

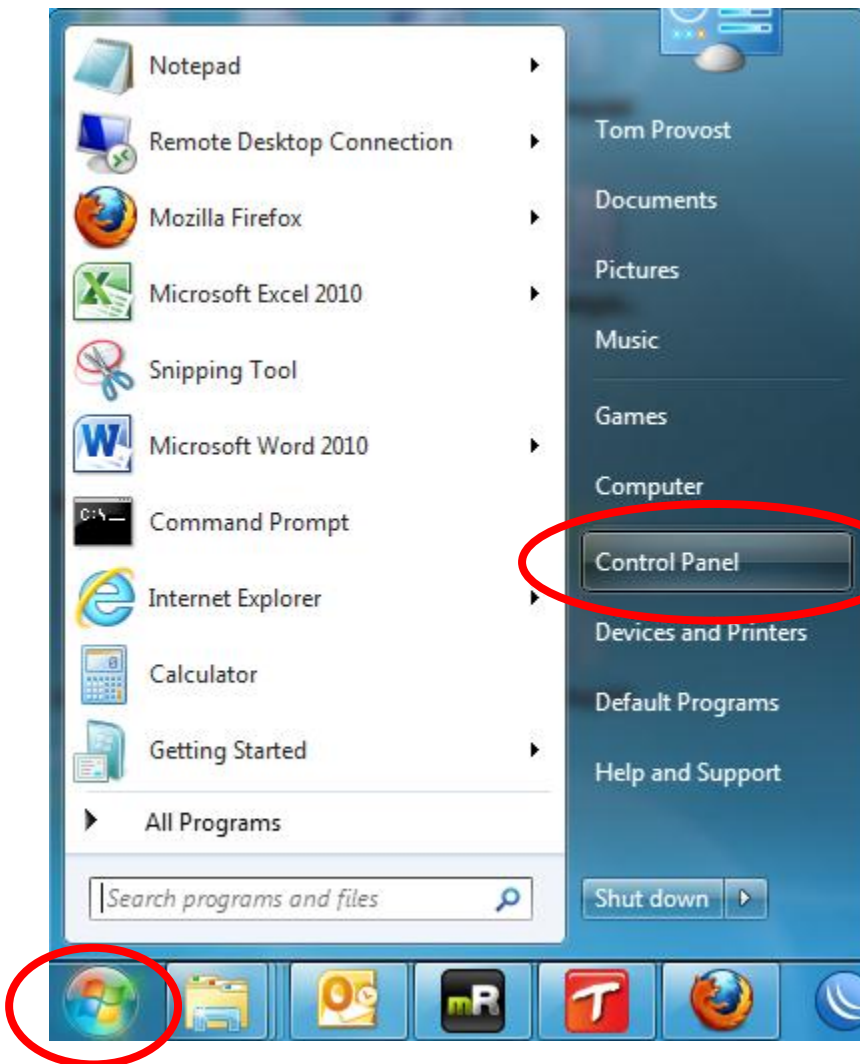
HOWTO Setup Windows 7/XP Outlook 2010 with Exchange

Restart your computer. (This is necessary to ensure Outlook is not running in the background as this will introduce problems)

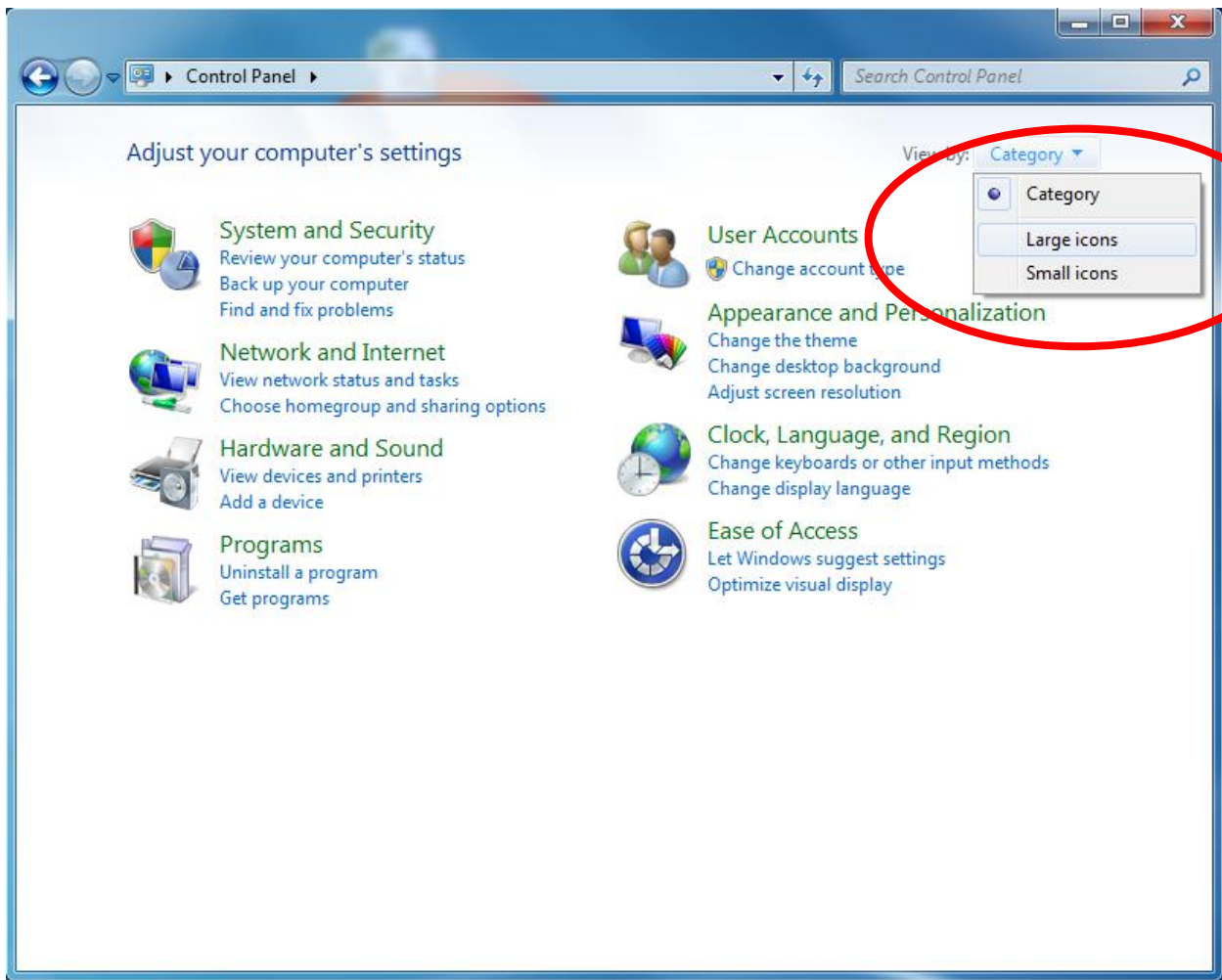
Log in to the network.

