

HOSTED EXCHANGE MICROSOFT OUTLOOK 2016 FOR WINDOWS

Skyfillers Customer Manual

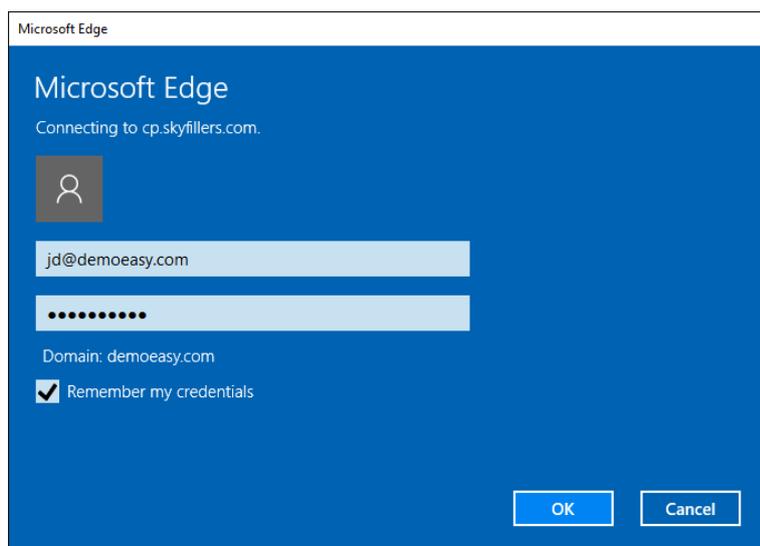
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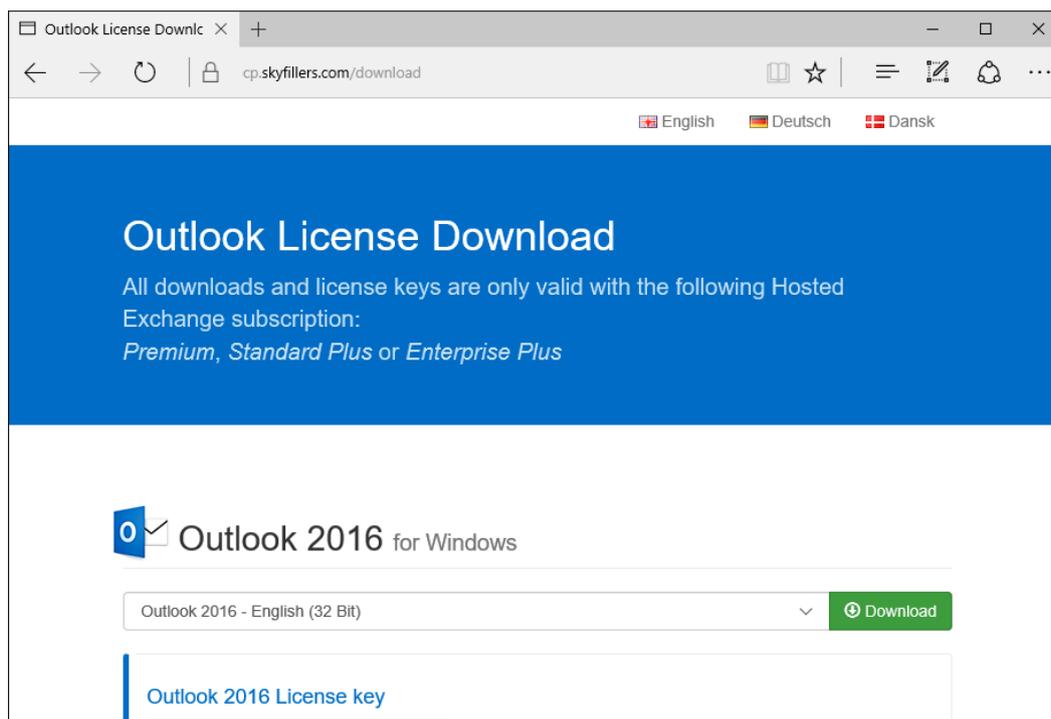
Download and install Outlook

Browse to the **Outlook Download** page. You can find the link in the Support Centre on our website:
<https://www.skyfillers.com/en/support-centre/log-ins.html>

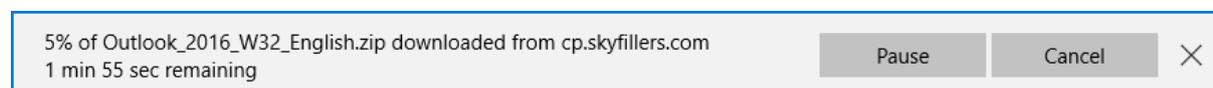
Log in to the **Outlook Download** page using your Hosted Exchange credentials



Download **Outlook 2016 for Windows** herunter – click on the **Download-Button**.



