

Configuring Outlook 2016 for Mac with AutoDiscovery method

1) Open Outlook for Mac. On the setup page, click 'Add Account'.



2) Select 'Exchange or Office 365'





3) Enter user information, tick 'Configure automatically' and click 'Add Account'.

Enter your Exchange account information.				
E-mail address:	test.utb@utb.edu.bn			
Authentication				
Method:	User Name and Password			
User name:	bnutb\test_utb			
Password:	••••••			
	Configure automatically			
	Cancel Add Account			

4) Click 'Allow'. Outlook was redirected to the server webmail.gov.bn to get new settings for your All account test.utb@utb.edu.bn. Do you want to allow this server to configure your settings? Enter you https://webmail.gov.bn/autodiscover/autodiscover.xml E-m Click Allow only if you fully trust the source, or if your Exchange administrator instructs you to. AL Always use my response for this server Ċ Allow Deny Configure automatically Detecting Exchange Server... * Cancel Outlook.com, Hotmail, Live.com, or other Microsoft accounts Other Email iCloud, Google, Yahoo!, or other accounts



5) The account added will show in the left pane.

	Acc	ounts	
Show All			
Default Account Edu test.utb@utb.edu.bn	E SI	Edu Exchange/Office 365 Account	
	Account description:	Edu	
	Personal information		
	Full namly:	test utb	
	E-mail address:	test.utb@utb.edu.bn	
	Authentication		
	Method:	User Name and Password	0
	User name:	bnutb\test_utb	
	Password:	•••••	
			Advanced
+	•••]		

6) Email contents will sync in Outlook

