

Configure Outlook for Hosted Mail using ActiveSync

Outlook 2016 or higher from Office 365 on Windows

If you installed **Outlook 2016**, **Outlook 2019** or **Outlook for Office 365** from Office 365 (i.e. downloaded and installed from Office 365), please be advised that those versions of Outlook have an issue with autodiscover. Because of this, you must first disable the **Simplified Account Creation wizard** in order to setup your mailbox with our Hosted Mail.

Disable Simplified Account Creation wizard

You can [disable the Simplified Account Creation](https://support.microsoft.com/en-us/topic/how-to-disable-simplified-account-creation-in-outlook-2016-outlook-2019-and-outlook-for-office-365-662bf4f8-c357-dbc8-53b3-ff8f445e8247) wizard by following the instructions outlined at the link below:

<https://support.microsoft.com/en-us/topic/how-to-disable-simplified-account-creation-in-outlook-2016-outlook-2019-and-outlook-for-office-365-662bf4f8-c357-dbc8-53b3-ff8f445e8247>

Alternatively, you can download and import the [disable_simplified_account_creation_wizard.reg](#) to your computer.

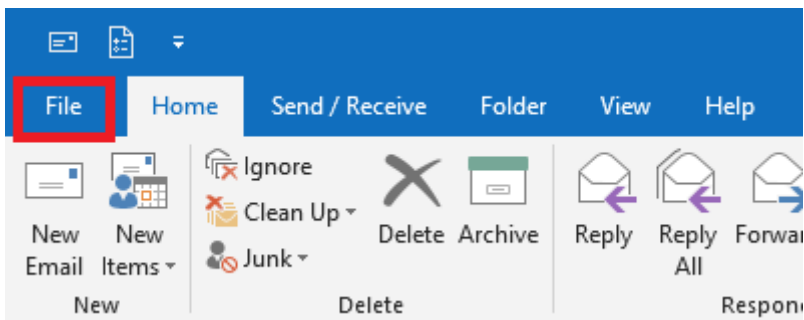
Configure Outlook

Start Outlook

If this is the first time starting Outlook, the **Auto Account Setup** window will automatically launch.

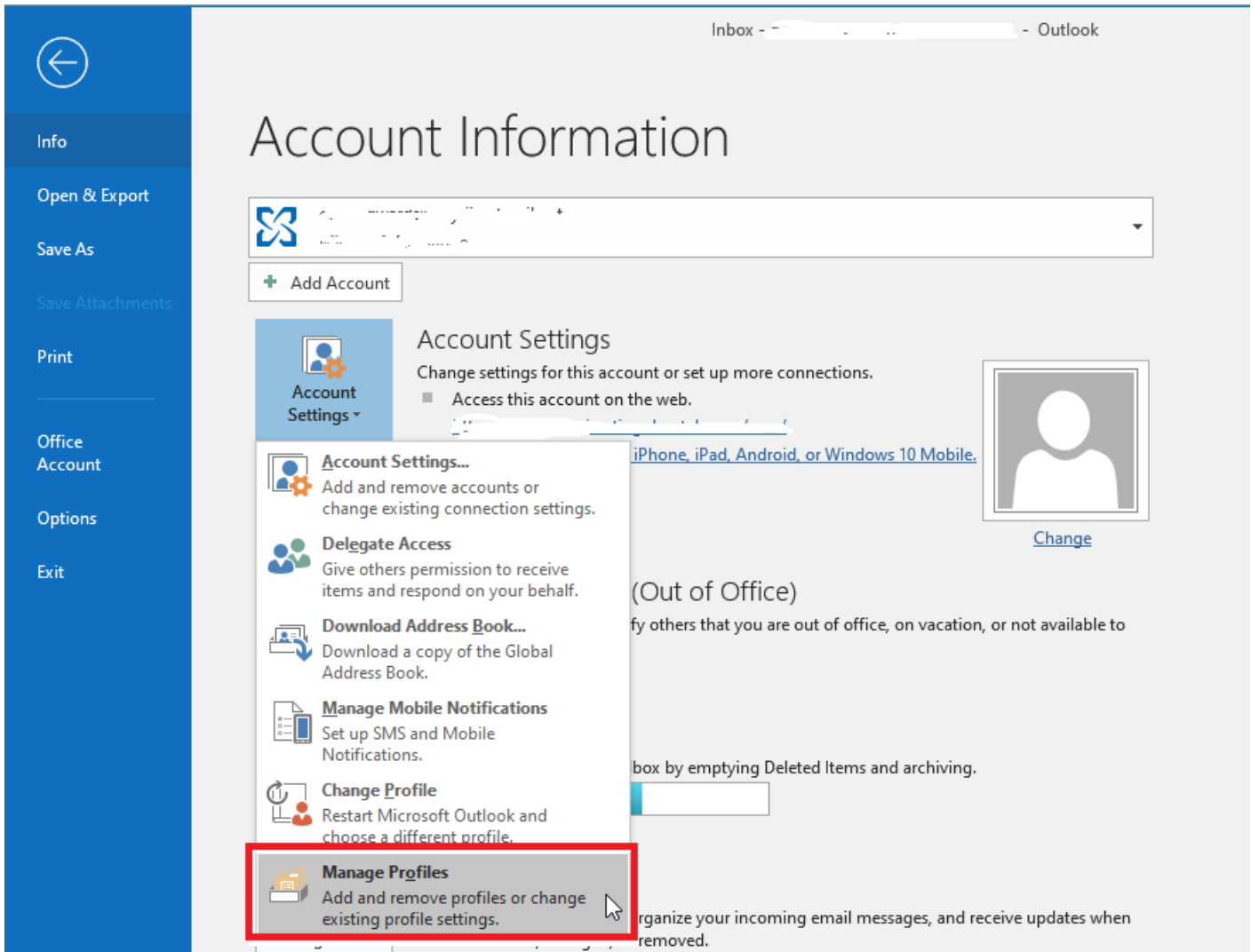
If this is NOT the first time starting Outlook, click on **File** on the upper left-hand corner (**Figure 1**).