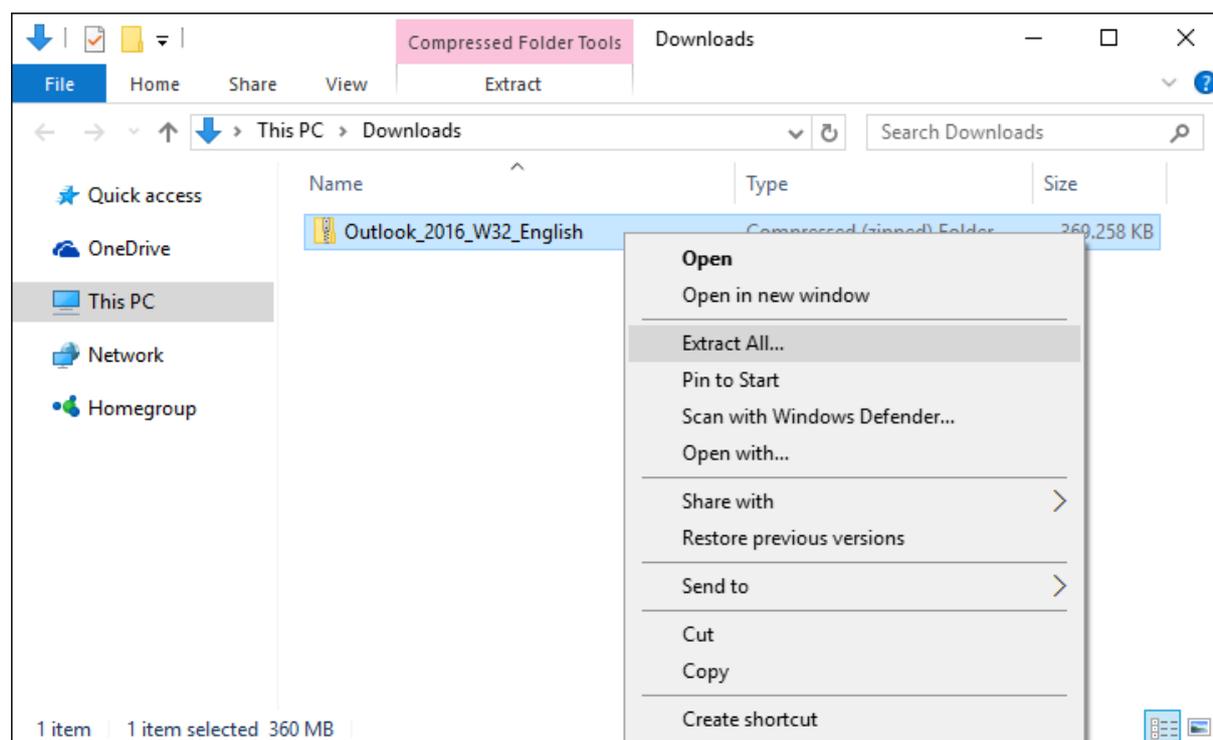
Depending on your internet connections speed the download might take several minutes to complete.



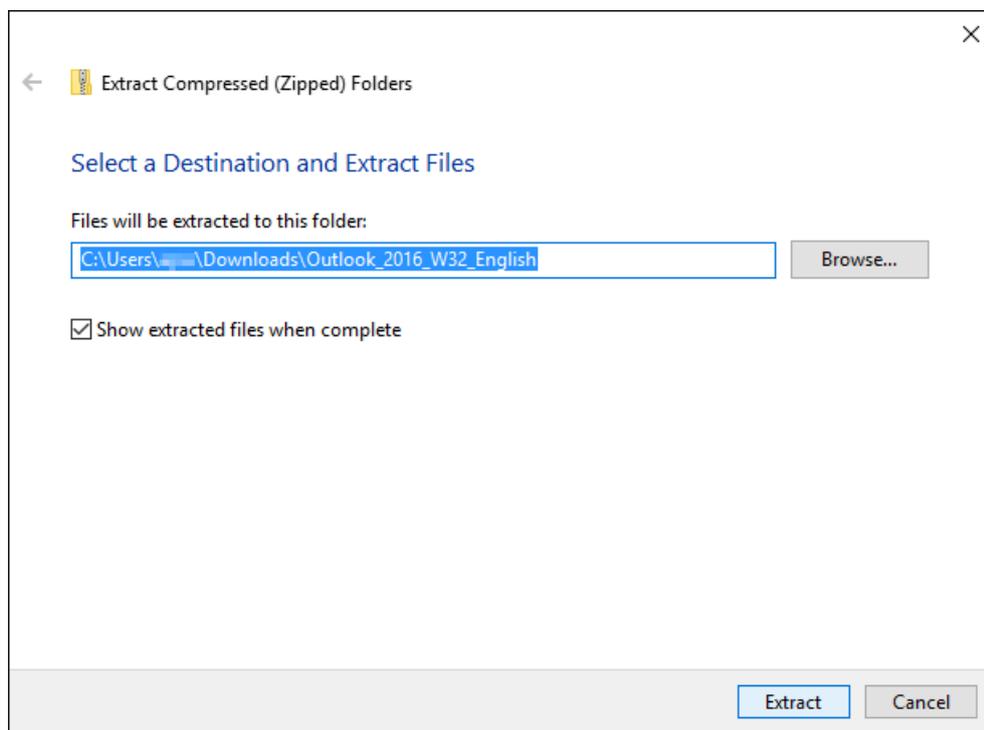
After you have downloaded the Software Package, open your Download Folder – in Example click on **Open Folder**



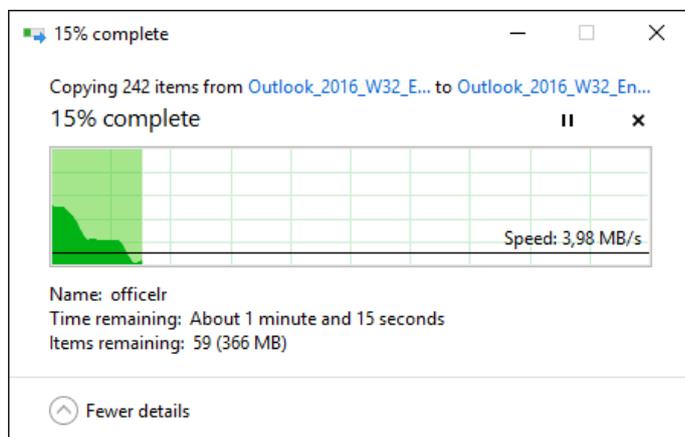
Click with the right Mousebutton on the downloaded File in your **Downloads** Folder.
Click in Menu on **Extract All...**



