

# Configurer mon compte Hosted Exchange sur Outlook 2016 pour Mac

## Step 1: Add the account

Once you have launched Outlook on your device, you can add an account in two different ways:

- When you start the application for the first time: A setup wizard will appear and prompt you to enter your email address.

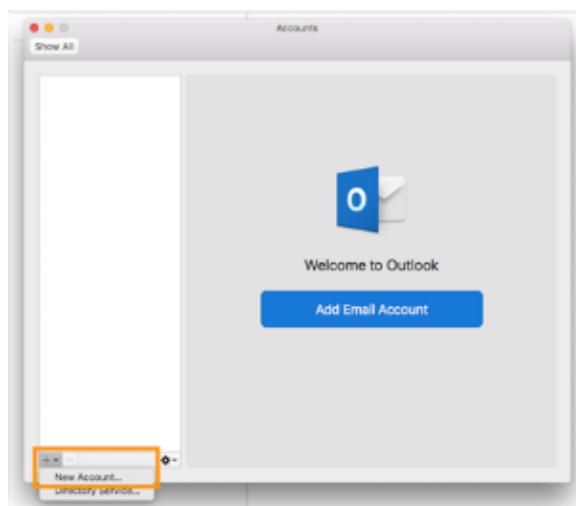


Please enter your email address

yourname@provider.com

Continue

- If you have already added an account: Click Tools in the menu bar at the top of your screen, then Accounts. In the window that pops up, click +, then New account.



Enter your email address, then click Continue. If you are asked to choose a provider, select Exchange.



Then fill in the information requested.



Method  
 Username and Password

Email Address  
 \_\_\_\_\_

DOMAIN\username or Email  
 \_\_\_\_\_

Password  
 Show Password

Server (optional)  
 \_\_\_\_\_

Add Account

Information	Description
Méthod	Leave Username and password (selected by default).
Mail address	Enter a name that will distinguish this account from any other accounts added in Outlook.
DOMAIN\username or email address	Enter your full email address.
Password	Enter the password for your email address.
Server	<a href="mailto:outlook.dfinet.ch">outlook.dfinet.ch</a>

Once you have entered this information, click Add account. If the information is correct, Outlook will successfully connect to the account.

To check that the account has been properly configured, you can send a test email.

## Step 2: Use the email address

Once you have configured your email address, you can start using it! You can now send and receive emails.

OVH offers a web application that includes various collaborative features, which can be accessed at <https://outlook.dfinet.ch/>. You can log in using your email credentials.