

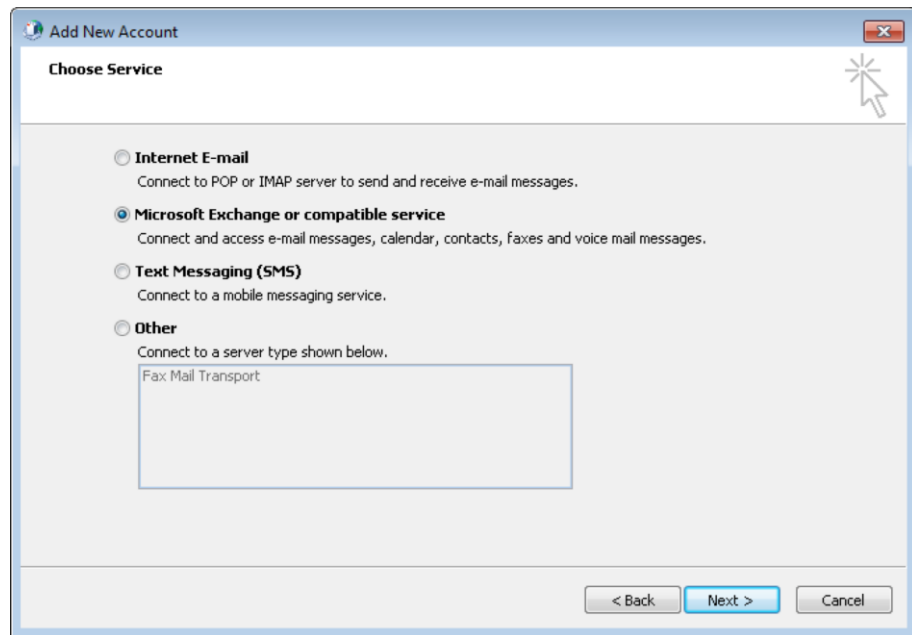
Windows: Outlook 2010 (Exchange)

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

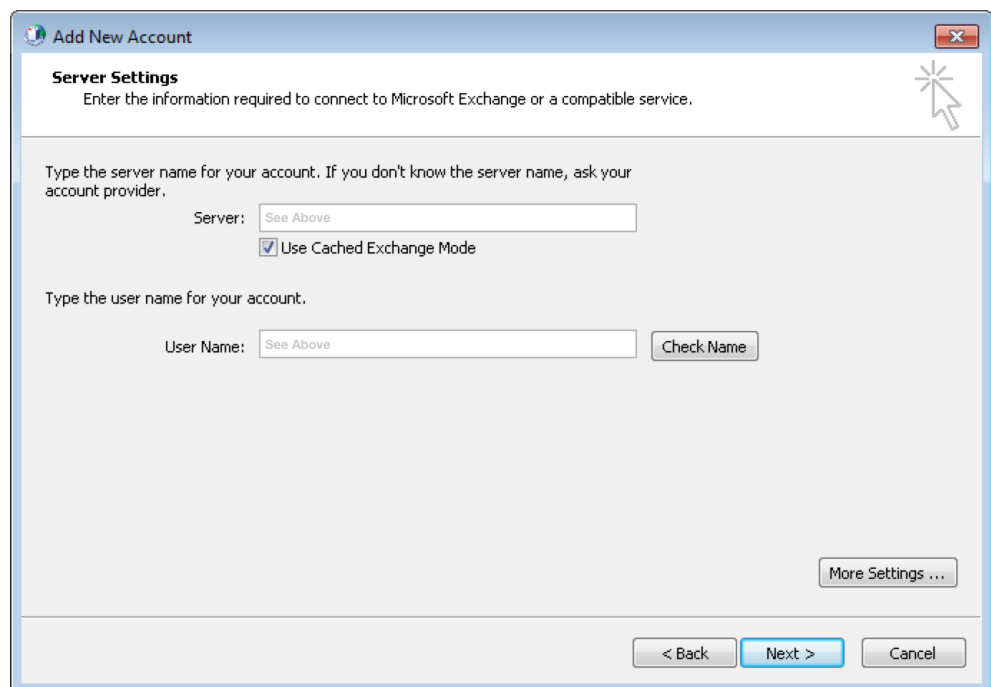
1. Windows 7: Start Menu -> Control Panel. Double-click on "Mail".
Windows 8: Open the "Charms" by moving your mouse to the top right of your screen. Select Search. (Search for "Mail")
2. When the Mail Control Panel opens, select "**Show Profiles**".
3. Select "**Add**" to add a new profile. Enter any 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 dialog is titled "Add New Account" and has a sub-header "Auto Account Setup" with the instruction "Connect to other server types." Below this, 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. Under the "E-mail Account" option, there are four input fields: "Your Name:" (with an example "Ellen Adams"), "E-mail Address:" (with an example "ellen@contoso.com"), "Password:", and "Retype Password:". A note below the password fields says "Type the password your Internet service provider has given you." At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

