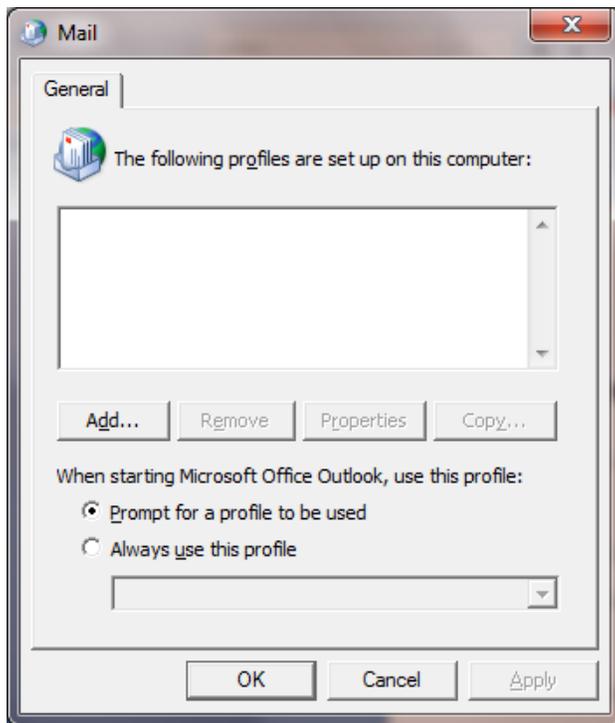
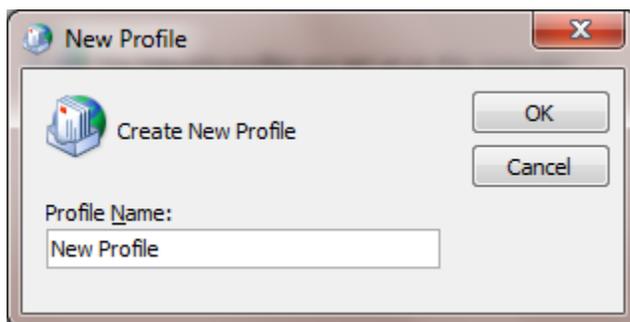


Outlook Mailbox Setup

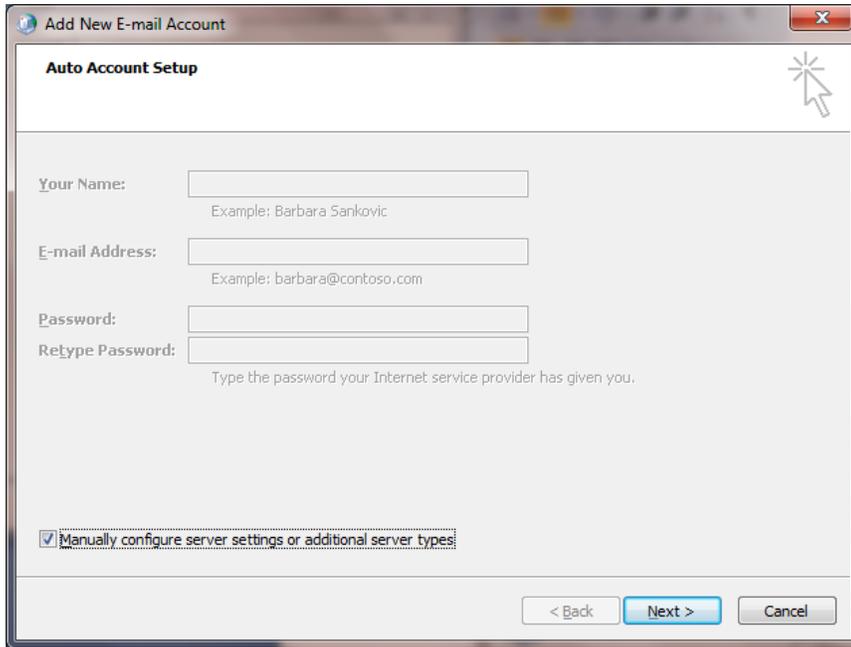
1. Go to the **Control Panel** and right click on the **Mail** icon and click **Open**. For Vista or Windows 7, select **Mail(32-Bit)**
2. When the **Mail** dialog box appears, select **Add**



