

This article will assist you with setting up Outlook 2013 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 "**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

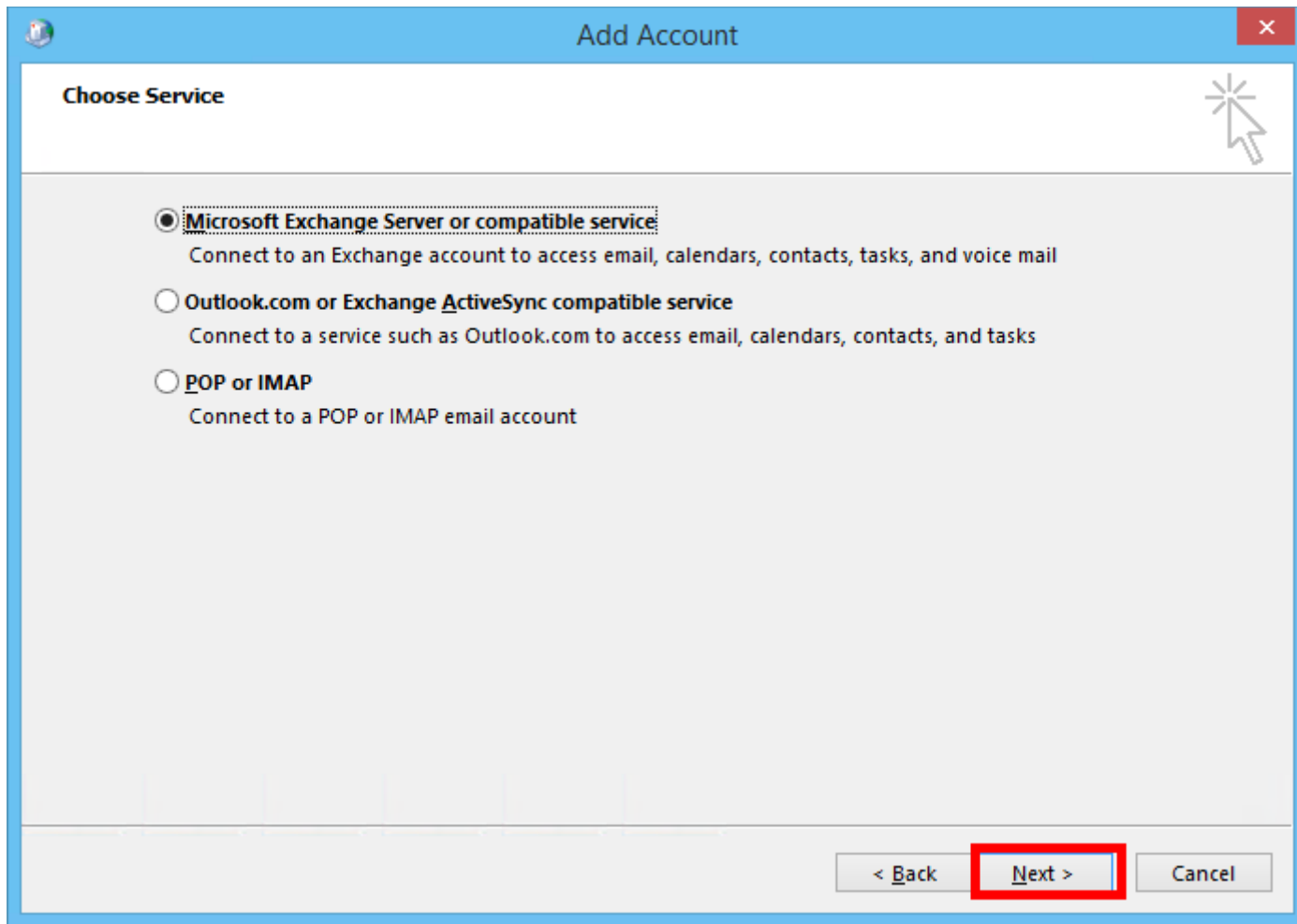
Password:

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

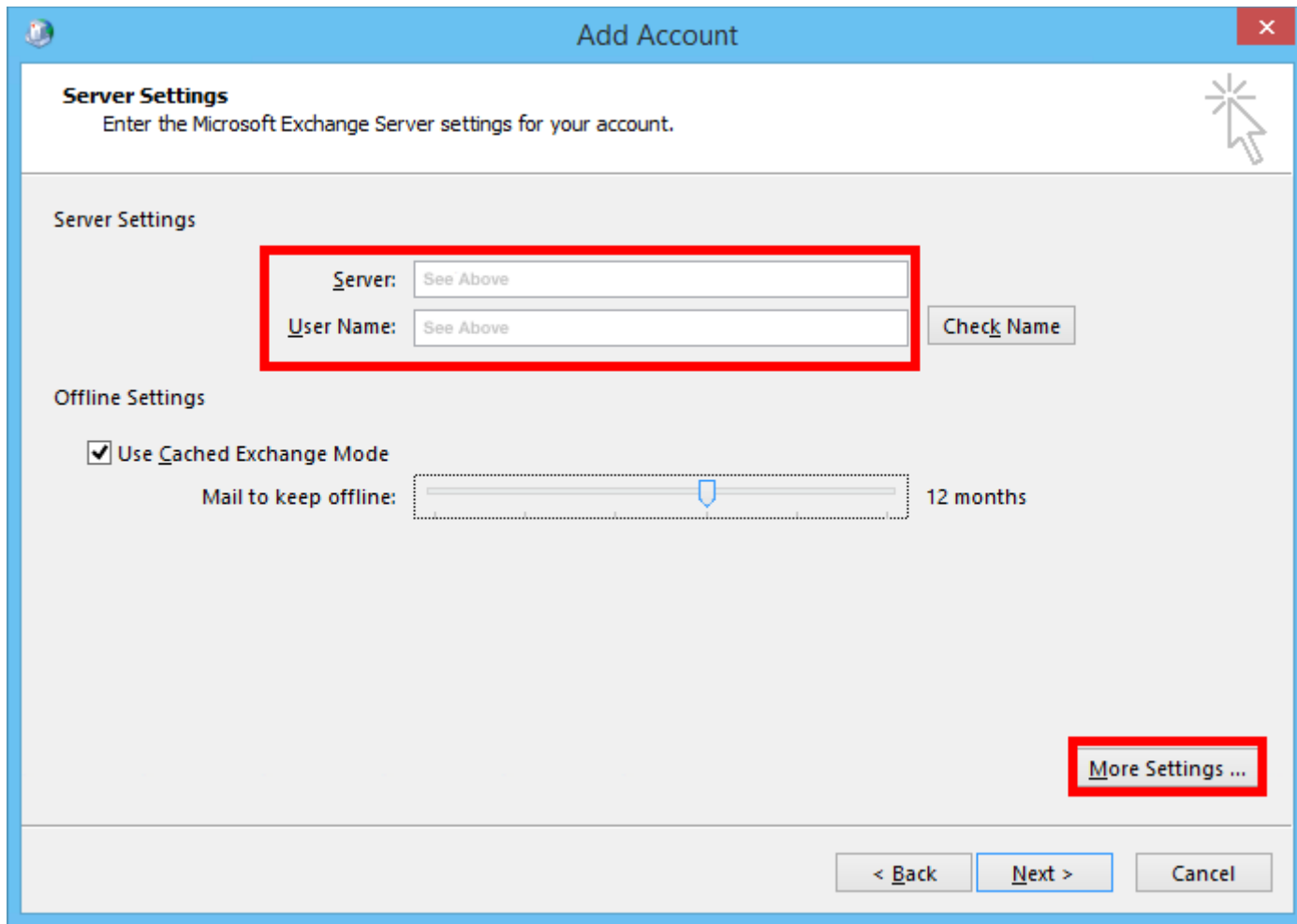
Manual setup or additional server types

< Back **Next >** Cancel

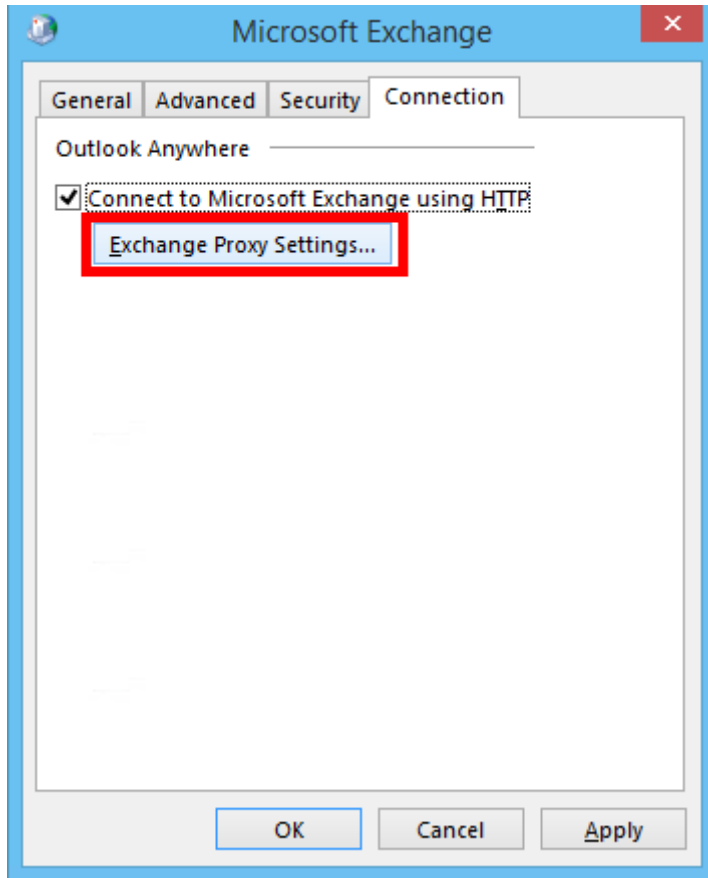
5. On the "**Choose Service**" page, select "**Microsoft Exchange