

CONFIGURING OUTLOOK 2010

Who needs this User Guide?

All users that use Outlook 2010 as their email client for their LogixCloud hosted email account.

Why this User Guide?

This guide explains how to add your LogixCloud Exchange account to Outlook 2010.

STEP 1

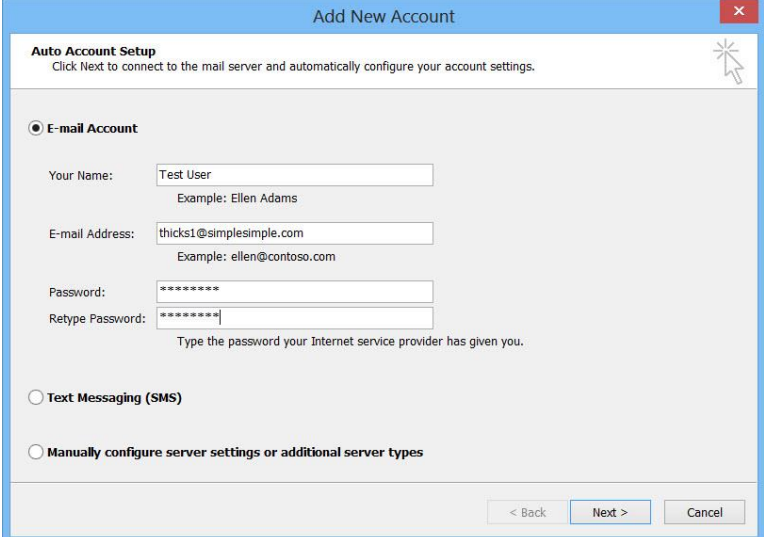
Open Outlook and you will be prompted to "Add New Account".

Fill in your name as you want it to appear when you send an email.

Fill in your email address.

Fill in your password twice.

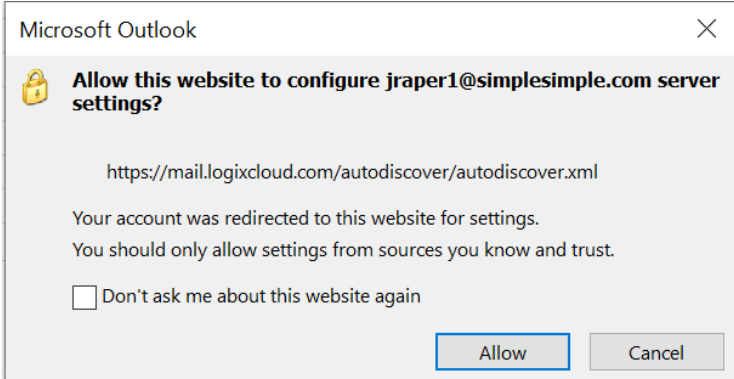
Click "Next"



STEP 2

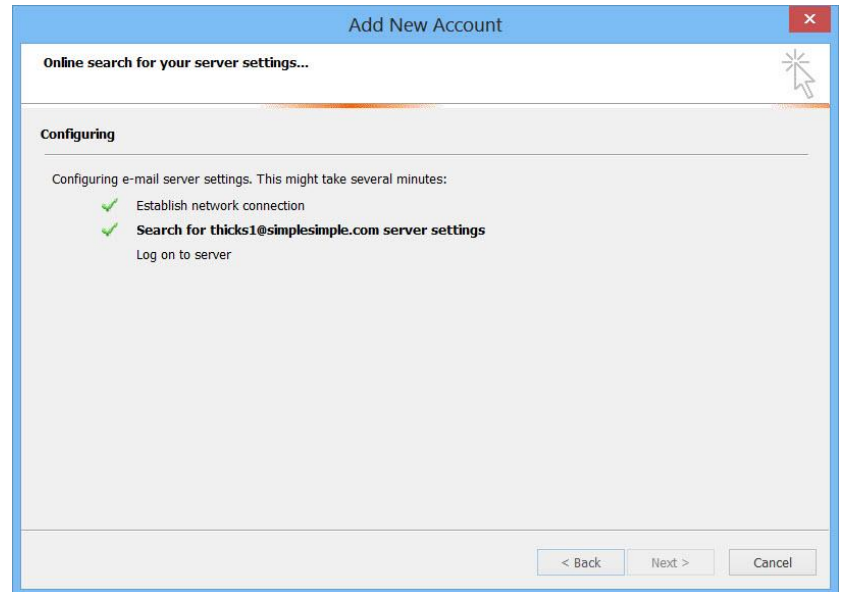
Make sure "Don't ask me about this website again" is checked.

