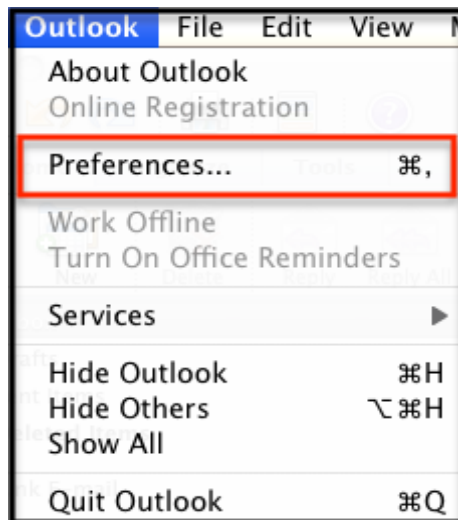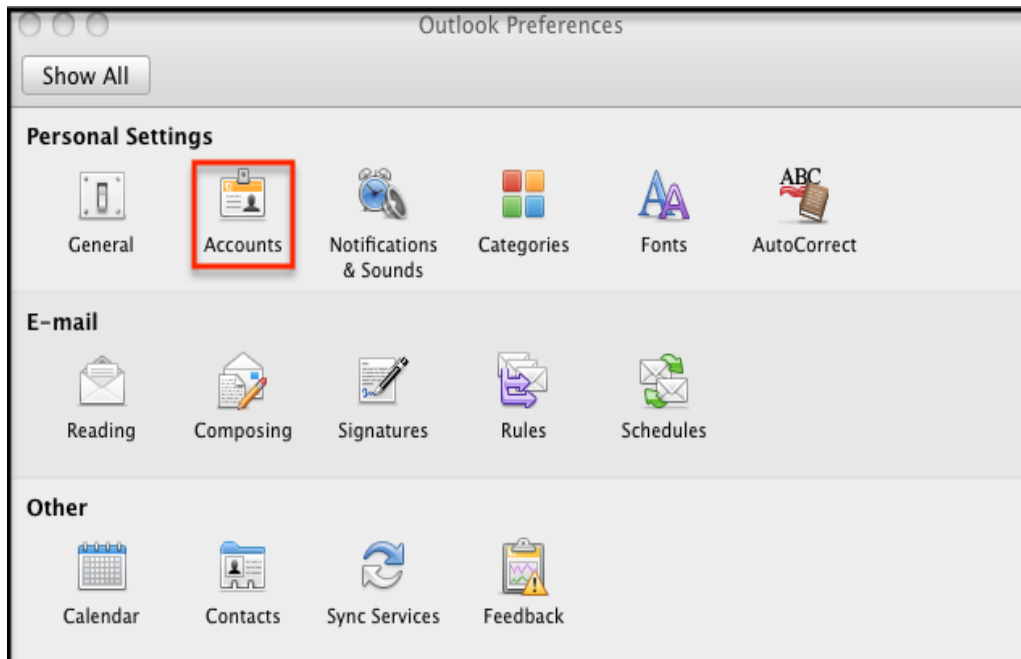# Manually Setting Up Outlook 2011 With Microsoft Exchange 2010
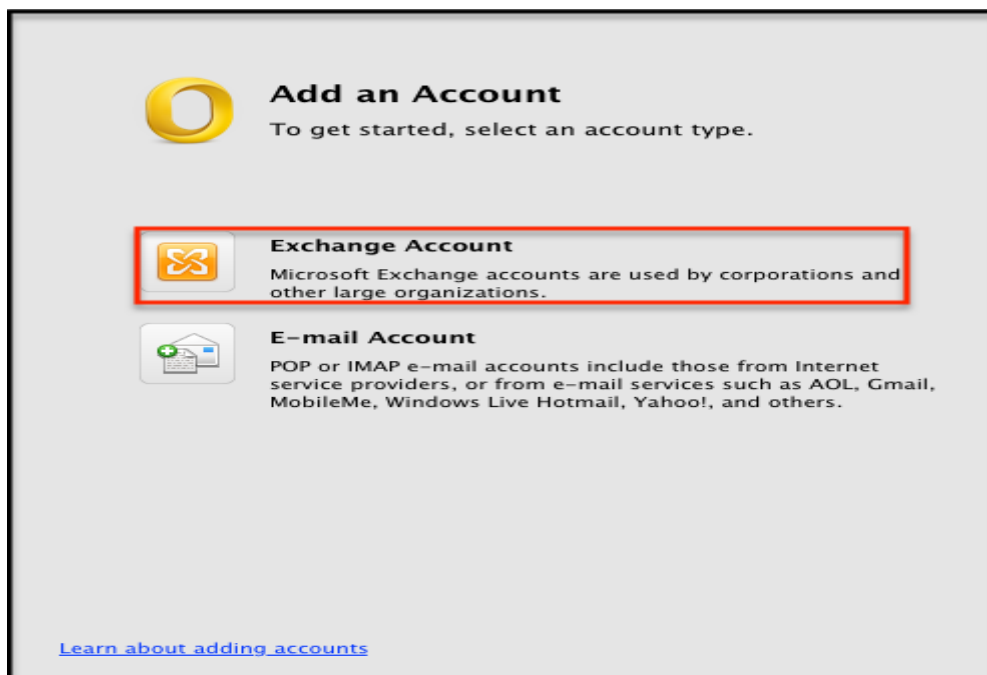
The following article will get your Microsoft Exchange 2010 Mailbox setup with your Outlook 2011 email client:

1. Open Outlook and from the Outlook drop-down menu, select **Preferences**. In the Outlook Preferences menu, select **Accounts**.

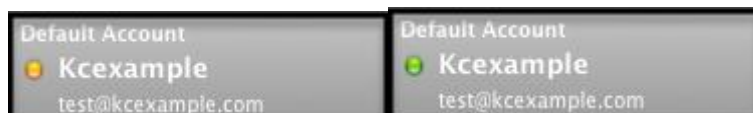2. On the Accounts screen, select **Exchange Account**.

3. Enter in the following information:

- Email address - enter in your entire email address (e.g., myname@mydomain.com)

- Method - select User Name and Password

- Username – arafura-asp*username*

- Password - enter the password associated with your email address

- Server - Enter **mail.arafuracloud.com.au**

4. Click **Add Account,** and confirm that Amber dot next to the account name turns from an amber color to a solid green (this may take a moment). Close all windows and you're done!

Note: The amber dot may take a minute or two to change from amber to green; If it doesn't, check the accounts settings and password and make sure you're using the correct EWS server address. Note: If you already have email on the server, your email will slowly begin to populate your inbox. This can take some time dependning on how much data you have.