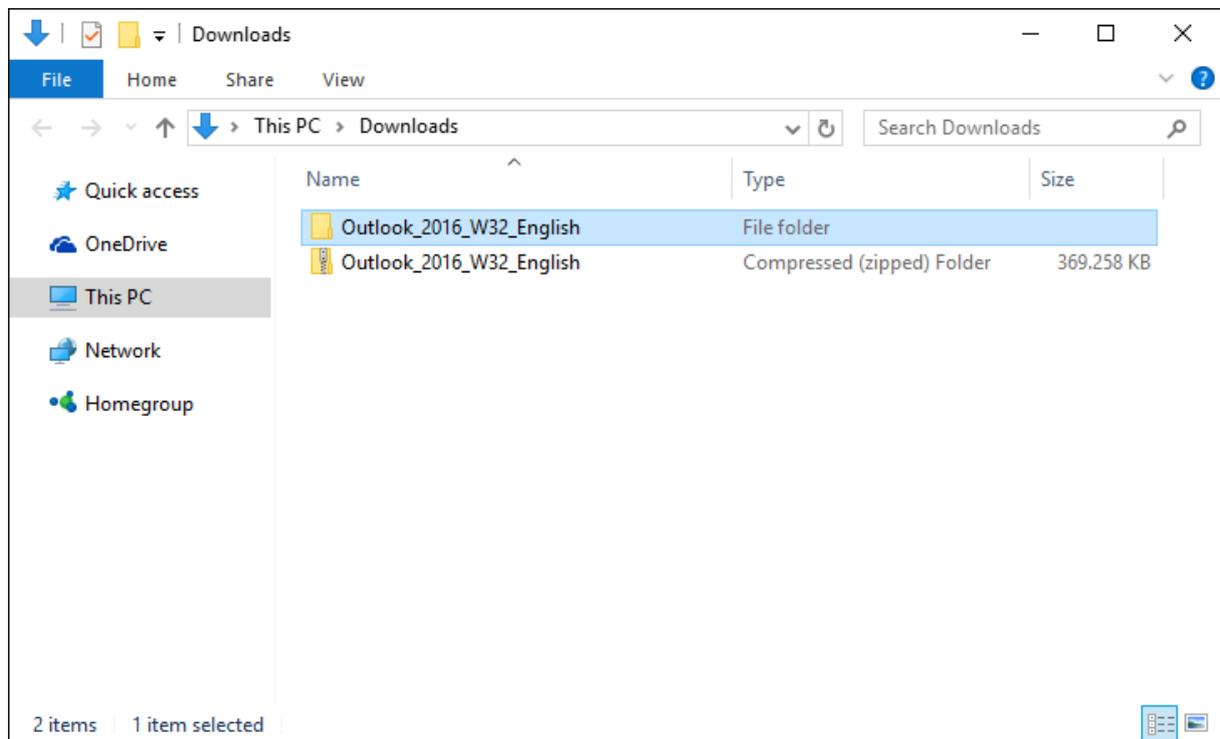
A new Windows pop up. Click on **Extract** to extract the Outlook install Files in the specified Folder.



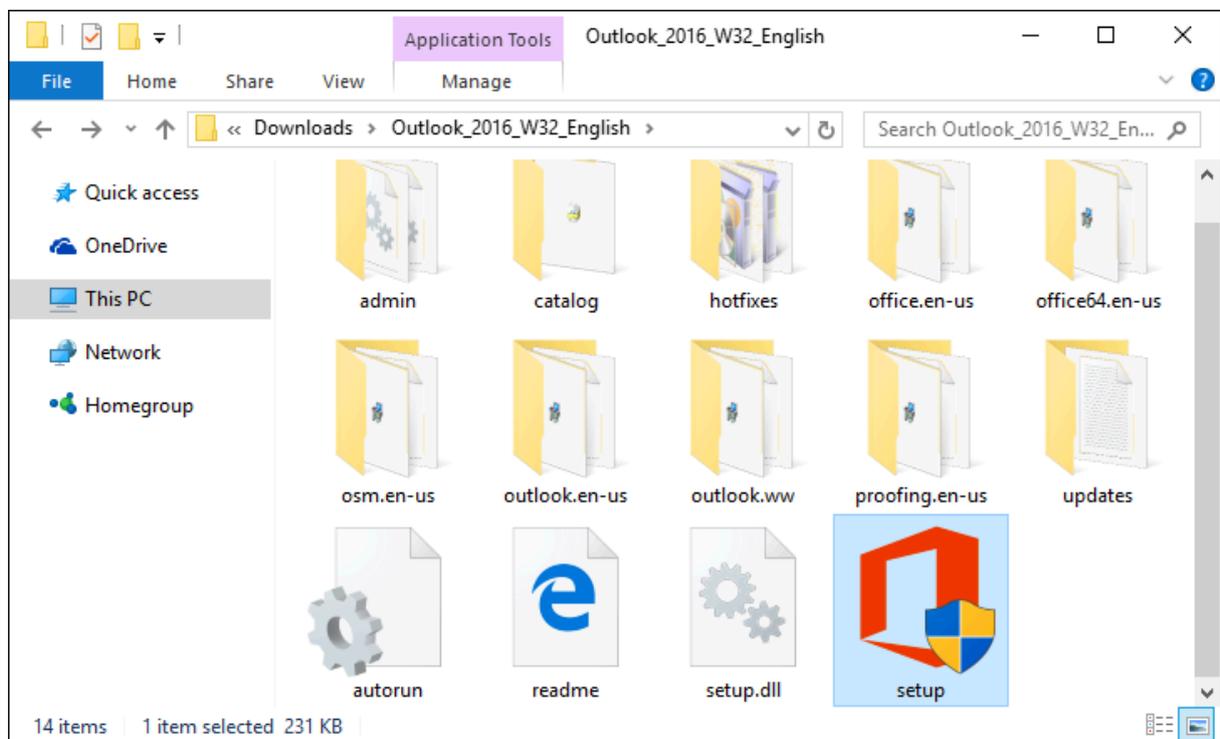
Wait until the Files are extracted.



