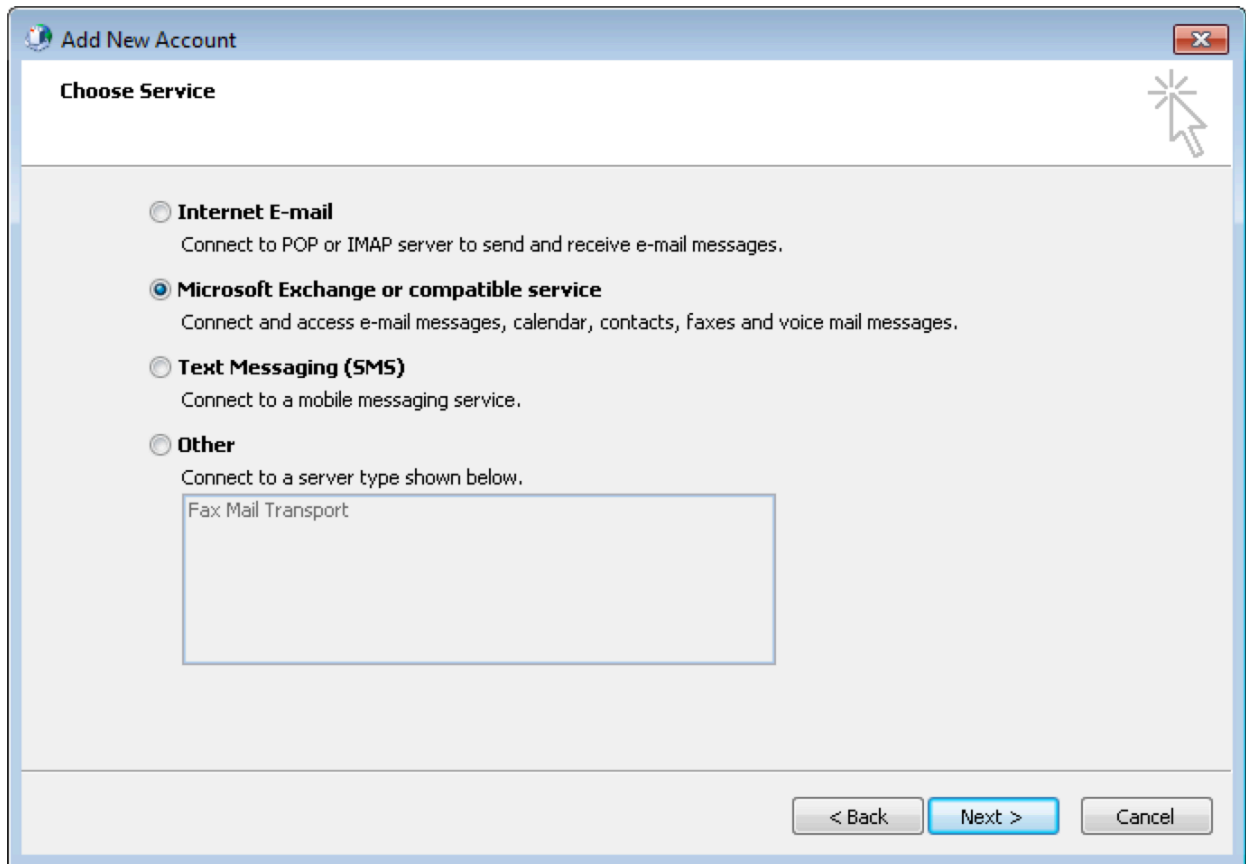


This article will assist you with setting up Outlook 2010 with your Hosted Exchange mailbox.

