

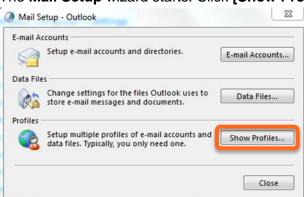
Outlook 2010/2013 — Outlook Profile Configuration

This section provides a quick overview of the settings needed to access Outlook client software and configure Outlook to connect to your hosted Exchange mailbox.

Manual Configuration instructions can be found in the section that follows.

Outlook Profile Configuration — Autodiscovery

 From your PC: Start | Control Panel | Mail. The Mail Setup wizard starts. Click [Show Profiles].



2. The **Mail** dialog displays. Make sure the **Prompt for a profile to be used** option is selected and click **[Add]**.



3. Enter **Profile Name** in the next dialog and click **[OK]**. *Note: Profile Name is simply a way of identifying your Outlook profile.*

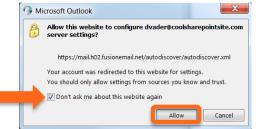




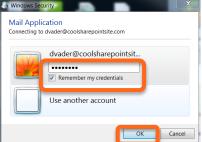
4. Enter **Your Name** (display name), **E-mail Address** (*user@domain*) and **Password**, then click **Next**:

uto Account Setu Outlook can autor	p natically configure many email accounts.	
E-mail Account		
Your Name:	Test	
	Example: Ellen Adams	
E-mail Address:	sdtest@h02.fusionemail.net	
	Example: ellen@contoso.com	
Password:	*******	
Retype Password:	********	
	Type the password your Internet service provider has given y	ou.
	dditional convertinger	
Manual setup or a	dditional server types	

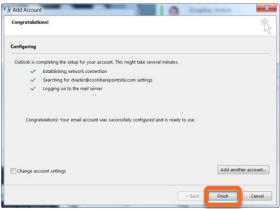
5. Outlook attempts to discover your mailbox settings over a secure Internet connection. Select **Don't ask me about this website again** and click **Allow:**



6. If prompted, enter your email **password**, select **Remember my credentials** and click **OK**:



7. Click Finish:





8. Click OK in the Mail dialog box to close.



9. Start Outlook, and when prompted for your Profile, select the new profile you just created.

Choose Profile			×
Profile Name:	Test	•	New
	OK	Cancel Op	tions >>

Outlook Manual Profile Configuration

To manually configure your Outlook profile, perform the following steps:

1. From your PC: Start | Control Panel | User Accounts | Mail. The Mail Setup wizard starts. The Mail Setup wizard starts. Click [Show Profiles].





2. The **Mail** dialog displays. Make sure the **Prompt for a profile to be used** option is selected and click **[Add]**.



3. Enter a **Profile Name** in the next dialog and click **[OK]**. *Note: Profile Name is simply a way of identifying your Outlook profile.*

2	
Create New Profile	OK
Profile Name:	Cance
Test	currec



4. Click the checkbox at the bottom of the screen to **Manually configure server settings or additional server types** and click **[Next]:**

Your Name:	
	Example: Barbara Sankovic
E-mail Address:	
	Example; barbara@contoso.com
Password:	
Retype Password:	
	Type the password your Internet service provider has given you,

5. The **Choose E-mail Service** dialog displays. Select the **Microsoft Exchange** radio button option and click the **[Next]** button.

ld New E-mail Account	
Choose E-mail Service	Ť
🔿 Internet E-mail	
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.	
Microsoft Exchange	
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and	d voice mail.
Other	
Connect to a server type shown below.	
Live Meeting Transport Outlook Mobile Service (Text Messaging)	
< Back Next >	Cancel



- 6. The **Microsoft Exchange Settings** dialog displays, on which you can enter server settings to begin setup.
 - a. Server: aush02exch01
 - b. User Name: Enter your user name (for example, firstname.lastname@yourdomain.com)
 - c. Make sure to keep the Use Cached Exchange Mode checkbox checked (that's the default).
 - d. NOTE: Do NOT click [Check Name] at this time.

Ser	rver Settings Enter the Microsoft Exchange Server settings for your account.	芯
Serv	ver Settings	
	Server: aush02exch01 Copy Ser Name: sdtest@h02.fusionemail.net Check Name	
	line Settings	
	Use Cached Exchange Mode Mail to keep offline: 12 months	
		nas
	More Sett	

7. Outlook could display a warning dialog (example below). Click **[OK]** on each warning dialog until the **Microsoft Exchange** window displays.





8. On the **Connection** tab, click the **Connect to Microsoft Exchange using HTTP** checkbox. This activates the **[Exchange Proxy Settings]** button. Click the **[Exchange Proxy Settings]** button to access the **Microsoft Exchange Proxy Server Settings** dialog.