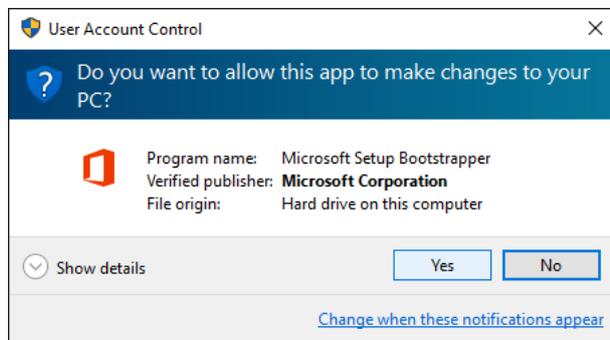
Open the new Folder, named like the downloaded File.



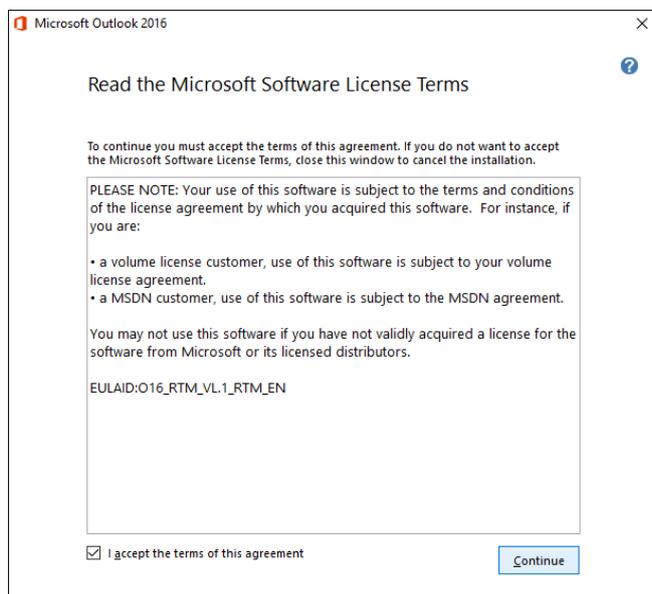
Doubleclick on **setup.exe**.



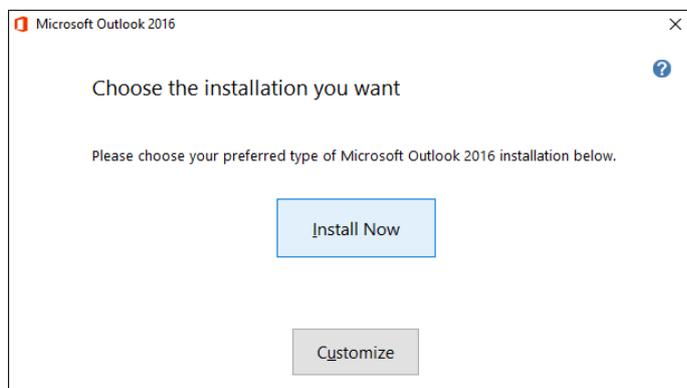
Eventually you must accept the startup from this Program with click on **Yes**.



Accept the License Agreement and click on **Continue**.

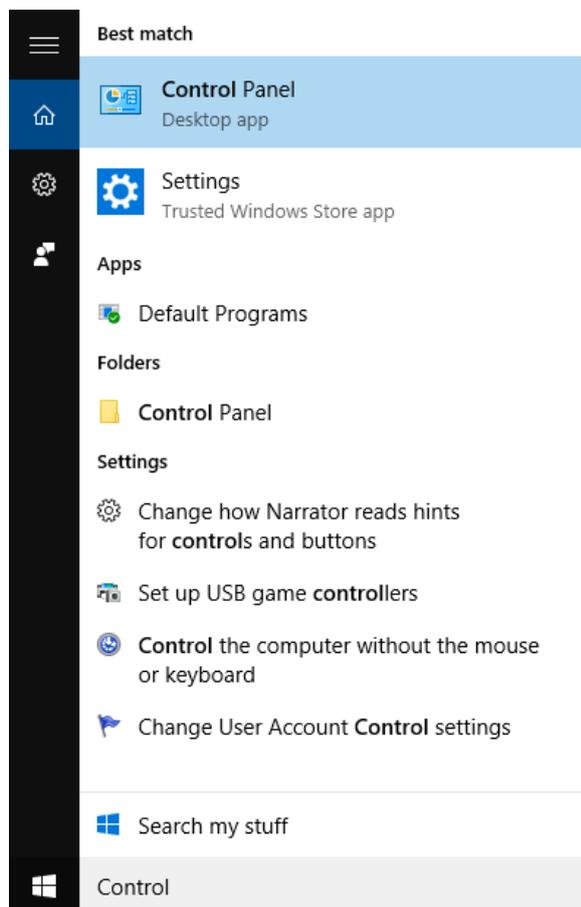


Click on **Install Now** and follow the Instructions on the Screen to install Microsoft Outlook.