DO NOT START OUTLOOK.

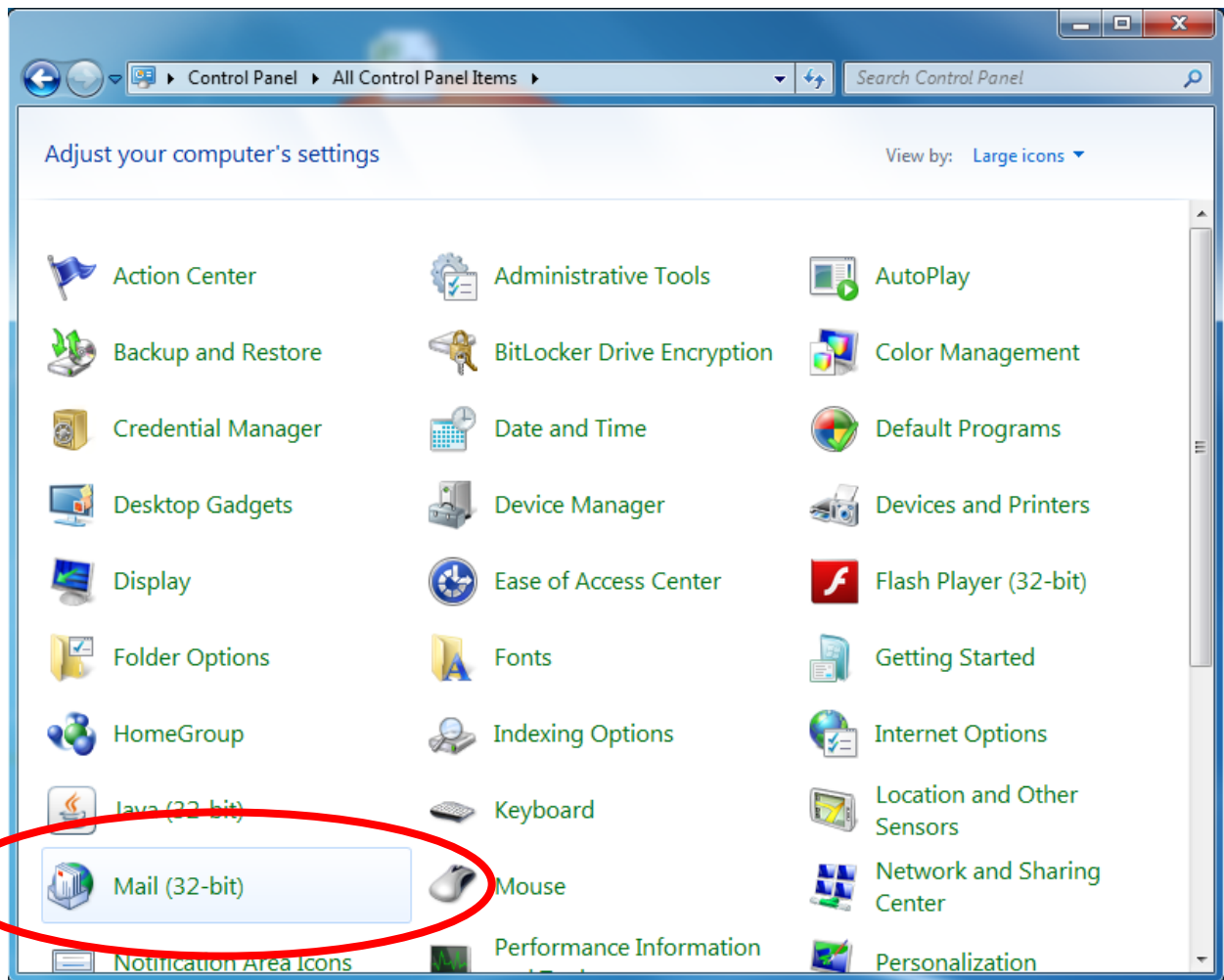
Press the start button, click on control panel



