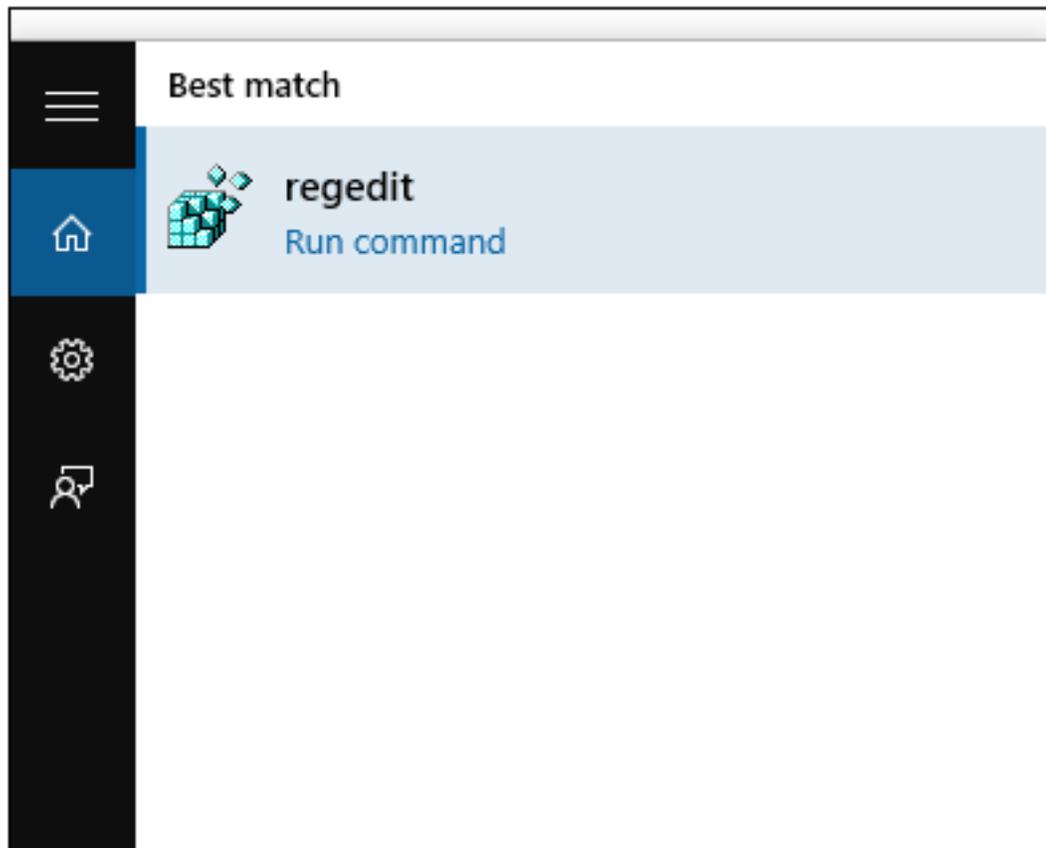


## Configure Outlook 2016 to connect to Exchange

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.

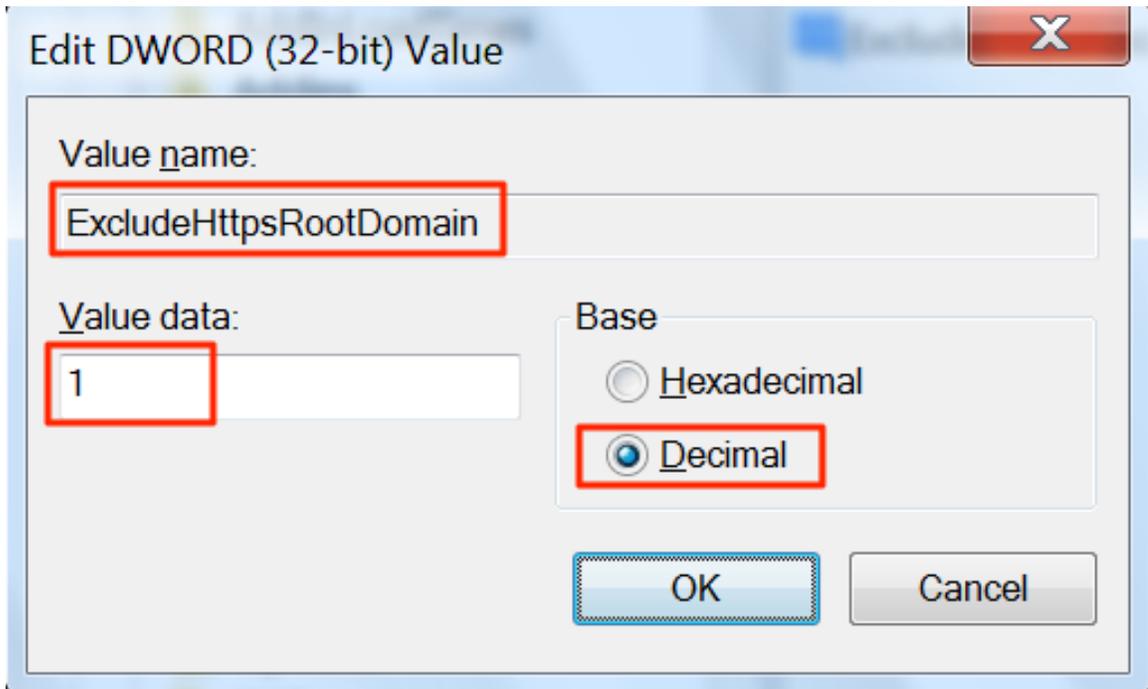
Some customers find that Outlook is unable to connect using AutoDiscover due to the way their DNS/Web Hostler handles AutoDiscover queries from Outlook. There is a workaround for this issue, which involves creating a registry key entry on each computer running Outlook 2016.