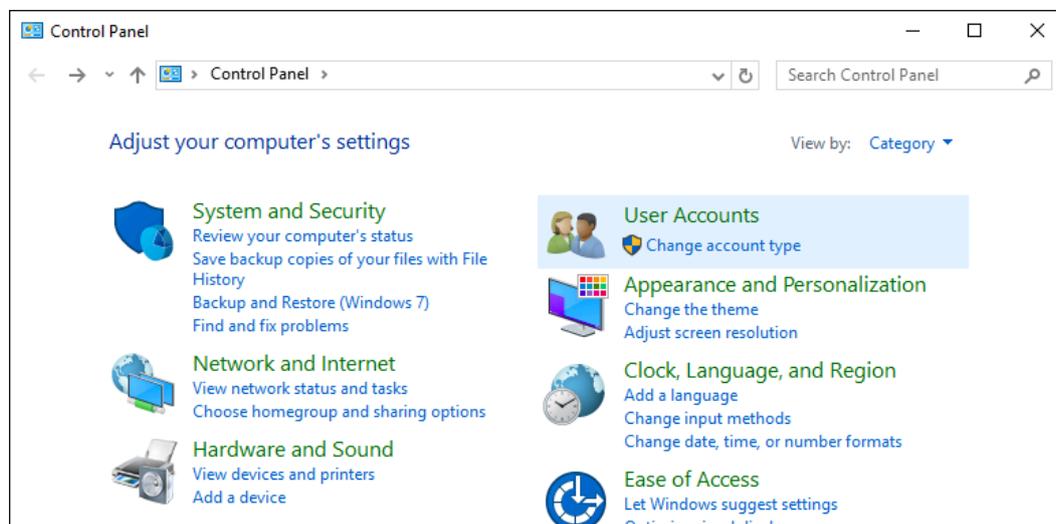


Create new Outlook Profil and Setup a new Mailbox

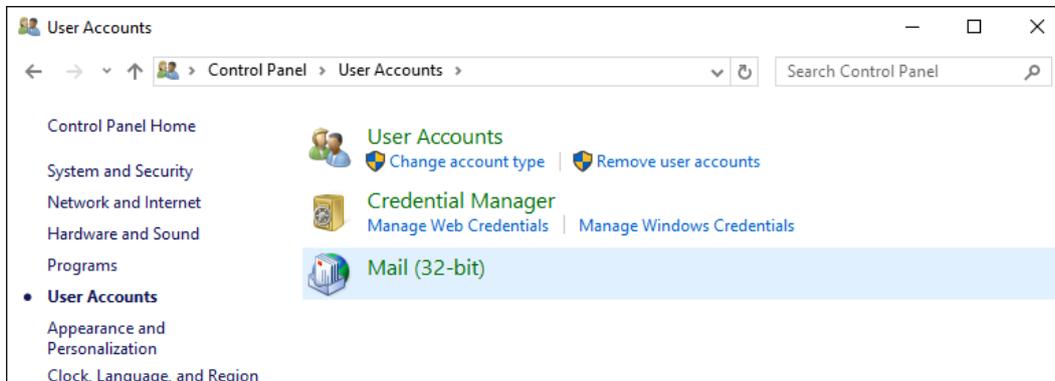
Open Windows Control Center – use in Example the search in Windows **Start Menu** to search **Controlpanel**



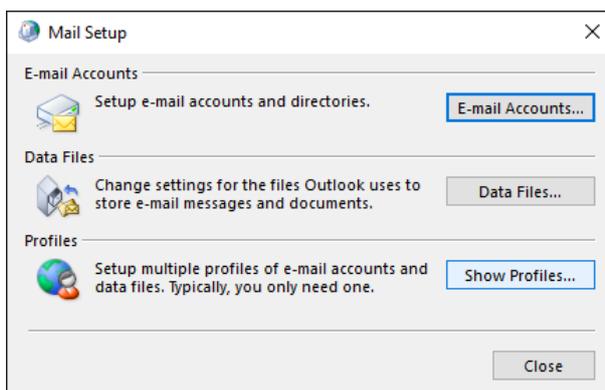
Click in the overview on **User Accounts**



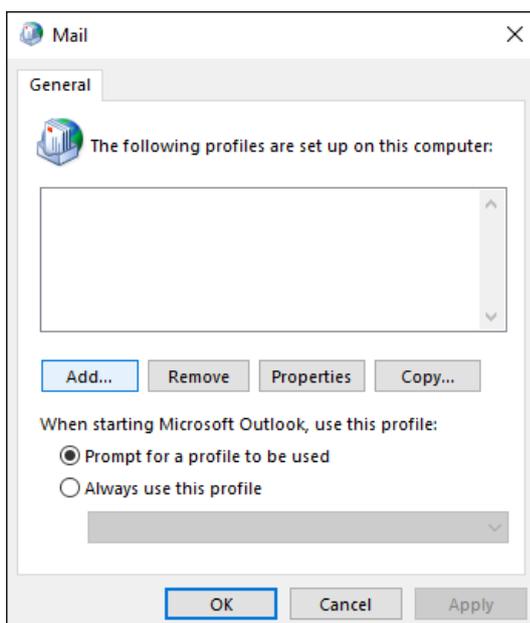
Open **Mail (32-bit)**.



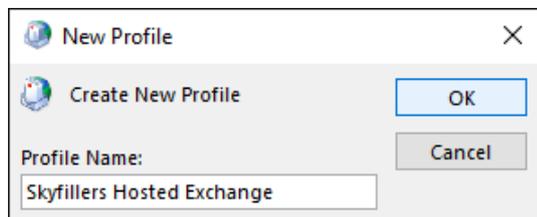
A new Window open. Click on **Show Profiles**.



