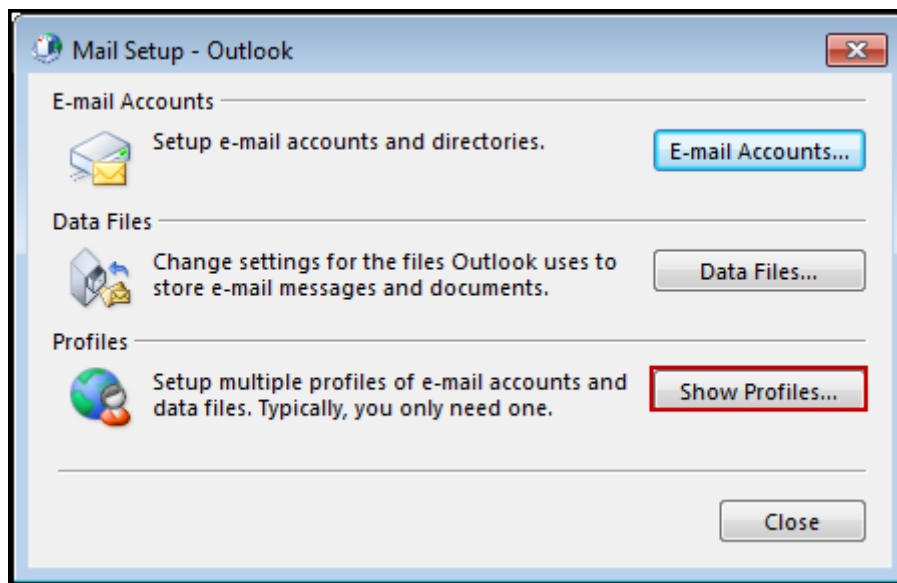**Setting Up Outlook 2013 Arafura Cloud Exchange**

1. Open Outlook 2013, if this is the first time setup click next to add a new account.

If you are adding an additional account, close outlook and find the Mail Icon which is located in the Control Panel

2. On the left side of the screen click on **Mail**.

3. In the new window click **Show Profiles**.

4. Click **Add**. The Profile Name can be anything you would like.

5. Select **Manual setup or additional server types**. Select **Microsoft Exchange Server or compatible service**. Then, click **Next**.
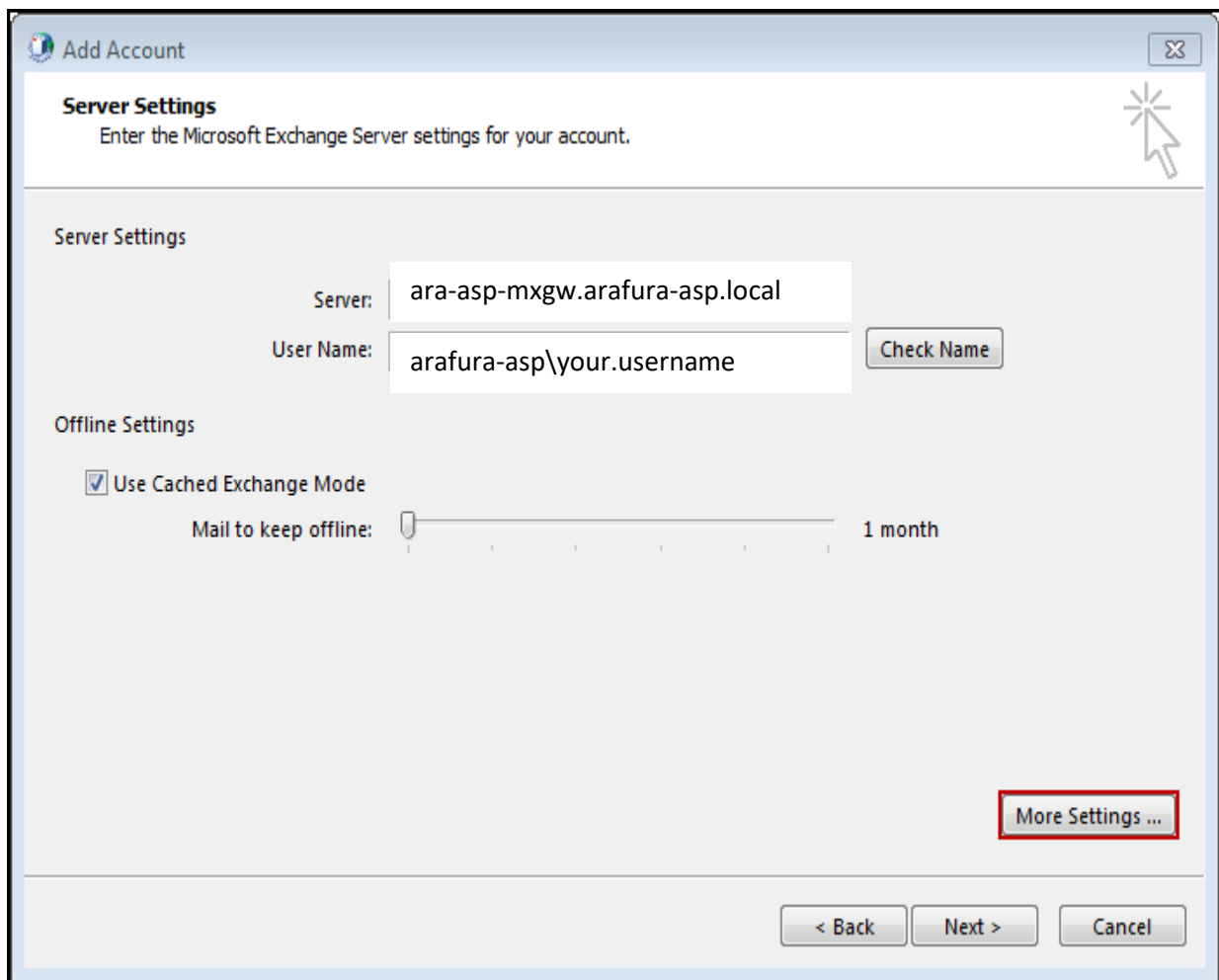
connected office