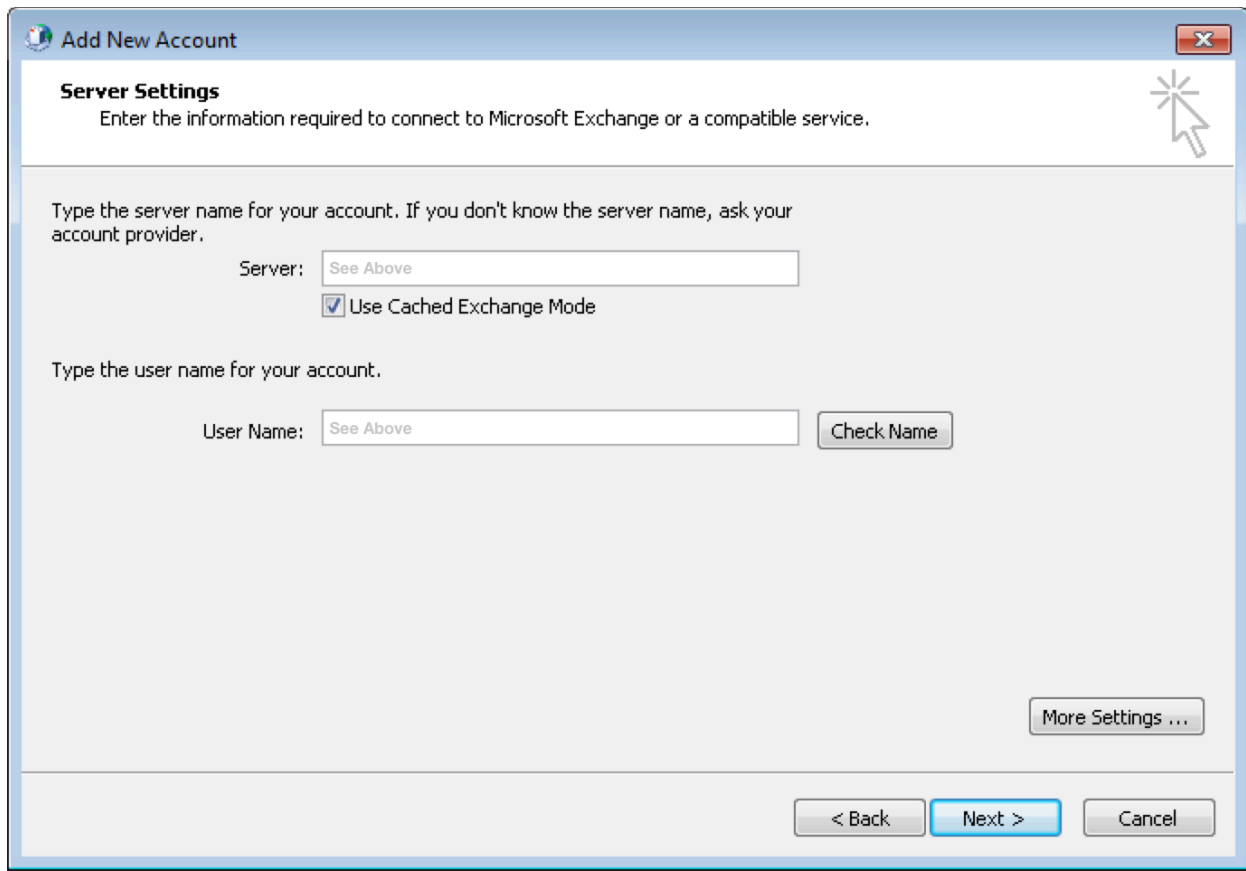
1. Windows 7: Start Menu -> Control Panel. Double-click on "Mail".
Windows 8: Open the "Charms" by moving your mouse to the top right of your screen.
Select Search. (Search for "Mail")
2. When the Mail Control Panel opens, select "**Show Profiles**".
3. Select "**Add**" to add a new profile. Enter any name you wish and select "**OK**".
4. Select "**Manually configure server settings or additional server types**". Click "**Next**".