3. In the next dialog box, enter a name for your new profile and click **OK**

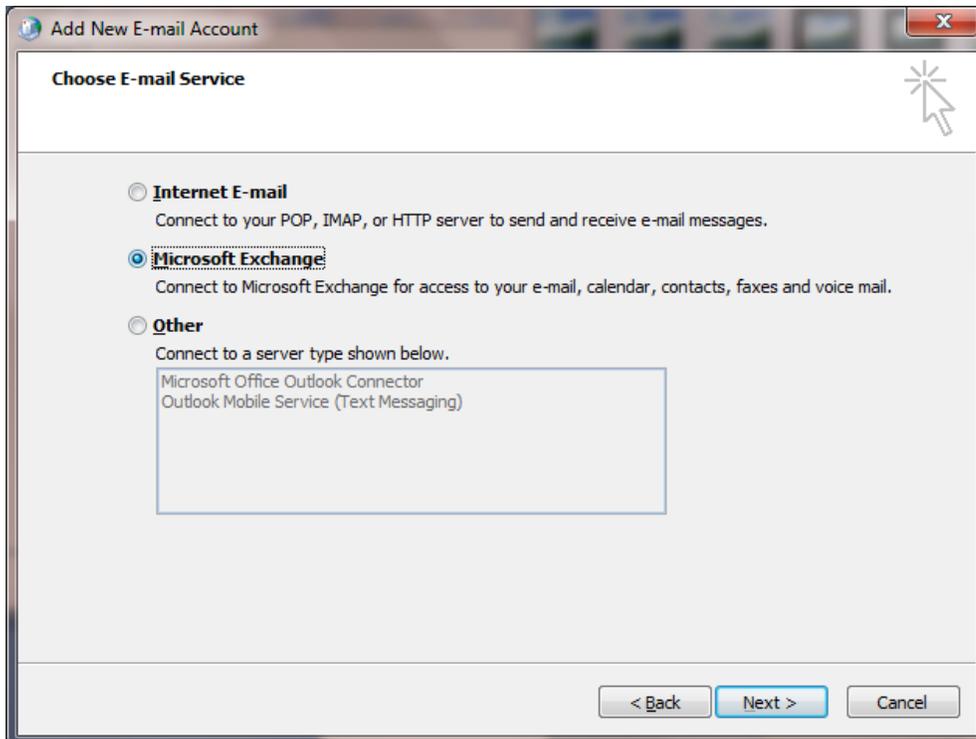


4. In the **Add New Email Account** dialog box, select **Manually configure server settings or additional server types** and click **Next** to proceed