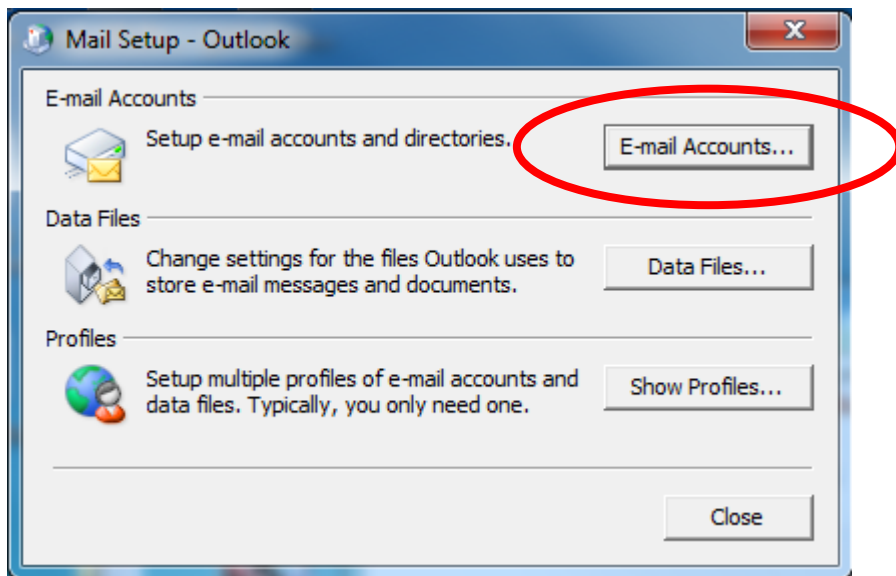
Click on Category and select LARGE ICONS