Click "Allow"



STEP 3

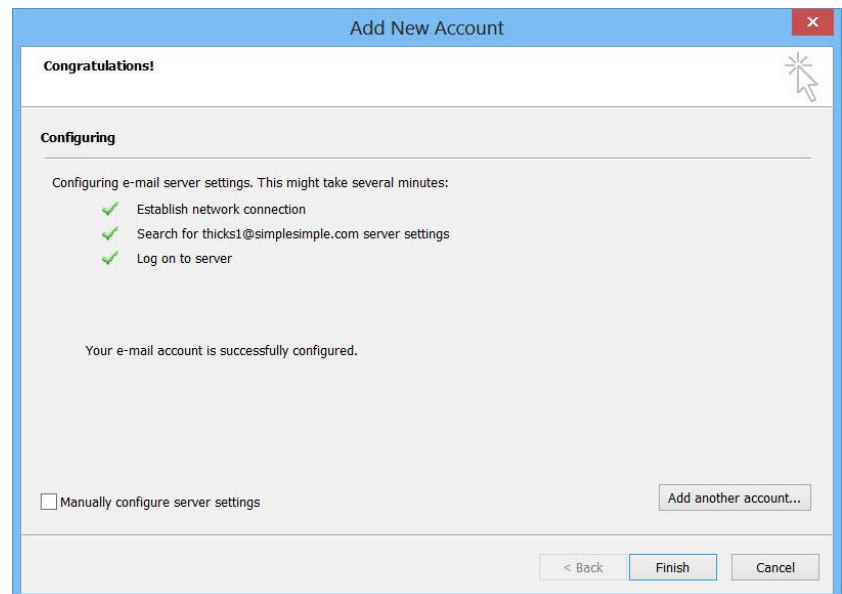
Be patient, this may take several minutes.



STEP 4

Once Outlook has completed configuring your account, you will see this screen.

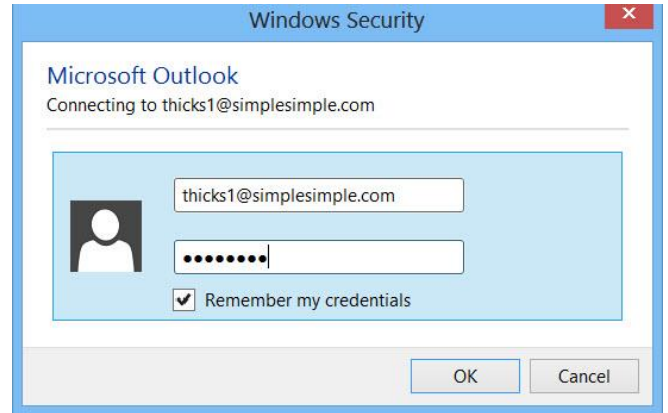
Click "Finish".



STEP 5

You may get a Windows Security pop up.
Fill in the top box with your email address.
Fill in the bottom box with email password.
Check "Remember my credentials".

Click "OK".



Add Account to Existing Outlook

STEP 1

Click the "File" menu at the top left of your Outlook window.



STEP 2

Click the "Add Account" link. This will take you to the "Add Account" wizard in step 1 for initial setup.

