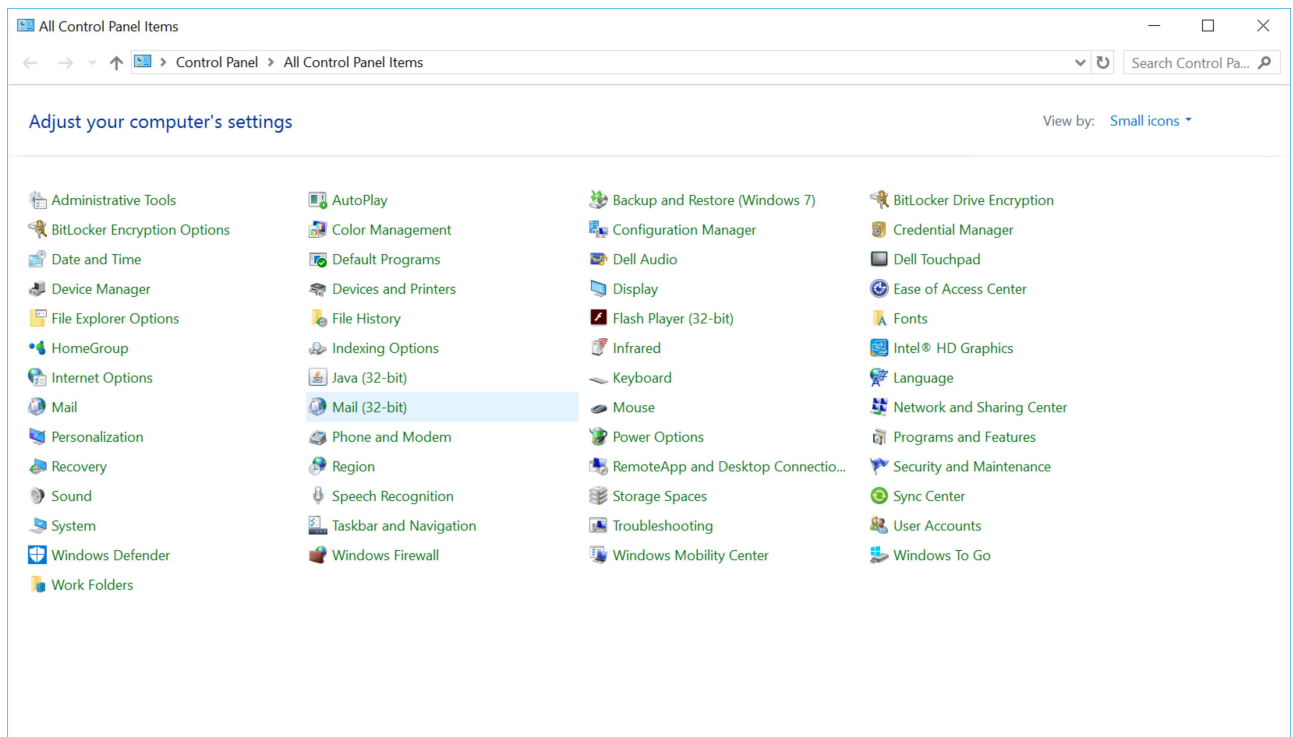# Windows: Outlook 2010 (Exchange - Manual)

This article will assist you with setting up Outlook 2010 with your Hosted Exchange mailbox.

1. Click on the Start Menu (or press the Windows key) and then search for **Control Panel**

2. Once in the Control Panel, Double-click on **Mail**

3. When the Mail Control Panel opens, select **Show Profiles**

4. Select **Add** to add a new profile. Enter any name you wish and select **OK**

Mail ✕

General

The following profiles are set up on this computer:

```
┌──────────────────────────────────────────┐  ^
│                                          │
│                                          │
│                                          │
│                                          │
│                                          │  ⌄
└──────────────────────────────────────────┘
```

[Add...] [Remove] [Properties] [Copy...]