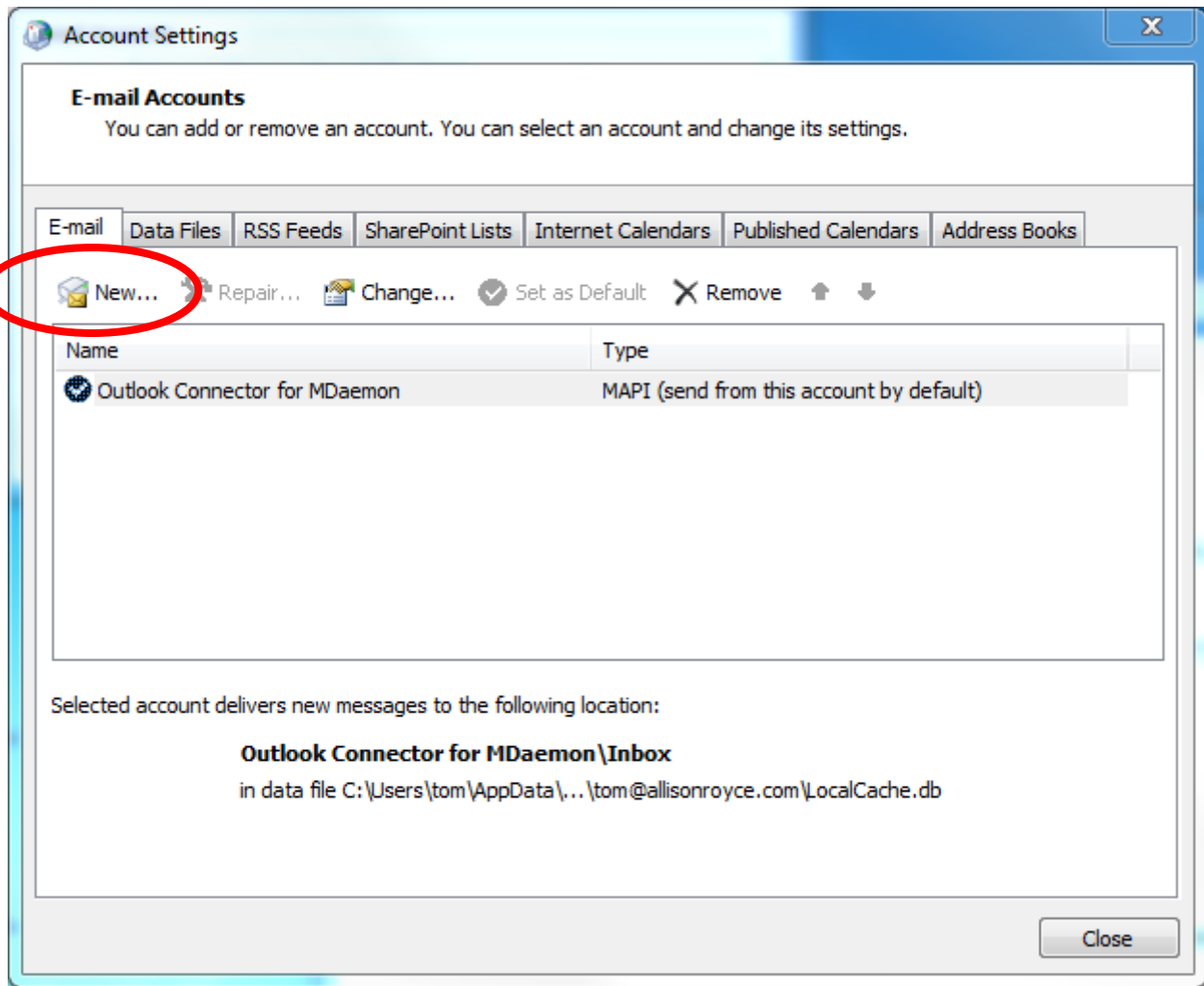
Select MAIL



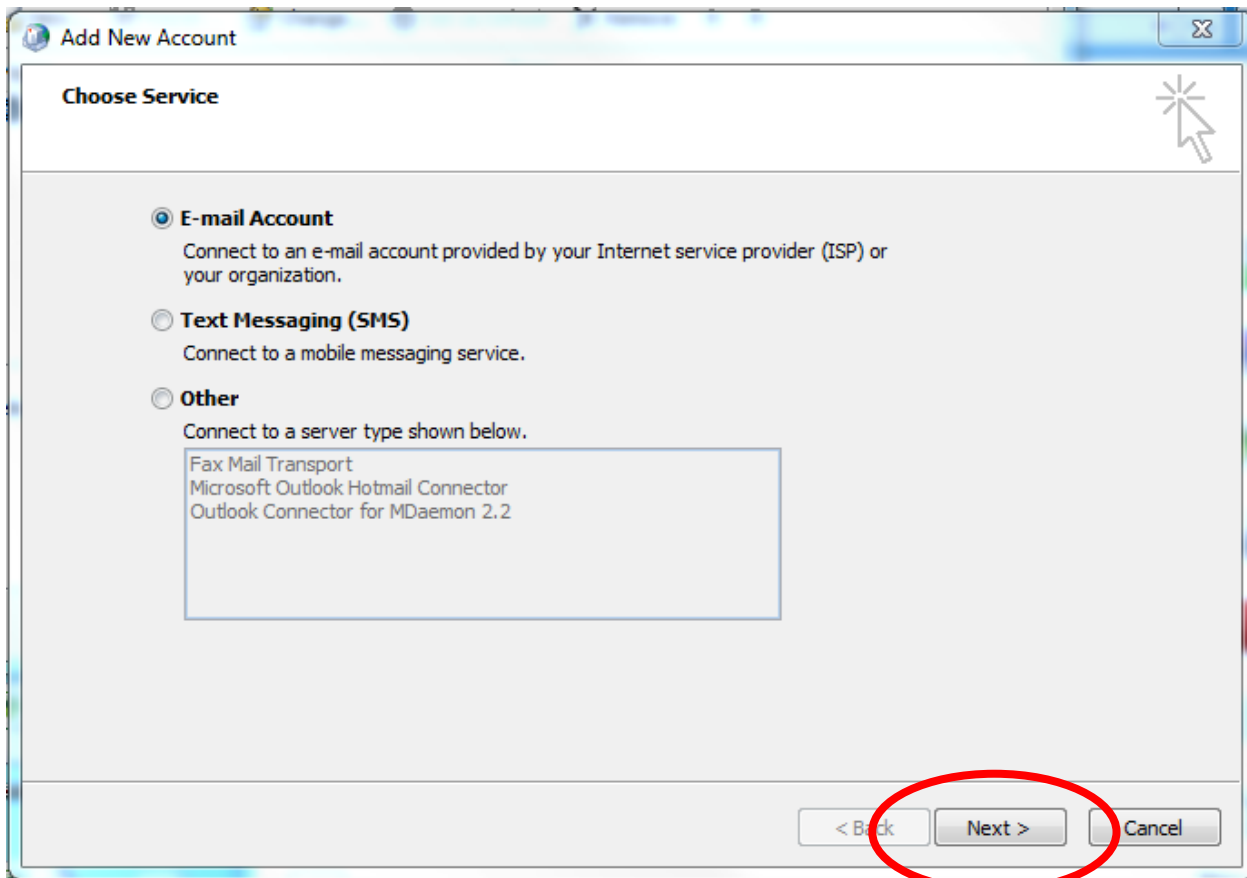
Click on Email Accounts



Click on NEW



Click Next



Click on manually configure server settings or additional server types, then click next

Add New Account

Auto Account Setup
Connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:

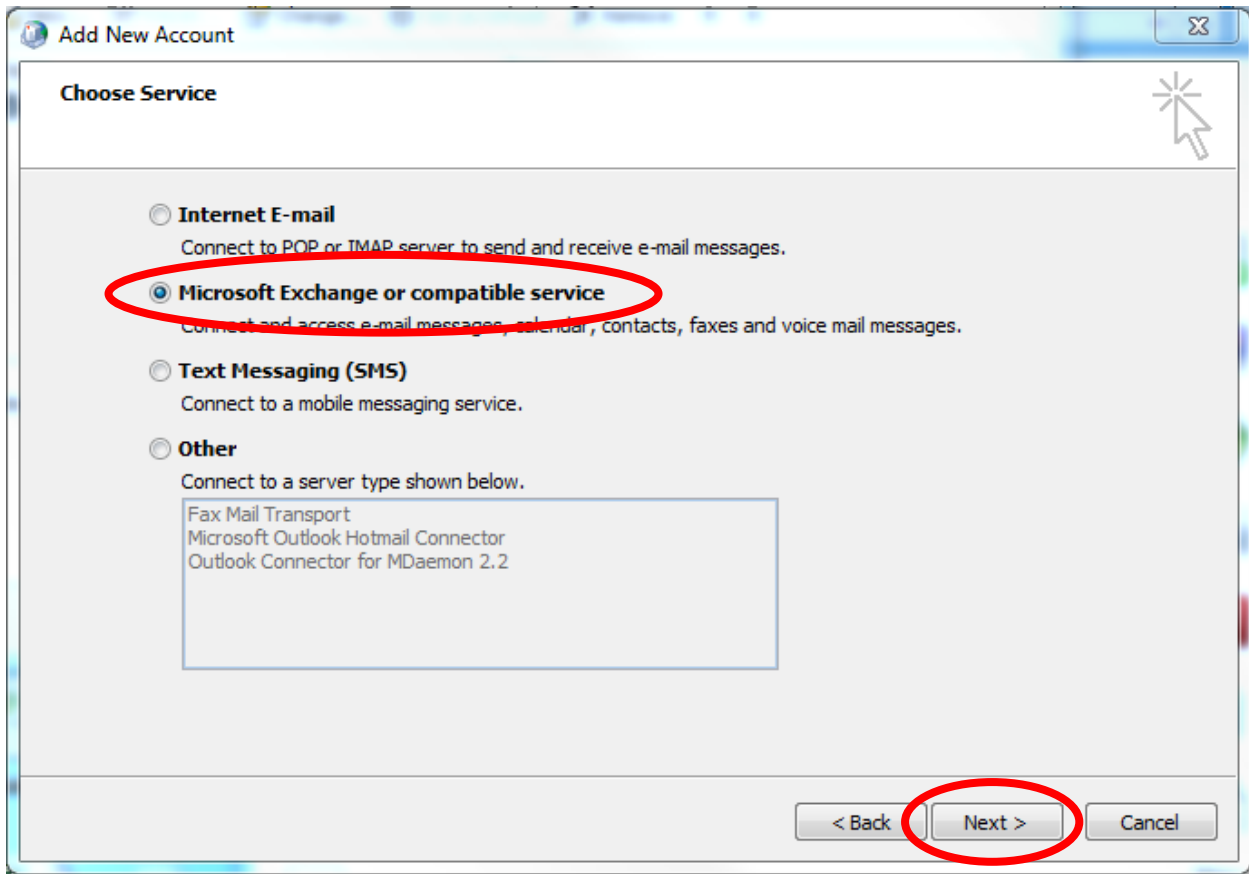
Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back **Next >** Cancel

Click on Microsoft Exchange or compatible service. Then click next. If you receive an error, make certain that Outlook is completely closed, then try again.



Enter the following information as shown below:

Server: *hex01.globalmail360.com* (The 01 and 360 is using the number zero "0" NOT the letter "O")

Make sure the "Use Cached Exchange Mode" is checked

User Name: *yourname@yourdomain.com*

Then click on *More Settings*

Add New Account

Server Settings
Enter the information required to connect to Microsoft Exchange or a compatible service.

Type the server name for your account. If you don't know the server name, ask your account provider.

Server:

Use Cached Exchange Mode

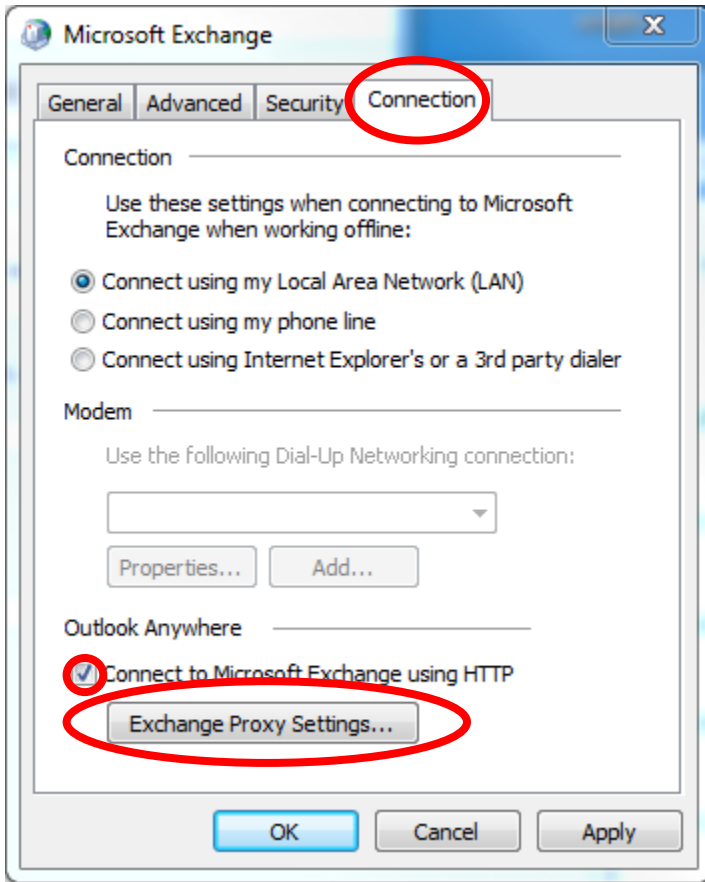
Type the user name for your account.