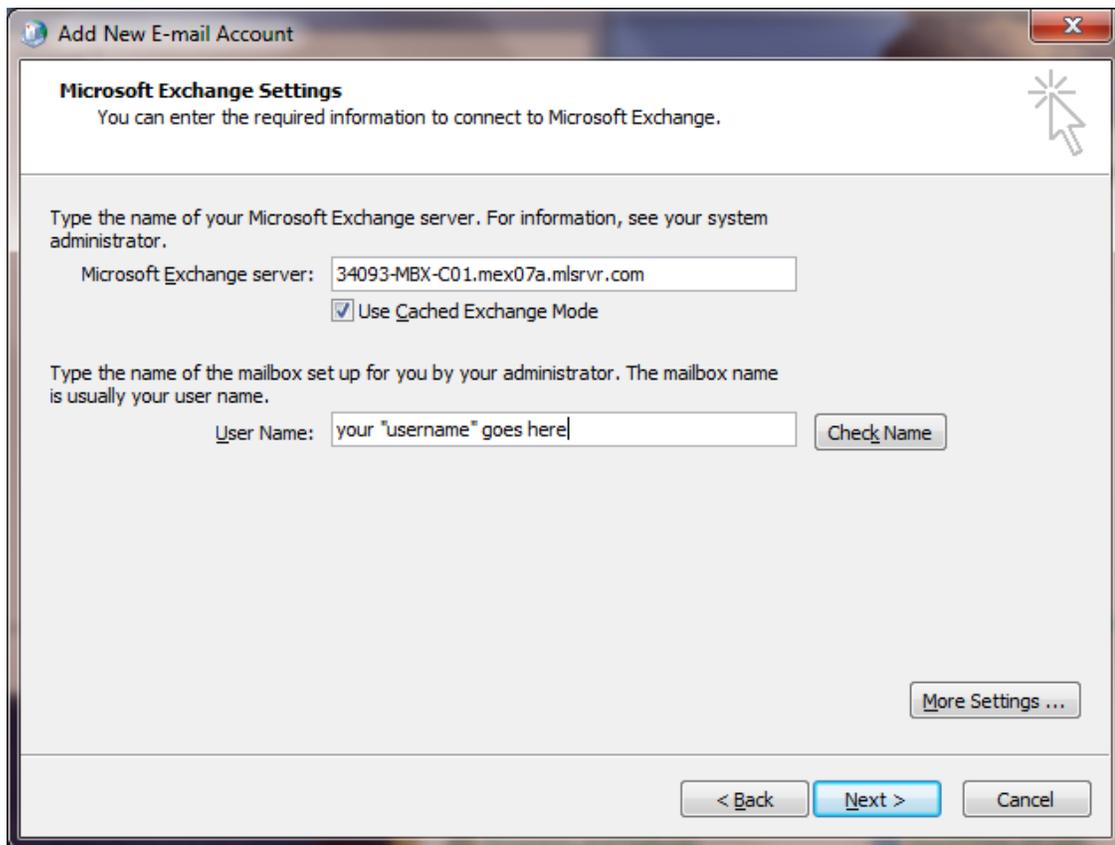
The screenshot shows the 'Add New E-mail Account' dialog box in the 'Auto Account Setup' step. It features four input fields: 'Your Name' (with example 'Barbara Sankovic'), 'E-mail Address' (with example 'barbara@contoso.com'), 'Password', and 'Retype Password' (with instruction 'Type the password your Internet service provider has given you.'). A checkbox at the bottom is checked and labeled 'Manually configure server settings or additional server types:'. Navigation buttons '< Back', 'Next >', and 'Cancel' are at the bottom right.

5. In the next dialog box, select **Microsoft Exchange** and click **Next**.

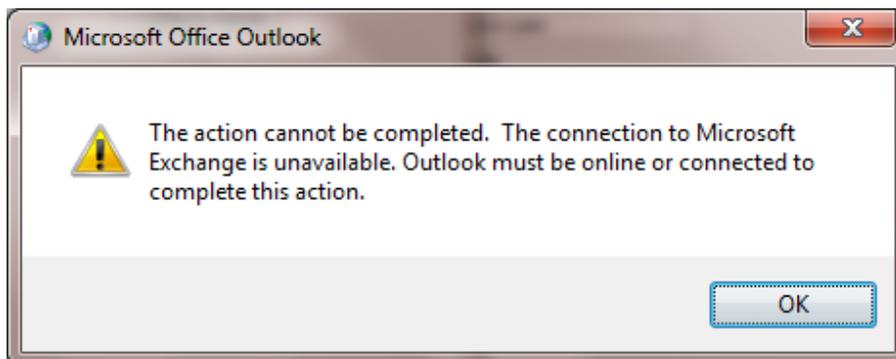


The screenshot shows the 'Add New E-mail Account' dialog box in the 'Choose E-mail Service' step. It has three radio button options: 'Internet E-mail' (Connect to your POP, IMAP, or HTTP server...), 'Microsoft Exchange' (selected, Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.), and 'Other' (Connect to a server type shown below. with a list box containing 'Microsoft Office Outlook Connector' and 'Outlook Mobile Service (Text Messaging)'). Navigation buttons '< Back', 'Next >', and 'Cancel' are at the bottom right.

