

## Configuring OUTLOOK 2016

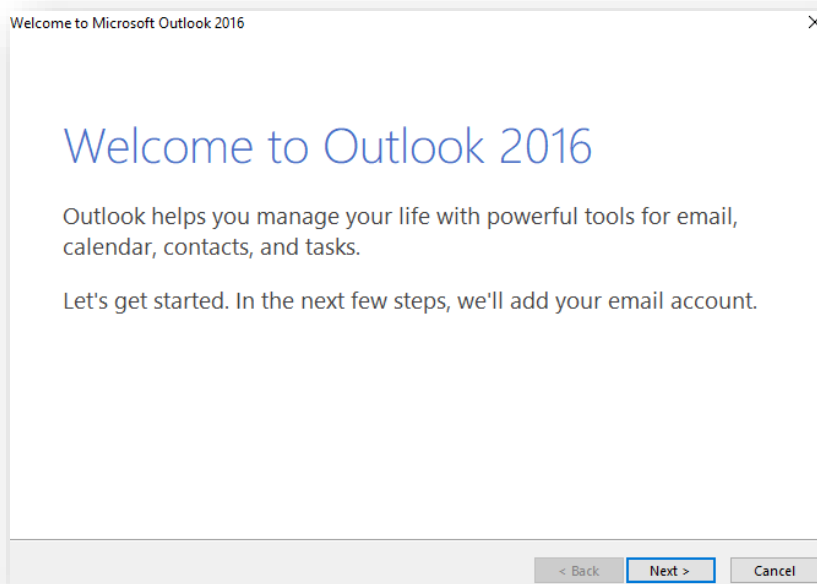
### Who needs this guide?

All users that use Outlook 2016 and their mail client for the LOGIX-HOSTED Exchange mail account.

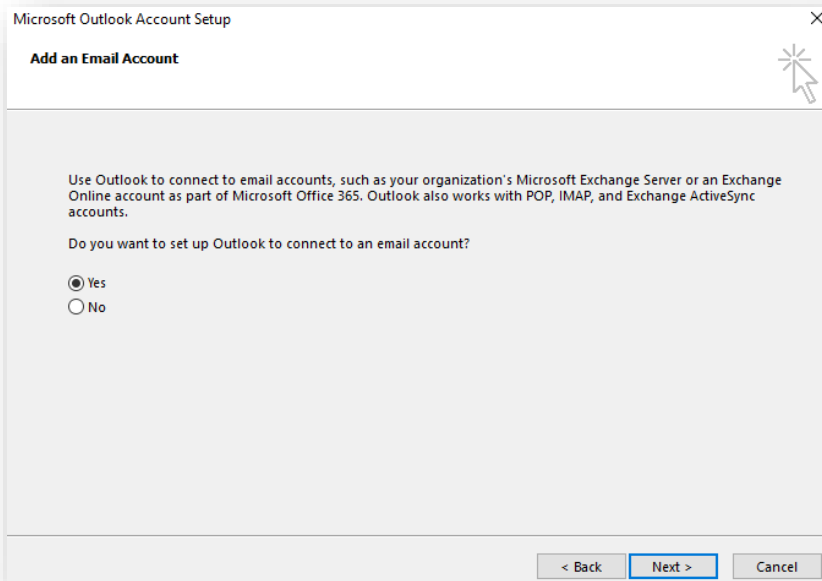
### Why this User Guide?

This guide explains the process of adding a new LOGIX-HOSTED Exchange mail account to Outlook 2016.

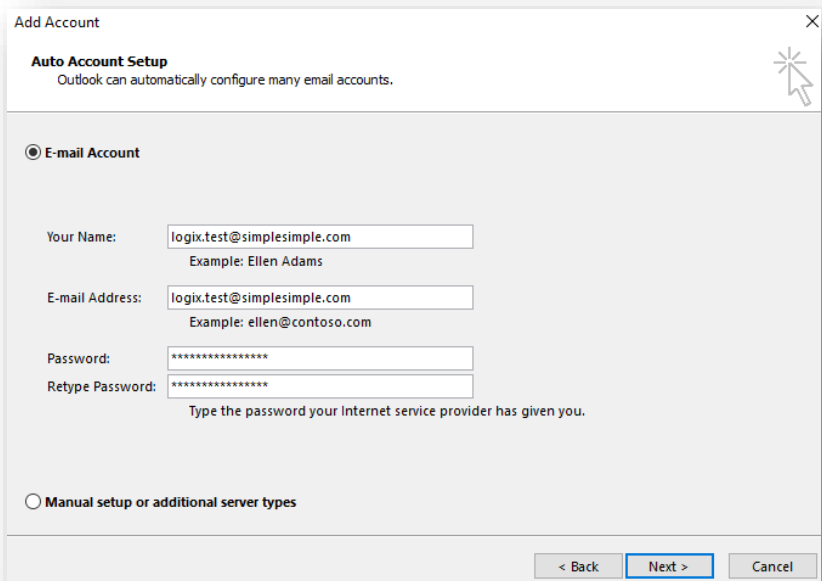
1. Open outlook for the first time and you will receive the below screen. Click “Next” to continue.



