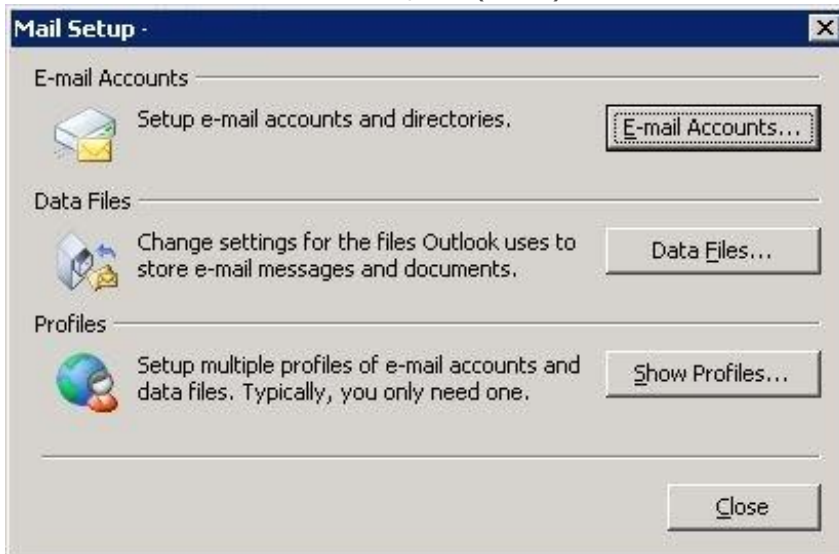# Exchange 2013 Automatic Configuration (PC)

IMPORTANT
An Autodiscover CNAME record MUST be created before attempting to configure this mail profile.

In Windows 7/8

1. Browse to 'Control Panel' - 'Mail/Mail (32-bit)' - 'Show Profiles'

2. Make sure to pre-select 'Prompt for a profile to be used'

3. Select 'Add . . . ' and input the full email address of the user and select 'OK'

4. Enter your information and click 'Next'

Add New Account ☒

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings.

◉ **E-mail Account**

Your Name: | Ian Smith |
                 Example: Ellen Adams

E-mail Address: | ian.smith@smithindustries.com |
                 Example: ellen@contoso.com
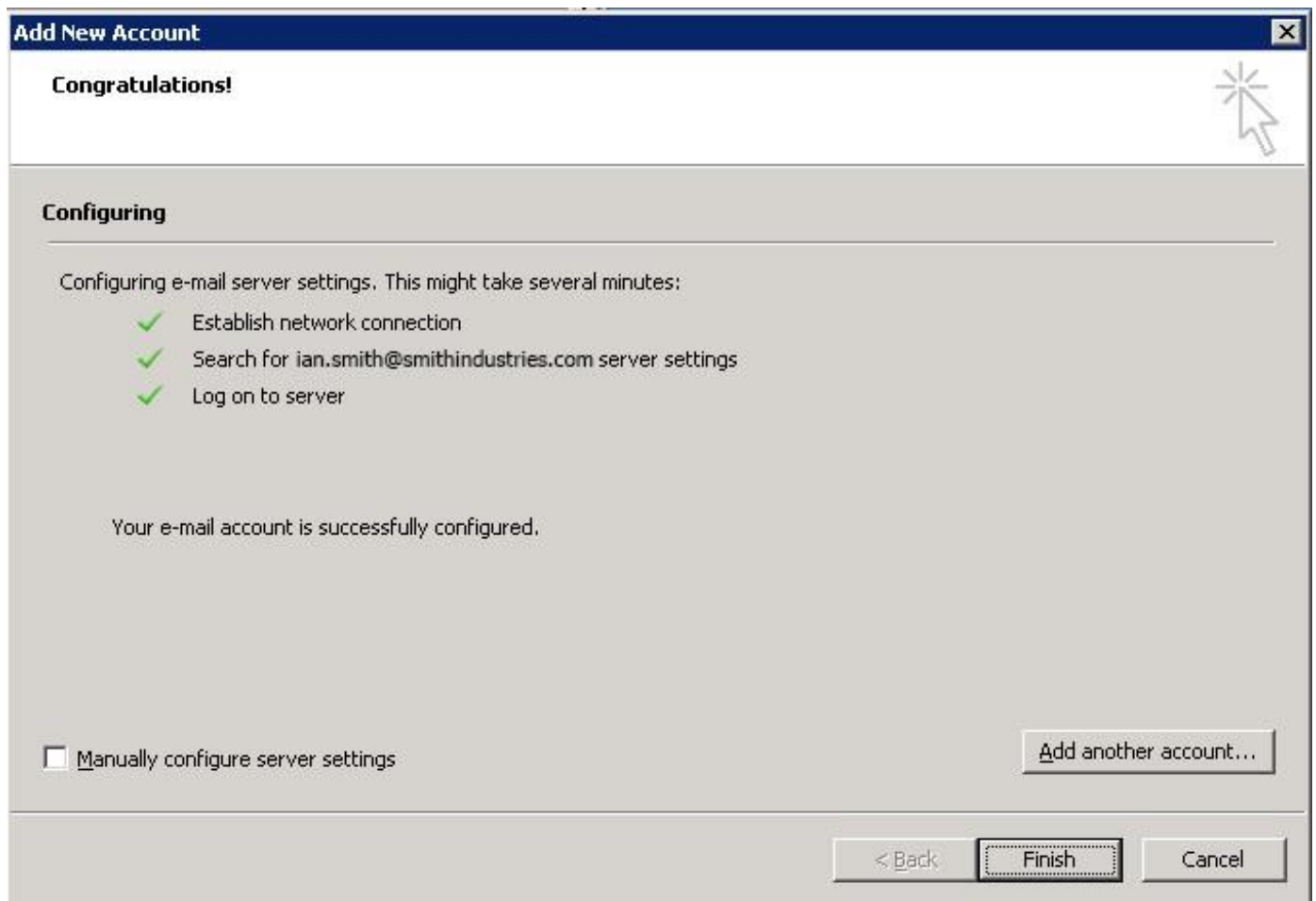
Password: | *********** |
Retype Password: | *********** |
                 Type the password your Internet service provider has given you.

○ **Text Messaging (SMS)**

○ **Manually configure server settings or additional server types**

[< Back] [Next >] [Cancel]

5. You may be prompted to allow 'redirection' click 'Allow' and 'Don't ask me about this website again' if you donot want to see further messages.

6. If the details provided are correct and Autodiscover has been set-up correctly then you will see theconfirmation screen

Add New Account

Congratulations!

Configuring

Configuring e-mail server settings. This might take several minutes:

✓ Establish network connection

✓ Search for ian.smith@smithindustries.com server settings

✓ Log on to server

Your e-mail account is successfully configured.

☐ Manually configure server settings

Add another account...

< Back   Finish   Cancel

7. Select 'Finish' when profile creation is completed.