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\Autodiscover**
3. Change the DWORD **ExcludeHttpsRootDomain** to a DECIMAL value of 1

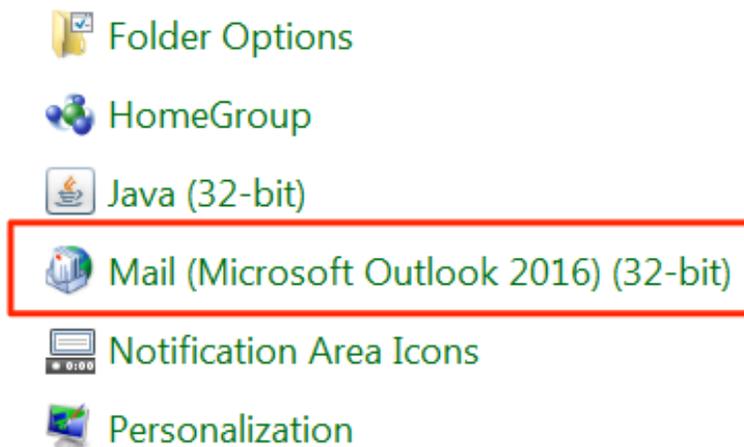
4. If the **ExcludeHttpsRootDomain** DWORD doesn't exist, create it, and assign the value.



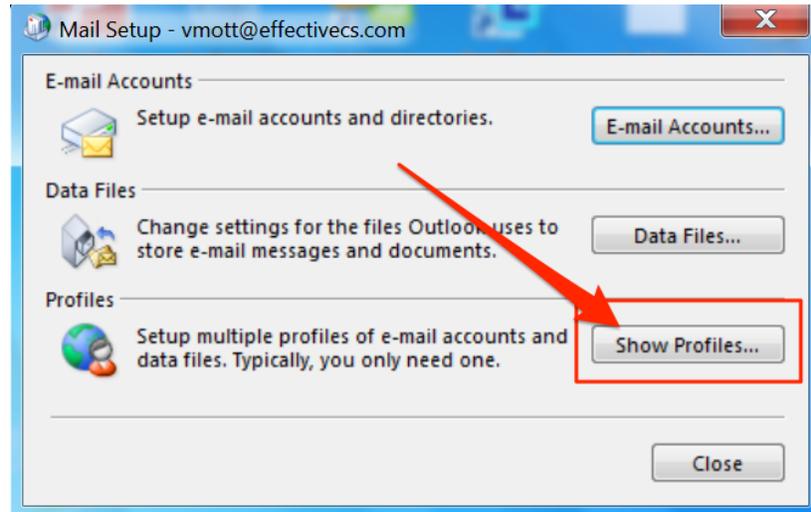
5. Close the registry editor.

## Part 2: Create an Outlook Profile

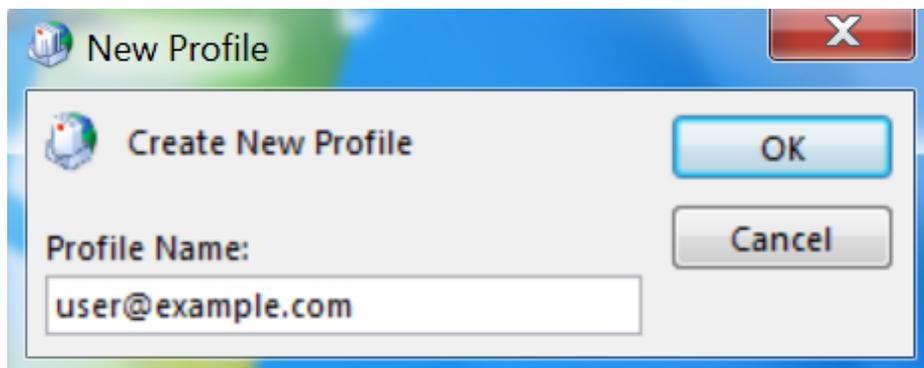
1. Open the Windows Control Panel
2. Go to the upper right-hand corner, click "**view by**" and select "**Small icons**".
3. Locate the "**Mail (Microsoft Outlook 2016)**" icon, and double-click it.



