



PHILLIPS IT

INFORMATION TECHNOLOGY SPECIALISTS

OUTLOOK 2010 Configuration

Phillips IT Ref: PIT Cloud Domain Setup

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Revision History

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Revision date	Reviewer	Summary of Changes	Pages changed
17/01/12	Jarrad Hall	Initial Draft	All

Phillips IT Group Reviewers

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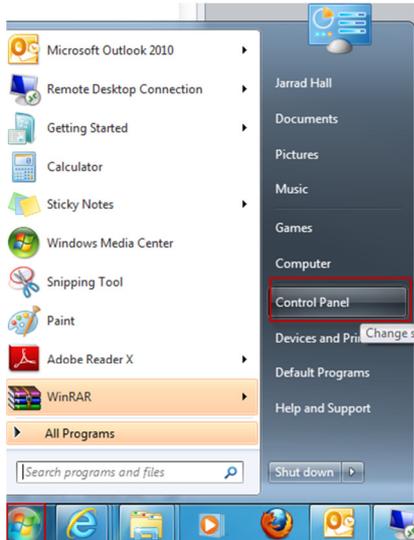
1. Client Setup

1.1. Outlook 2010

To configure Outlook for use with PIT Cloud

For Autodiscover to work you must have already configured your DNS servers correctly for PIT Cloud. Please see <http://www.pitcloud.com.au> for details on setting up your DNS