Figure 1



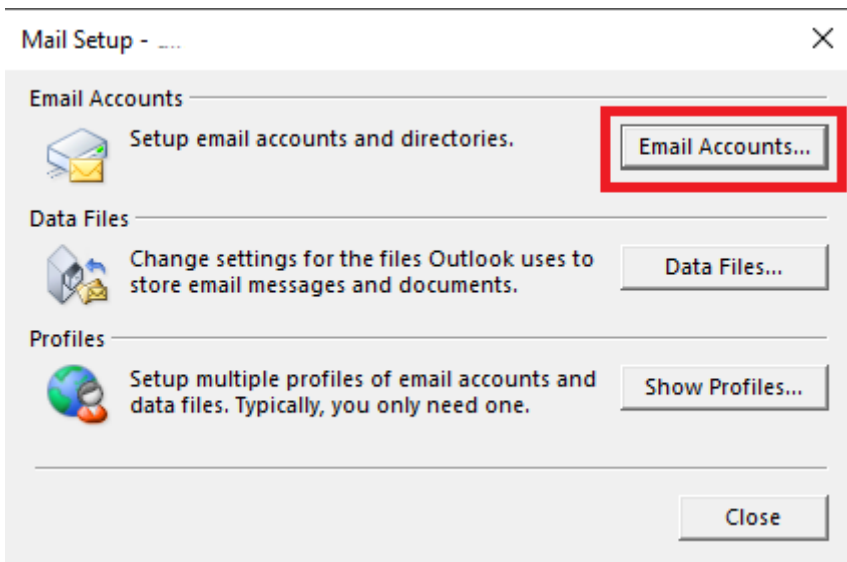
Click on **Account Settings**, and then click **Manage Profiles (Figure 2)**.