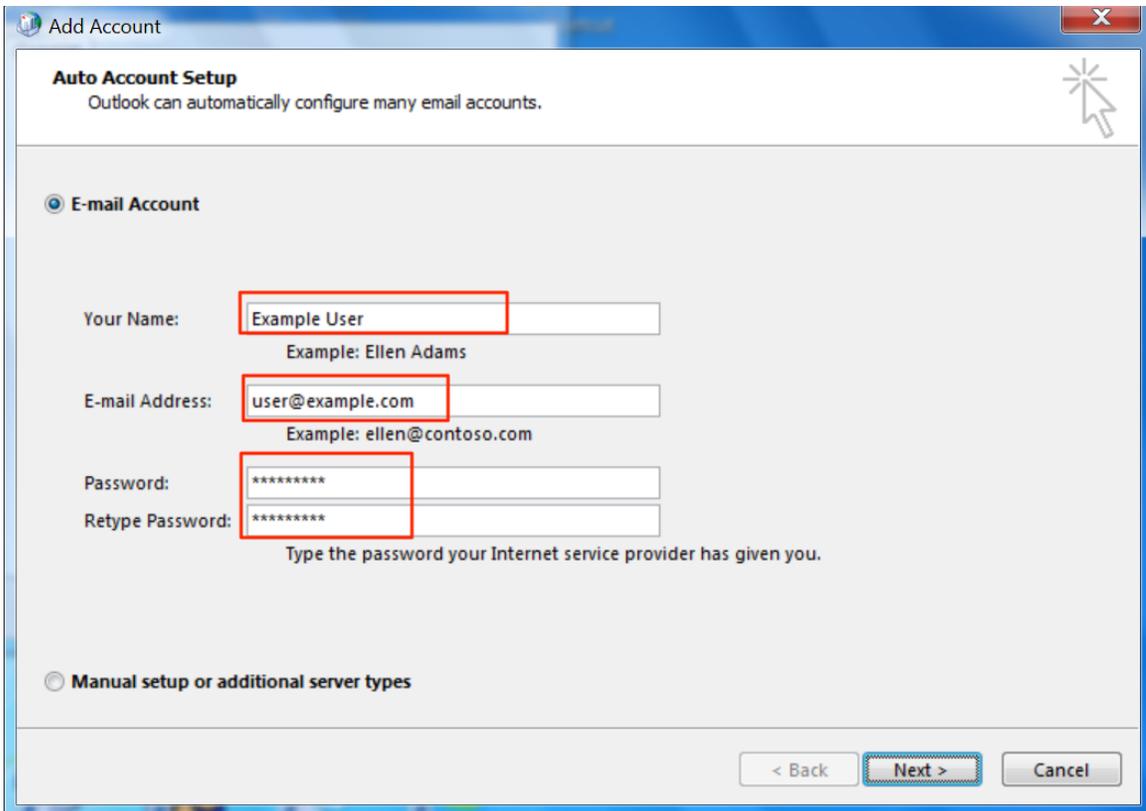
4. Click **Show Profiles**



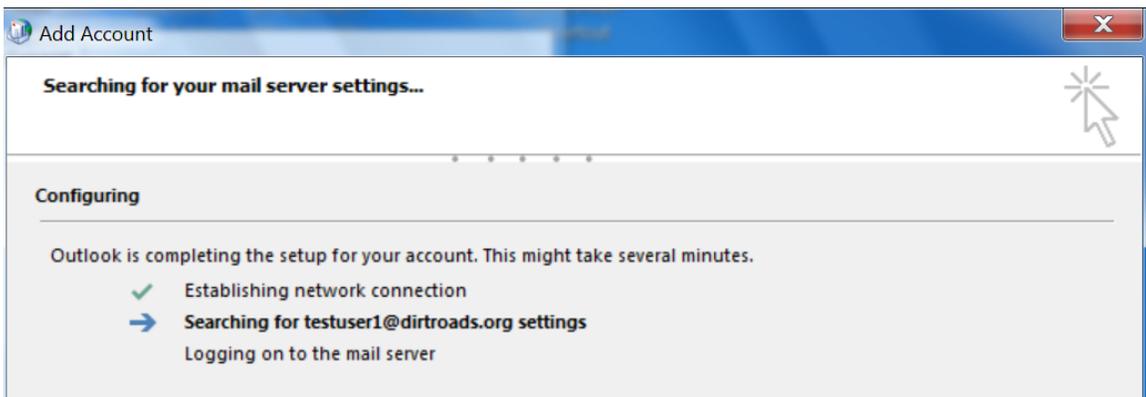
5. Click **Add**
6. Enter a name for the profile, and click **OK**.



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



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



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.

