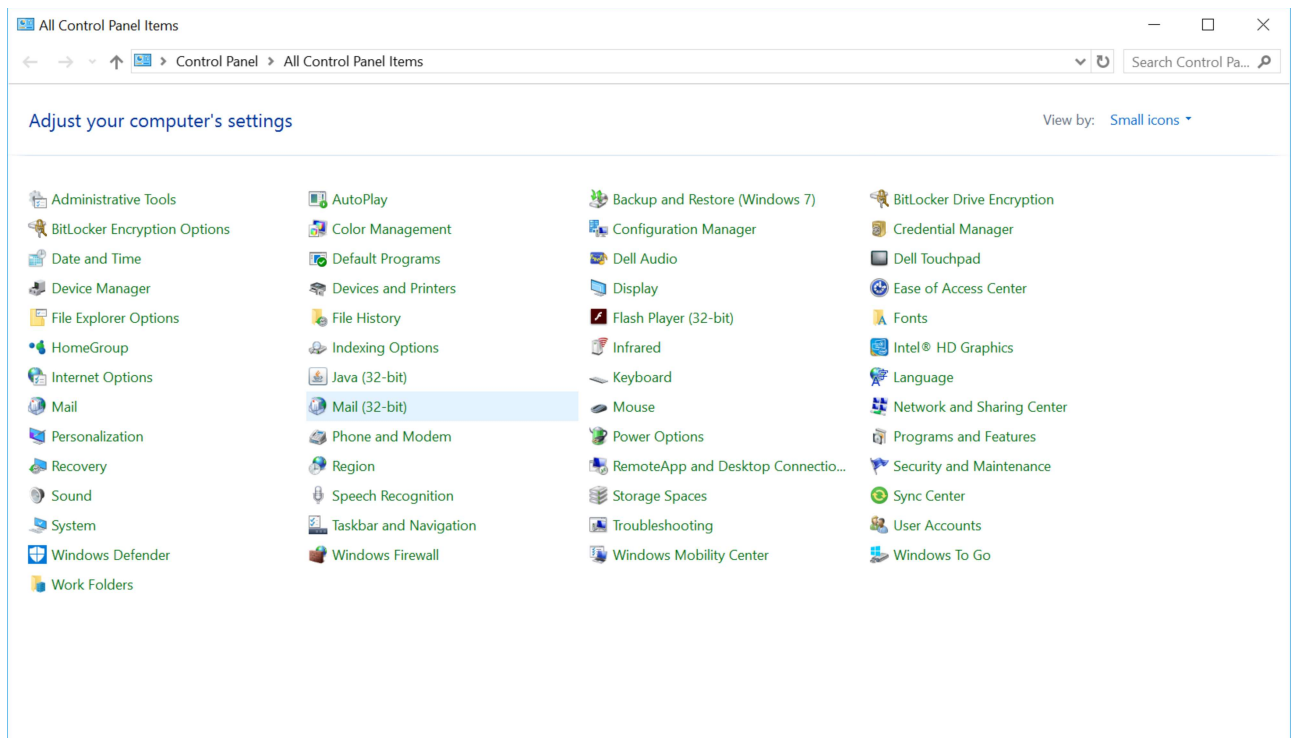


Windows: Outlook 2013 (Exchange - Manual)

This article will assist you with setting up Outlook 2013 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:

^

v

When starting Microsoft Outlook, use this profile:


Prompt for a profile to be used

Always use this profile

v

New Profile



 Create New Profile

Profile Name:

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

Add Account [Close]