Microsoft Exchange				
General Advanced Securit Connection Remote Mail				
Connection				
Use these settings when connecting to Microsoft Exchange when working offline:				
 Connect using my Local Area Network (LAN) 				
Connect using my phone line				
Connect using Internet Explorer's or a 3rd party dialer				
Modem				
Use the following Dial-Up Networking connection:				
~				
Properties Add				
Outlook Anywhere				
Connect to Microsoft Exchange using HTTP				
Exchange Proxy Settings				
OK Cancel Apply				



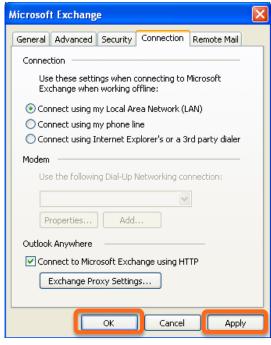
9. Enter all of the following settings:

- f. Use this URL...proxy server for Exchange: mail.h02.fusionemail.net
- g. Only connect...certificate: msstd:mail.h02.fusionemail.net
- h. Check the checkbox for On fast networks...using TCP/IP.
- i. Check the checkbox for On slow networks... using TCP/IP (default).
- j. Select NTLM Authentication from the Proxy authentication settings drop-down
- k. Click OK

Microsonesting	osoft Exchange Proxy Settings off Outlook can communicate with Microsoft Exchange over the Internet b Remote Procedure Calls (RPC) within HTTP packets. Select the protocol an verification method that you want to use. If you don't know which optio	d the
Com	contact your Exchange Administrator.	
	Only connect to prove servers that are this principal name in their certifit	cate:
	slow networks, connect using HTTP first, then connect using TCP/IP	
Use th	authentication settings is authentication when connecting to my proxy server for Exchange:	
	Authentication OK Car	ıcel



10. The Microsoft Exchange dialog displays. Click [Apply], then click [OK].

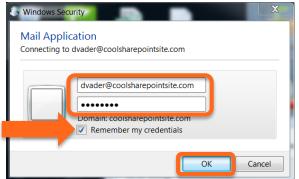


11. The Microsoft Exchange Settings dialog displays. Click the [Check Name] button.

0	Add Account				X I
	Server Settings Enter the Microsoft Exchange Ser	ver settings for your accour	nt.		×
	Server Settings				
	Server:	mail.h02.fusionemail.net			_
	User Name:	chris.test@coolsharepoi	ntsite.com	Check Name]
	Offline Settings				-
	🕼 Use Cached Exchange Mode				
	Mail to keep offline:		Q .	12 months	
					More Settings
\vdash					
				< Back Next >	Cancel
_					



12. You are prompted to login. Enter your **User name** and **Password**, and select **Remember my credentials**, then click **[OK]**.

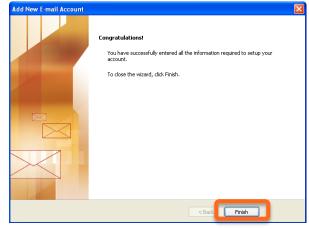


13. Outlook attempts to communicate with the Exchange server with the settings you have entered. It may take a few seconds (up to two minutes on slow Internet connections) before the Outlook profile resolves your mailbox settings. The setup is successful when the Microsoft Exchange Settings dialog is updated – the Microsoft Exchange server and the mailbox User Name inputs display as underlined (as in the graphic above). NOTE: The Microsoft Exchange server name of the resolved location (which is underlined) may be different than what was entered in Step 5 above. The User Name displays what was entered for the Display Name for the Exchange mailbox. Click the [Next] button.

Add Account	Section Street, Street	<u> </u>
Server Settings Enter the Microsoft Exchange Serv	ver settings for your account.	×
Server Settings		
Server:	-4ad8-934d-9a2266002c48@coolsharepointsite.com	
User Name:	dvader@coolsharepointsite.com Check Name	
Offline Settings		
🔽 Use Cached Exchange Mode		
Mail to keep offline:	12 months	
	More Setting	gs
	< Back Next > Car	ncel



14. A Congratulations dialog displays, indicating that the setup was successful. Click [Finish]:



15. The **Mail** dialog displays again. Make sure **Prompt for a profile to be used** option is selected. Click OK in the Mail dialog box to close.

🖉 Mail 📃 💌
General
The following profiles are set up on this computer:
Outlook
~
Add Remove Properties Copy
When starting Microsoft Outlook, use this profile:
Prompt for a profile to be used
Always use this profile
Outlook
OK Cancel Apply

16. Start Outlook, and when prompted for your Profile, select the new profile you just created. You have now successfully connected the Outlook profile to your Exchange mailbox using the manual server configuration settings. When connecting for the first time it could take time for Outlook to synchronize your data with the server.