



# *Configure Outlook 2016 To connect to Cloudplaza Exchange infrastructure*

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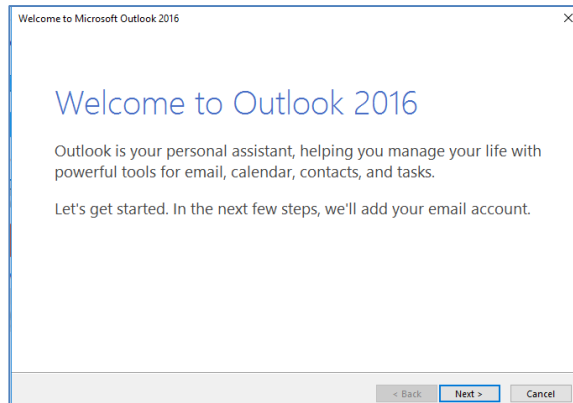
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## 1. Introduction

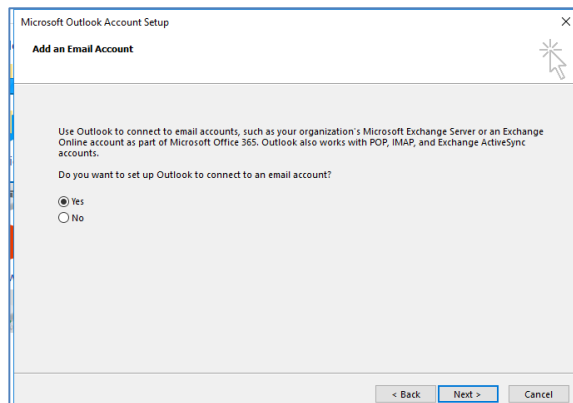
This is a step by step procedure to configure outlook 2016 on a remote standalone windows computer

## 2. Procedure

-start outlook

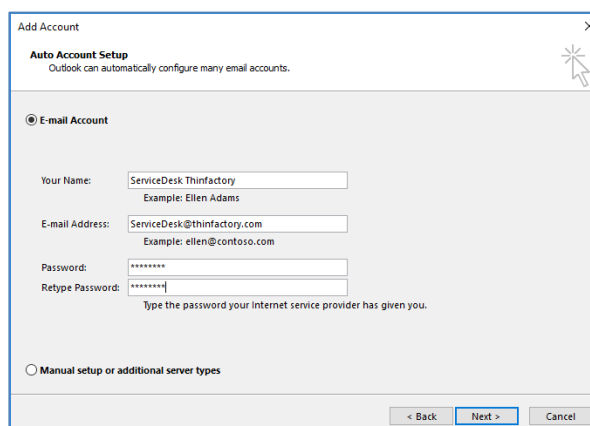


-Click "Next"



-Click "Yes"

-Click "Next"



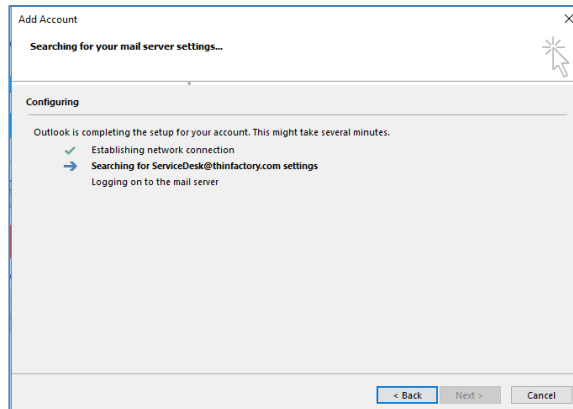
-Select "email account"

-Your name: firstname lastname

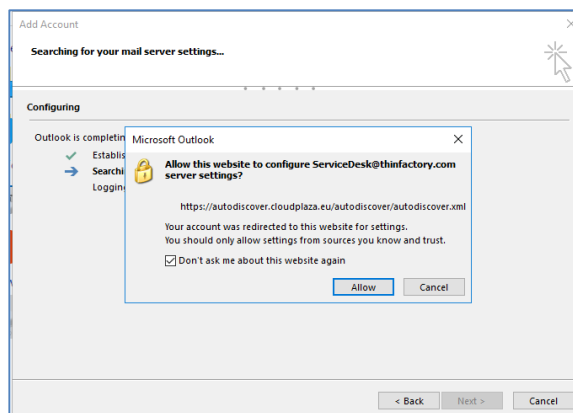
-Email address: your email address on CloudPlaza

