## **Configure Outlook 2016 to connect to Exchange**

Outlook 2016 can only connect to Exchange using the AutoDiscover feature. Unlike previous versions of the client, Outlook 2016 doesn't support manual setup/configuration to connect to Exchange.

Some customers find that Outlook is unable to connect using AutoDiscover due to the way their DNS/Web Hoster handles AutoDiscover queries from Outlook. There is a workaround for this issue, which involves creating a registry key entry on each computer running Outlook 2016.

1. Open the Registry editor. To do this, click the Start menu and type **regedit**. In the search results, click Run Command.



- 2. Navigate to HKEY\_CURRENT\_USER\Software\Microsoft\Office\16.0\Outlook\Autod iscover
- 3. Change the DWORD **ExcludeHttpsRootDomain** to a DECIMAL value of 1

4. If the **ExcludeHttpsRootDomain** DWORD doesn't exist, create it, and assign the value.

Edit DWORD (32-bit) Value	×
Value <u>n</u> ame: ExcludeHttpsRootDomain	
<u>V</u> alue data: 1	Base <u>H</u> exadecimal <u>ecimal</u>
	OK Cancel

5. Close the registry editor.

## Part 2: Create an Outlook Profile

- 1. Open the Windows Control Panel
- 2. Go to the upper right-hand corner, click "**view by**" and select "**Small icons**".
- 3. Locate the "Mail (Microsoft Outlook 2016)" icon, and double-click it.

Folder Options
🔩 HomeGroup
🛓 Java (32-bit)
Mail (Microsoft Outlook 2016) (32-bit)
Real Constitution Area Icons
💐 Personalization

4. Click Show Profiles



- 5. Click Add
- 6. Enter a name for the profile, and click **OK**.

Wew Profile	X
Create New Profile	ОК
Profile Name:	Cancel
user@example.com	

7. At the *Add Account* page, enter your display name, email address, and password. Then click **Next**.

Add Account		x		
Auto Account Setup Outlook can automa	atically configure many email accounts.	ž		
e-mail Account				
Your Name:	Example User Example: Ellen Adams			
E-mail Address:	user@example.com 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 > Canc	el		

8. Be patient while Outlook goes through the AutoDiscover process. It may take several minutes.

Add Account	
Searching for	your mail server settings
Configuring	
Outlook is co	mpleting the setup for your account. This might take several minutes.
~	Establishing network connection
→	Searching for testuser1@dirtroads.org settings
	Logging on to the mail server

- 9. After a while, you will be prompted for your credentials again. Enter them, and be sure to select "Remember my credentials". Then click OK.
- 10. After authentication completes, your account will be configured and ready to use.

Add Account	X			
Congratulations!	×			
Configuring				
Outlook is completing the setup for your account. This might take several minutes.				
<ul> <li>Establishing network connection</li> </ul>				
<ul> <li>Searching for testuser1@dirtroads.org settings</li> </ul>				
<ul> <li>Logging on to the mail server</li> </ul>				
Congratulations! Your email account was successfully configured and is ready to use.				
< Back	Finish Cancel			