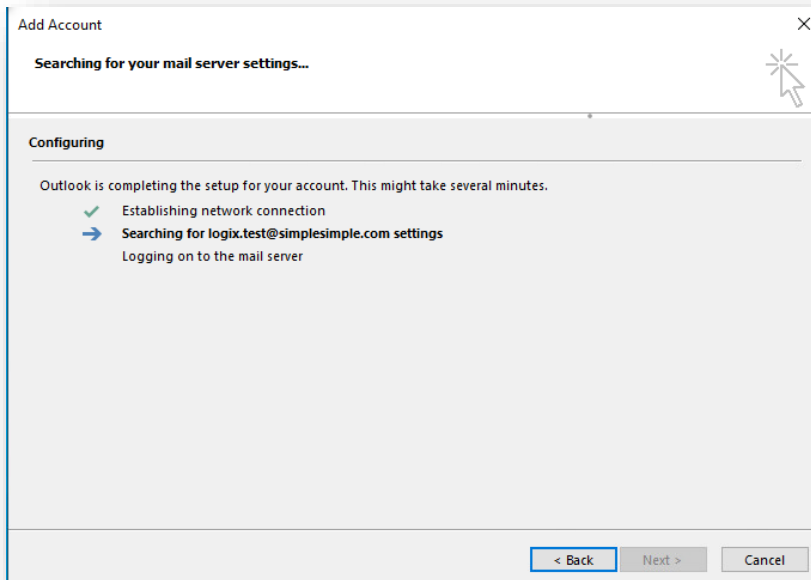
2. The screen will change and start the process to walk you through adding an account. This step acknowledges you want to setup a mail account in Outlook. Click the radio button for “Yes” and then click “Next” to continue.



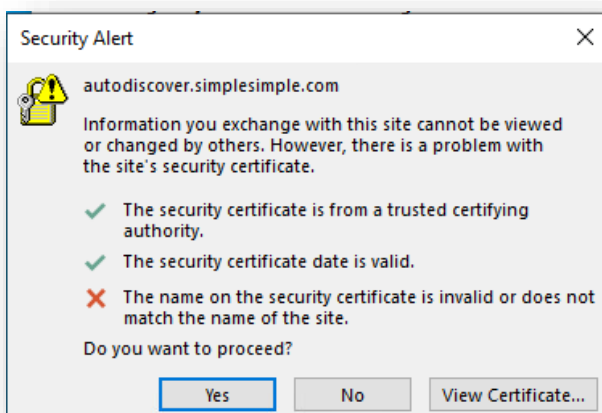
3. Fill out the Information. For Username, input the name you want to appear when you send email. Fill in your E-Mail address and your password twice. When complete Click the “Next” button.



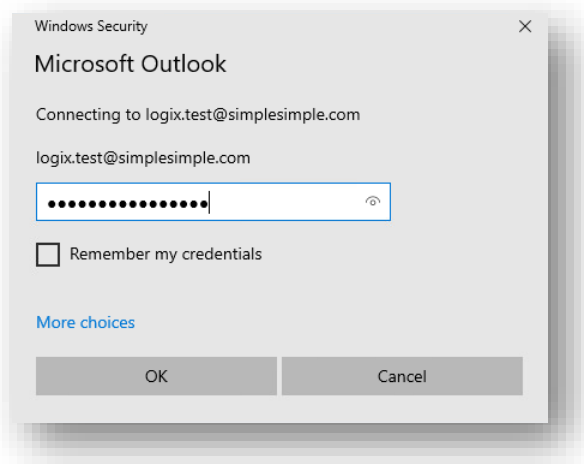
4. Outlook will search for your Mail settings using the E-mail address provided.



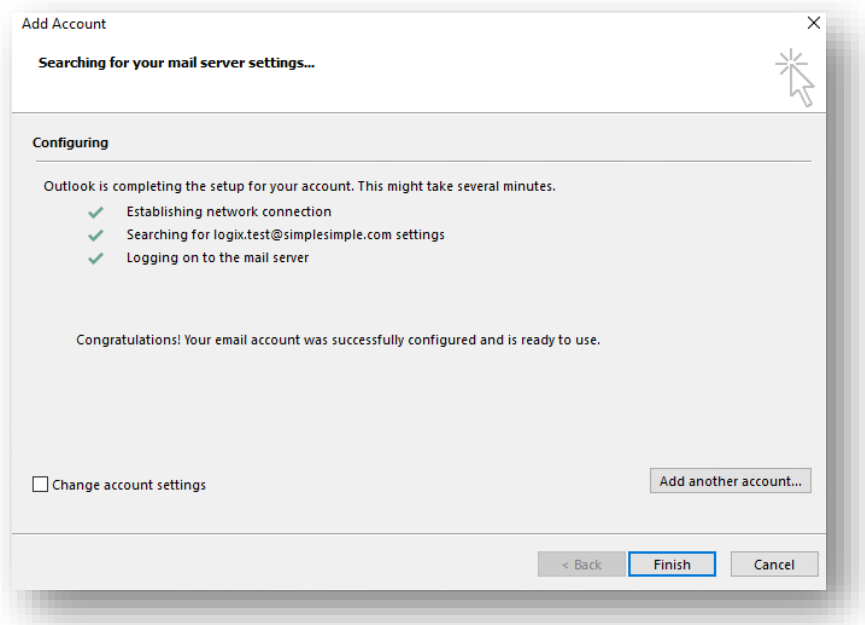
5. A new Screen will appear with a message prompt for a Certificate issue. Please click "Yes" to continue the process.



6. A new window will appear. Please input the password for the E-mail account you are adding to Outlook. Click "OK" when complete.



7. If there are no problems in the setup you will see a screen like the below. Click "Finish" to complete the process and start outlook.



8. You may get an additional Windows Security pop-up at the start of Outlook. Please fill in the E-Mail address and password for the E-Mail account you are adding and click "OK". You can also click the "Remember my credentials" so it will not ask you for permissions again.

