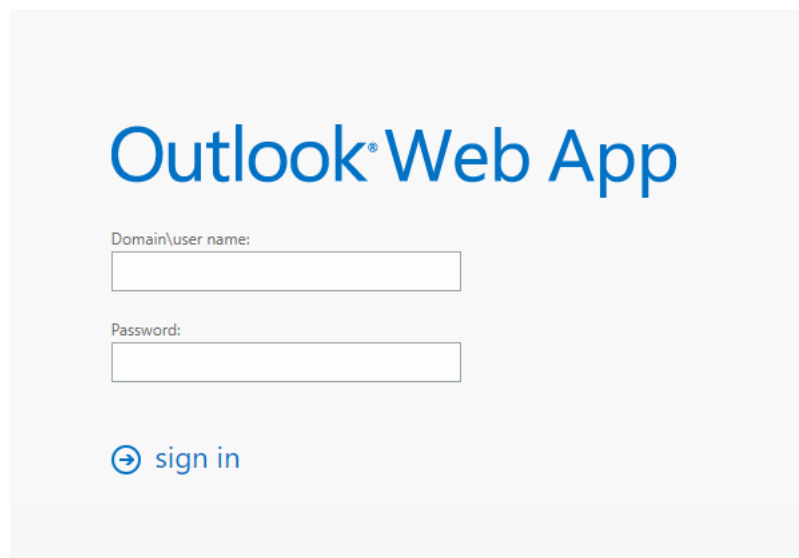




# How to setup Outlook

## Before you begin you will need;

1. Working mailbox
  - a. Username and Password should be valid and working. Please test your Credentials by logging onto the Liquidcloud Web portal – <https://mailcpt.exchangemail.co.za/owa> with your email address and password to ensure that it is working.
  - b. Note that in some rare cases your email address and user logon name may differ. Please contact Service Desk should you have any issues logging on.



<https://mailcpt.exchangemail.co.za/owa>

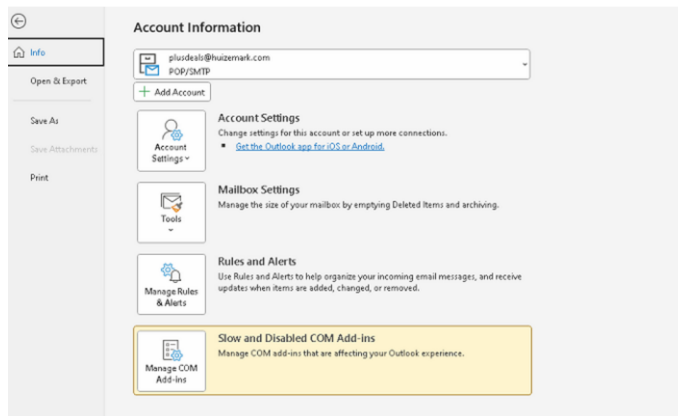
2. Working Internet Connection - Internet connectivity is required.
3. Laptop, Desktop, Smartphone or mobile device that supports Active Sync.

## Configuring Outlook

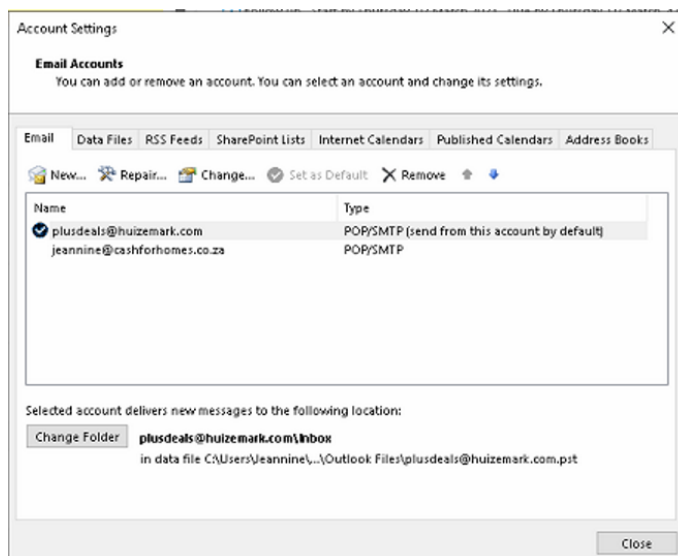
Outlook should automatically configure your profile using only your email address and Login details.