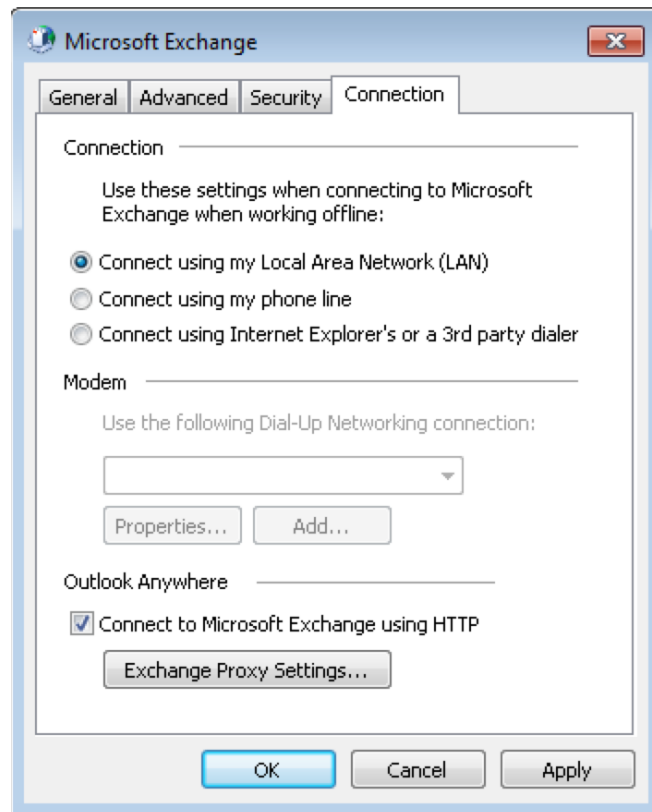
5. On the "**Choose Service**" page, select "**Microsoft Exchange or compatible service**". Click "**Next**".



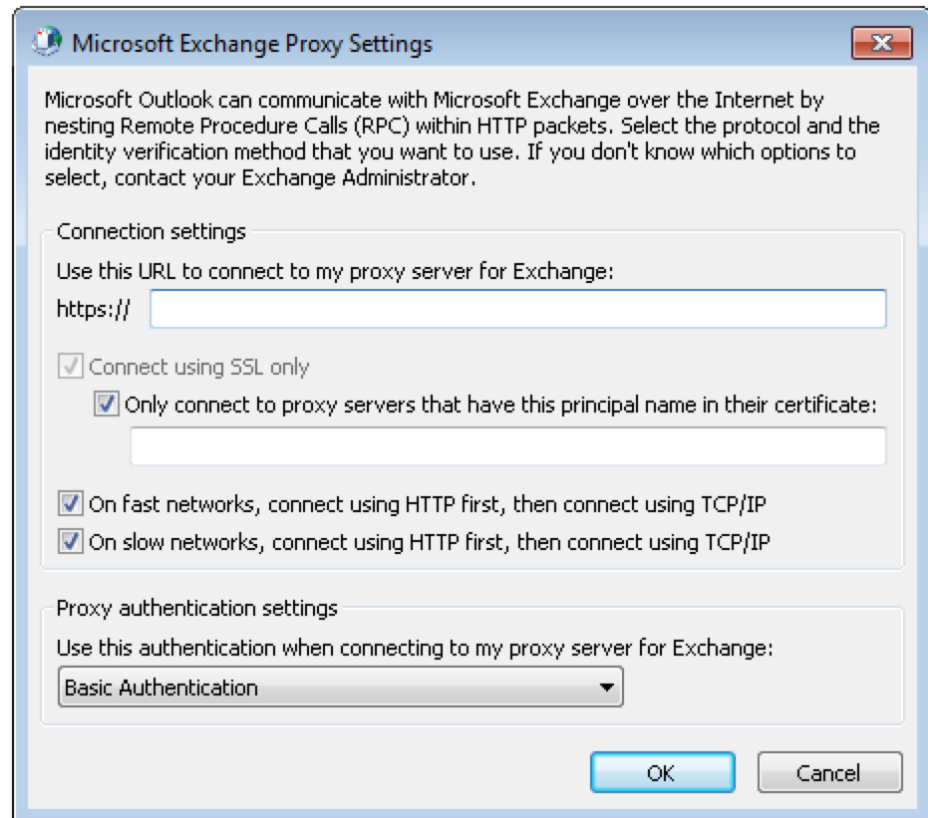
6. On the "**Server Settings**" page, enter the following:
 - a. "**Server**": mail.assuredvaleting.local "**Use Cached Exchange Mode**": Checked
 - b. "**User Name**": initial.surname