Figure 2



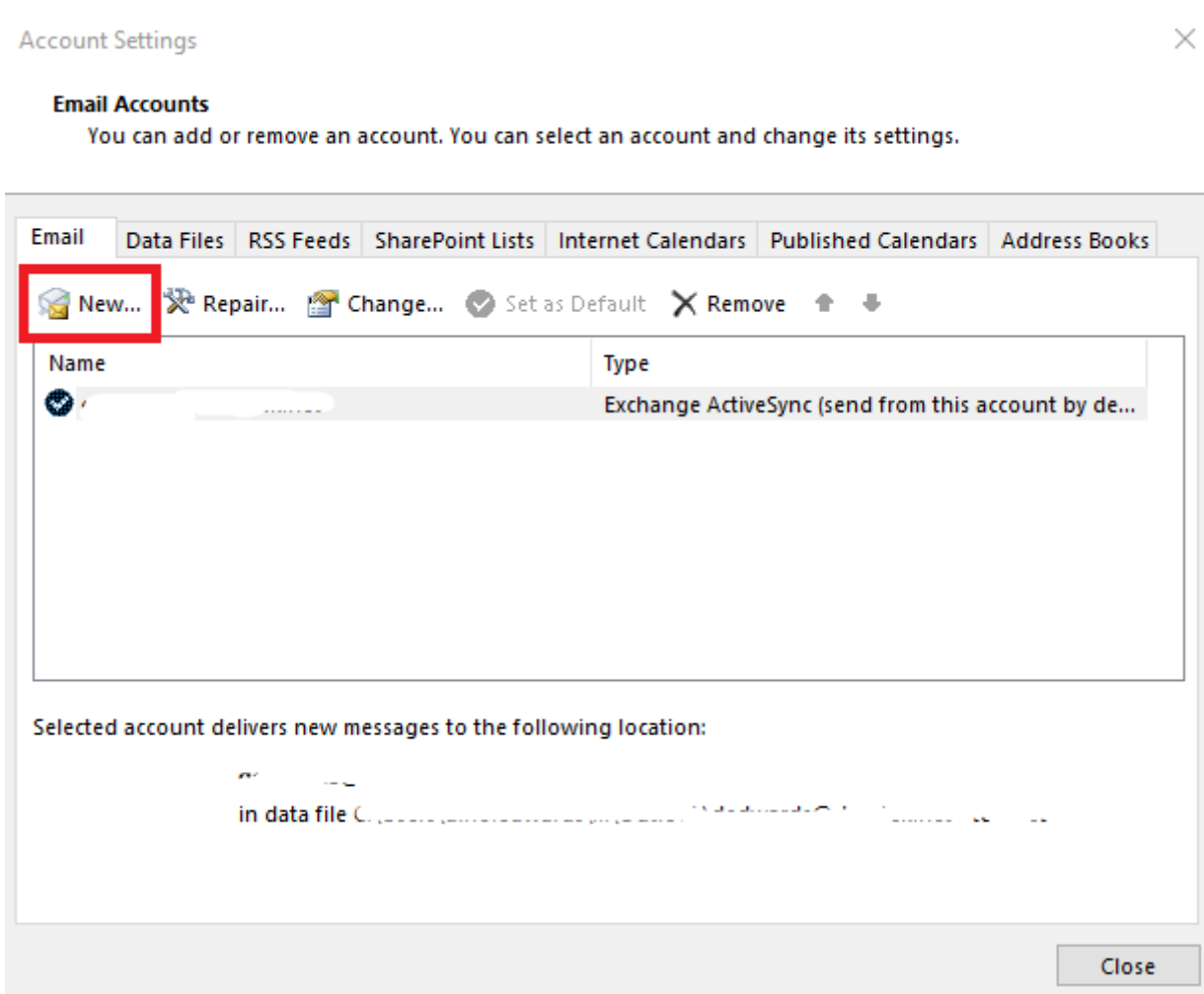
In the Mail Setup window, click on **Email Accounts...** (Figure 3)

Figure 3



In the **Email Accounts** window, click on **New...** (Figure 4).

Figure 4



In the **Auto Account Setup** window, select **Manual setup or additional server types** and click **Next** (Figure 5).

Figure 5

Auto Account Setup

Manual setup of an account or connect to other server types.

☐ **Email Account**

Your Name:

Example: Ellen Adams

Email Address:

Example: ellen@contoso.com

Password:

Retype Password:

Type the password your Internet service provider has given you.

☒ **Manual setup or additional server types**

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Next >


Cancel

Help

On the **Choose Your Account Type** window, select **Exchange ActiveSync** and click **Next** (**Figure 6**).

Figure 6

Add Account ✕

Choose Your Account Type 

☐ Office 365
Automatic setup for Office 365 accounts

Email Address:
Example: ellen@contoso.com

☐ POP or IMAP
Advanced setup for POP or IMAP email accounts

☒ Exchange ActiveSync
Advanced setup for services that use Exchange ActiveSync

On the **Server Settings** window, fill out the all fields ensuring you set the **Mail server** field to **mail.hosting.deeztek.com** and click **Next** (**Figure 7**):

Figure 7

Add Account ✕

Server Settings
Enter the information that is required to connect to an Exchange ActiveSync service.

User Information
Your Name:
Email Address:

Server Information
Mail server:

Logon Information
User Name:
Password:
☒ Remember password

Offline Settings
Mail to keep offline: All

If everything went well, you should see the following window indicating that Outlook connected successfully to our mail server. Click the **Close** button to continue (**Figure 8**).

Figure 8

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Tasks Errors

Tasks	Status
✓ Log onto Exchange ActiveSync mail server ...	Completed

On the following window, click the Finish button (**Figure 9**).

Figure 9



You're all set!

We have all the information we need to set up your account.

☐ Set up Outlook Mobile on my phone, too

Add another account...

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Finish

Help

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