

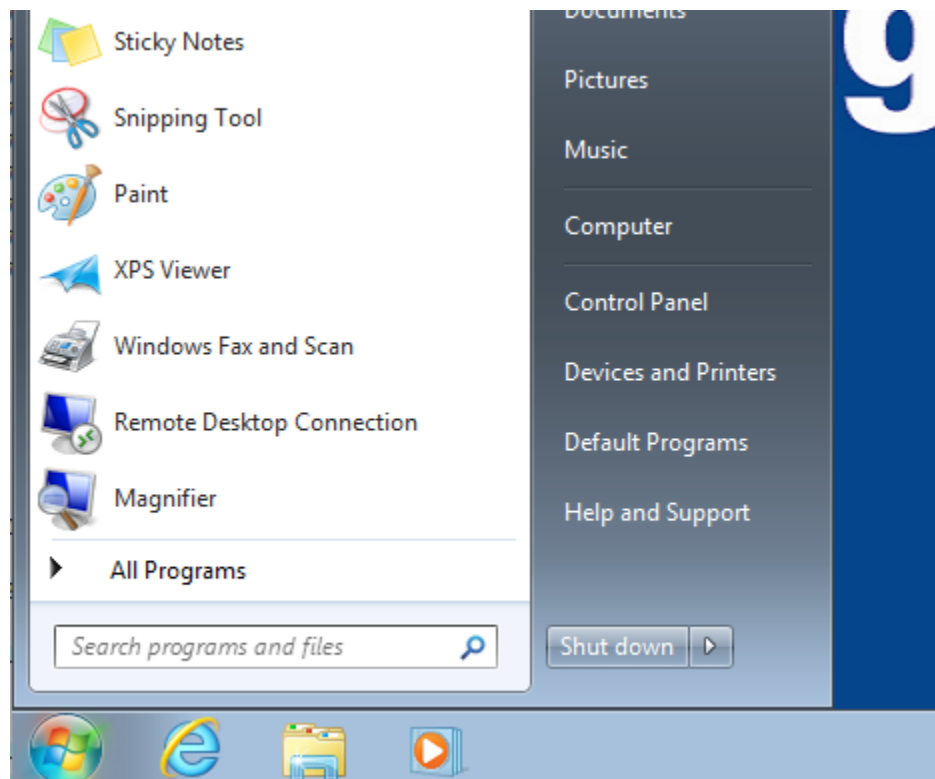
Configuring Outlook 2013 and 2016 – Using Auto Discover

These are the recommended instructions for those who wish to configure Outlook 2013 or Outlook 2016 on their desktop:

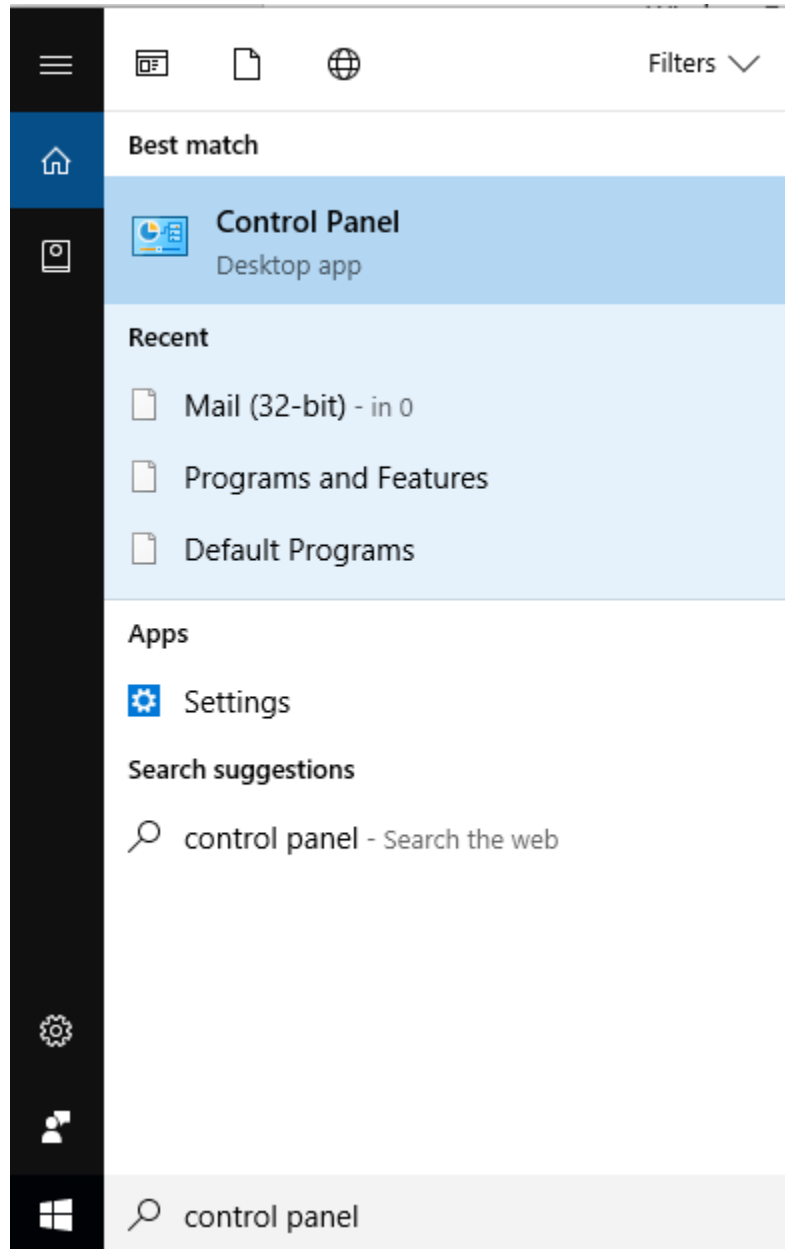
- For the following instruction, we will use a fictitious person with the following parameters. You, of course, will substitute your specific information.
- Full Name: Ned Nash
- Ned's email address is NEDN@mailbox.sc.edu
- Ned's Network username is NEDN

