

## How to Configure Outlook to Connect Exchange Server

We recommend using the latest Outlook version to enjoy the whole set of features offered by Exchange Server.  
Please select most suitable variant of configuration.

Outlook 2007/2010/2013/2016 supports Autodiscovery feature that requires entering just your mailbox e-mail address and password and get connection to your mailbox automatically configured.

1. Open **Start > Control Panel > Mail**. Mail Setup dialog appears.
2. Click **Show Profiles** button. Mail dialog appears.
3. Make sure **Prompt for a profile to be used** option is selected and click **Add** button.
4. Enter **Profile Name** in the dialog and press **OK**.
5. In the **Add New E-mail Account** wizard fill **Your Name** and **E-mail Address** fields.
6. In the Exchange login prompt enter your mailbox login [fullemail@address.com.au](mailto:fullemail@address.com.au) and password.
7. Outlook will try to discover your mailbox settings over secure internet connection. You could be prompted to allow Outlook to perform redirection from one site (unsecure) to another (secure). Allow this redirection.

## Outlook 2007/2010/2013 Configuration Script (Available on request)

1. Click on the following link to [Download Outlook Profile Configuration Script](#) and save it locally.
2. Make sure Outlook application is not running.
3. Run the script you have downloaded by double clicking on it.
4. Outlook profile will be configured and Outlook will be started.
5. In the login prompt enter your Exchange mailbox login [fullemail@address.com.au](mailto:fullemail@address.com.au) and password.
6. Select newly-created outlook profile *Your Name (name)* from **Choose profile** dialog and enter again your Exchange mailbox login and the password.

## Advanced Outlook Configuration (Available on request)

If you do not want to use script to automatically configure Outlook profile, you can download textual file containing settings to connect to your mailbox and import it manually.

1. Click on the following link to [Download Outlook Profile](#) and save it locally, e.g. as "C:\OutlookProfile.prf".
2. Make sure Outlook application is not running.
3. Open **Start > Run** and execute the following command:

```
outlook.exe /importprf "C:\OutlookProfile.prf"
```

4. This will restart Outlook and you will be asked to accept the new profile settings, click **Yes**.
5. In the login prompt enter your Exchange mailbox login [fullemail@address.com.au](mailto:fullemail@address.com.au) and password.

6. Select newly-created outlook profile *Your Name (name)* from **Choose profile** dialog and enter again your Exchange mailbox login and the password.

