Email account</u>**, please go through the following steps. If you start from setting up a **<u>Profile</u>** 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**.



Acco	unt Setting:	s					×	
E-ma Y	E-mail Accounts You can add or remove an account. You can select an account and change its settings.							
E-mail	Data Filos	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books		
S Ne	ew 🔆 R	epair 😭	Change 🕑 S	iet as Default 🗙 R	emove 🕈 🖶			
Name	2			Туре				



#### 1.2 Start from Setting up Multiple Profiles of Email accounts

If you start from setting up an <u>Email account</u>, please go to **1.1**. If you start from setting up a <u>Profile</u> 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.

() Mail Se	etup - Exchange2013	×	
E-mail Ac	counts		
	Setup e-mail accounts and directories.	E-mail Accounts	
Data Files	3		
	Change settings for the files Outlook uses to store e-mail messages and documents.	Data Files	
Profiles -			
	Setup multiple profiles of e-mail accounts and data files. Typically, you only need one.	Show Profiles	
		Close	

Mail
General
The following profiles are set up on this computer:
· ·
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



New Profile	×
Create New Profile	ОК
Profile Name:	3 Cancel

\* 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.

Add	Remove	Properties	Copy			
When starting Microsoft Outlook, use this profile: <ul> <li>Prompt for a profile to be used</li> <li>Always use this profile</li> </ul>						
1			T			
	ОК	Cance	Apply			



### 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.

🕡 Add 1	New Account	×
Choo	se Service	×
	<ul> <li>E-mail Account</li> <li>Connect to an e-mail account provided by your Internet service provider (ISP) or your organization.</li> <li>Text Messaging (SMS)</li> </ul>	1
	Connect to a mobile messaging service.	
	© Other	
	Connect to a server type shown below.	
	Fax Mail Transport	
	< Back Next >	Cancel



Add Account		
Auto Account Setur Outlook can autor	atically configure many email accounts.	The second se
E-mail Account		2
Your Name:	John Doe	
Tour Name.	Example: Ellen Adams	
E-mail Address:	iohn@hgc.com.hk	
-	Example: ellen@contoso.com	
Password:	******	
Retype Password:	*****	
	Type the password your Internet service provider has given you.	
Manual setup or ac	dditional server types	
	< Back	Next > Cancel

Online sear	ch for your server settings		
onfiguring		a tu na pangana kana kana kana kana kana kana kan	
Configuring	e-mail server settings. This might take several minutes:		
<ul> <li>Image: A second s</li></ul>	Establish network connection		
	Search for Control of the Search for Control		
	Log on to server		
		< Back Next >	Cancel



Add New Ad	count		×
Congratula	tions!		× ×
Configuring			
Configuring e	e-mail server settings. This might take several minutes:		
<ul> <li>Image: A set of the set of the</li></ul>	Establish network connection		
✓	Search for a settings @hgc.com.hk server settings		
~	Log on to server		
Your e	mail account is successfully configured.		
Manually co	onfigure server settings		Add another account
		< <u>B</u> ack	Finish 3ancel





# 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.