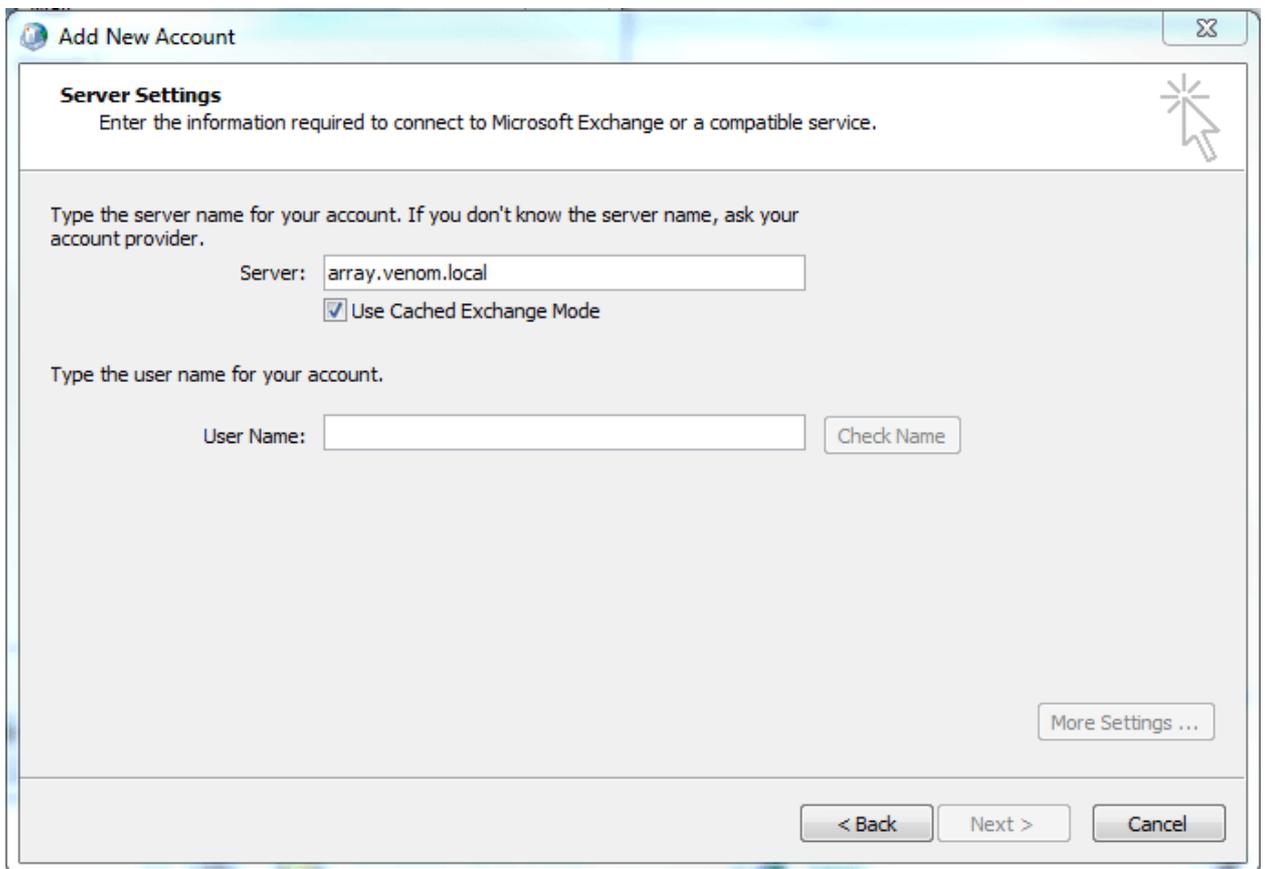# Outlook 2003/2007/2010/2013 Email Setup Guide

This is a step by step guide on how to setup your email now that the exchange hosting has changed. Please follow the below instructions on how to set this up again:

- Firstly, close down your Microsoft Office Outlook.
- Then click to the **Start** button, then into **Control Panel**, which is on the right hand side.
- In here, select "**Go to classic view**" (if available), then select the **Mail** option.
- Within here, select the button for "**Show Profiles**".
- Select the "**Add**" button, and **name the profile after your first name**.
- Hit **Ok** and you should see a page asking for your name and email address. Leave these blank and tick the box for "**Manually Configure Server Settings or Additional Server Types**" and select "**Next**".
- Next, select "**Microsoft Exchange**". Hit "**Next**". Enter the settings as below.
- Username is : Email Address

- After this, click on the "**More Settings**" box

- Go to the "**Connection**" tab, and tick the "**Connect to Microsoft Exchange using HTTP**" box, and then click the button for "**Exchange Proxy Settings…**"

- On this page, enter the settings as below.
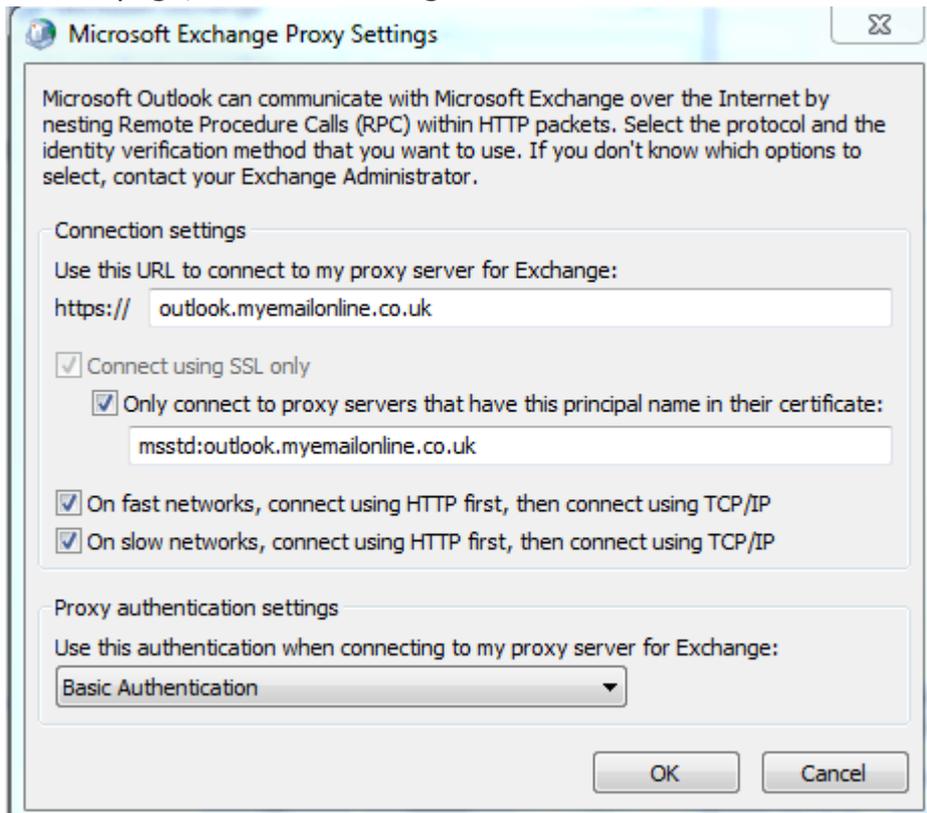
- Select Ok then Ok again. Then hit Check Name if it not already checked. Then select "**Next**" and Finish.
- In the profiles box which is left on the screen, in the dropdown menu at the bottom, select the new profile as "**Always use this profile**." Then hit "**Ok**"
- Now open your Outlook, **your user name and password to login will be**:

Username: **username@yourdomain.com   Password**: **password provided**

Press OK and Next/Finish here and you will now be able to OK through any remaining popup boxes, and now you can open up Outlook and begin to allow your new mail to flow in.