

# Outlook 2010 MapleTronics Hosted Exchange Setup

1. On your desktop, click on **Start > Control Panel**.
2. Click on the **Mail icon** to open your Outlook settings
3. Click on **Show profiles**.
4. Click on **Add**.
5. Enter a name in the **Profile name** field and then click on **OK**.
6. Enter your credentials as shown in the screenshot and then click on **Next**.

**Add New Account**

**Auto Account Setup**  
Click Next to connect to the mail server and automatically configure your account settings.

**E-mail Account**

Your Name:

E-mail Address:

Password:

Retype Password:

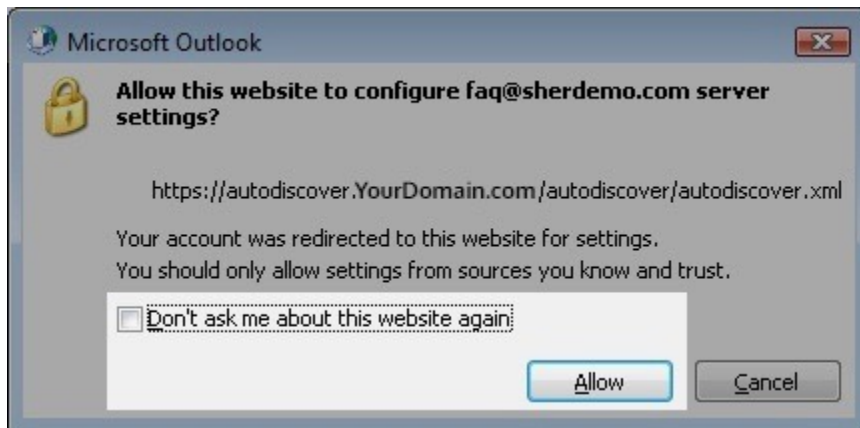
Type the password your Internet service provider has given you.

**Text Messaging**

**Manually configure server settings or additional server types**

< Back   **Next >**   Cancel

7. When the box **Allow this website to configure email@address.com server settings** pops up, check the box **Don't ask me about this website again** and then click on **Allow**.



8. When the **Congratulations window** appears, click on **Finish**.