Click on **Add...**

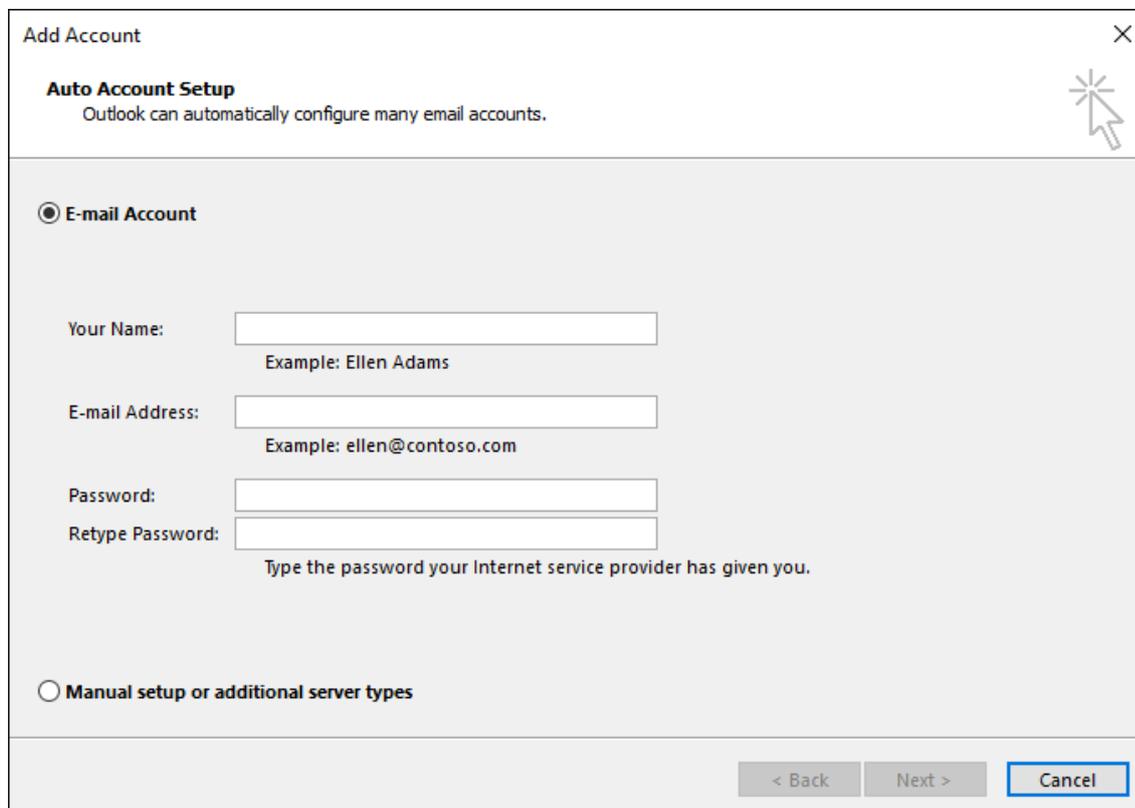


Type in any **Profilname** – in Example **Skyfillers** or **Exchange** and click on **OK**.

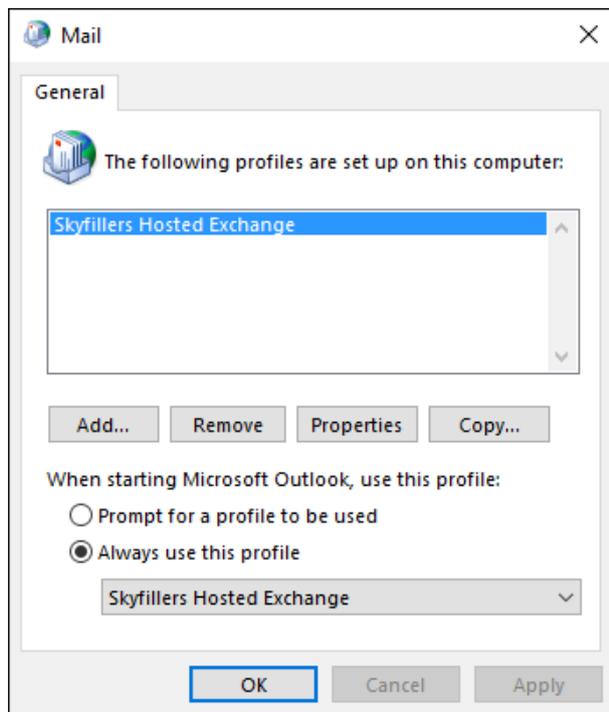


The following Window pop up, where your credentials are needed.

The steps to setup your Account is describe in **Setup Exchange Mailbox in Outlook**.



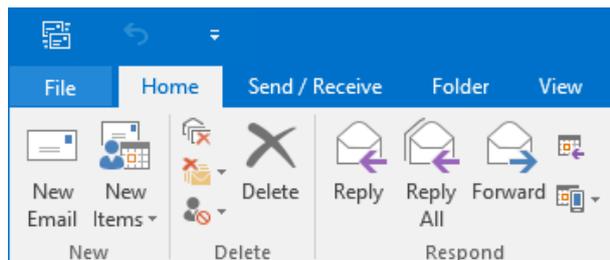
After your Konto is added, your new Profil is given into the List. Select Choose if necessary below, that Outlook **always use this Profile**. Confirm your settings with click on **OK**.