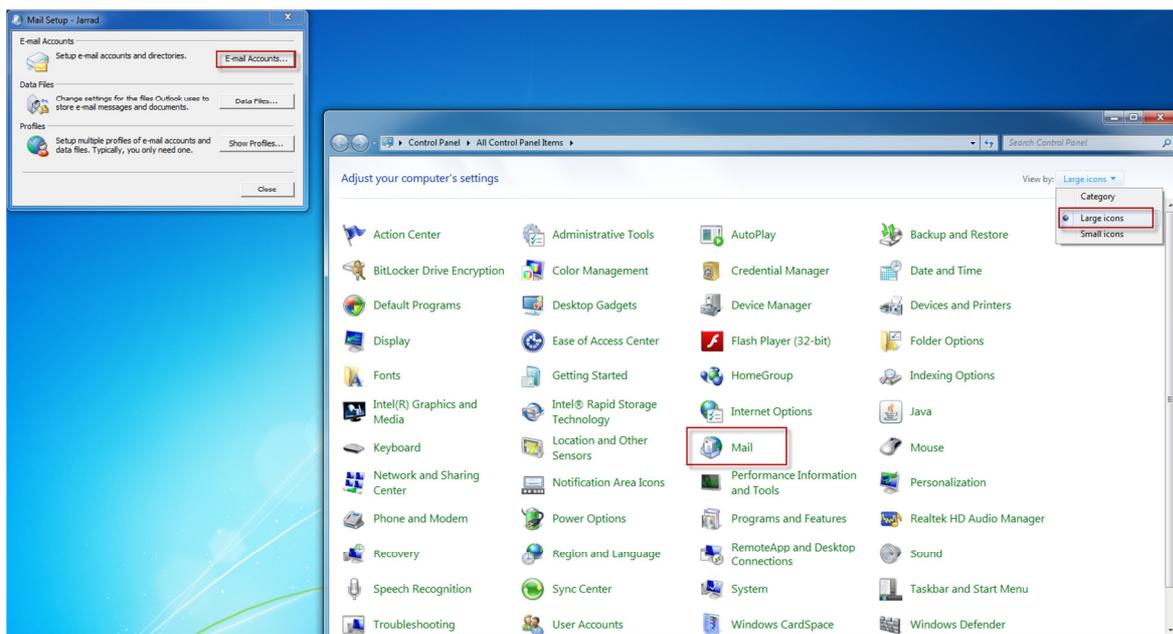
1. Click Start and go to control panel



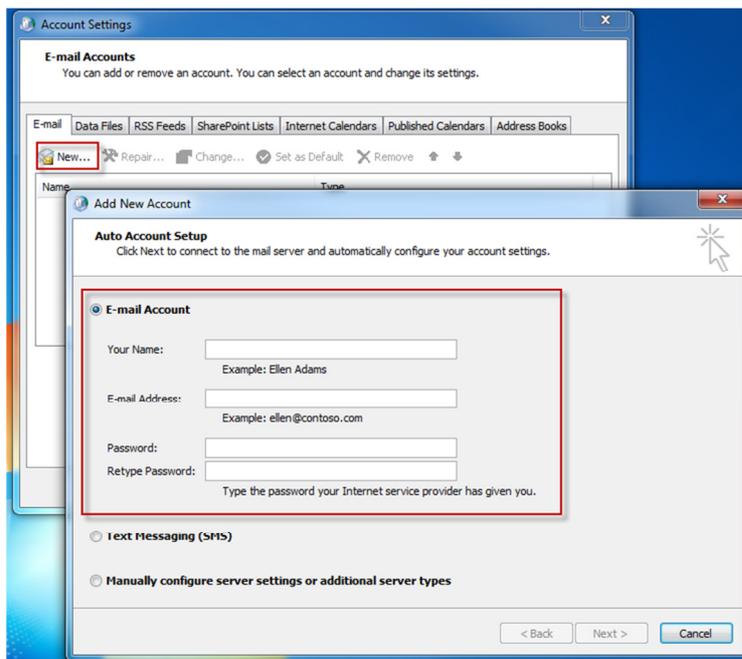
2. Once in control panel open "MAIL". If MAIL is now shown, you can proceed by opening Outlook and continue to point 5

Note you may need to click View by in the top right of the control panel window

3. Click Email Accounts

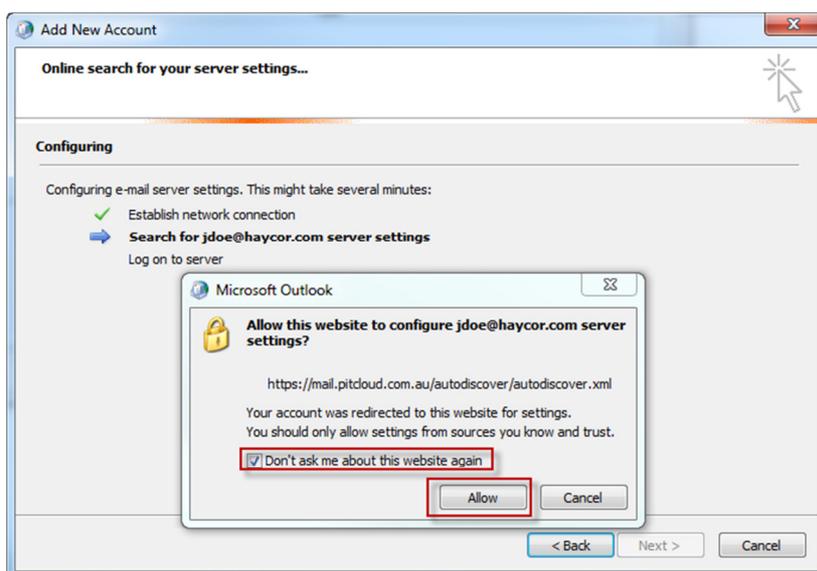


4. If you already have an exchange account configured you may wish to create a new profile for your connection to PIT Cloud or delete the existing exchange account from the profile or add the new exchange account to your existing profile.
5. Click New... to add PIT cloud exchange account to the profile.
6. Enter in your name, email address, and your password and click Next

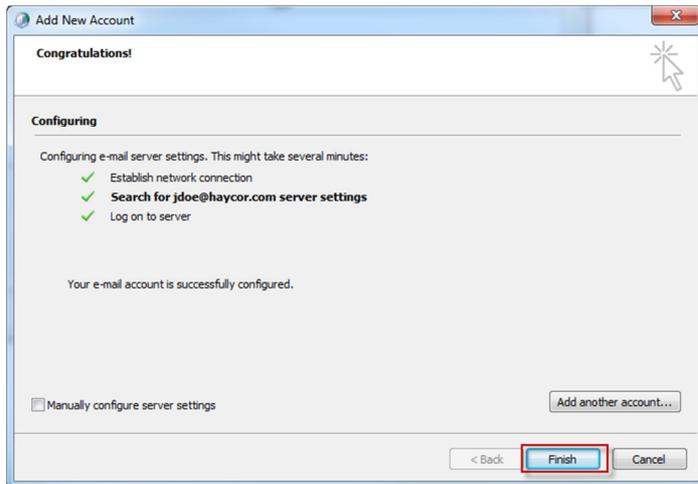


7. Tick the Don't ask me about this website again box and then click Allow

Note please make sure you tick "Don't ask me about this website again" otherwise the configuration will not work properly



You should now have 3 green ticks and can now click finish



Your outlook is now configured for PIT Cloud Mail.

Additionally, if you have configured your DNS you can access your email account by logging to <https://webmail.yourcompany.com.au/owa>

Note the above link assumes your domain name has .au at the end