

Auto Configuration of Outlook 2007:

<u>NOTE:</u> This document is applicable only for customers using Apps4Rents Hosted Exchange 2010.

Please follow the steps below to Auto configure Outlook 2007 with Hosted Exchange 2010 Account:

- 1. Click on Start > Control Panel (in your Desktop).
- 2. Double Click on 'Mail' icon.





3. Click on 'Show Profiles'

E-mail Accounts Setup e-mail accounts and directories. Data Files Object Change settings for the files Outlook uses to store e-mail messages and documents. Profiles Setup multiple profiles of e-mail accounts and data files. Typically, you only need one. Show Profiles Setup Construction Setup Construction	Mail Se	etup -	C X			
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Close		Setup multiple profiles of e-mail accounts and data files. Typically, you only need one.	Show Profiles			
Close						
			Close			

4. Click on 'Add'

🖉 Mail
General
The following profiles are set up on this computer:
·
· · · ·
Add Remove Properties Copy
When starting Microsoft Outlook, use this profile:
Prompt for a profile to be used
C Always use this profile

5. Provide a name (Can provide the user's display name) and click on Ok.



New Profile	C X
Create New Profile	ОК
Profile <u>N</u> ame:	Cancel

6. Fill in the details and click on 'Next'.

Add New Account	- Branne		
Auto Account Setu Click Next to conn	p ect to the mail server and automatically configure your account settings.	×	
E-mail <u>A</u> ccount			
Your Name:	User 1		
	Example: Ellen Adams		
E-mail Address:	user 1@hostedapps4rent.com		
	Example: ellen@contoso.com		
Password:	******		
Retype Password:	********		
	Type the password your Internet service provider has given you.		
 Text Messaging Manually configure server settings or additional server types 			
	< Back Next	> Cancel	



7. The Auto Configuration wizard will automatically search for the settings for the user's account on the server and will configure Outlook

Add New Ac	count	C X
Online searc	ch for your server settings	×.
Configuring		0
Configuring e	-mail server settings. This might take several minutes:	
 Image: A second s	Establish network connection	
\Rightarrow	Search for user1@hostedapps4rent.com server settings	
	Log on to server	
		Next > Cancel



8. Please type in the password for the email address you are configuring and click on Ok.

Windows Sector	urity	
Mail Applic Connecting to	ation user1@hostedapps4rent.com	
	user1@hostedapps4rent.co ••••••• Remember my credentials	
	Use another account	
	ОК	Cancel





9. Your Outlook is configured. Please click on Finish and start then start Outlook.