The email account must be in the Global Address List (GAL) for an Outlook Profile to be created.

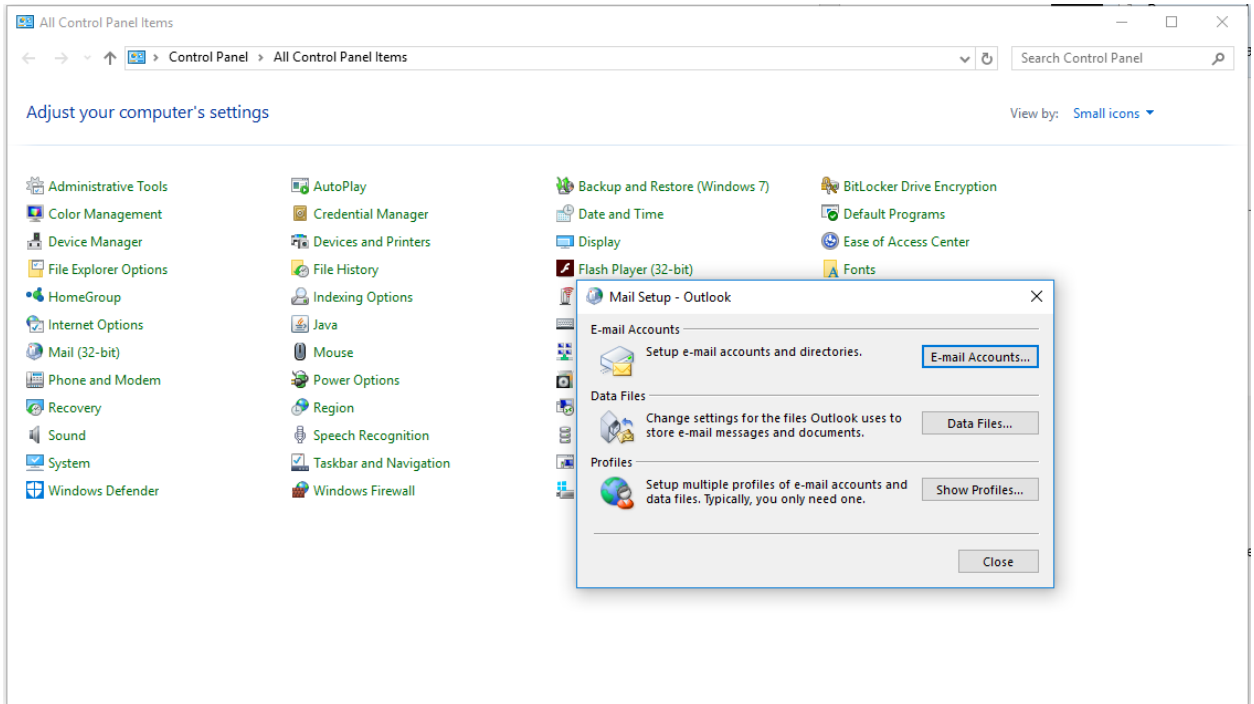
1. Go to the Control Panel of your computer.
 - a. Windows 7 users will click on the Start Menu and then click on Control Panel.