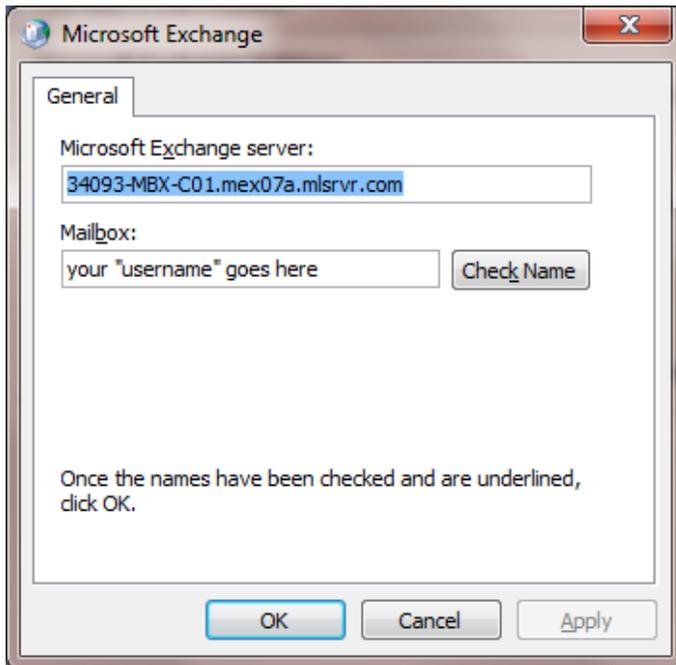
- In the next screen, enter **34093-MBX-C01.mex07a.mlsvr.com** in the Microsoft Exchange field and then select **Cached Exchange Mode**. In the User Name field, enter your username and then click **More Settings**.



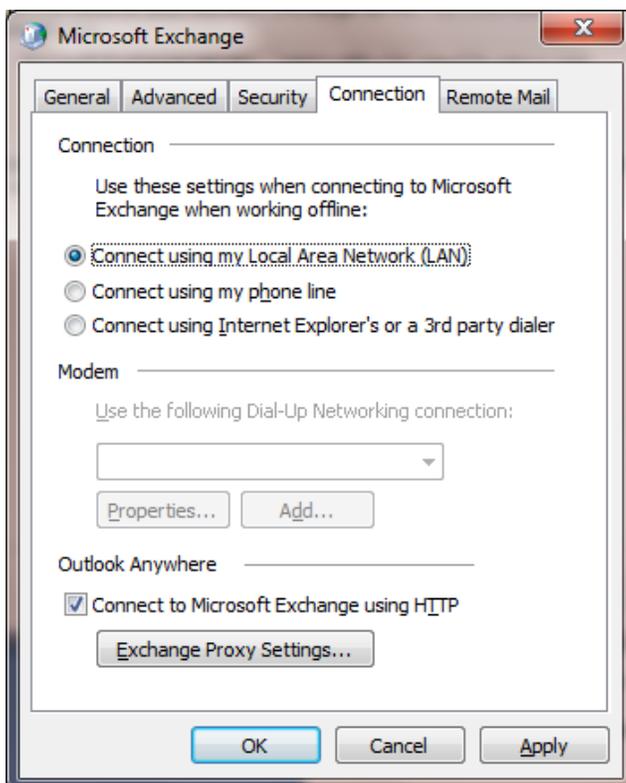
- Click **OK** if you get a message like the one below



