

# PHILLIPS IT

INFORMATION TECHNOLOGY SPECIALISTS

# **OUTLOOK 2010 Configuration**

Phillips IT Ref: PIT Cloud Domain Setup

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17/01/12	Jarrad Hall	Initial Draft	All
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## 1. Client Setup

#### 1.1. Outlook 2010

To configure Outlook for use with PIT Cloud

For Autodiscover to work you must have already configured your DNS servers correctly for PIT Cloud. Please see <u>http://www.pitcloud.com.au</u> for details on setting up your DNS

1. Click Start and go to control panel



2. Once in control panel open "MAIL". If MAIL is now shown, you can proceed by opening Outlook and continue to point 5

Note you may need to click View by in the top right of the control panel window

3. Click Email Accounts



- 4. If you already have an exchange account configured you may wish to create a new profile for your connection to PIT Cloud or delete the existing exchange account from the profile or add the new exchange account to your existing profile.
- 5. Click New... to add PIT cloud exchange account to the profile.
- 6. Enter in your name, email address, and your password and click Next

Account Settings	X			
E-mail Accounts You can add or remove an account. You can select an account and change its settings.				
E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books				
🖉 New 🎌 Repair 👕 Change 🧇 Set as Default 🗙 Remove 👚 🔹				
Name Type		×		
Auto Account Setup Click Next to connect to the mail server and automatically configure your account settings.		×		
E-mail Account				
Your Name: Example: Ellen Adams				
E-mail Address: Example: ellen@contoso.com				
Password:				
Type the password your Internet service provider has given you.				
iext Hessaging (SHS)				
O Manually configure server settings or additional server types				
< Back	Next >	Cancel		

7. Tick the Don't ask me about this website again box and then click Allow

Note please make sure you tick "Don't ask me about this website again" otherwise the configuration will not work properly

Online sear	ch for your server settings	彩
Configuring		
Configuring e	e-mail server settings. This might take several minutes: Establish network connection Search for jdoe@haycor.com server settings	
	Microsoft Outlook  Microsoft Outlook  Allow this website to configure jdoe@haycor.com server settings?  https://mail.pitcloud.com.au/autodiscover/autodiscover.xml Your account was redirected to this website for settings. You should only allow settings from sources you know and trust.  Don't ask me about this website again  Allow Cancel	

You should now have 3 green ticks and can now click finish

Add New Ad	count		×
Congratula	ions!		×
Configuring			
Configuring e	-mail server settings. This might take several minutes:		
~	Establish network connection		
~	Search for jdoe@haycor.com server settings		
~	Log on to server		
Your e	mail account is successfully configured.		
Manually co	nfigure server settings		Add another account
		< Back	Finish Cancel

Your outlook is now configured for PIT Cloud Mail.

Additionally, if you have configured your DNS you can access your email account by logging to <a href="https://webmail.yourcompany.com.au/owa">https://webmail.yourcompany.com.au/owa</a>

Note the above link assumes your domain name has .au at the end