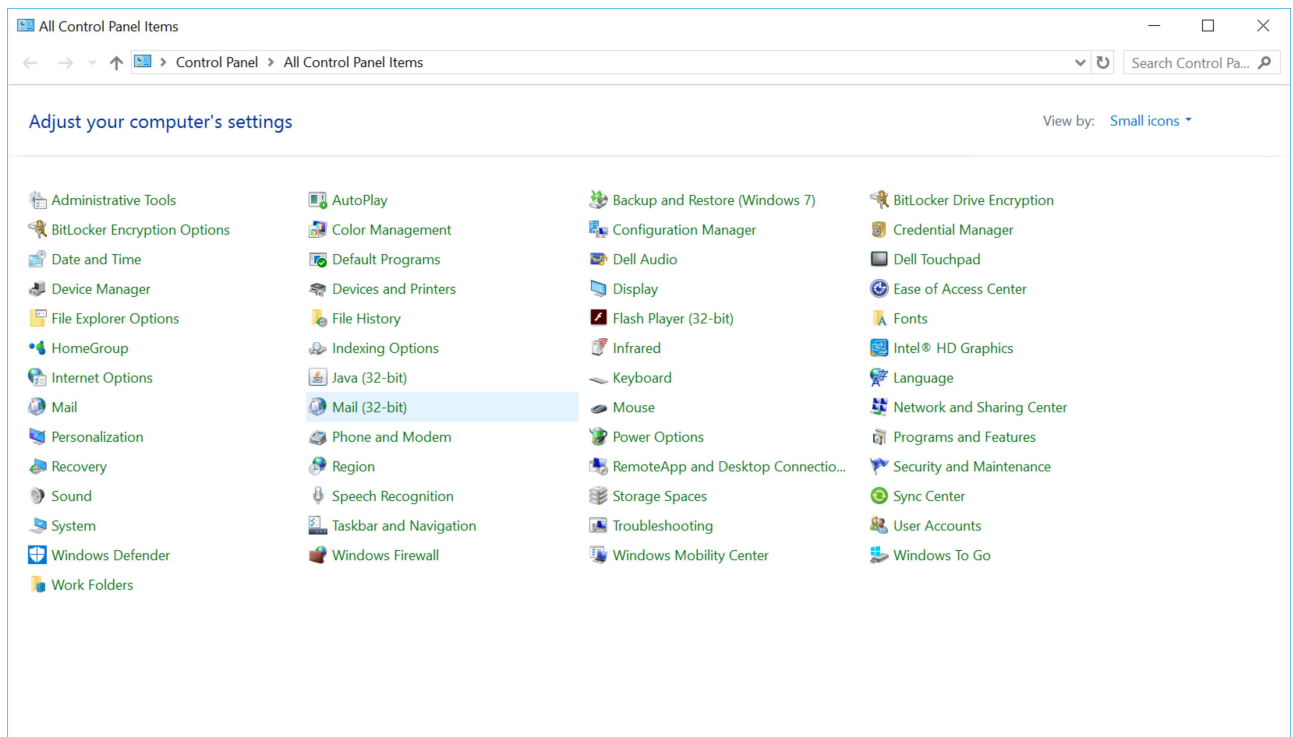


Windows: Outlook 2010 (Exchange - Manual)

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**


E-mail Accounts

 Setup e-mail accounts and directories. [E-mail Accounts...](#)

Data Files

 Change settings for the files Outlook uses to store e-mail messages and documents. [Data Files...](#)

Profiles

 Setup multiple profiles of e-mail accounts and data files. Typically, you only need one. [Show Profiles...](#)


[Close](#)

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:

When starting Microsoft Outlook, use this profile:

Prompt for a profile to be used
 Always use this profile

New Profile



 Create New Profile

Profile Name:

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

Add Account

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

E-mail Account

Your Name:
Example: Ellen Adams

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

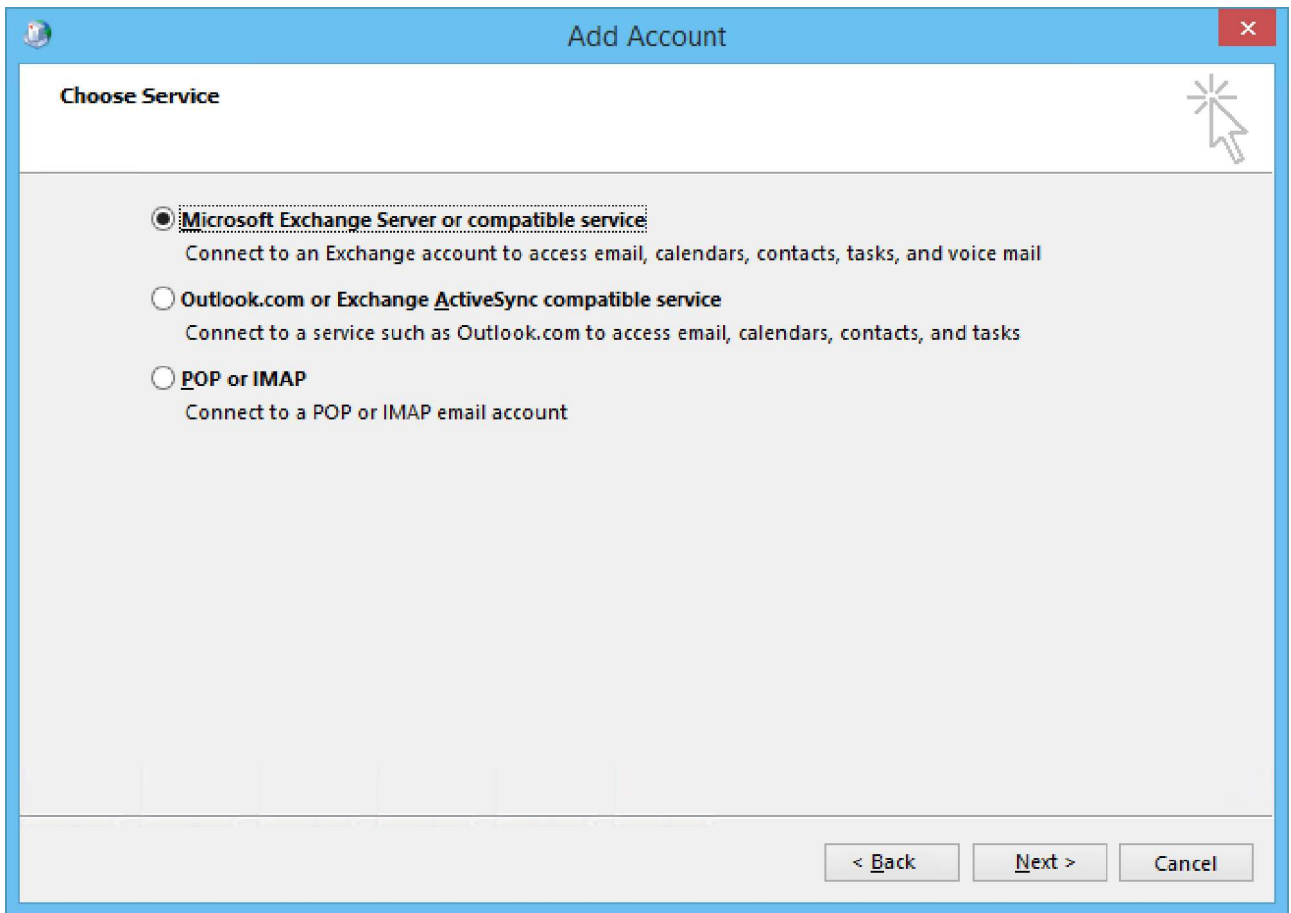
Password:

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

Manual setup or additional server types

< Back Next > Cancel

6. On the **Choose Service** page, select **Microsoft Exchange Server or compatible service**. Click **Next**

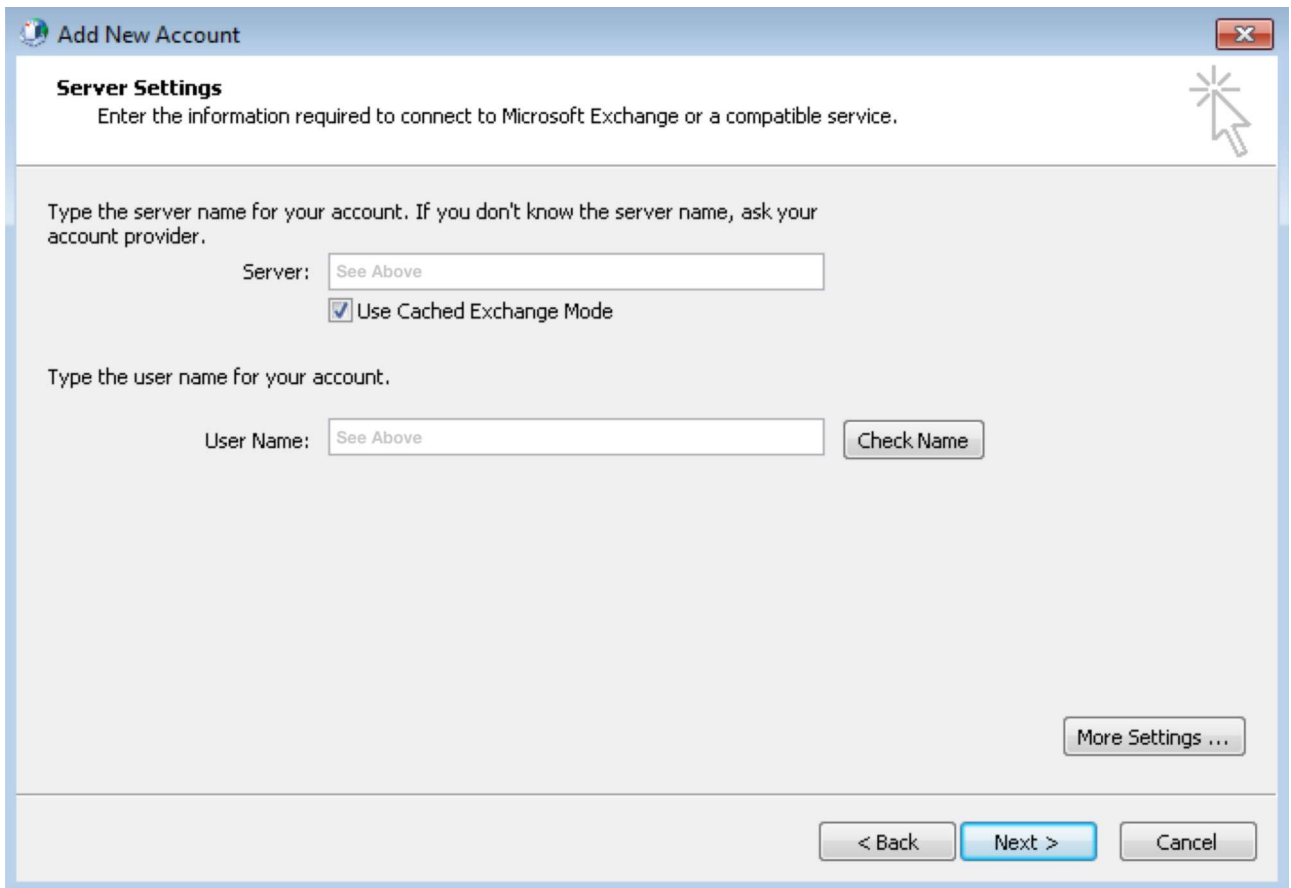


7. On the **Server Settings** page, enter the following:

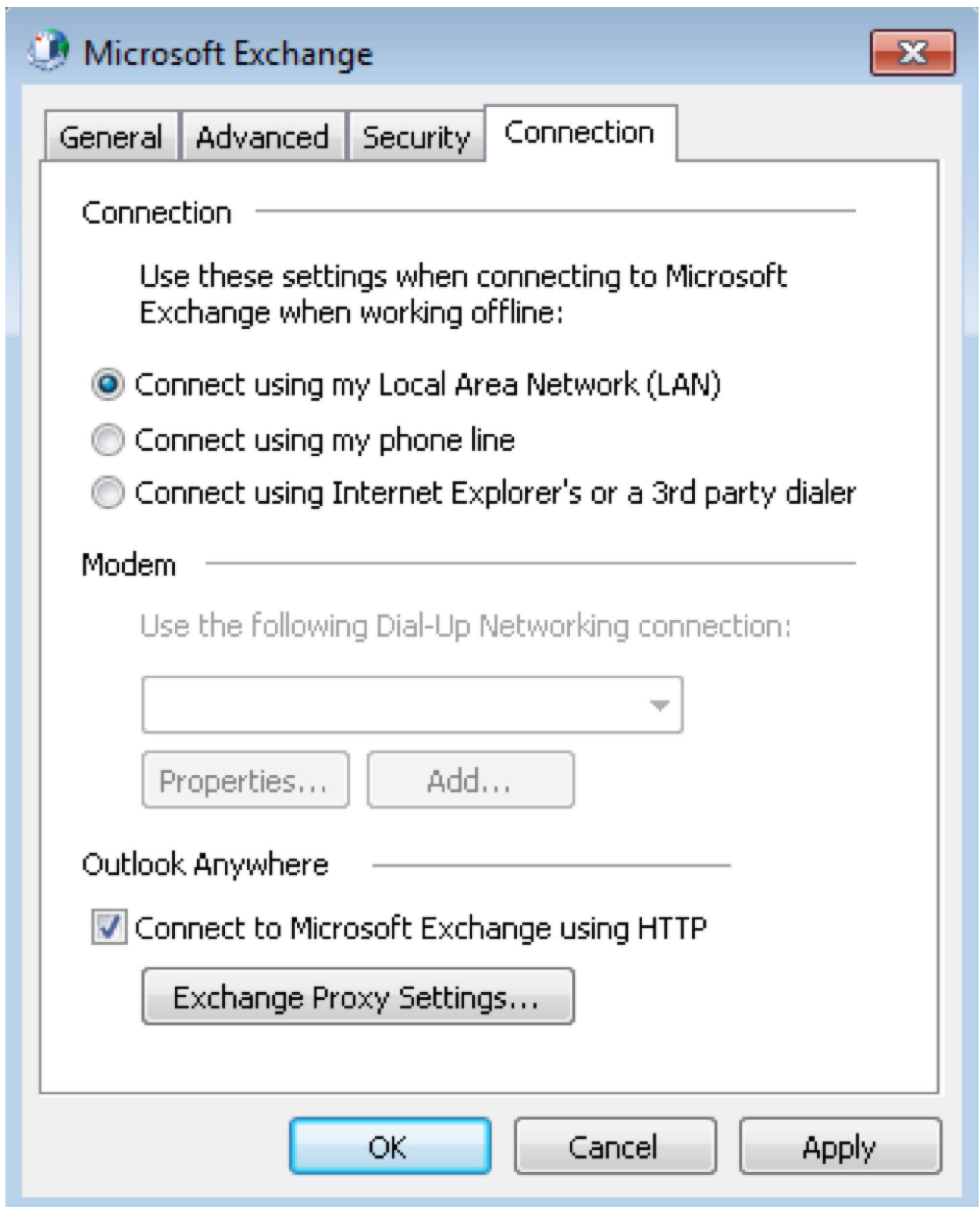
8. **Server:** outlook

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

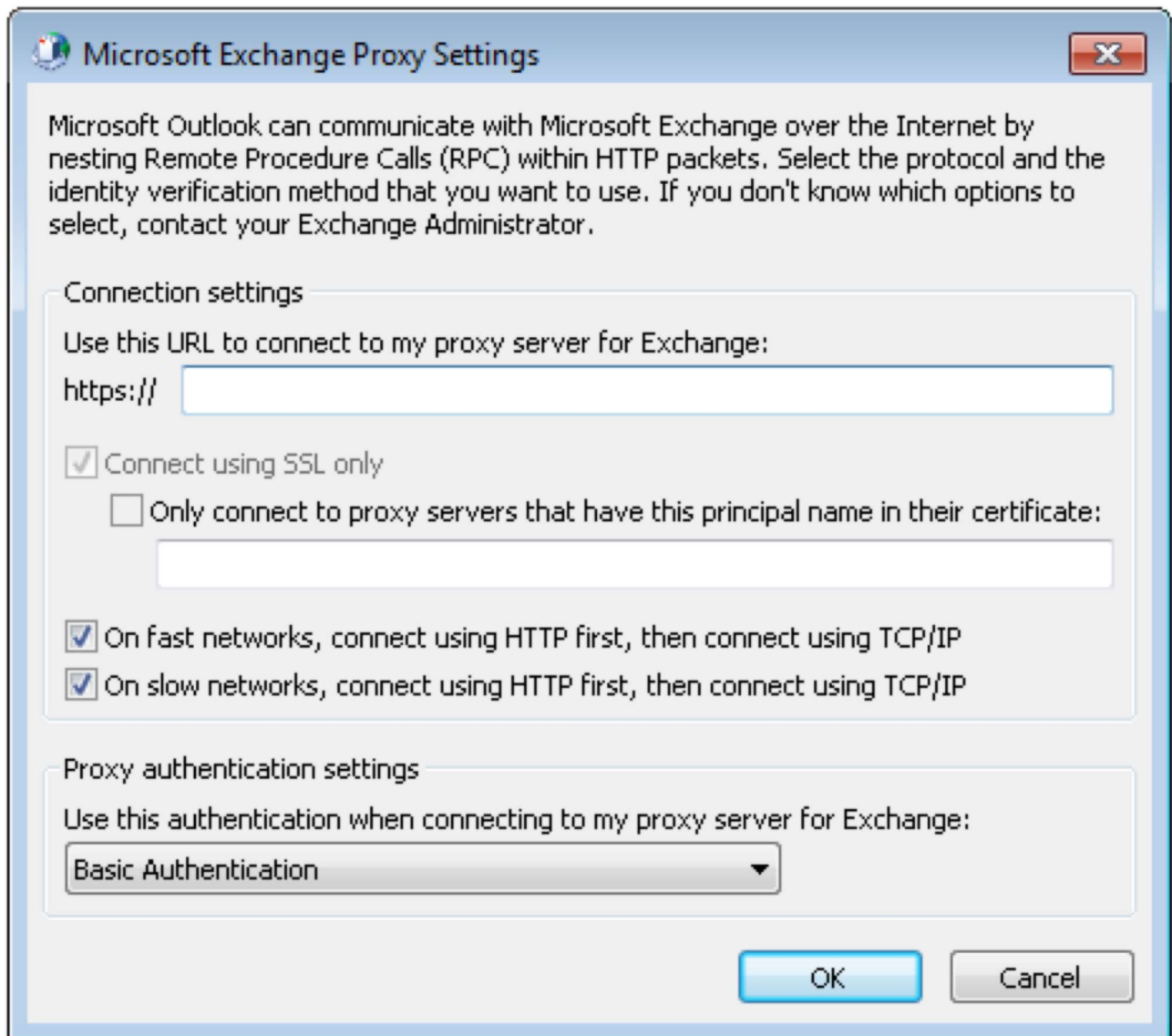
Only connect to proxy servers that have this principal name in their certificate is unchecked

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**

The screenshot shows a Windows-style dialog box titled "Add New Account". The main section is titled "Server Settings" and contains the instruction: "Enter the information required to connect to Microsoft Exchange or a compatible service." Below this, there are two input sections. The first is for the "Server" name, with the text "Type the server name for your account. If you don't know the server name, ask your account provider." The input field contains the text "c-46ba-49b0-b6dc-8ec1cf69797b@emailcompany.org" and is underlined. Below it is a checked checkbox labeled "Use Cached Exchange Mode". The second section is for the "User Name", with the text "Type the user name for your account." The input field contains "user@emailcompany.org" and is also underlined. To the right of this field is a "Check Name" button. At the bottom right of the dialog is a "More Settings ..." button. At the very bottom, there are three buttons: "< Back", "Next >" (which is highlighted in blue), and "Cancel".

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

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