The screenshot shows the "Add New Account" dialog box in Outlook 2010. The window title is "Add New Account" and the subtitle is "Auto Account Setup" with the instruction "Connect to other server types." There are three radio button options: "E-mail Account", "Text Messaging (SMS)", and "Manually configure server settings or additional server types". The "Manually configure server settings or additional server types" option is selected. Below the "E-mail Account" option, there are four text input fields: "Your Name:" (with example "Ellen Adams"), "E-mail Address:" (with example "ellen@contoso.com"), "Password:", and "Retype Password:" (with instruction "Type the password your Internet service provider has given you."). At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

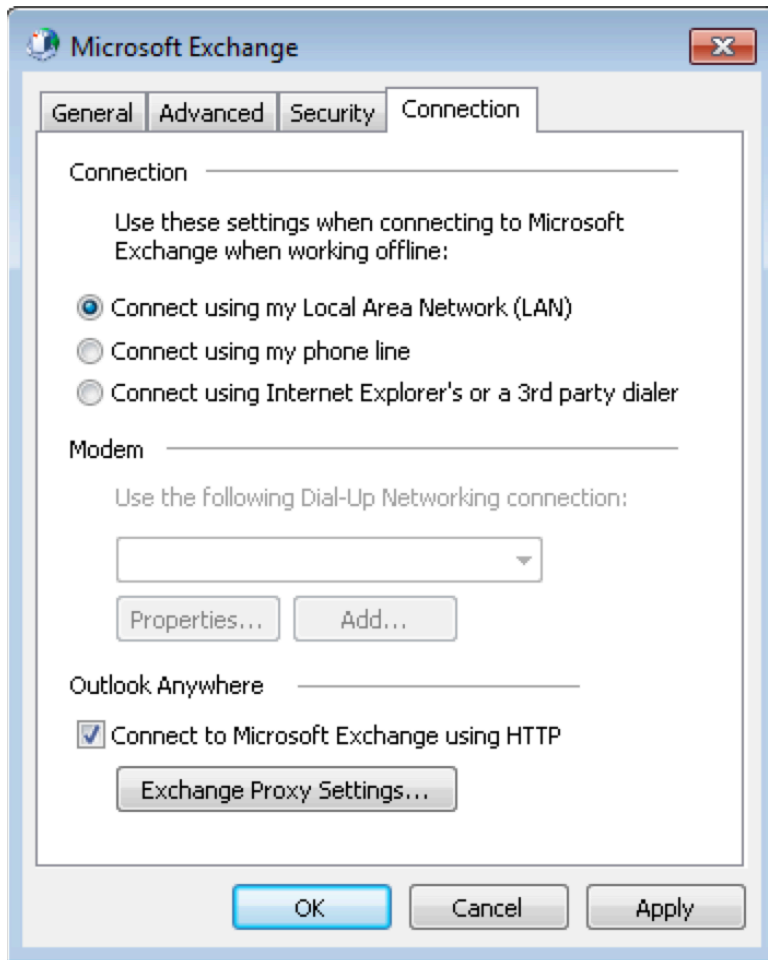
5. On the "Choose Service" page, select "**Microsoft Exchange or compatible service**". Click "**Next**".



6. On the "**Server Settings**" page, enter the following:
 - a. "**Server**": outlook
 - b. "**Use Cached Exchange Mode**": Checked
 - c. "**User Name**": example@XYZ.mail.com