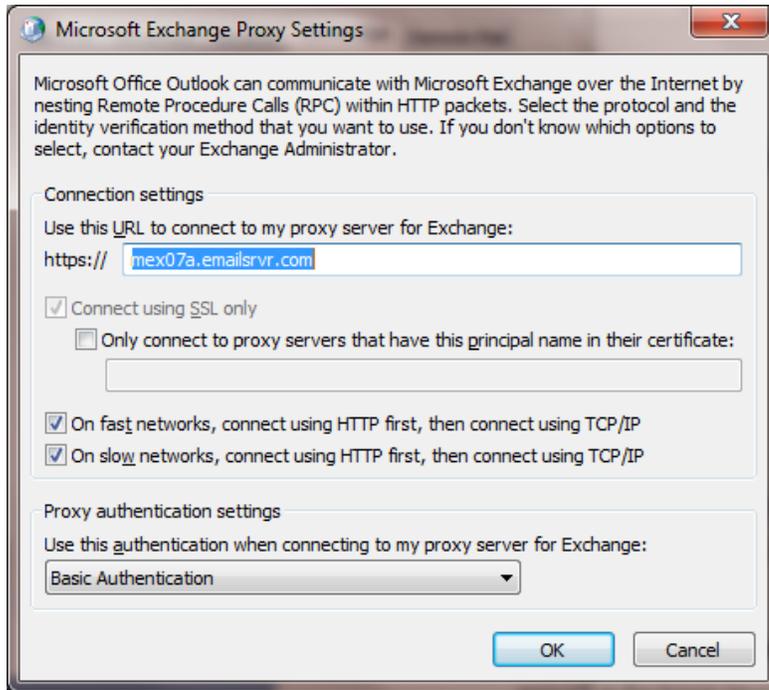
8. In the next screen, click **OK** to continue



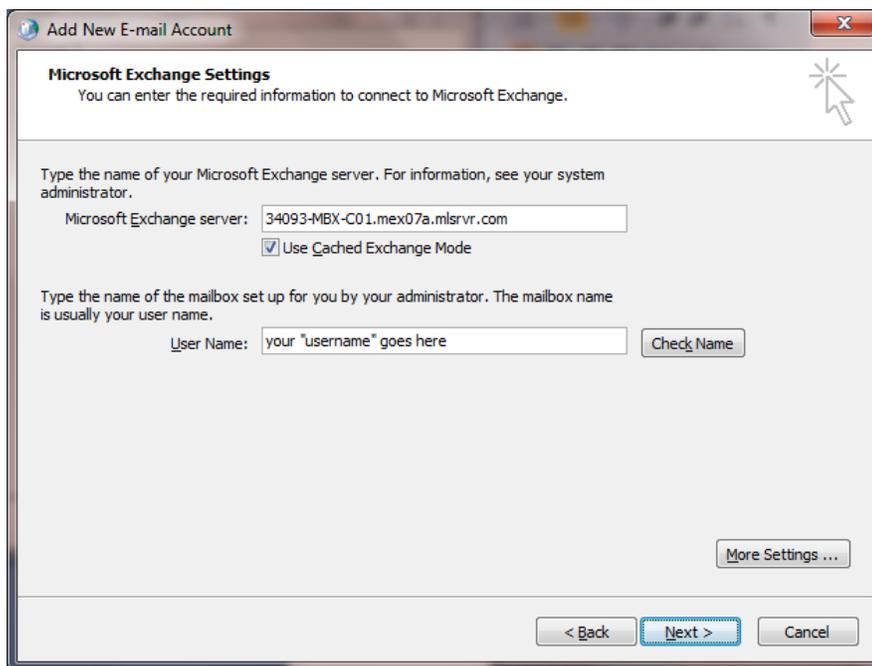
9. In the next screen, select the **Connection** tab, then check the box next to **Connect to Microsoft Exchange using http** select on **Exchange Proxy Settings** button