Server or compatible service**". Click "**Next**".



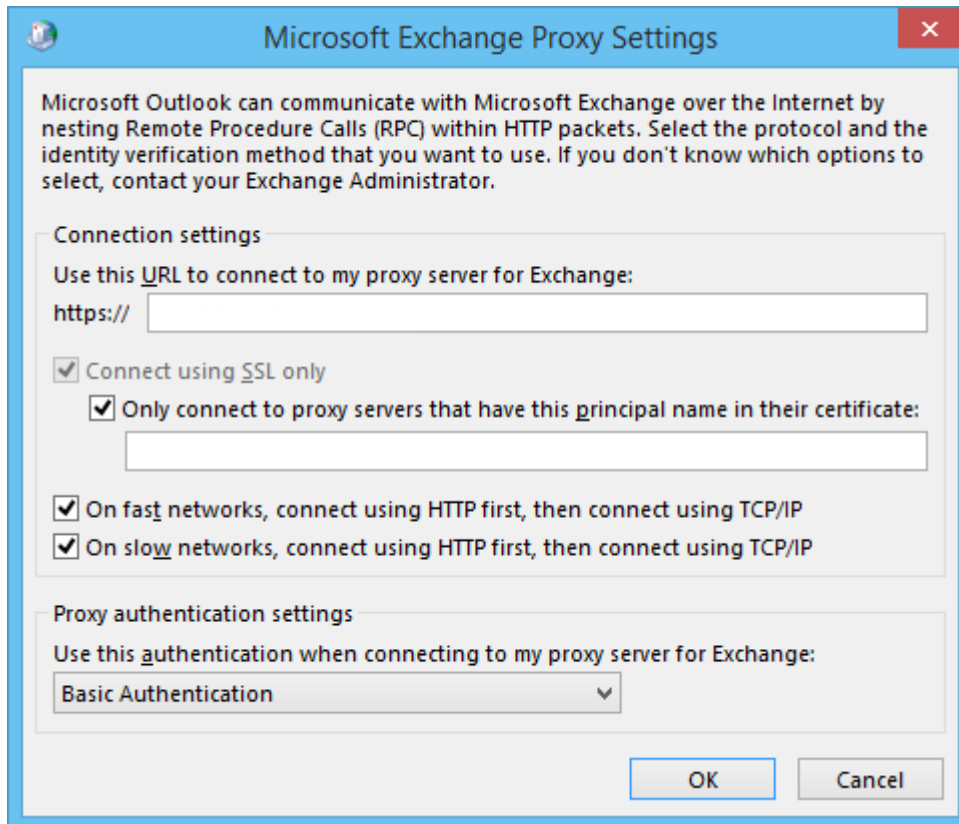
6. On the "**Server Settings**" page, enter the following:
 - a. "**Server**": outlook
 - b. "**User Name**": example@XYZ.mail.com
 - c. "**Use Cached Exchange Mode**": Checked