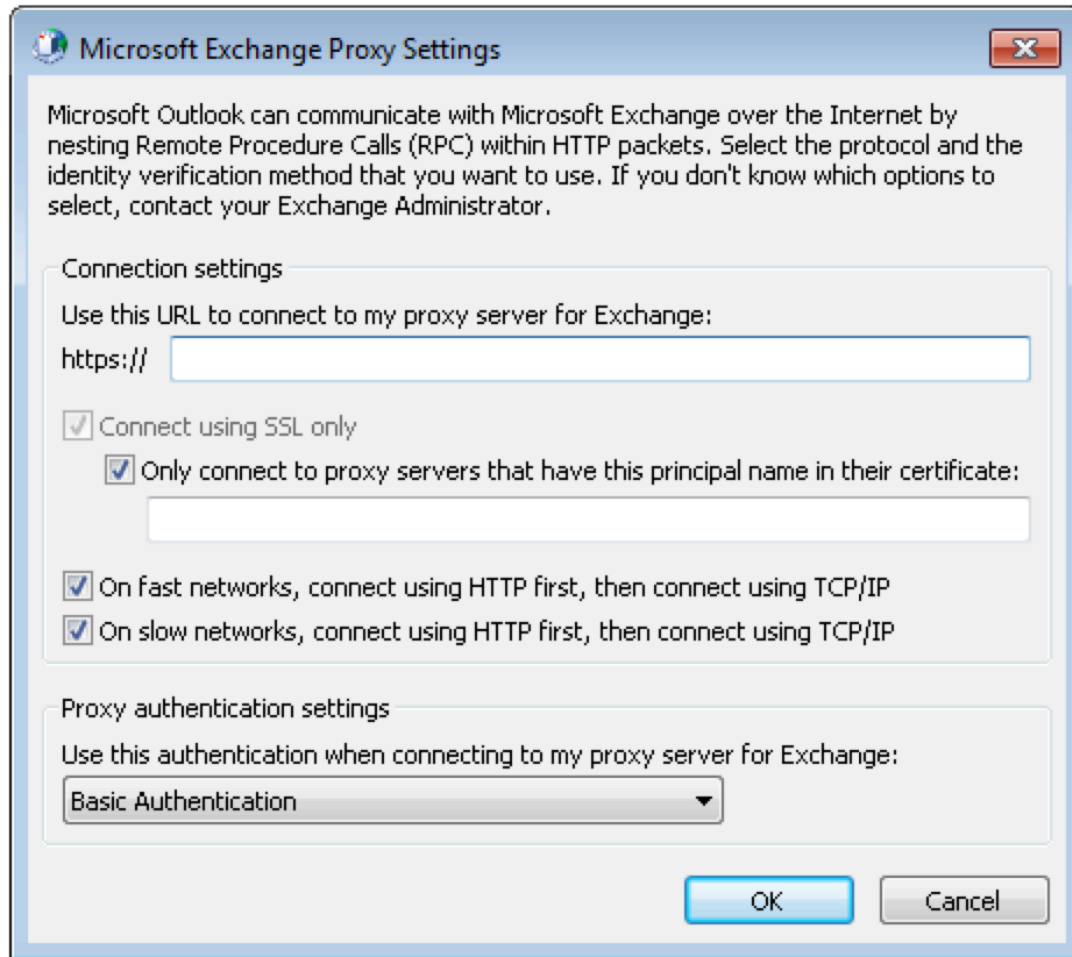


7. Click the "**More Settings...**" button.
8. Go to the "**Connection**" tab.
9. Under "**Outlook Anywhere**", check "**Connect to Microsoft Exchange using HTTP**".



10. Click the "Exchange Proxy Settings..." button.
 - a. Within the box titled "Use this URL to connect to my proxy server for Exchange", enter the following URL: "mex08.emailsrvr.com" (Without quotes)
 - b. Ensure both checkboxes are checked:
 - i. "Connect using SSL only"
 - ii. "Only connect to proxy servers that have this principal name in their certificate"
 - c. Within the box titled "Only connect to proxy servers that have this principal name in their certificate", enter the following: "msstd:mex08.emailsrvr.com" (Without quotes)
 - d. Ensure both checkboxes are checked:
 - i. "On fast networks, connect using HTTP first, then connect using TCP/IP"
 - ii. "On slow networks, connect using HTTP first, then connect using TCP/IP"

- e. Within the box titled "**Use this authentication when connecting to my proxy server for Exchange**", select "**Basic Authentication**".



11. Click "**OK**" in the "**Microsoft Exchange Proxy Settings**" window.
12. Click "**OK**" in the "**Microsoft Exchange**" window.
13. Within the window titled "**Add New Account**", click "**Check Name**". If you're prompted to enter your Username and Password, do so now.
14. Once the "**Server**" and "**User Name**" fields are underlined, click "**Next**".

Add New Account [Close]

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.