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

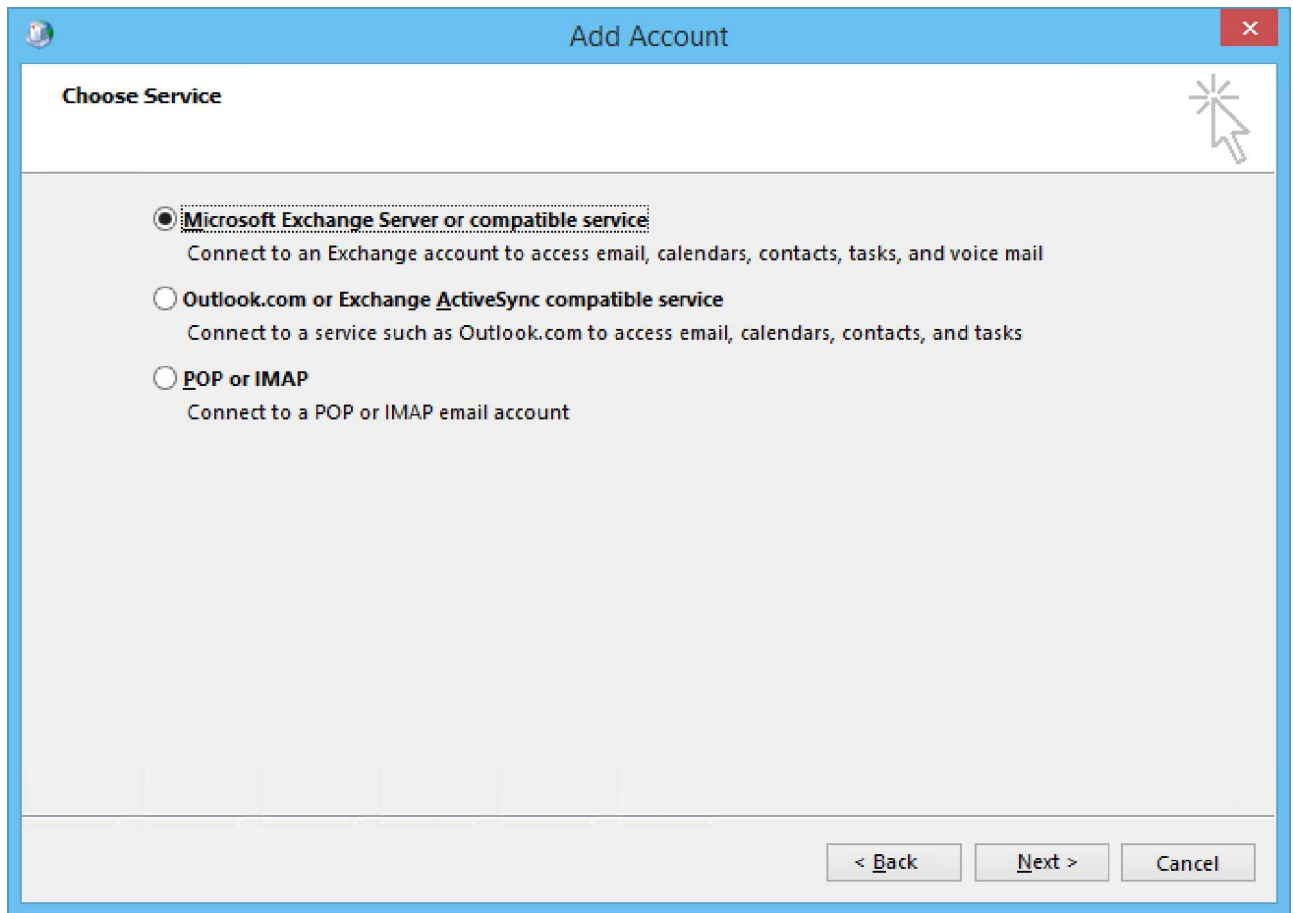
Password:

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

Add Account

Server Settings
Enter the Microsoft Exchange Server settings for your account.

Server Settings:

Server:

User Name:

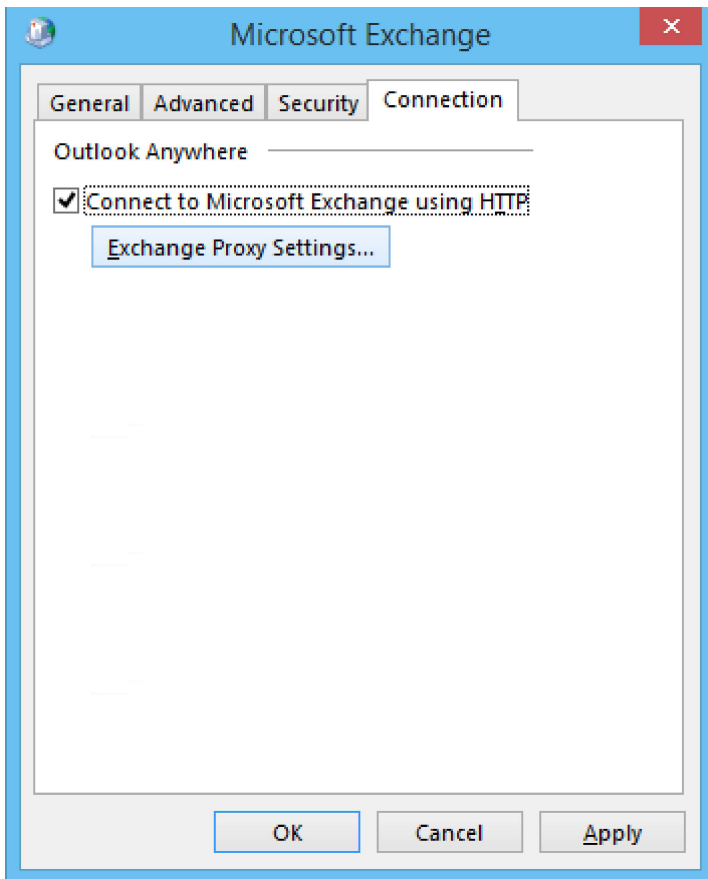
Offline Settings

Use Cached Exchange Mode

Mail to keep offline: 12 months

< Back Next > Cancel

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

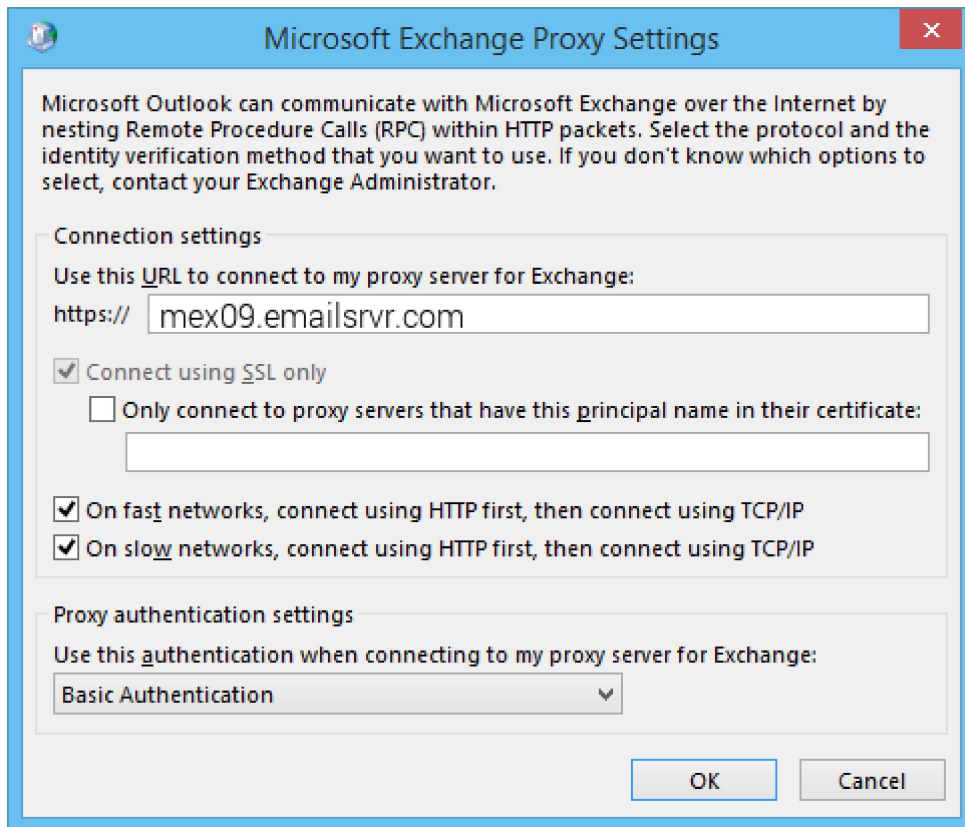
Only connect to proxy servers that have this principal name in their certificate is unchecked

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**

15. Click **OK** to close the **Microsoft Exchange** window.

16. Within the window titled **Add 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**

Add Account

Server Settings
Enter the Microsoft Exchange Server settings for your account.