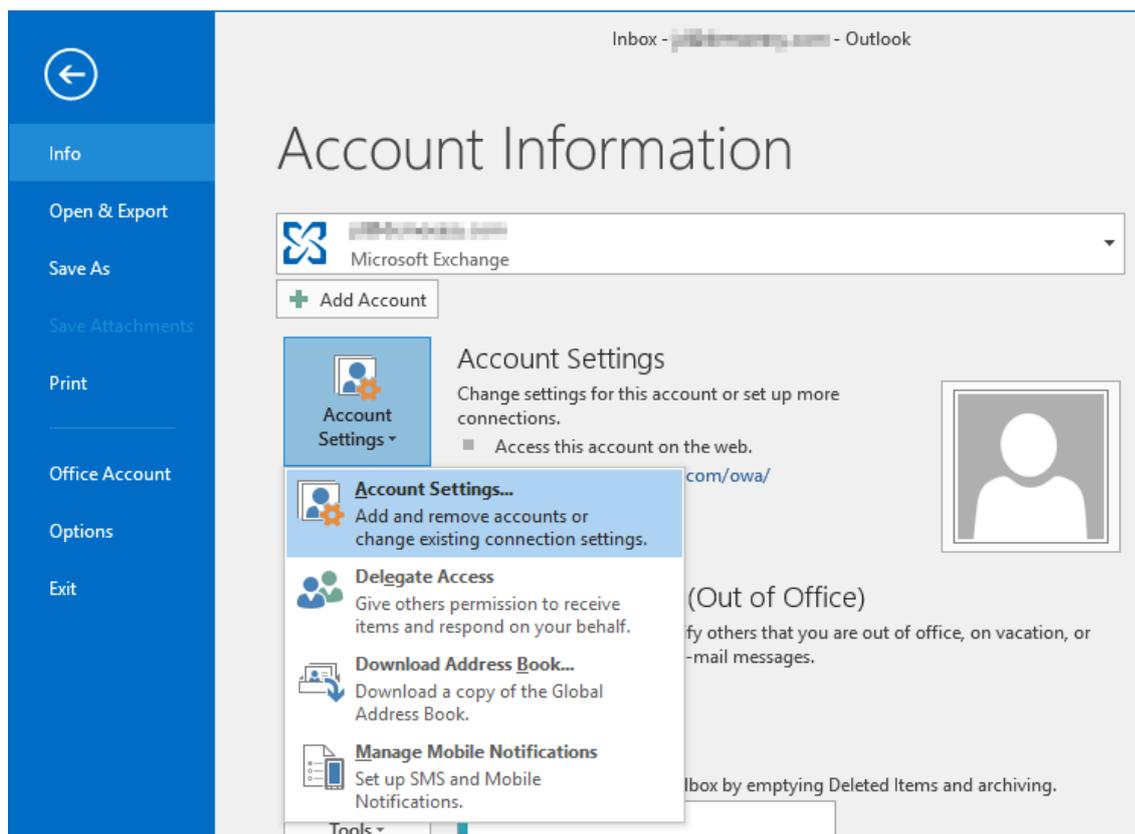
Setup Exchange Mailbox in Outlook

Start **Microsoft Outlook**.

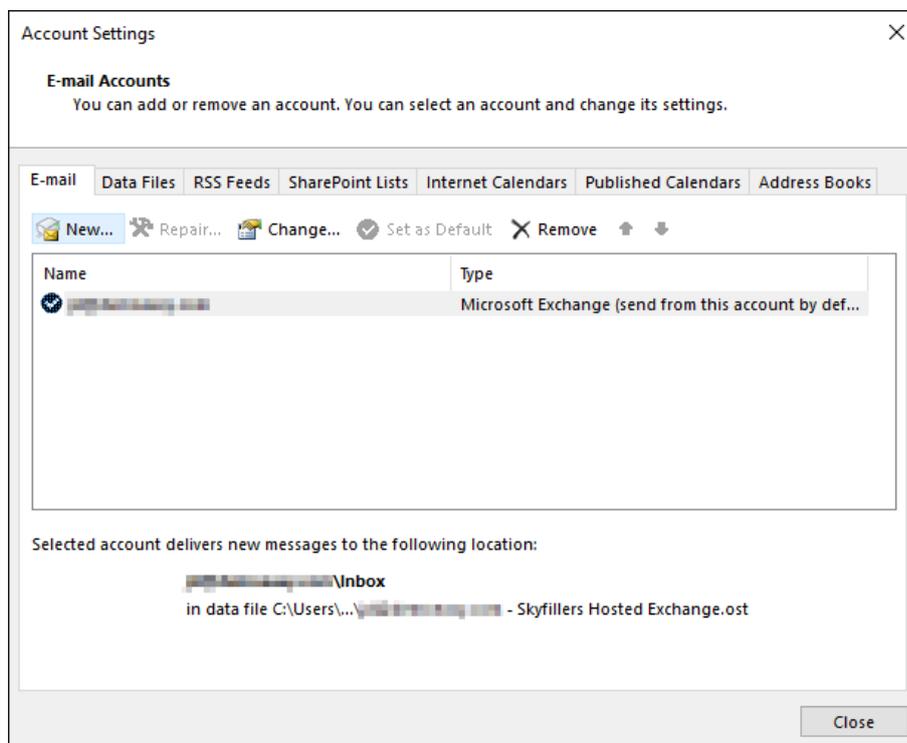
Click in top left on **File**.



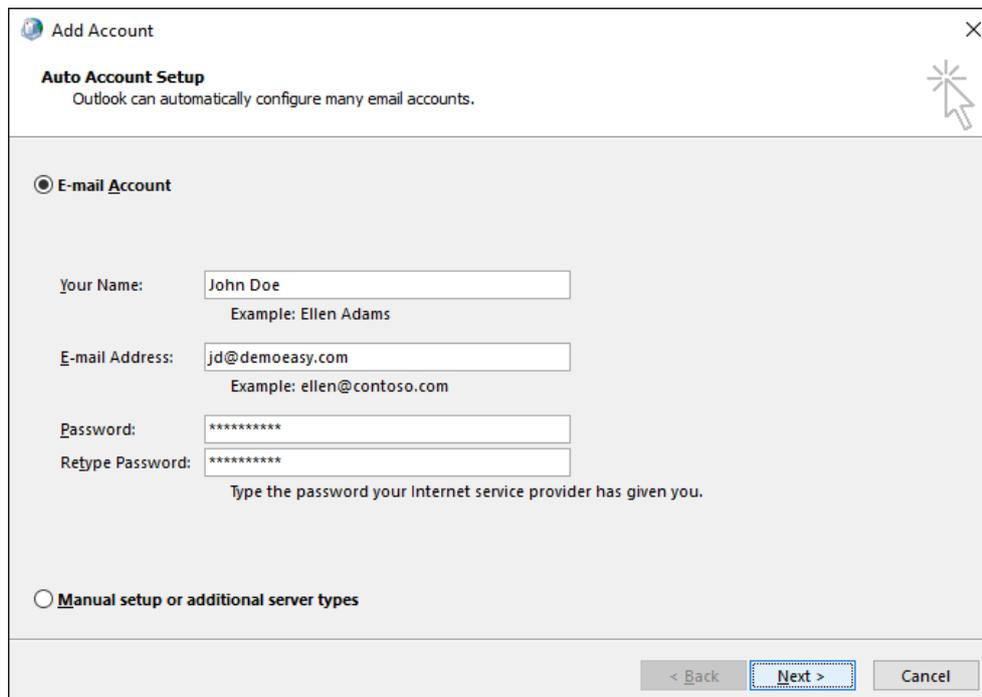
Click under rubrik Info on **Account Settings** and click then on **Account Settings...**