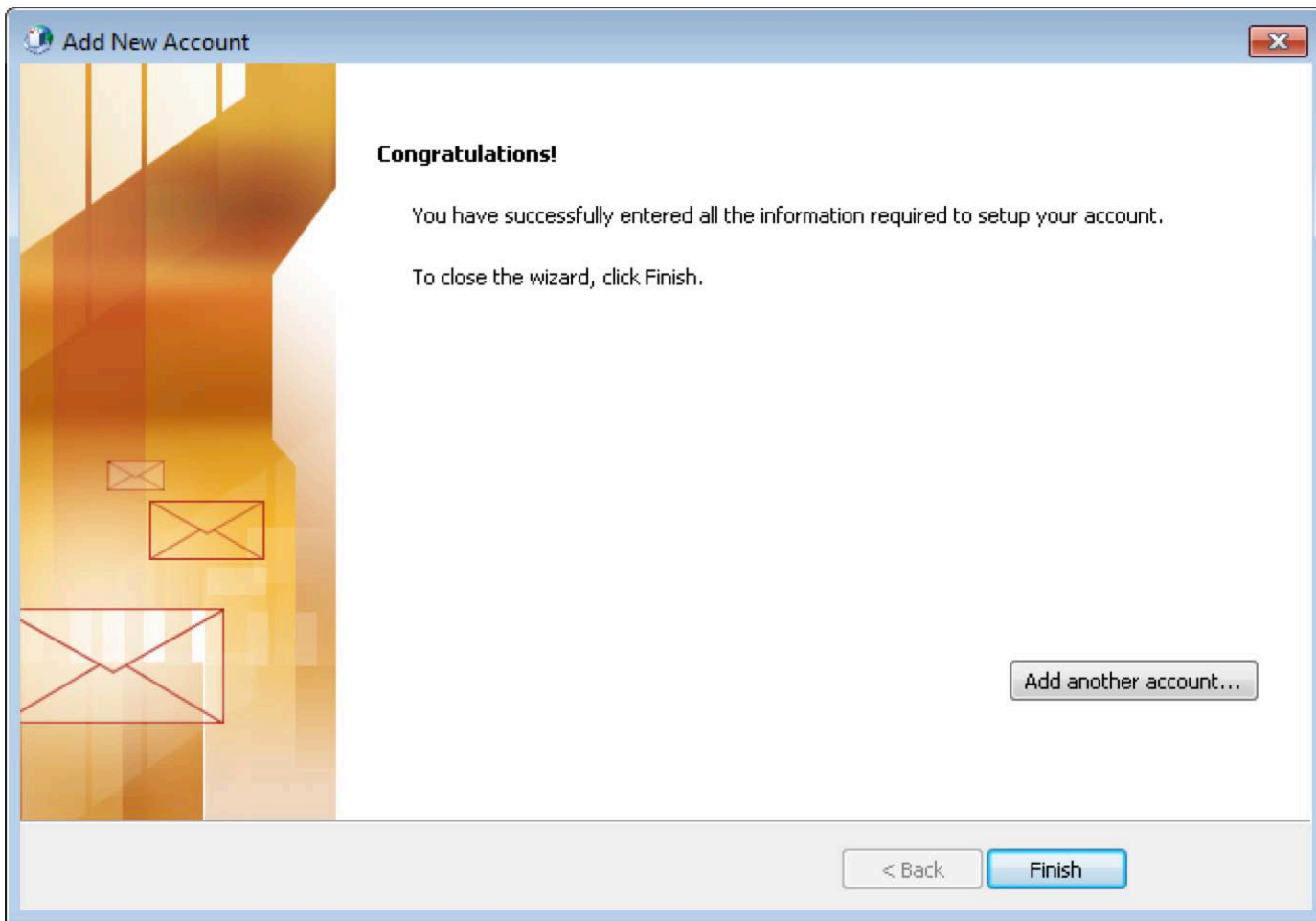
Server:

Use Cached Exchange Mode

Type the user name for your account.

User Name:

15. Click "**Finish**" to complete the configuration.



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