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 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 Account

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

Server Settings

Server:

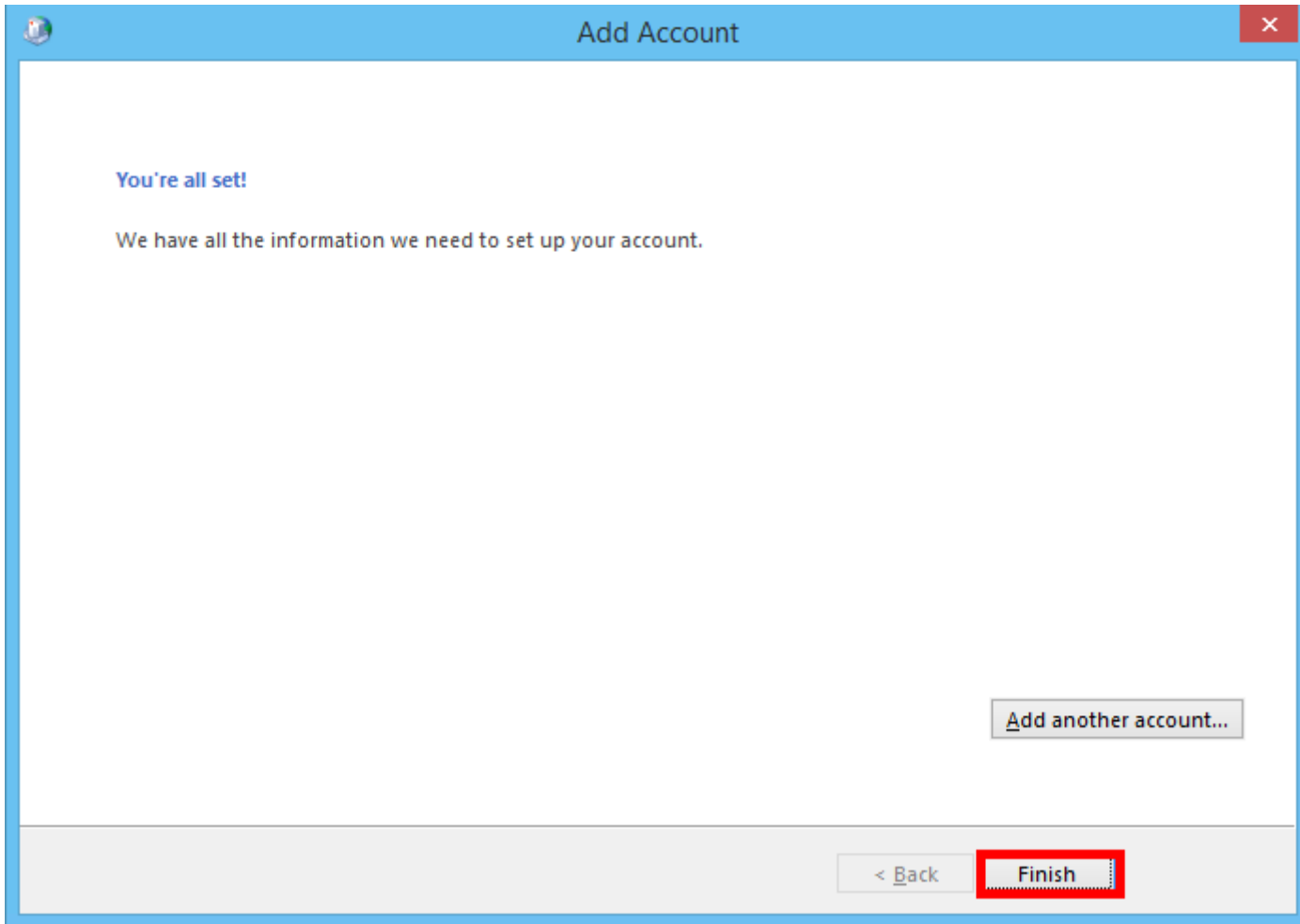
User Name:

Offline Settings

Use Cached Exchange Mode

Mail to keep offline: 12 months

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



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