Auto Configuration of Outlook 2007:

NOTE: **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.
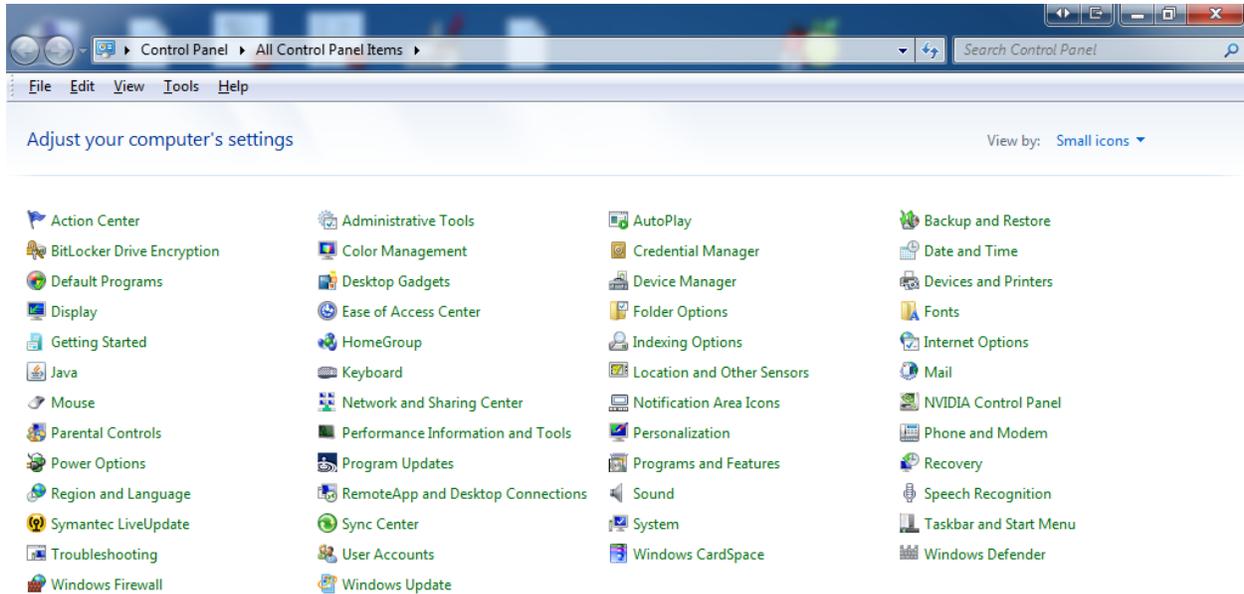
3. Click on 'Show Profiles'
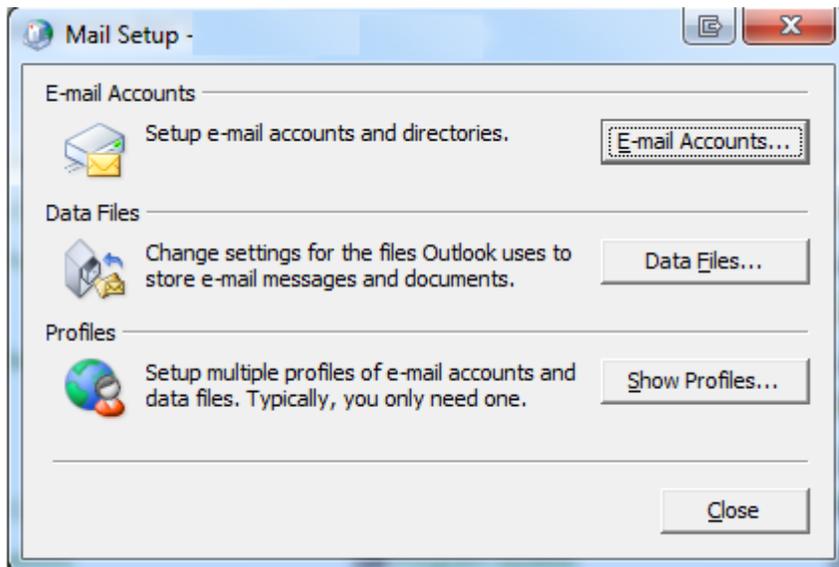
4. Click on 'Add'
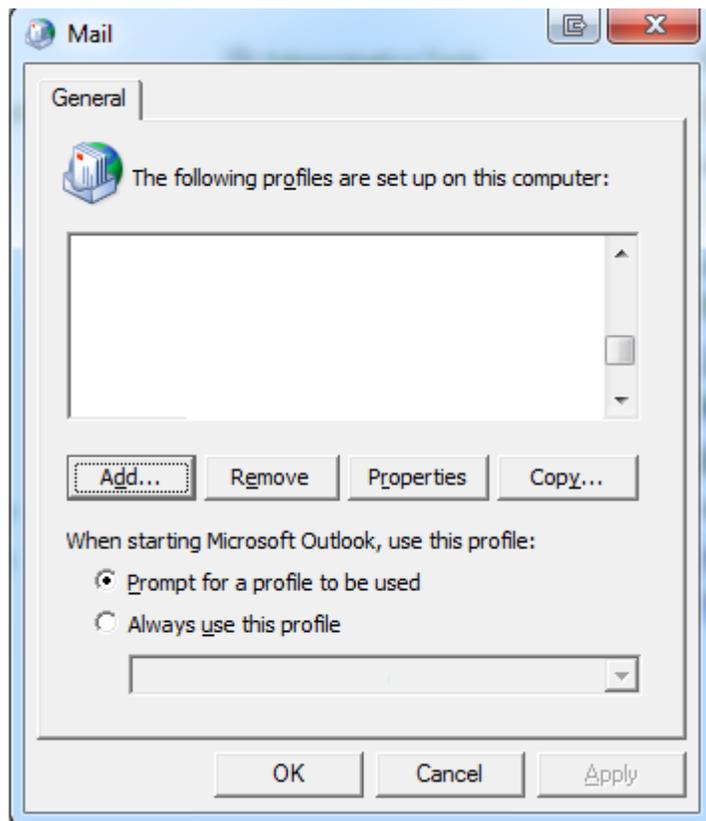
5. Provide a name (Can provide the user's display name) and click on Ok.