User Name:

Click on the Connection tab

Check the box that says *Connect to Microsoft Exchange Using HTTP*

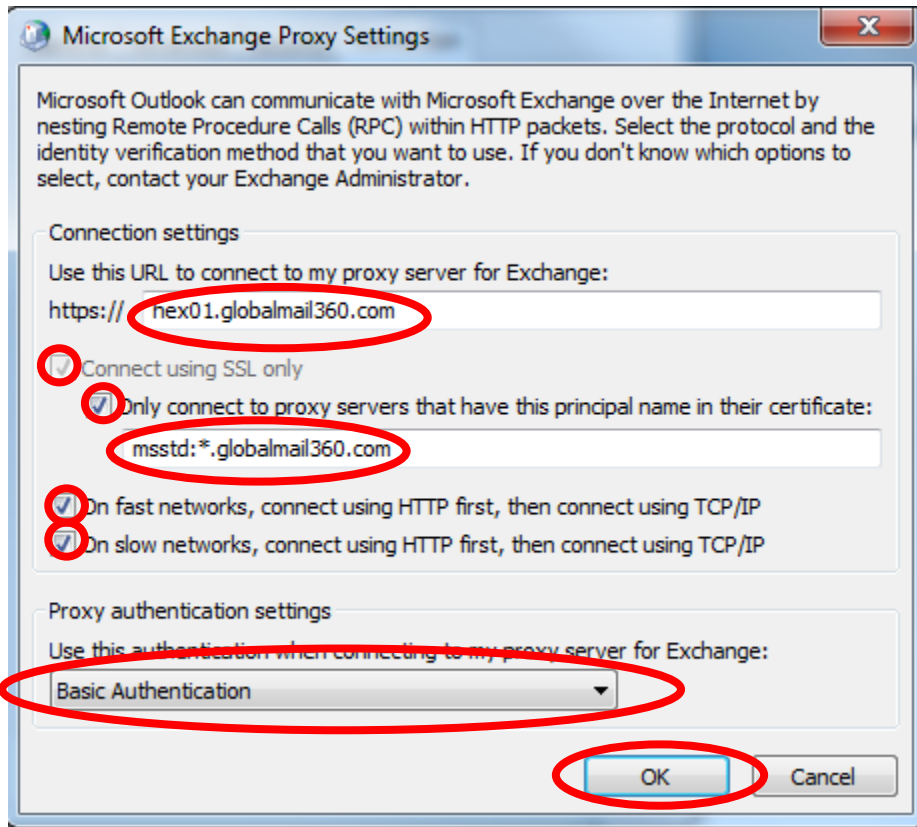
Click on *Exchange Proxy Settings*



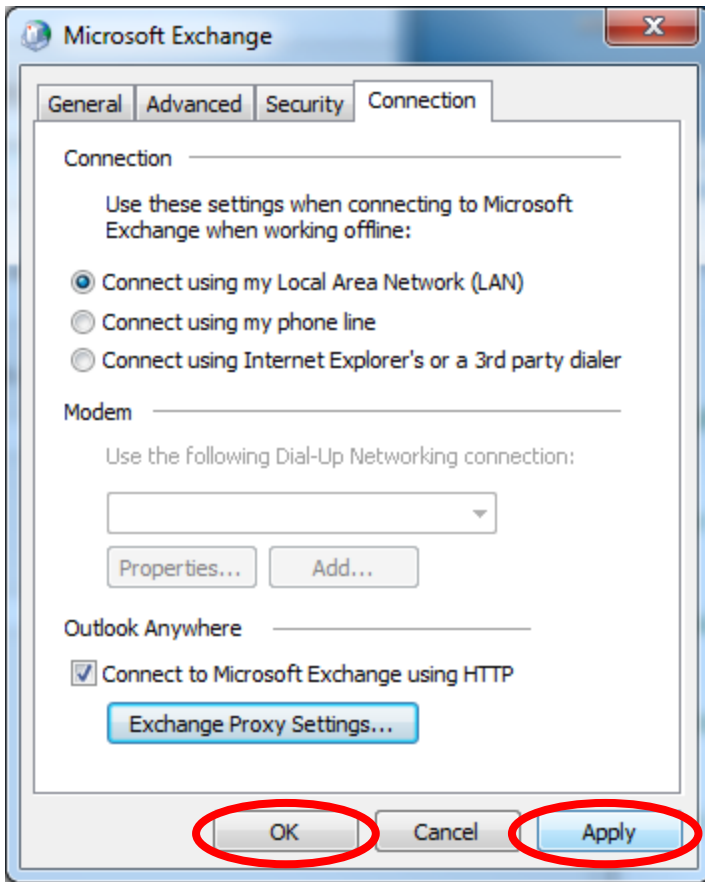
Fill in the following information exactly as the image below, all boxes checked

Select BASIC AUTHENTICATION from the dropdown list

Then click OK



Click APPLY, then OK



Click on *Check Name*.