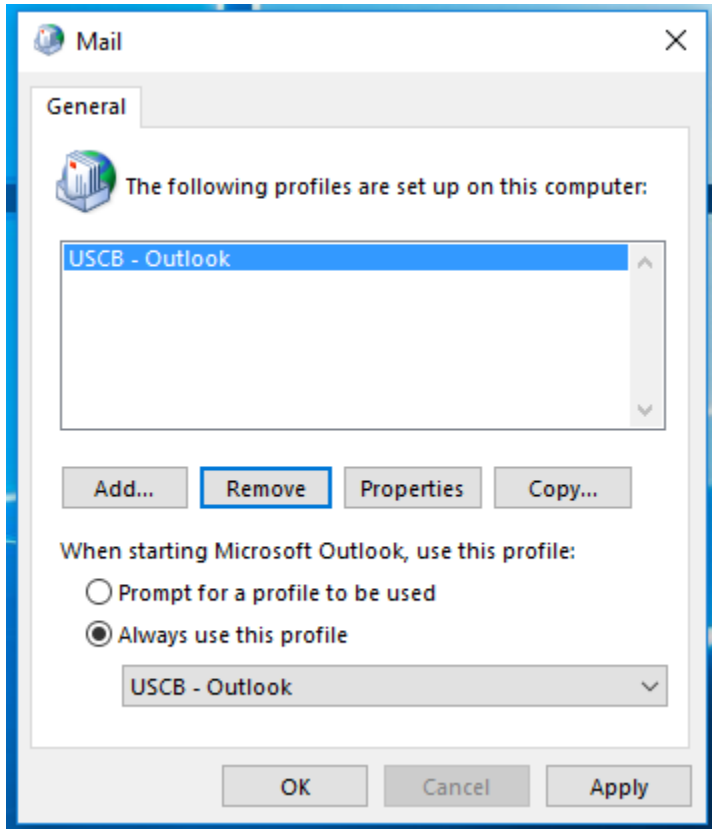
- b. Windows 10 users should type Control Panel into their Search bar in the bottom left hand side of their screen. You will then click on Control Panel.



2. Click on “Mail (32-bit)”



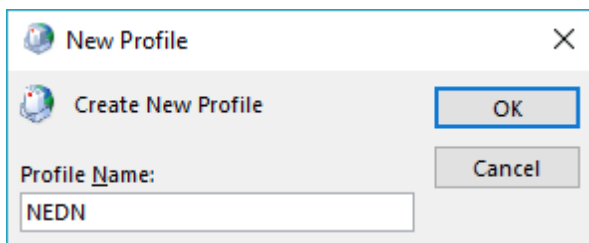
3. Select "Show Profiles..."



If any profiles exist, select and "Remove" the profile.

4. Select "Add"

Add a new Profile with a new name.



5. Ensure that "Email Account" has been select, and your information has automatically filled the appropriate fields. Do not be alarmed if you do not see the password fields, they only appear if the email address is manually entered into the "Email Address" field.

Add Account [Close]