When starting Microsoft Outlook, use this profile:

◉ Prompt for a profile to be used

◯ Always use this profile

```
┌──────────────────────────────────────────┐  ⌄
└──────────────────────────────────────────┘
```

[OK] [Cancel] [Apply]

New Profile ✕

Create New Profile   [OK]

Profile Name: [Cancel]

```
┌──────────────────────────────────────────┐
│ |                                        │
└──────────────────────────────────────────┘
```

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5. Select **Manual setup or additional server types**. Click **Next**

6. On the **Choose Service** page, select **Microsoft Exchange Server or compatible service**. Click **Next**
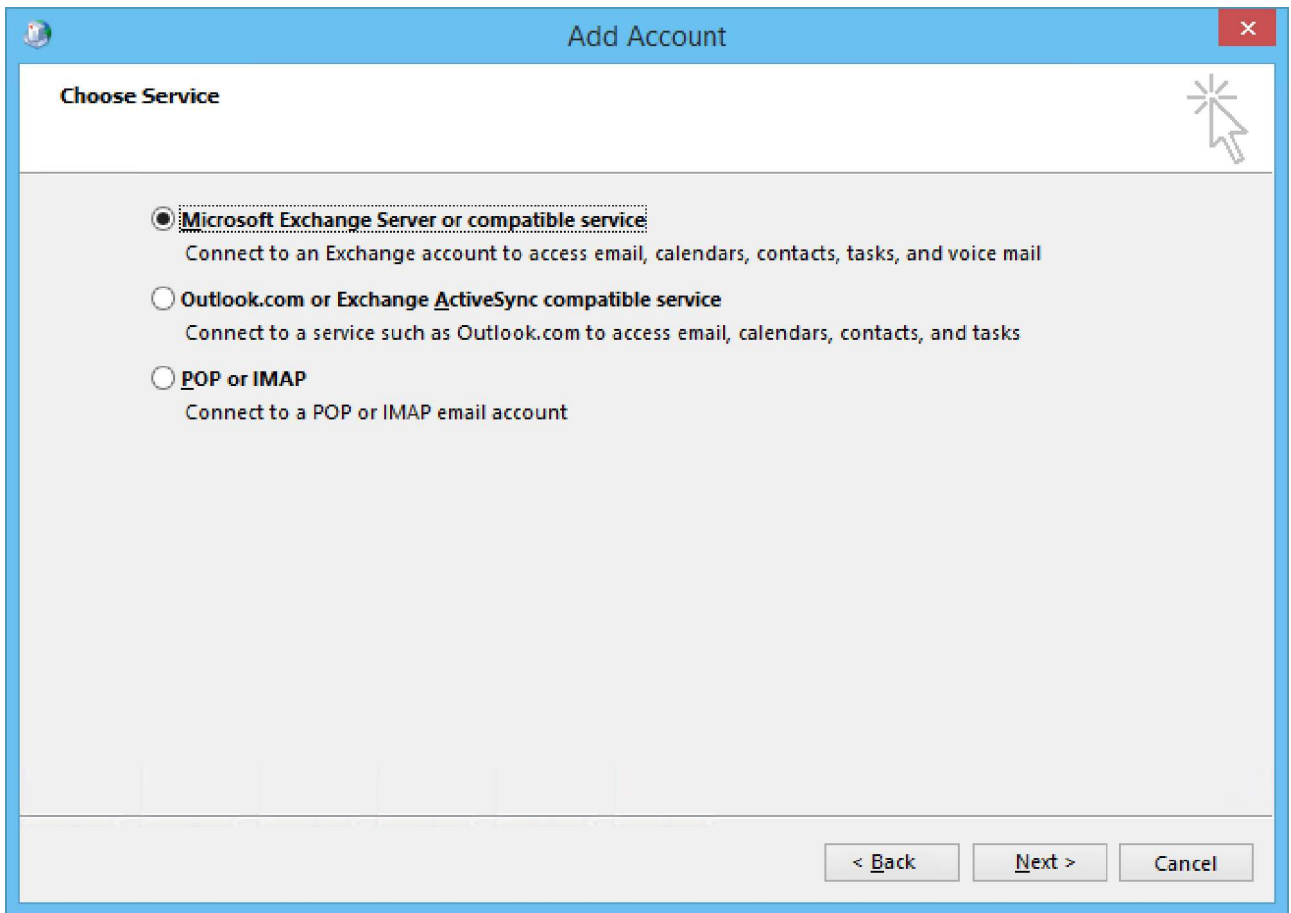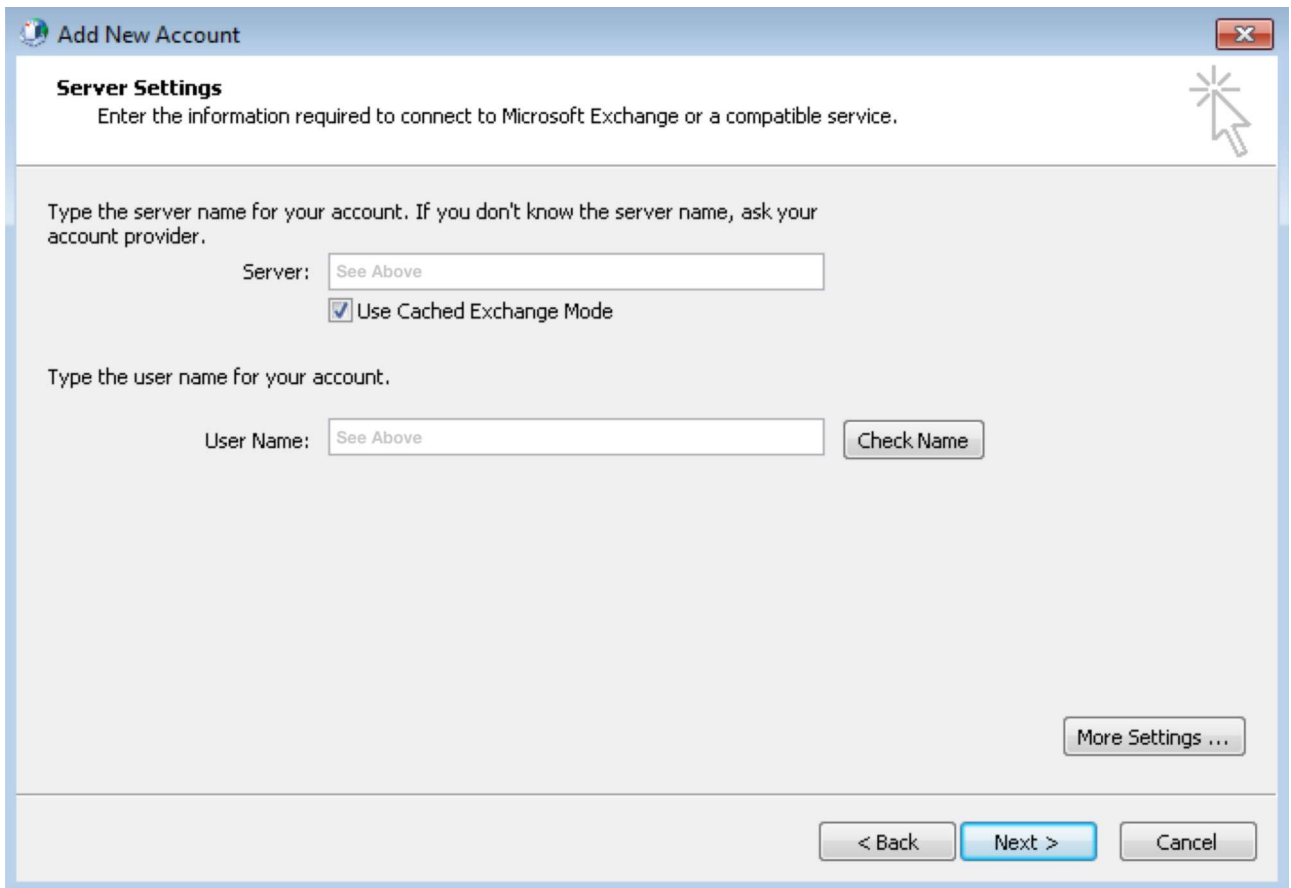
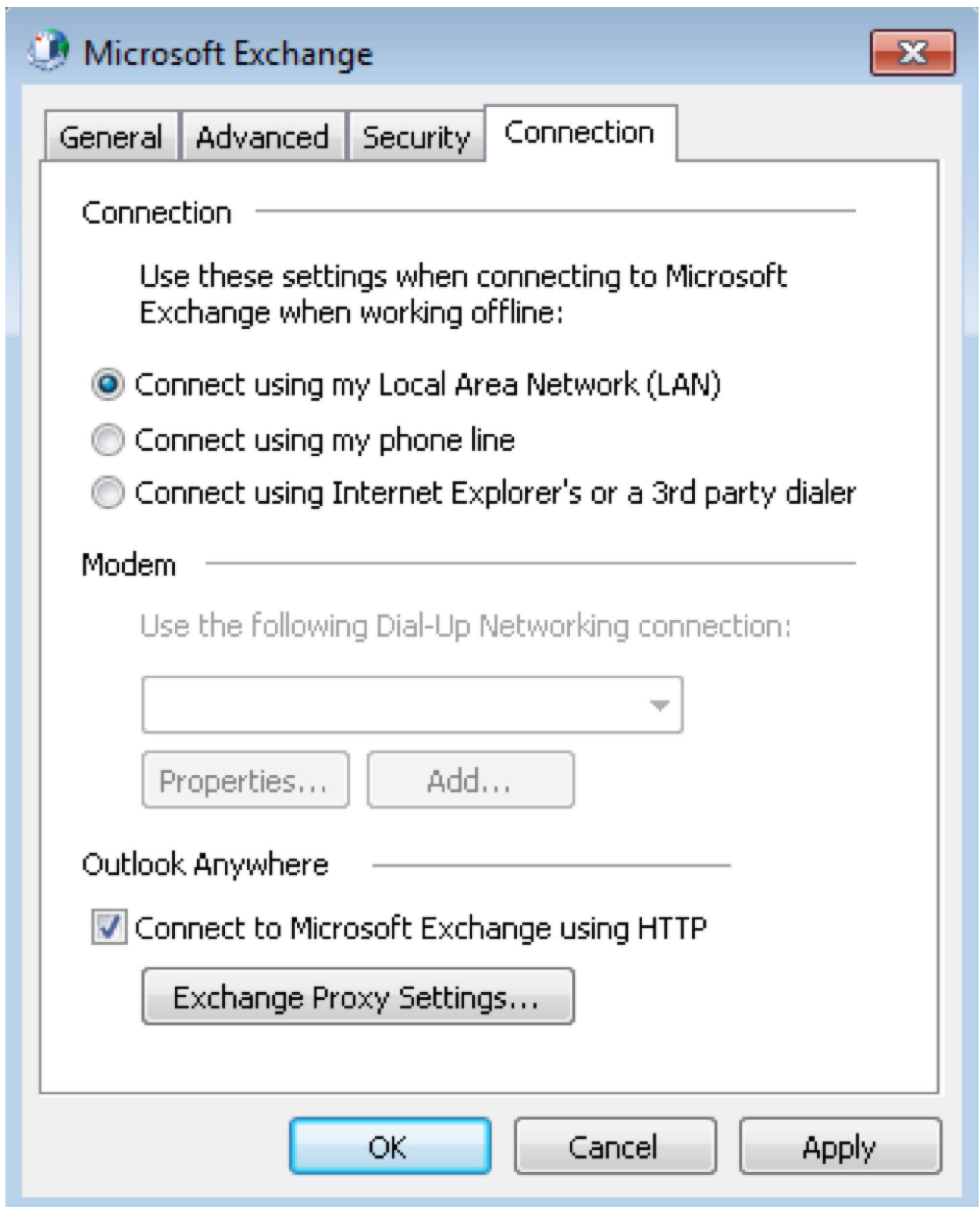7. On the **Server Settings** page, enter the following:

8. **Server**: outlook

   User Name: example1@yourdomainexample.com
   Use Cached Exchange Mode: Checked

9. Click the **More Settings** button

10. Go to the **Connection** tab

11. Under **Outlook Anywhere**, check **Connect to Microsoft Exchange using HTTP**

12. Click the **Exchange Proxy Settings** button.

13. Within the box titled **Use this URL to connect to my proxy server for Exchange**, enter the following URL: **mex09.emailsrvr.com**

**Connect using SSL only** is checked

Only connect to proxy servers that have this principal name in their certificate is <u>unchecked</u>

Ensure both checkboxes are checked:

On fast networks, connect using HTTP first, then connect using TCP/IP

On slow networks, connect using HTTP first, then connect using TCP/IP

Within the box titled **Use this authentication when connecting to my proxy server for Exchange**, select **Basic Authentication**
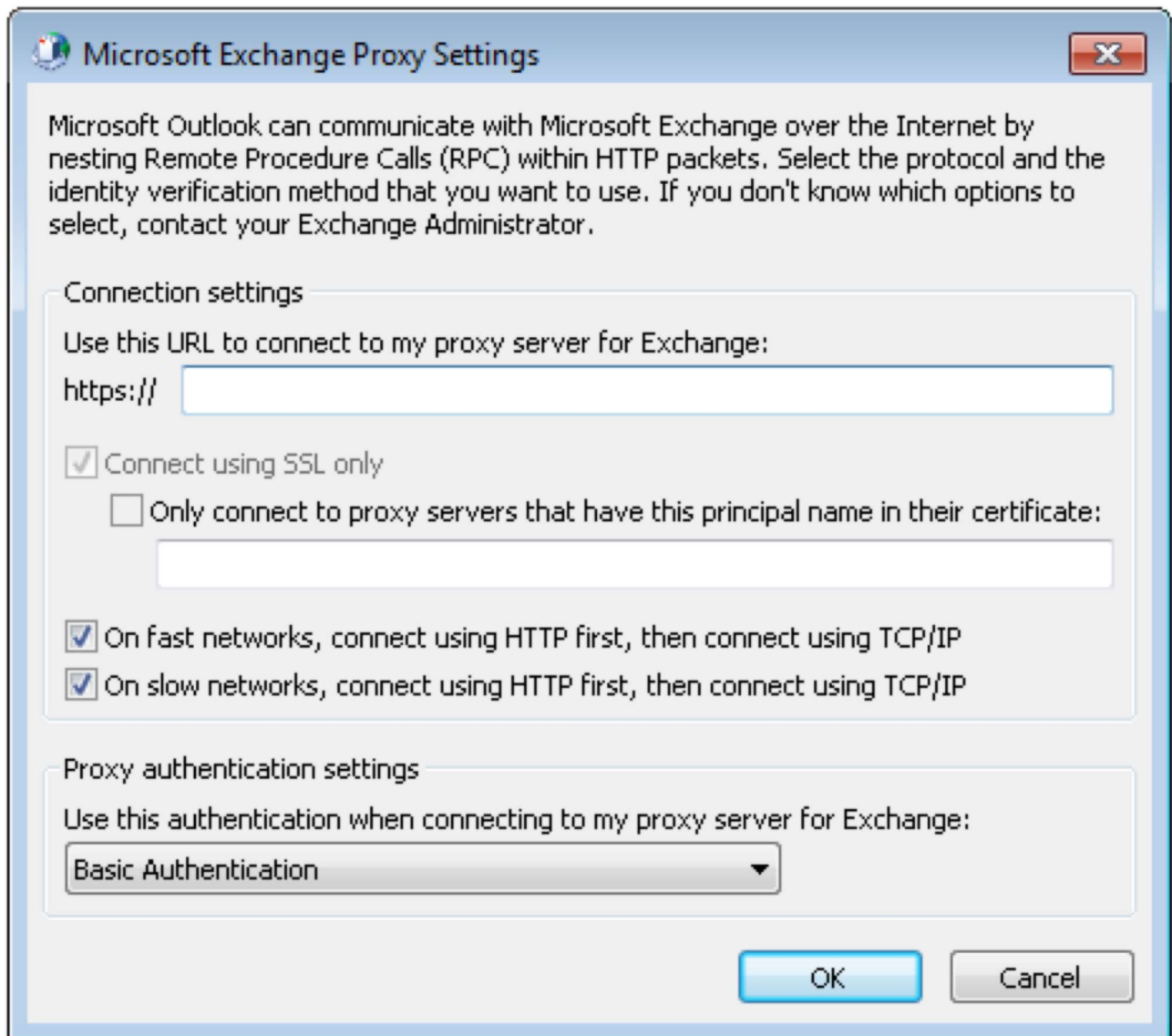
14. Click **OK** in the **Microsoft Exchange Proxy Settings** window

15. Click **OK** in the **Microsoft Exchange** window

16. Within the window titled **Add New Account**, click **Check Name**. If you're prompted to enter your Username and Password, do so now

17. Once the **Server** and **User Name** fields are underlined, click **Next**

18. Click **Finish** to complete the configuration.

19. Finally, launch Outlook. Your email should begin downloading shortly.