You will be prompted for your EMAIL password.

Make certain that “*remember my password*” is checked.

THE NEXT STEP WILL TAKE SEVERAL MINUTES TO COMPLETE, ALLOW TIME FOR YOUR OUTLOOK TO COMPLETE THIS PROCESS. IF YOU ENCOUNTER ANY DELAY LASTING LONGER THAN 15 MINUTES DO NOT RESTART YOUR COMPUTER CONTACT YOUR DESIGNATED SUPPORT REPRESENTATIVE.

The screenshot shows the 'Add New Account' dialog box with the following details:

- Title Bar:** Add New Account
- Section Header:** Server Settings
- Instruction:** Enter the information required to connect to Microsoft Exchange or a compatible service.
- Server Information:**
 - Type the server name for your account. If you don't know the server name, ask your account provider.
 - Server: hex01.globalmail360.com
 - Use Cached Exchange Mode
- User Information:**
 - Type the user name for your account.
 - User Name: admin@guidobros.com
 - Check Name** (button circled in red)
- Buttons:** More Settings ... (bottom right), < Back, Next >, Cancel (bottom center)

Upon successful connection to the Exchange server your *Server* and *User Name* will be underlined as shown below.

Once the underlined names appear, click *NEXT*

Add New Account

Server Settings
Enter the information required to connect to Microsoft Exchange or a compatible service.

Type the server name for your account. If you don't know the server name, ask your account provider.

Server: HEX01.globalmail360.com

Use Cached Exchange Mode

Type the user name for your account.

User Name: admin@quidobros.com

On the remaining setup dialog windows, click NEXT, then OK, then FINISH.

On the Account settings window, Click CLOSE, then close the mail setup window.

Open Outlook

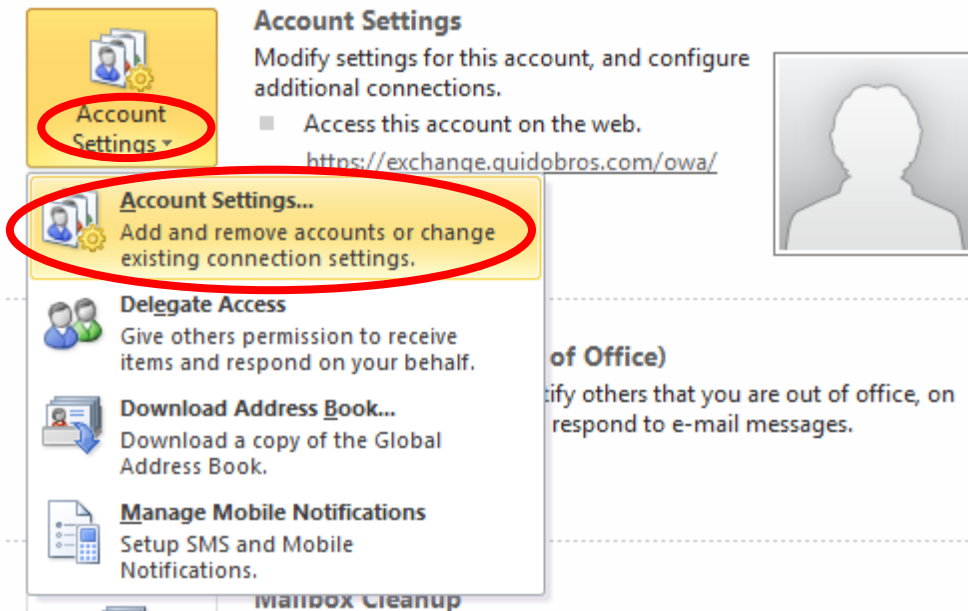
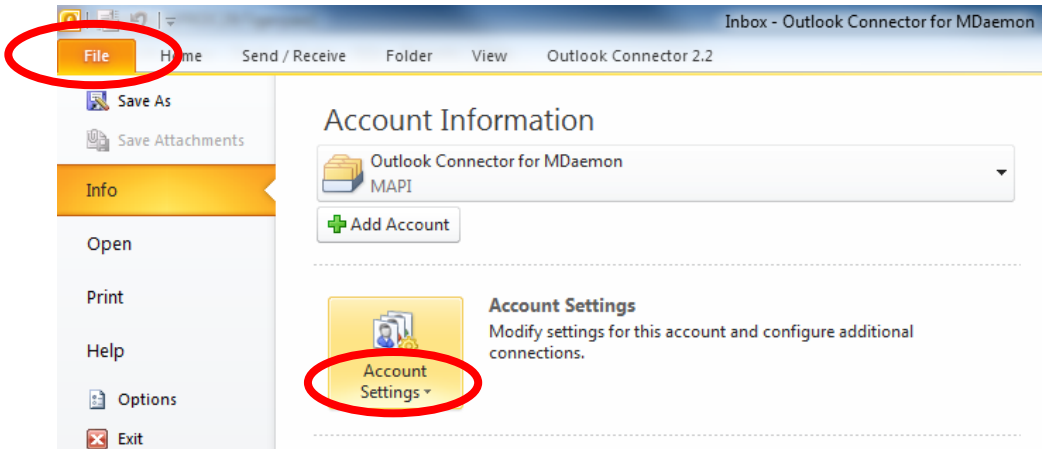
You will now have multiple inbox groups.