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

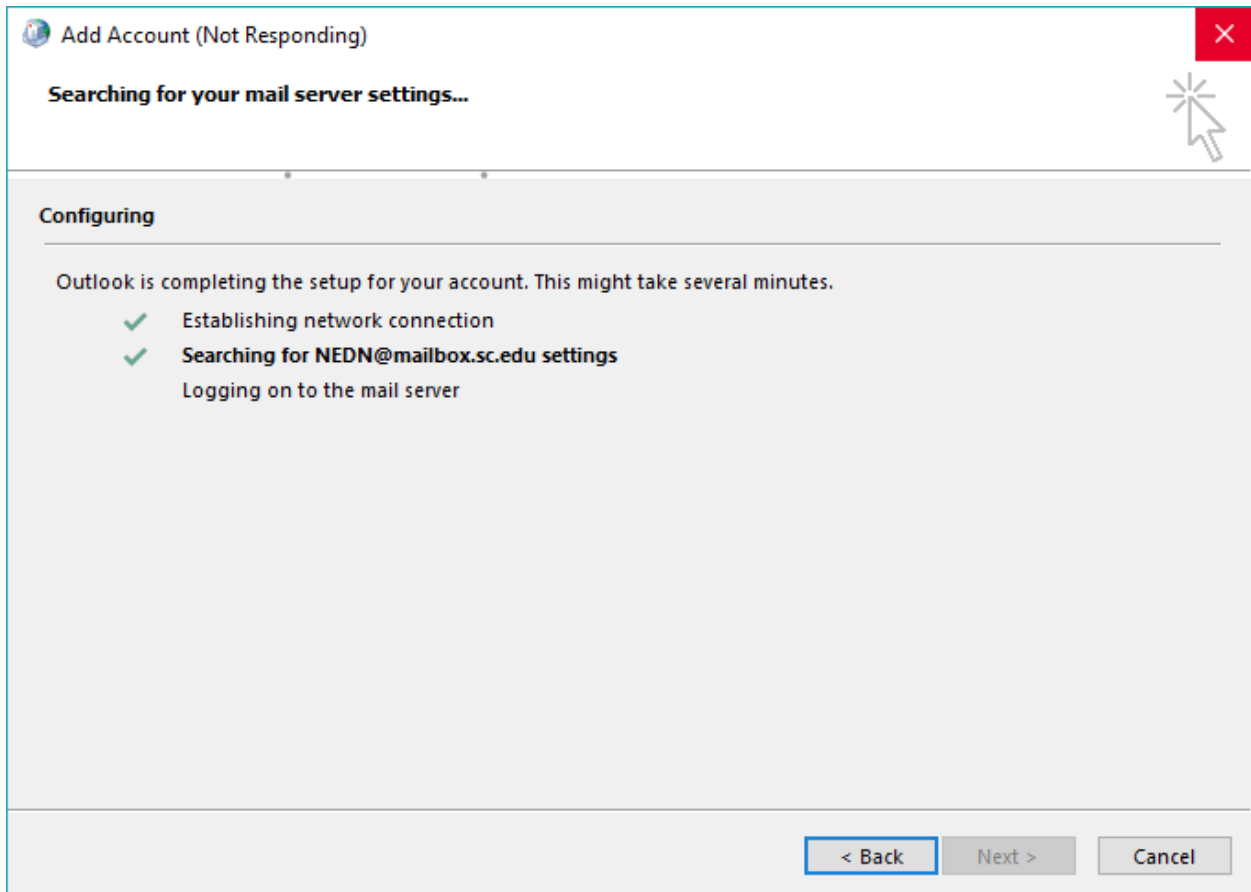
Password:

Retype Password:
Type the password your Internet service provider has given you.

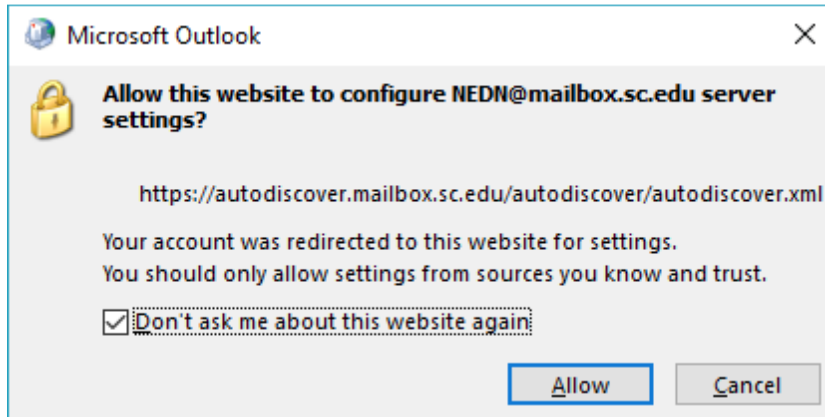
Manual setup or additional server types

< Back **Next >** Cancel

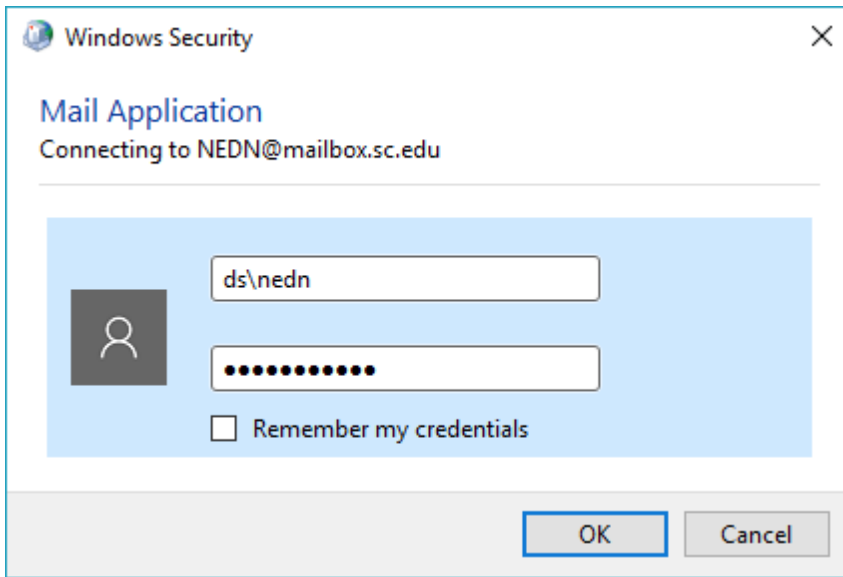
6. Click Next, and Outlook will start to configure.