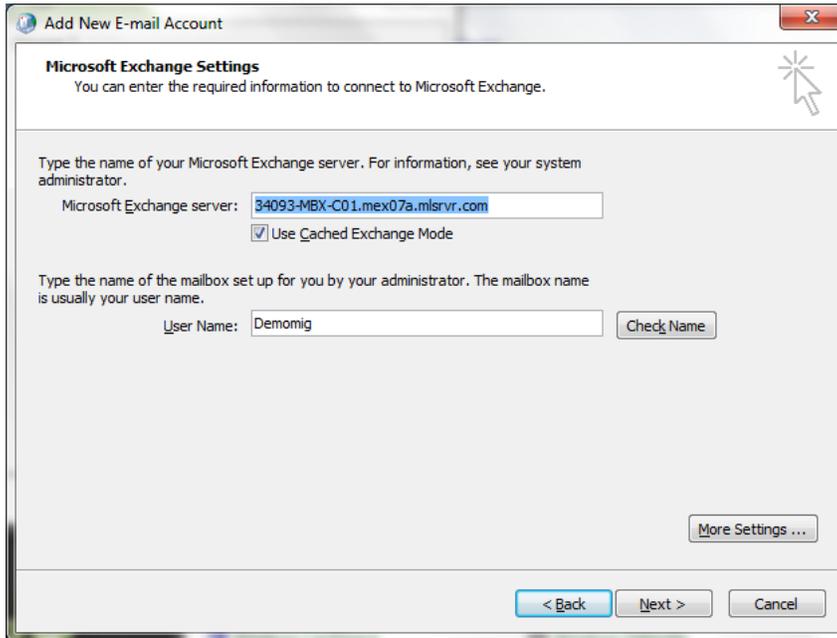
10. In the **Microsoft Exchange Proxy Settings** window, enter **mex07a.emailsrvr.com** in the URL field, and check the boxes next to **On fast Network.....** and **On Slow Networks**. Then in the **Proxy Authentication Settings** drop down, select **Basic Authentication** and click **OK** twice.



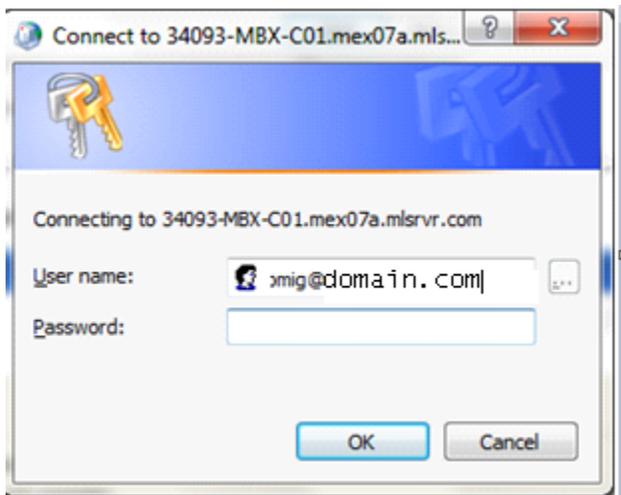
11. In the next screen, click on **Check Name**