The group at the top of your left sidebar is your Exchange connection.

Allow your folders to populate, *THIS CAN TAKE ANYWHERE FROM A FEW SECONDS TO SEVERAL HOURS DEPENDING ON THE VOLUME OF EMAIL IN YOUR ACCOUNT.*

In Outlook click on FILE at the top left of your screen

Click on *Account Settings* and choose *Account Settings*

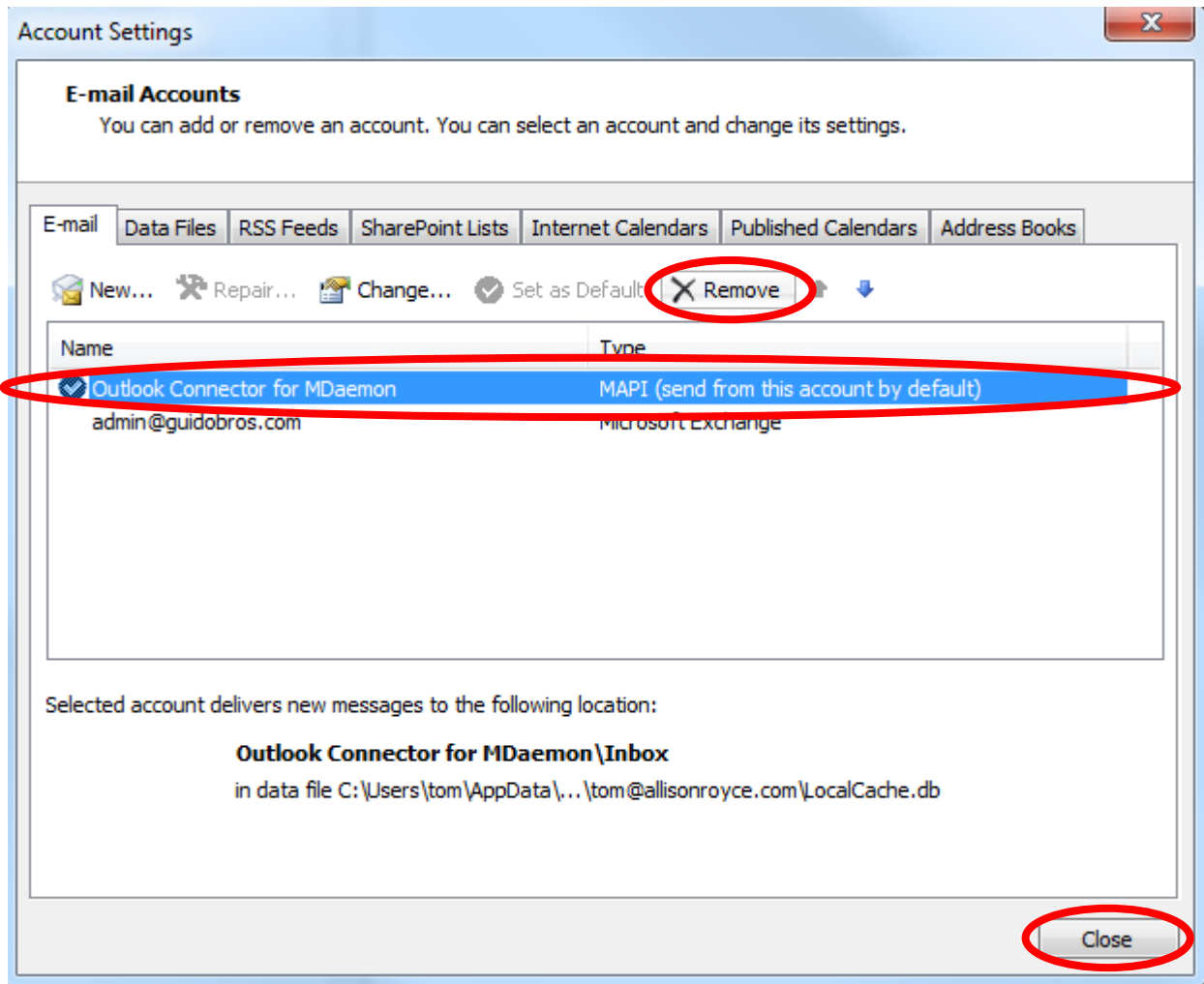


Click on Outlook Connector for MDAemon and click Remove

Click YES at the prompt. This may take a few minutes to de-populate.

Click Close

You are done.



Author: Tom Provost