Server Settings:

Server:

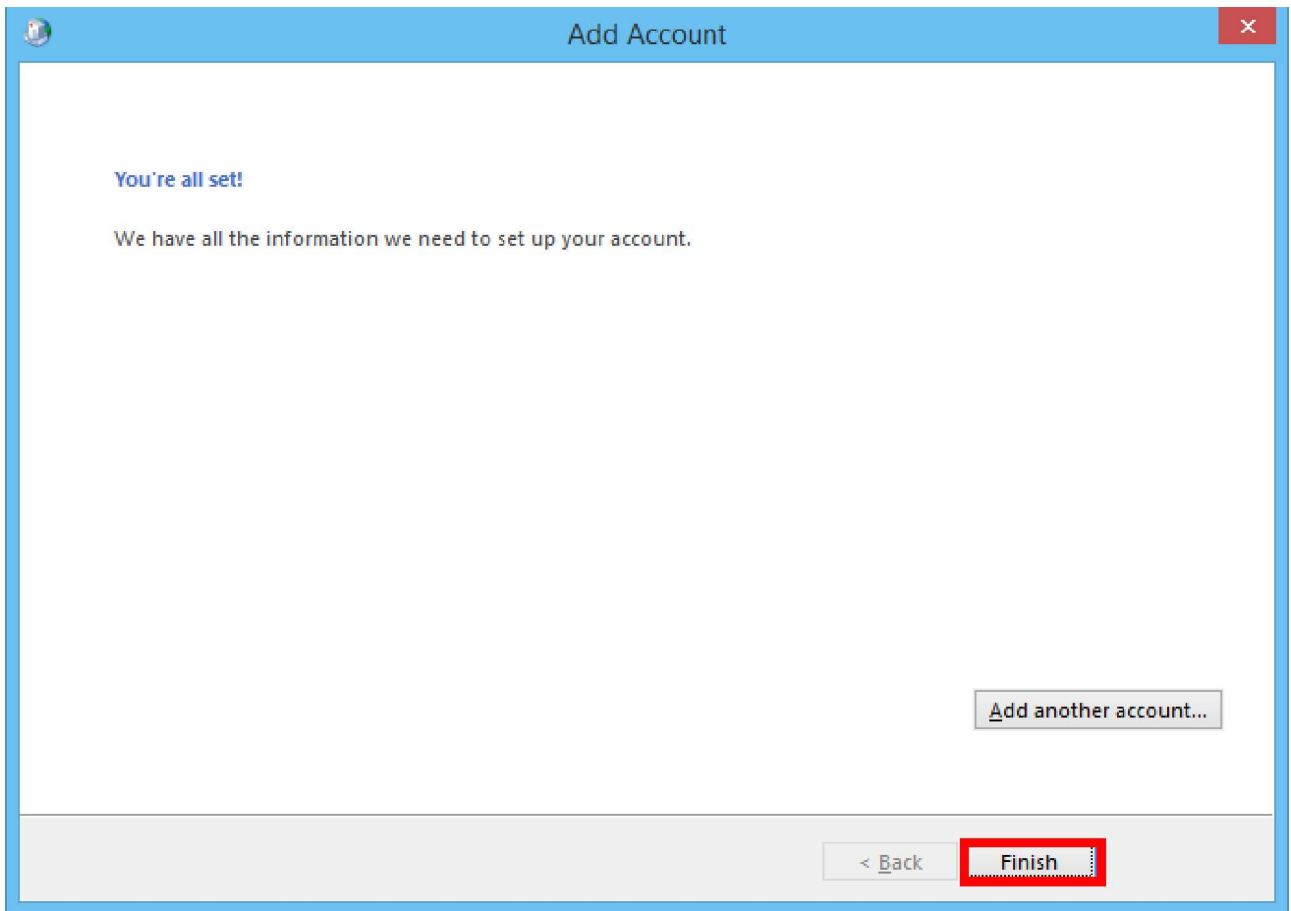
User Name:

Offline Settings

Use Cached Exchange Mode

Mail to keep offline: 12 months

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



19. Finally, launch Outlook. Your email should begin downloading shortly. Please allow up to 15 minutes before troubleshooting.