Your Huizemark email will remain in the current profile.

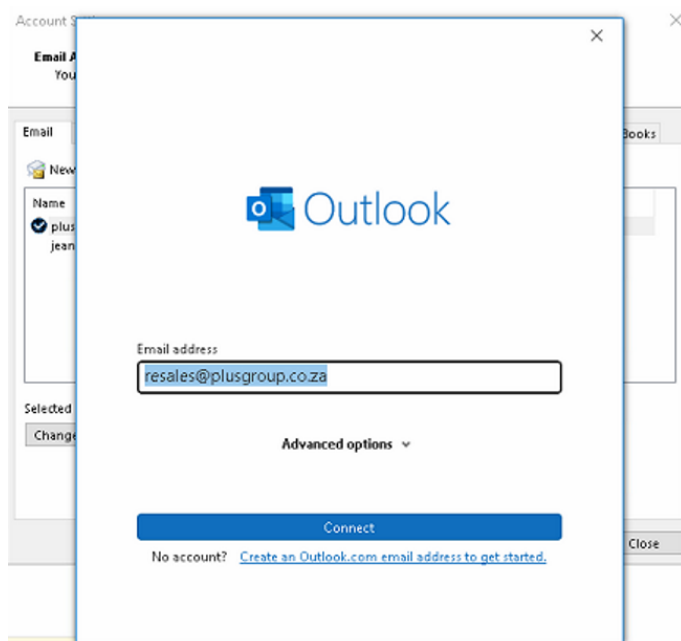
1. From within Outlook, to add the new Outlook account to your current email profile – open your account settings – select file, account settings, and then account settings again:



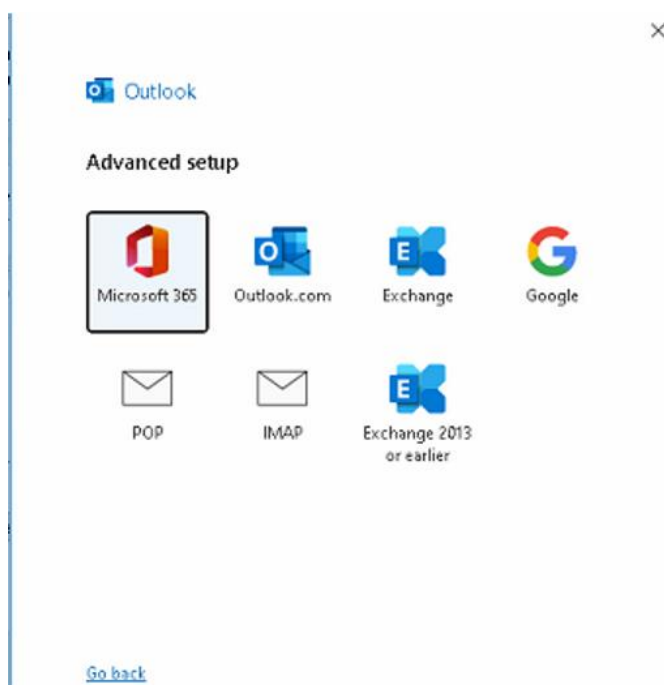
2. On the account settings window – under the email tab – select new – to add a new email account:



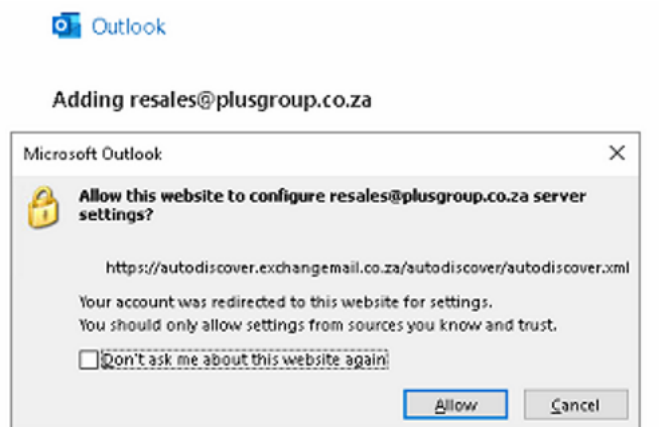
- When the new account wizard opens – enter your provided email address – example: resales@plusgroup.co.za and select connect:



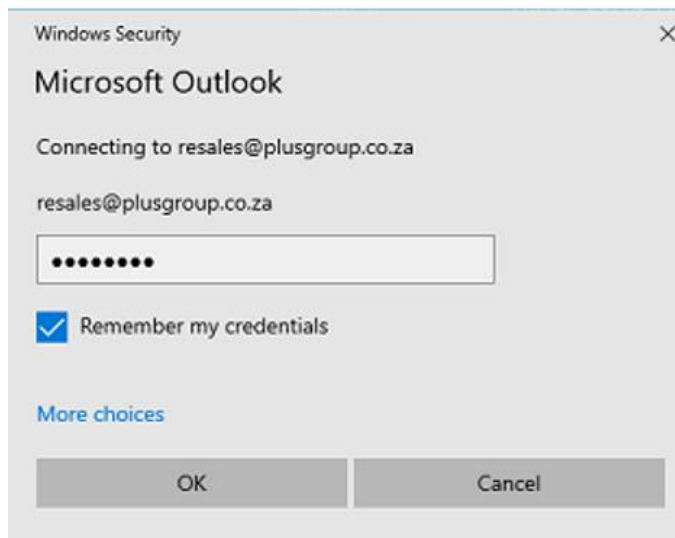
- Select Exchange 2013 or earlier as the type on the next window.



5. A security prompt will appear shortly to allow for redirection to the hosted Exchange platform. Please note that it may appear hidden behind your current window. Please enable the "don't ask me about this website again" and select allow.

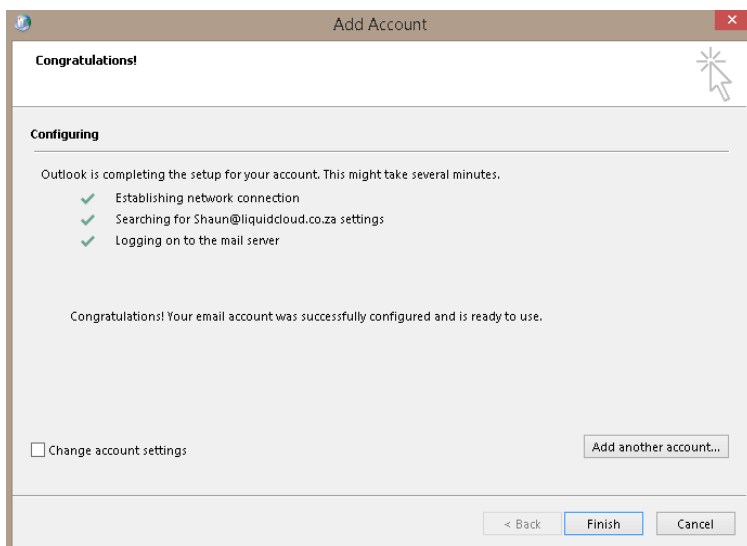


6. You will then be prompted for your username and password. Ensure that "remember my credentials" is selected:





7. If all is correct – the next window will mark all as completed and will require you to restart outlook:



You can now open Outlook and start using your new Plus email account.



## Active Sync - General Settings

If you are not using an Apple, Android, or Windows mobile device, the following settings are applicable to any device using Mobile Synchronization to Office 365, although the order in which you are prompted to provide these settings will vary across devices and versions.

- Email Address or Username is your complete e-mail address, which is login@plusgroup.co.za.
- Password is your Domain password.
- Domain is left blank.
- Server is mailcpt.exchangemail.co.za.
- Use SSL should be on or selected.

### ACCOUNT INFO

Email  
liquidcloud@plusgroup.co.za

Password  
•••••••• 


Client certificate  
None [SELECT](#)

### SERVER SETTINGS

DomainUsername  
liquidcloud@plusgroup.co.za

Server  
mailcpt.exchangemail.co.za

Port  
443

Security type  
SSL/TLS 

Mobile Device ID: androidc677718358