-Password: your CloudPlaza password

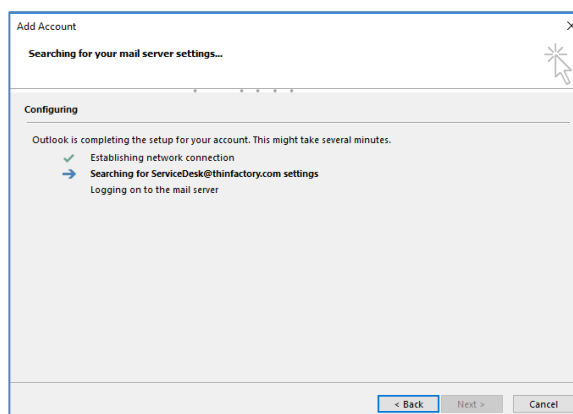
-Click "Next"



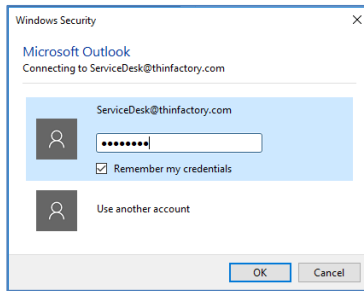
-wait 1-2 min



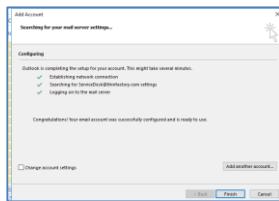
-Check "don't ask me about this web site again"  
-Click "Allow"



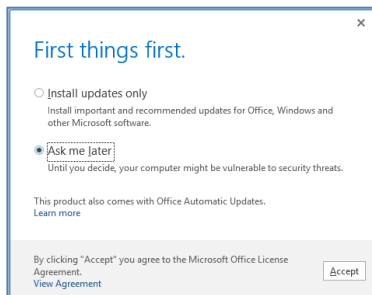
Outlook will now establish an initial connection with the Exchange servers. Due to autodiscovery incompatibilities between modern versions of Microsoft Outlook and the currently installed version of Microsoft Exchange on the CloudPlaza infrastructure, this step can take up to 20 minutes. The delay affects only the initial connection setup, and will not occur during normal use.



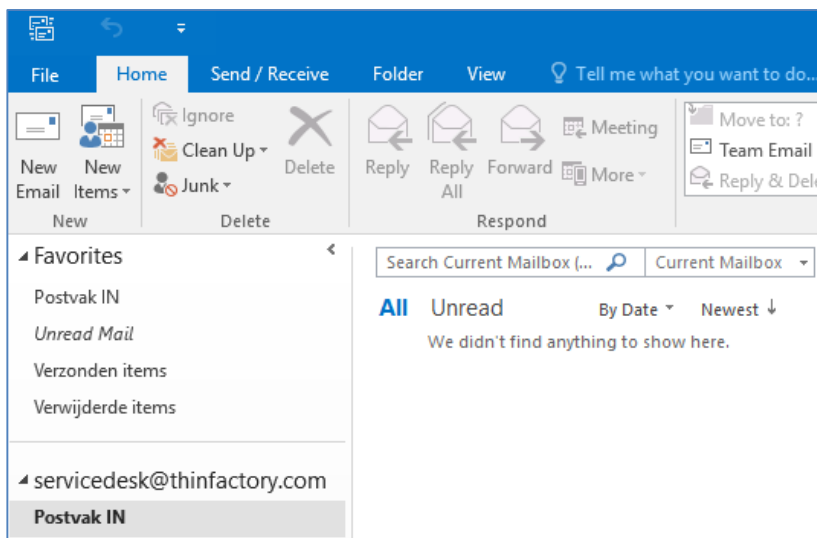
- Click "remember my credentials"
- Enter password
- Click "OK"



- Click Next



- Click "Accept"



Outlook is configured.