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

🥥 Mail				x
General				
The following profiles are set up on this computer:				
				^
				Ŧ
A <u>d</u> d	R <u>e</u> move	Properties	Сор <u>у</u> ,,	
When starting Microsoft Office Outlook, use this profile:				
 Prompt for a profile to be used Always use this profile 				
				-
	ОК	Cancel		ply

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

Add New E-mail Account

Auto Account Setup

Your Name:

Example: Barbara Sankovic

E-mail Address:

Example: barbara@contoso.com

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

Yanually configure server settings or additional server types

additional server types and click Next to proceed

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

Add New E-mail Account	x
Choose E-mail Service	2
© Internet E-mail	
 Microsoft Exchange Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail. 	
© Other Connect to a server type shown below.	
Microsoft Office Outlook Connector Outlook Mobile Service (Text Messaging)	
< <u>B</u> ack Next > Cancel	

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

Add New E-mail Account		x
Microsoft Exchange Settings You can enter the required information to connect to Microsoft Exchange.		
Type the name of your Microsoft administrator.	Exchange server. For information, see your system	
Microsoft Exchange server:	34093-MBX-C01.mex07a.mlsrvr.com	
	✓ Use <u>Cached Exchange Mode</u>	
Type the name of the mailbox se is usually your user name.	t up for you by your administrator. The mailbox name	
<u>U</u> ser Name:	your "username" goes here	Check Name
		More Settings
	< <u>B</u> ack	Next > Cancel

7. Click OK if you get a message like the one below



8. In the next screen, click OK to continue

Microsoft Exchange
General
Microsoft E <u>x</u> change server:
34093-MBX-C01.mex07a.mlsrvr.com
Mail <u>b</u> ox:
your "username" goes here Check Name
Once the names have been checked and are underlined, dick OK.
OK Cancel Apply

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

Microsoft Exchange			
General Advanced Security Connection Remote Mail			
Connection			
Use these settings when connecting to Microsoft Exchange when working offline:			
Connect using my Local Area Network (LAN)			
Connect using my phone line			
Connect using Internet Explorer's or a 3rd party dialer			
Modem			
Use the following Dial-Up Networking connection:			
· · · · · · · · · · · · · · · · · · ·			
Properties Add			
Outlook Anywhere			
Connect to Microsoft Exchange using HTTP			
Exchange Proxy Settings			
OK Cancel Apply			

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.

Microsoft Exchange Proxy Settings				
Microsoft Office Outlook can communicate with Microsoft Exchange over the Internet by nesting Remote Procedure Calls (RPC) within HTTP packets. Select the protocol and the identity verification method that you want to use. If you don't know which options to select, contact your Exchange Administrator.				
Connection settings				
Use this <u>URL</u> to connect to my proxy server for Exchange:				
https:// mex07a.emailsrvr.com				
✓ Connect using <u>S</u> L only				
Only connect to proxy servers that have this principal name in their certificate:				
On fast networks, connect using HTTP first, then connect using TCP/IP				
$\overline{\mathbb{V}}$ On slow networks, connect using HTTP first, then connect using TCP/IP				
Proxy authentication settings				
Use this authentication when connecting to my proxy server for Exchange:				
Basic Authentication				
OK Cancel				

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

Add New E-mail Account	and the second s			
Microsoft Exchange Setting You can enter the required	gs information to connect to Microsoft Exchange.	×		
Type the name of your Microsoft administrator.	Exchange server. For information, see your system			
Microsoft Exchange server:	34093-MBX-C01.mex07a.mlsrvr.com			
	Use <u>C</u> ached Exchange Mode			
Type the name of the mailbox se is usually your user name.	Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.			
User Name:	your "username" goes here	Check Name		
		More Settings		
	< <u>B</u> ack	Next > Cancel		

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

Add New E-mail Account		×		
Microsoft Exchange Setting You can enter the required	Microsoft Exchange Settings You can enter the required information to connect to Microsoft Exchange.			
Type the name of your Microsoft administrator.	Type the name of your Microsoft Exchange server. For information, see your system administrator.			
Microsoft Exchange server:	34093-MBX-C01.mex07a.mlsrvr.com			
	Use Cached Exchange Mode	-		
Type the name of the mailbox se is usually your user name.	t up for you by your administrator. The mailbox name			
User Name:	Demomig	Chec <u>k</u> Name		
		Mara Cattinga		
		More Setungs		
	< <u>B</u> ack	Next > Cancel		

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 $\mathbf{O}\mathbf{K}$

Connect to 34093	-MBX-C01.mex07a.mls ?
R	GER
Connecting to 34093-	MBX-C01.mex07a.mlsrvr.com
User name:	🖸 xmig@domain.com 🔛
Password:	
	OK Cancel

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

0	Add New E-mail Account		×
	Microsoft Exchange Setting You can enter the required	gs I information to connect to Microsoft Exchange.	×~
	Type the name of your Microsof administrator.	t Exchange server. For information, see your system	
	Microsoft Exchange server:	34093-MBX-C15.mex07a.mlsrvr.com	
		Use <u>C</u> ached Exchange Mode	
	Type the name of the mailbox se is usually your user name.	et up for you by your administrator. The mailbox name	
	<u>U</u> ser Name:	demomiq	Check Name
			More Settings
		< <u>B</u> ack	Next > Cancel

15. Next, click on Finish

Add New E-mail Account		x
	Congratulations! You have successfully entered all the information required to setup your account. To close the wizard, click Finish.	
	< <u>B</u> ack Finish	

16. Now restart outlook using the newly created profile.