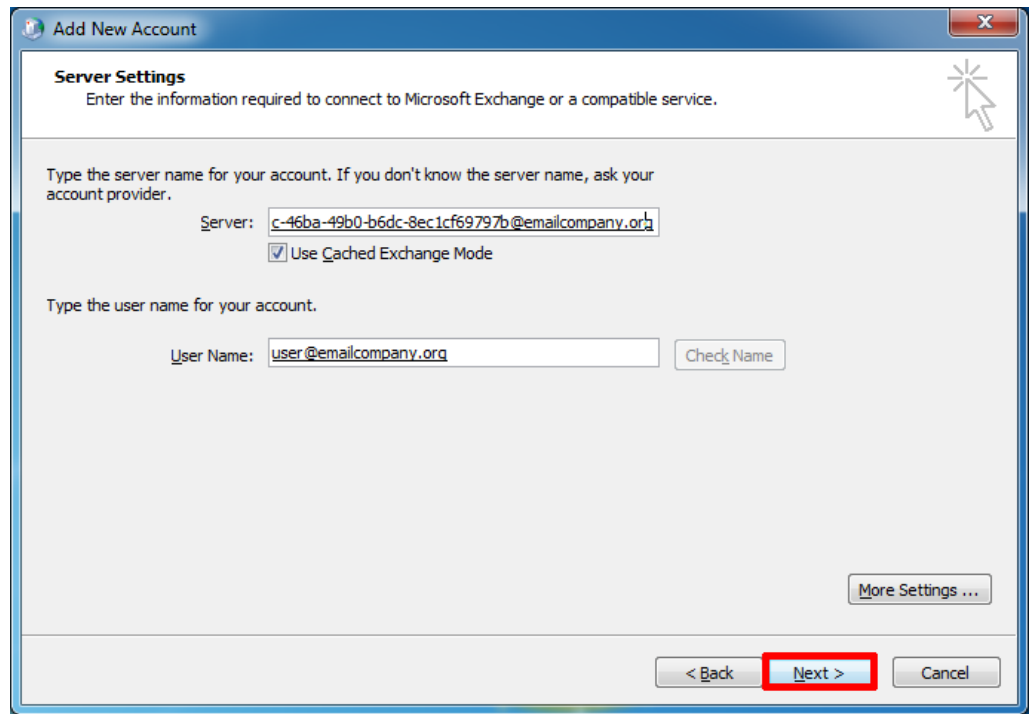
7. Click the "**More Settings...**" button.
8. Go to the "**Connection**" tab.
9. Under "**Outlook Anywhere**", check "**Connect to Microsoft Exchange using HTTP**".



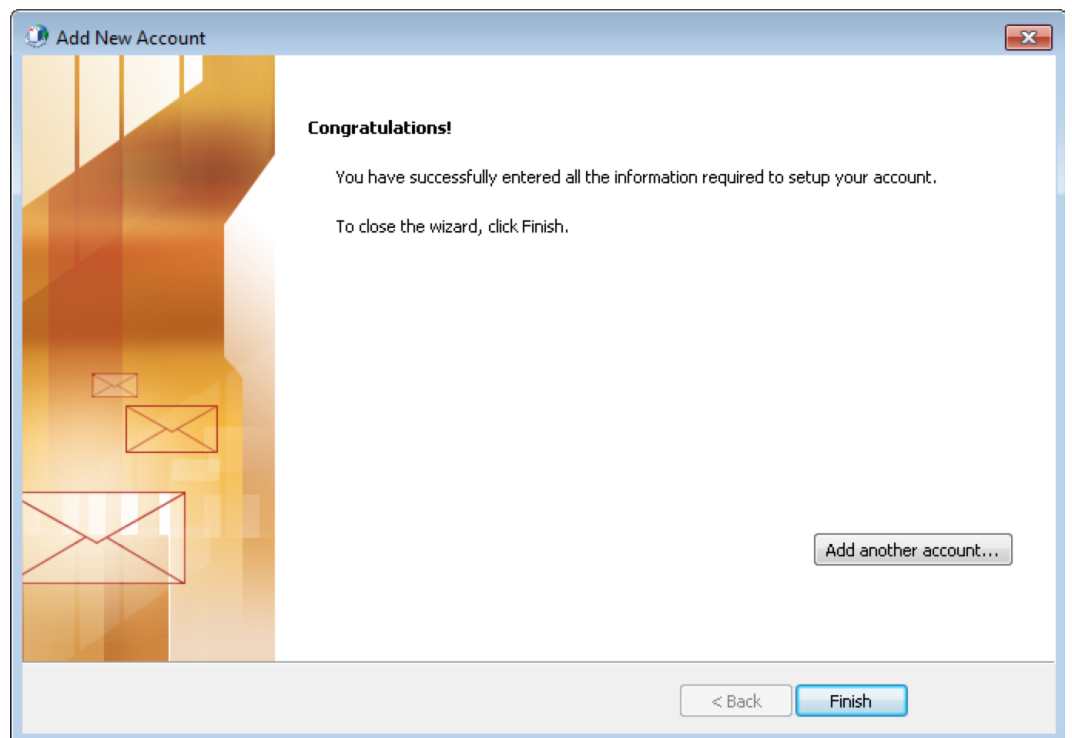
10. Click the "Exchange Proxy Settings..." button.
 - a. Within the box titled "Use this URL to connect to my proxy server for Exchange", enter the following URL: "moh.assuredvaleting.com" (Without quotes)
 - b. Ensure both checkboxes are checked:
 - i. "Connect using SSL only"
 - ii. "Only connect to 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:moh.assuredvaleting.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 assuredvaleting\initial.surname and Password, do so now.
14. Once the **"Server"** and **"User Name"** fields are underlined, click **"Next"**.



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



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