6. Use the following information:

- Server: **mail. arafuracloud.com.au**
- User Name: **user account**
- Offline Settings - Use Cached Exchange Mode (Optional): By default this setting is enabled and set to 3 Months.

    Note: If enabled: Outlook will save a copy of your email on the computer.

- **Mail to keep offline** is how long the mail will be stored on the computer before it is deleted. Mail will NOT be deleted off the server.
- Click on **More Settings...**

7. Click on the **Connection** tab. Check the box for **Connect to Microsoft Exchange using HTTP** and click on **Exchange Proxy Settings.**
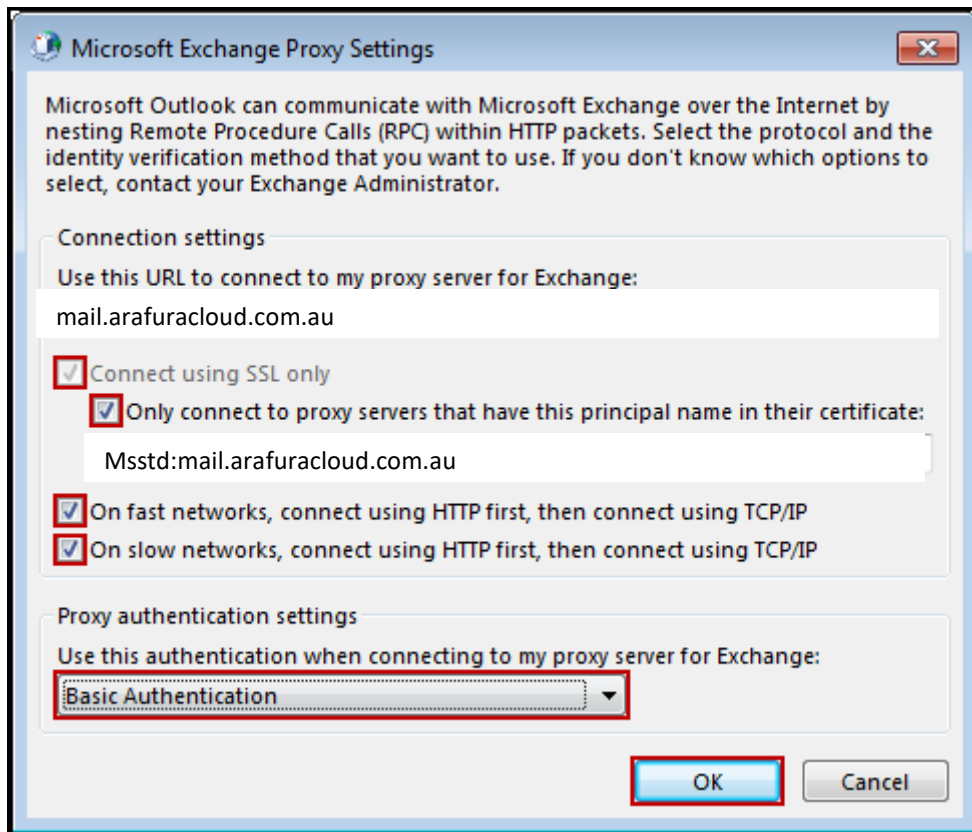
8. Use the following information:

Check the boxes for:

- **Connect using SSL only**
- **Only connect to proxy servers**
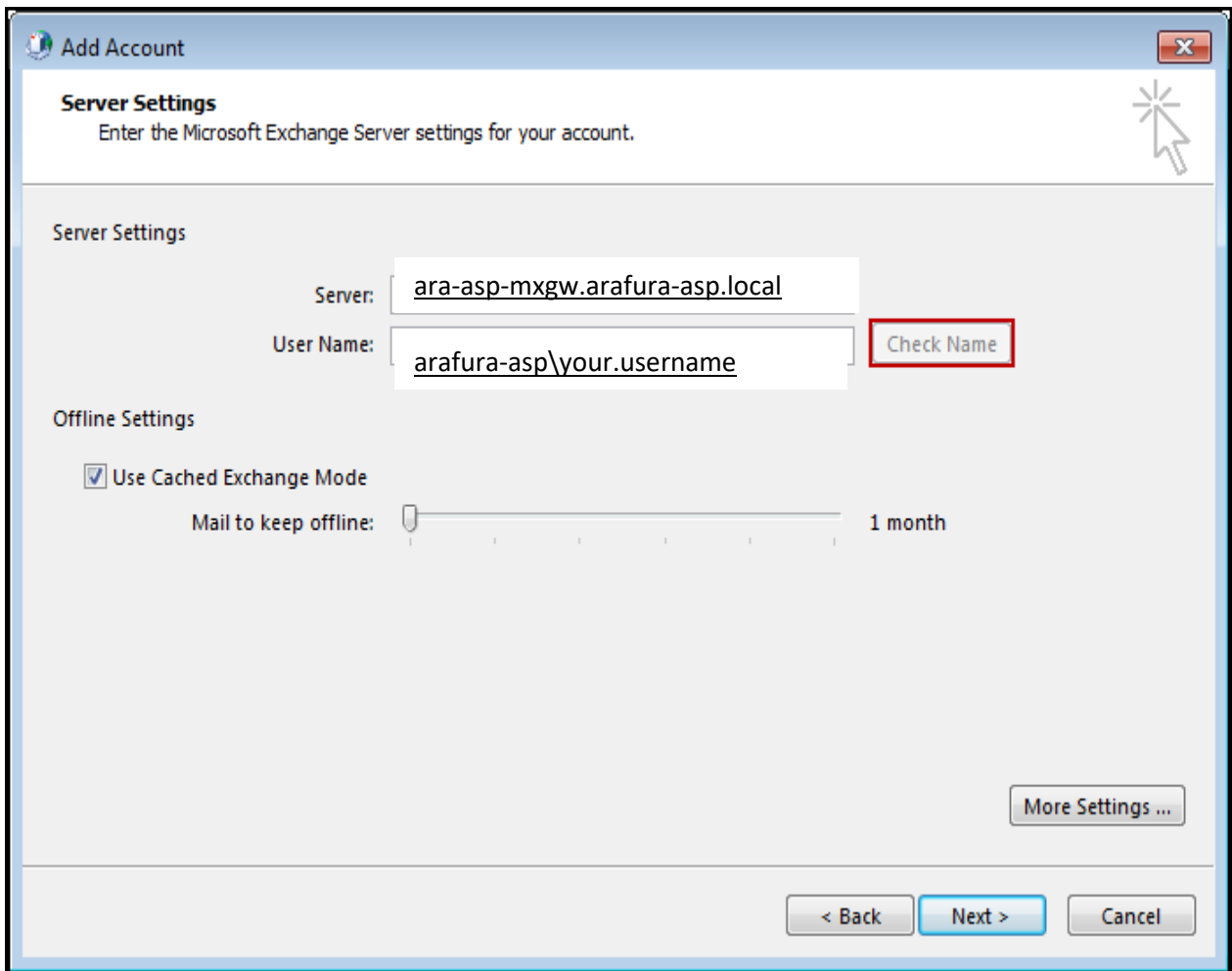- **On fast networks**
- **On slow networks**

- For the first text field type in: "**mail.arafuracloud.com.au**"
- For the second text field type in: "**msstd: mail.arafuracloud.com.au**"
- Change Proxy authentication to: **Basic Authentication**

9. Click **OK** then click **Apply**, **OK** and **Check Name**.

connected
office

10. Enter your username **arafura-asp\user account** and Password, then click **Next** and **Finish**.

Once you hit next Outlook may prompt again for the username and password for the account in a popup window.

The username should be entererd in the format "arafura-asp\your.username"

Enter the assigned password

For any further details or technical support contact Territory Technology Solutions on 08 8944 2222 or support@techsolutions.com.au