



DATABIAS

ENHANCED INTERNET SERVICES

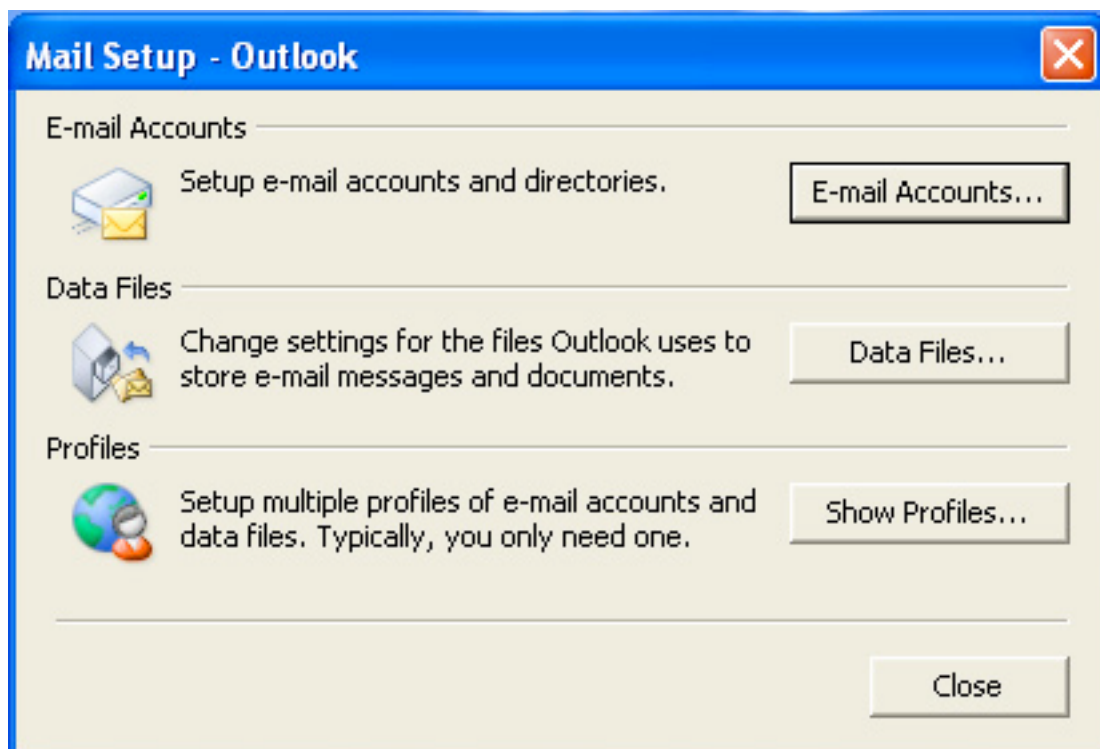
6 DISA ROAD | ONRUS RIVER | HERMANUS | 7201

WEB: WWW.DATABIAS.CO.ZA
EMAIL: INFO@DATABIAS.CO.ZA

OUTLOOK 2010 / EXCHANGE AUTOMATIC SETUP GUIDE

STEP 1

Go to the Control Panel, select the Mail icon and the below screen should appear



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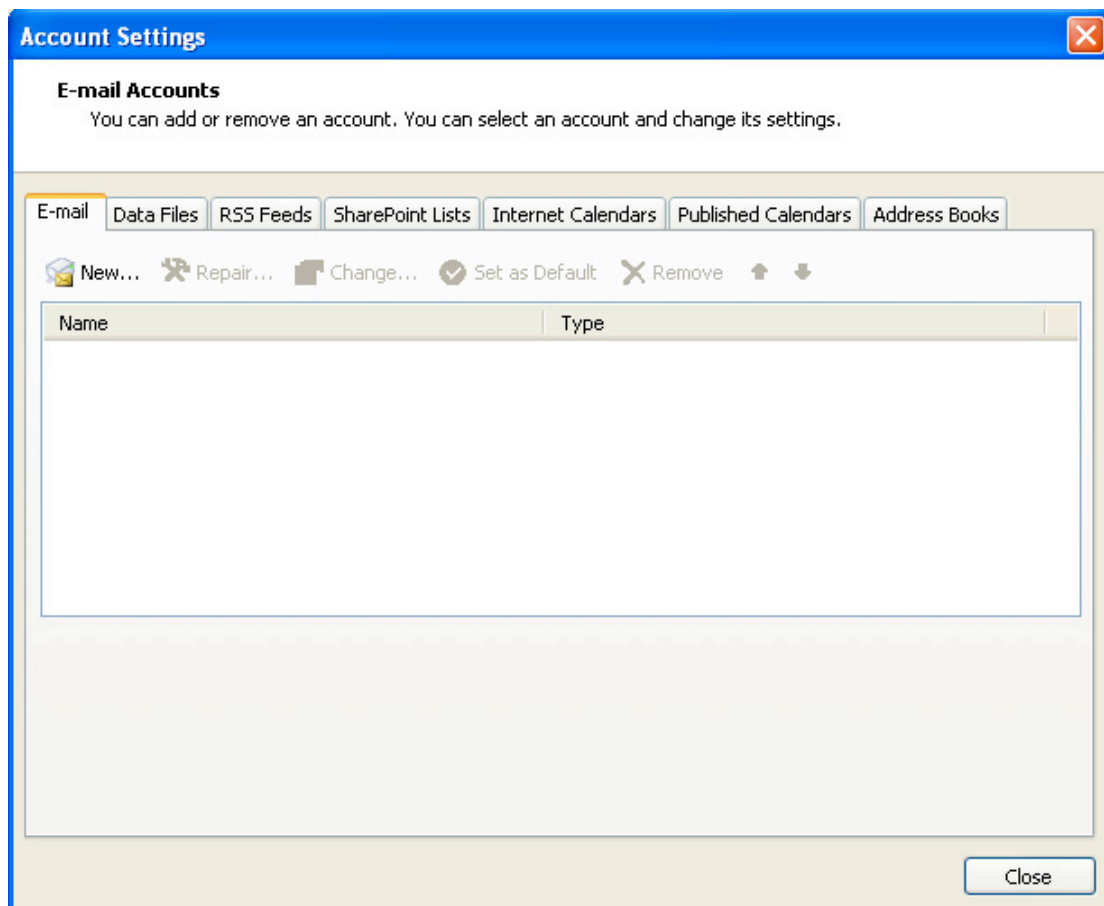
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STEP 2

Click on Email Accounts and click the New... button



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STEP 3

Insert your personal details in the provided fields and click 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:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

Outlook will automatically discover your server and configure itself with the correct settings. Should you have problems with this step you may need to configure the settings manually – in this event please contact Databias support directly by emailing support@databias.co.za.



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