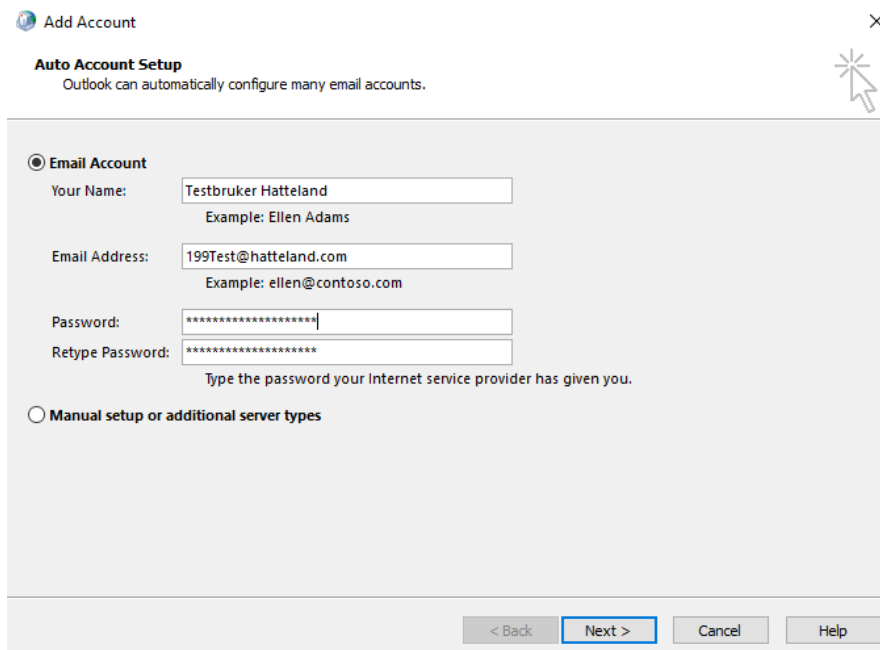


Exchange oppsett – Outlook 2016 (Windows)

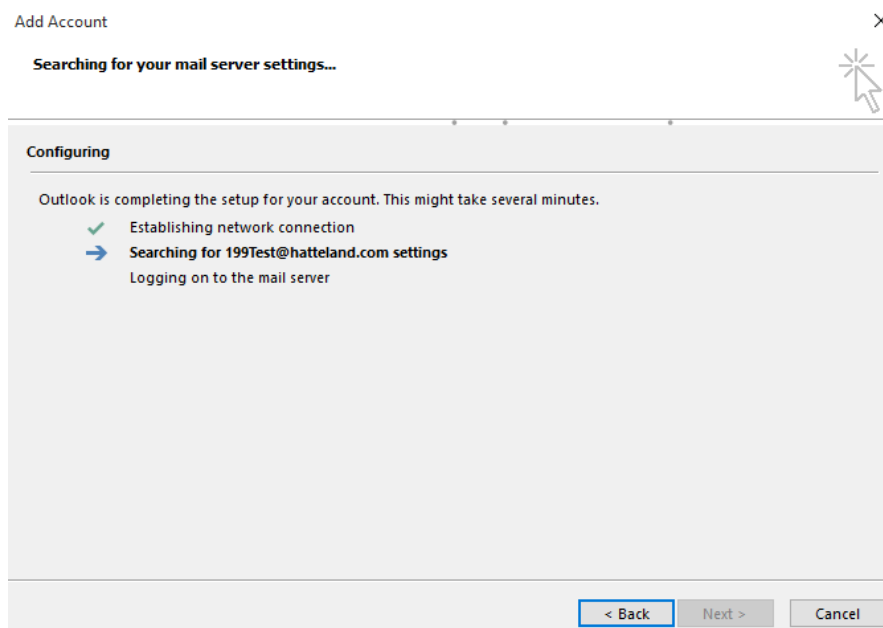
Oppsett av Outlook 2016 krever Autodiscover. De som har epostdomener hos oss skal ha dette konfigurert.

1. Start Outlook 2016.
2. Fyll inn ditt navn, din epostadresse og ditt passord



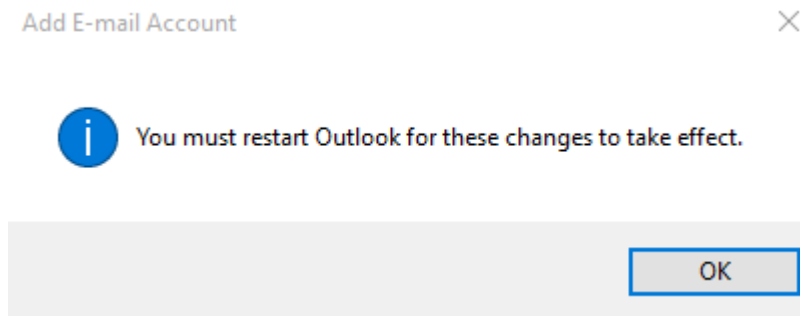
The screenshot shows the 'Add Account' dialog box in Outlook 2016. The title bar reads 'Add Account' with a close button (X) on the right. Below the title bar, the text 'Auto Account Setup' is displayed, followed by the instruction 'Outlook can automatically configure many email accounts.' There are two radio button options: 'Email Account' (which is selected) and 'Manual setup or additional server types'. Under 'Email Account', there are four input fields: 'Your Name' (containing 'Testbruker Hatteland'), 'Email Address' (containing '199Test@hatteland.com'), 'Password' (masked with asterisks), and 'Retype Password' (also masked with asterisks). Below the password fields is the instruction 'Type the password your internet service provider has given you.' At the bottom of the dialog box, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'. A mouse cursor is pointing at the 'Next >' button.

3. Velg «Next»
4. Følgende bilde vil nå dukke opp.



The screenshot shows the 'Add Account' dialog box in Outlook 2016, now in the 'Configuring' stage. The title bar reads 'Add Account' with a close button (X) on the right. Below the title bar, the text 'Searching for your mail server settings...' is displayed. The main area is titled 'Configuring' and contains the text 'Outlook is completing the setup for your account. This might take several minutes.' Below this text, there is a list of progress steps: 'Establishing network connection' (with a green checkmark), 'Searching for 199Test@hatteland.com settings' (with a blue arrow and highlighted in bold), and 'Logging on to the mail server'. At the bottom of the dialog box, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

6. Trykk «OK» på følgende boks



7. Kontoen er ferdig konfigurert når følgende bilde viser. Avslutt ved å velge «Finish».