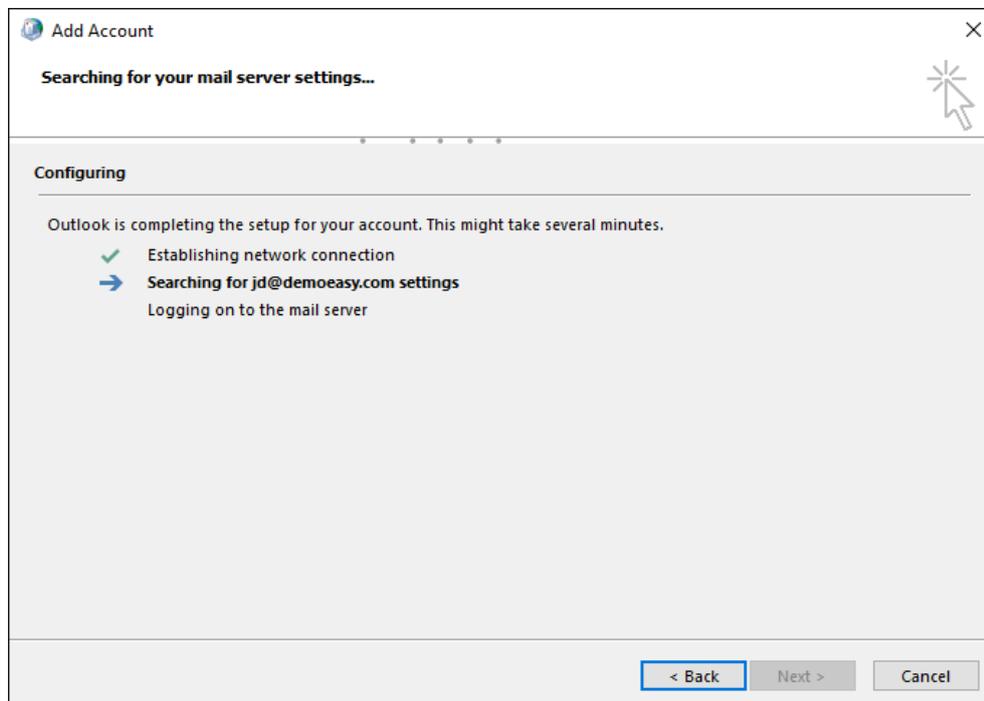
A new window is open up. Click under tab **E-Mail** on **New...**



A new window pop up. Type in your **Name**, your **E-Mail-Address** and your **Password**. Apply with **Next**



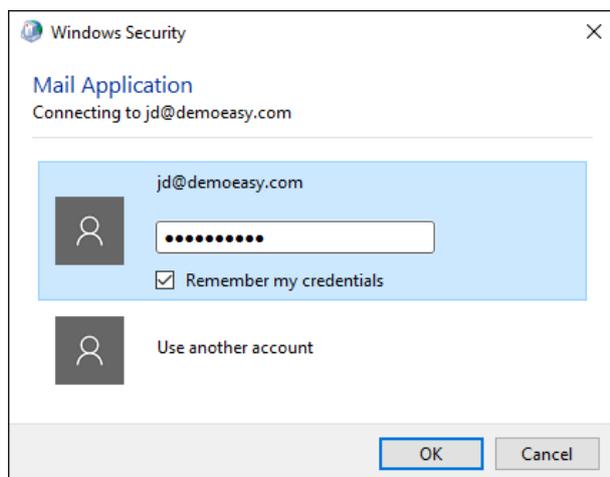
Wait during Microsoft Outlook is looking for the Serversettings.



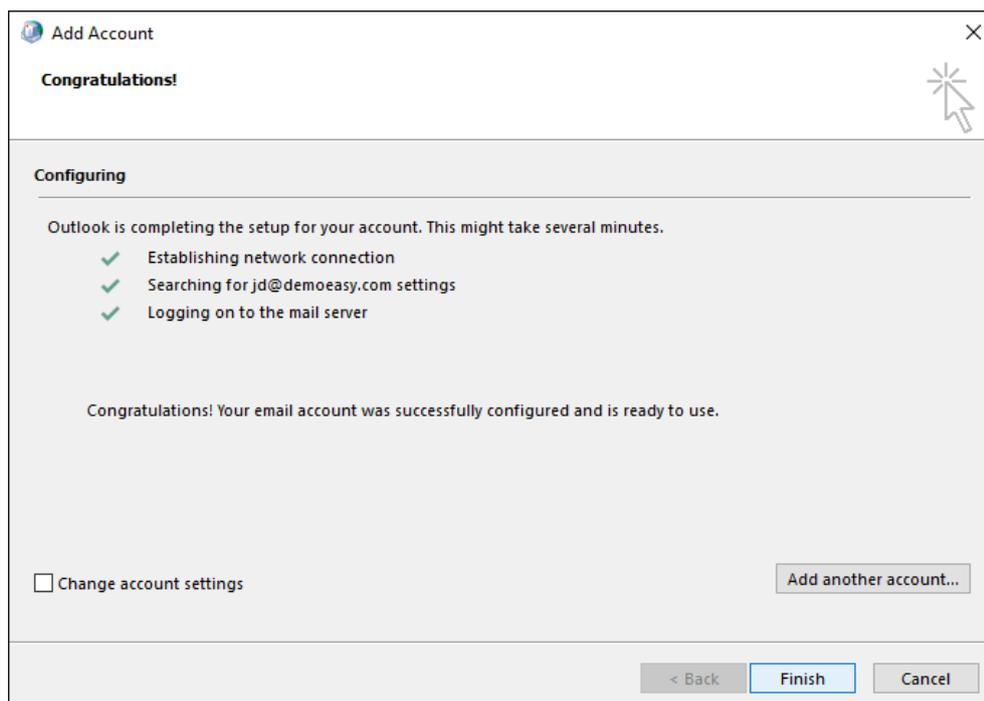
Check **Always use my response for this server** and click **Allow**.



If Outlook asked for your credentials, type in your Password for your E-Mail-Adress and check **Remember my credentials**.



When all server settings were found correct, click on **Finish**.



After you have add the new Mailbox, **Microsoft Outlook** must be restart.

Immediately after setup a new Account, the start from Microsoft Outlook can be longer than last, because the mailbox data must be transfered by the server.



The available data in your mailbox are automatically loaded – for example, e-mails, calendars, contacts, tasks and notes. You can use Outlook immediately.