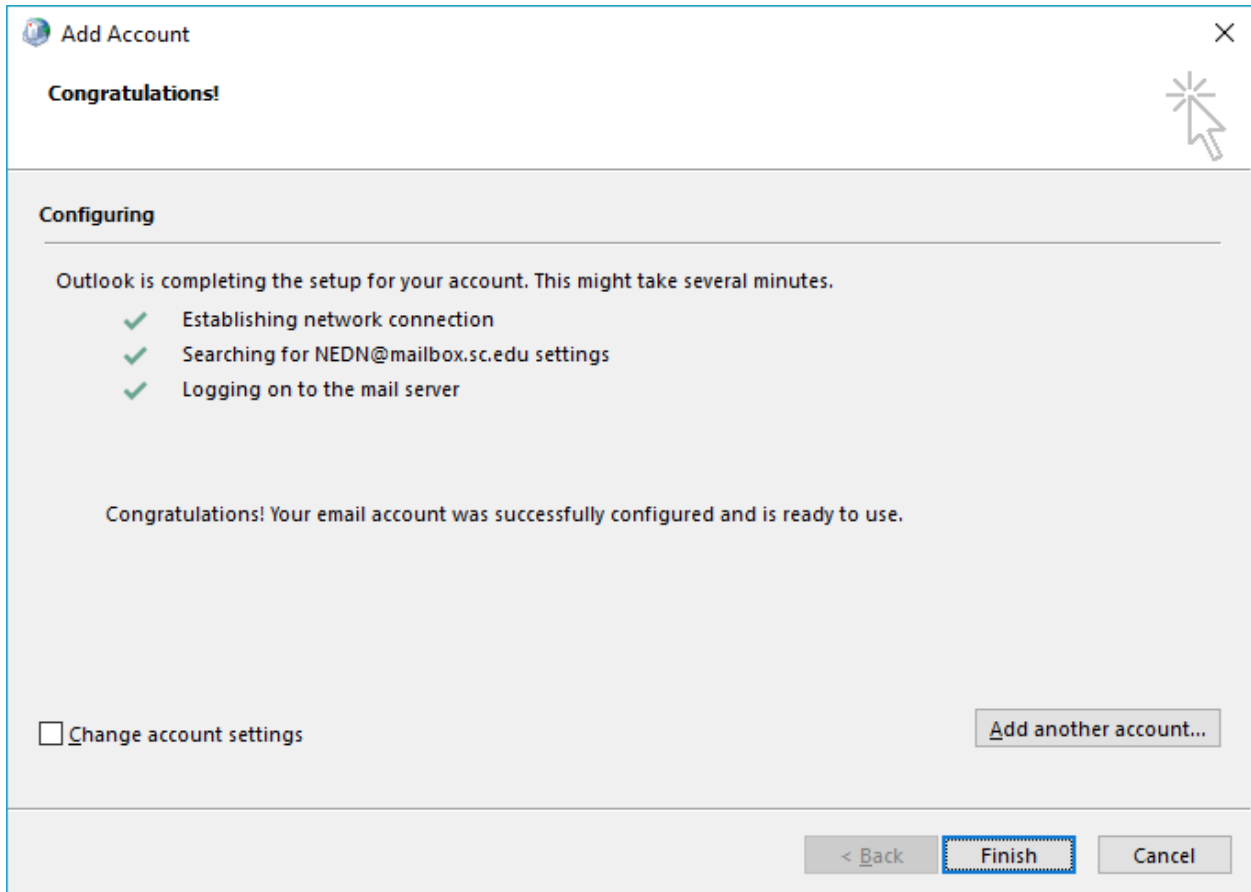
Note: If you see this popup, select the checkbox, and Allow.



7. You will need to change the login name to ds\username and click OK.



8. Select Finish when Outlook has finished being configured.



9. Select the profile you have just created and ensure that the “Always use this profile” box has been selected. Then click “Apply”.