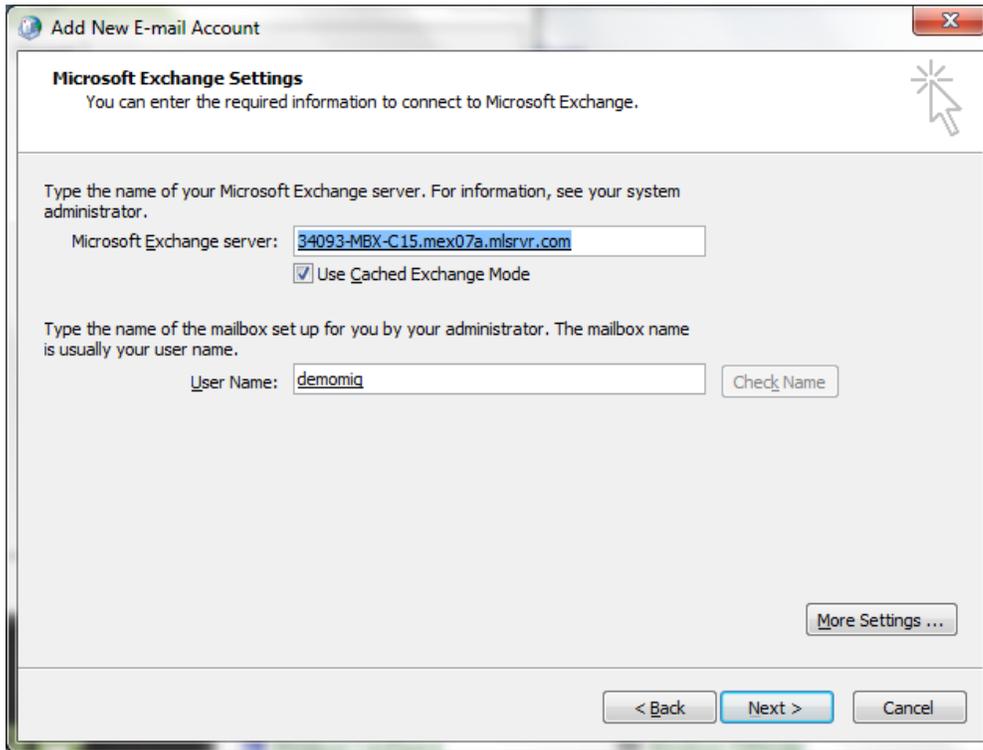
12. In the next screen, click on **Check Name**.



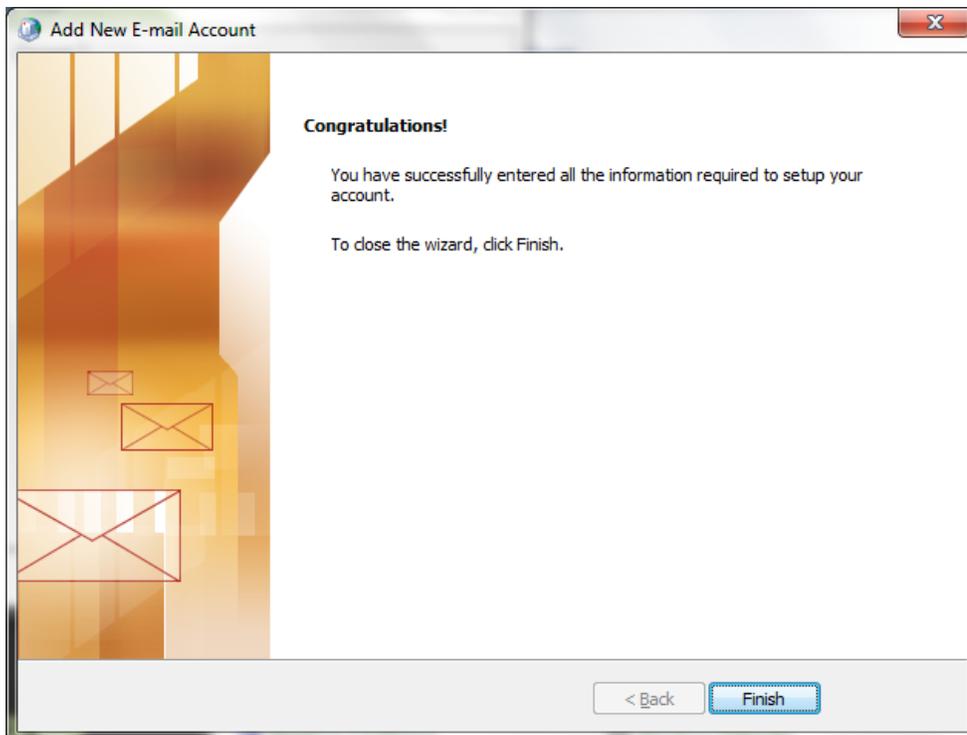
13. You will now be prompted to enter your username and password. Username is your current email address and password . Enter them and then click **OK**



14. Your name will now be underlined, indicating a successful setup.



15. Next, click on **Finish**



16. Now restart outlook using the newly created profile.