



## HOSTED EXCHANGE FOR OUTLOOK 2013 & 2016

**INTRODUCTION:** Use this guide to configure your outlook 2013 to work with our hosted exchange server. If you have outlook 2007 or 2010 please refer to the other guide for both of these version. If you already have an account setup in Outlook please refer to the other guide 'Hosted Exchange Outlook Second Account Set Up'

**SYSTEM REQUIREMENTS:** Outlook 2013 or 2016 for Windows

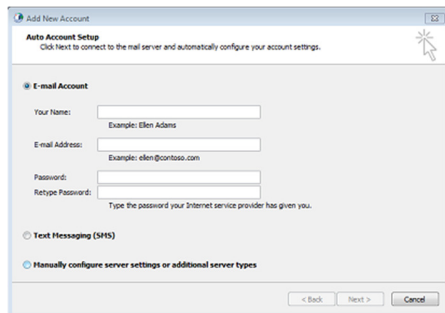
### WHAT YOU MAY NEED & OTHER CONSIDERATIONS:

- An Internet connection
- Copy of Outlook 2013 or 2016 for Windows

## STEP ONE

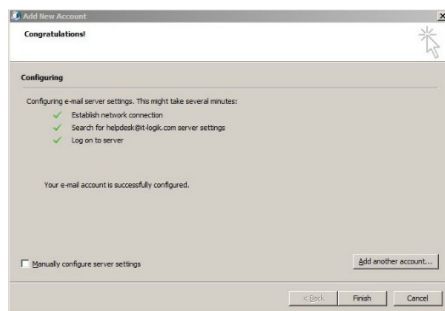
If no email account has been set up previously you should be prompted with a welcome screen and click next to get to the configuration screen.

Simply fill in the details, Your Name, Email Address, and email password, and click next. Please not during this process, you may be asked to re-enter your username and password about 3 times.



## STEP TWO

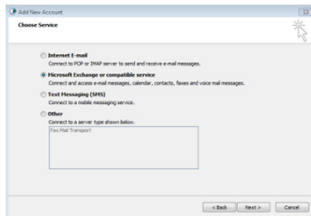
If the information is correct you should be presented with the below screen click finish and you're all setup, but if unsuccessful please continue to step 3.



For support please call +44 (0) 20 3740 1060, or email [support@it-logik.com](mailto:support@it-logik.com)

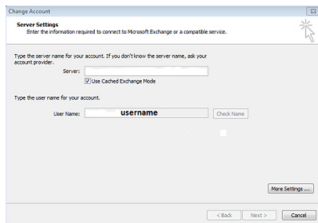
## STEP THREE

If the auto-setup has failed you may need to configure your email account manually.



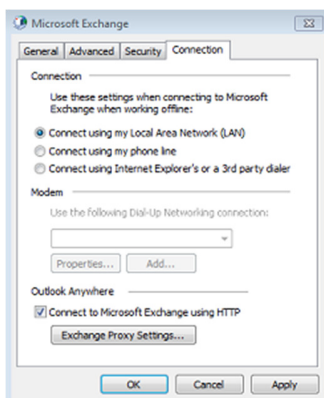
## STEP FOUR

Type in the server name **'itlogikhex04.it-logik.com'** in the server field, as well as your user name in the user name field. This will normally be your first and surname with a space in between. Then click **'more settings'** bottom right.



## STEP FIVE

In the More Settings window click the **"Connection"** tab. Make sure that **"Connect using my Local Area Network (LAN)"** is selected and check **"Connect to my Exchange mailbox using HTTP"**.



For support please call +44 (0) 20 3740 1060, or email [support@it-logik.com](mailto:support@it-logik.com)

Now click the "**Exchange Proxy Settings**" button.

## STEP SIX

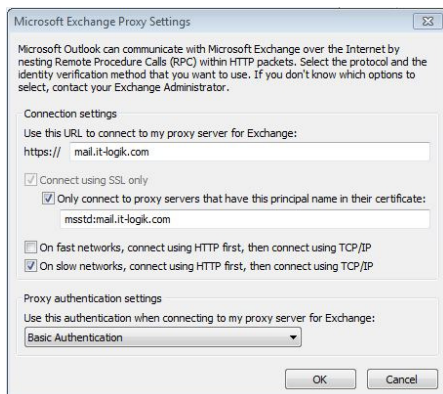
– In the Exchange Proxy Settings window input the following:

-**Ensure all the boxes have a tick**

-1st field 'HTTPS:// ' enter the following: **mail.it-logik.com**

-2nd field enter: **msstd:mail.it-logik.com**

-The drop-down box select "**Basic Authentication**" option



Click ok once done.

## STEP SEVEN

Now you will be back at the main Exchange Server Settings window again. This time you need to click the "**Check Name**" button.

You will be asked for your **username and password to authenticate**. Make sure to type the username exactly as provided. Click <OK> and finish.

## STEP EIGHT

Congratulations you have now successfully set up your mailbox within Outlook. When prompted to enter your username and password once more please select 'remember my password'.