New Profile

Create New Profile | OK

Cancel

Profile Name:
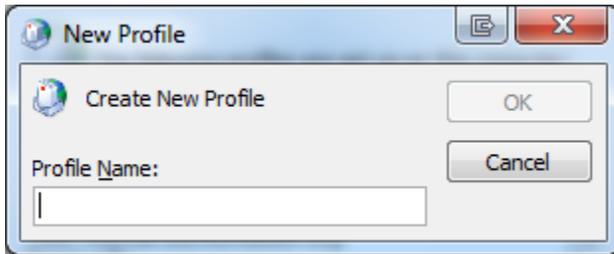
6. Fill in the details and click on 'Next'.

Add New Account

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings.

⦿ **E-mail Account**

Your Name: User1

Example: Ellen Adams

E-mail Address: user1@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
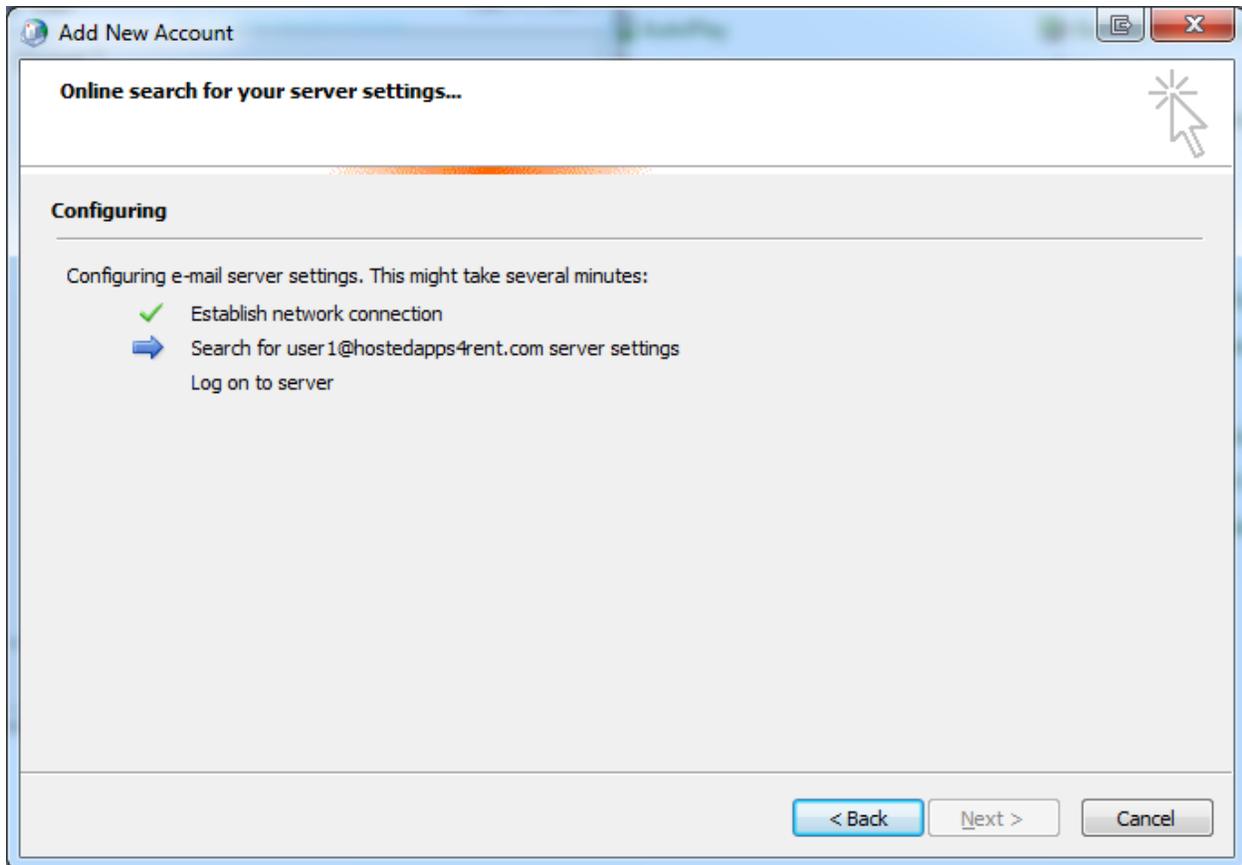
8. Please type in the password for the email address you are configuring and click on Ok.
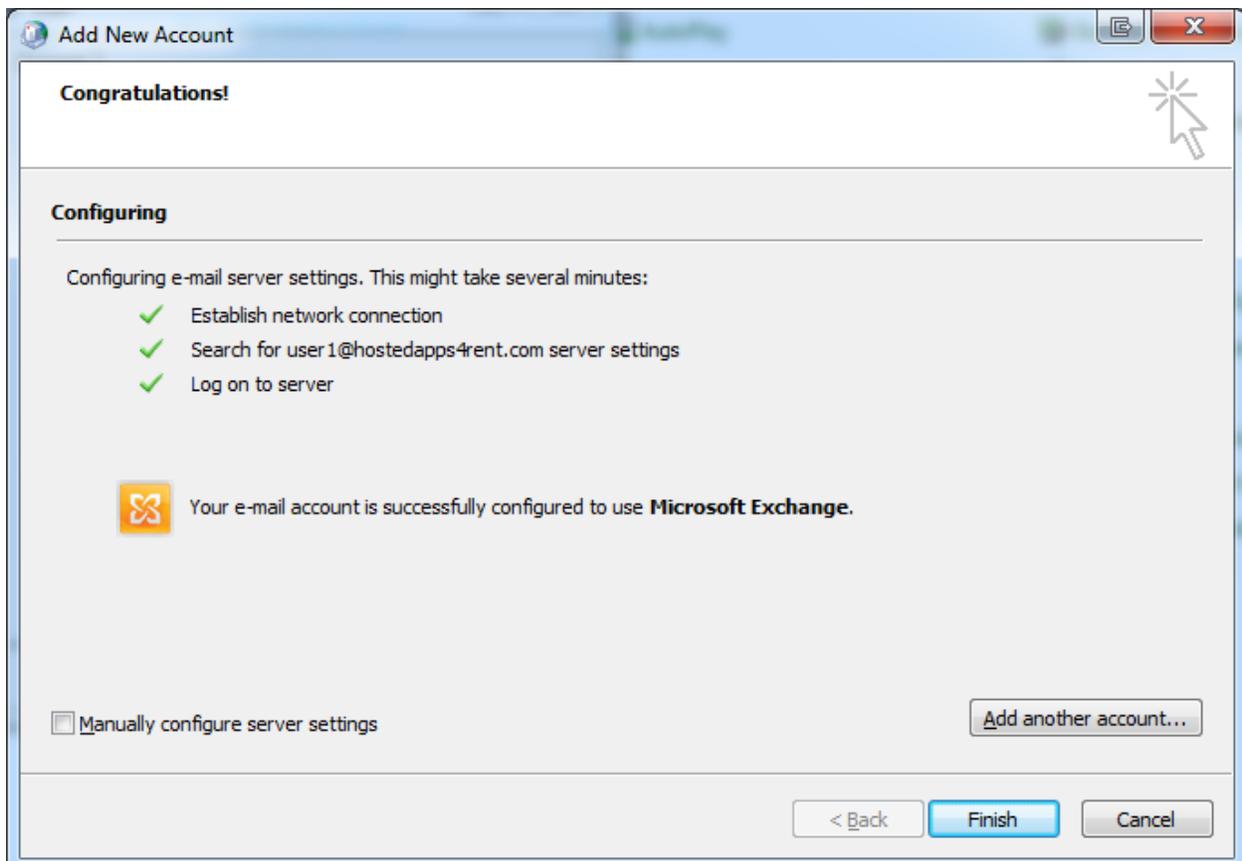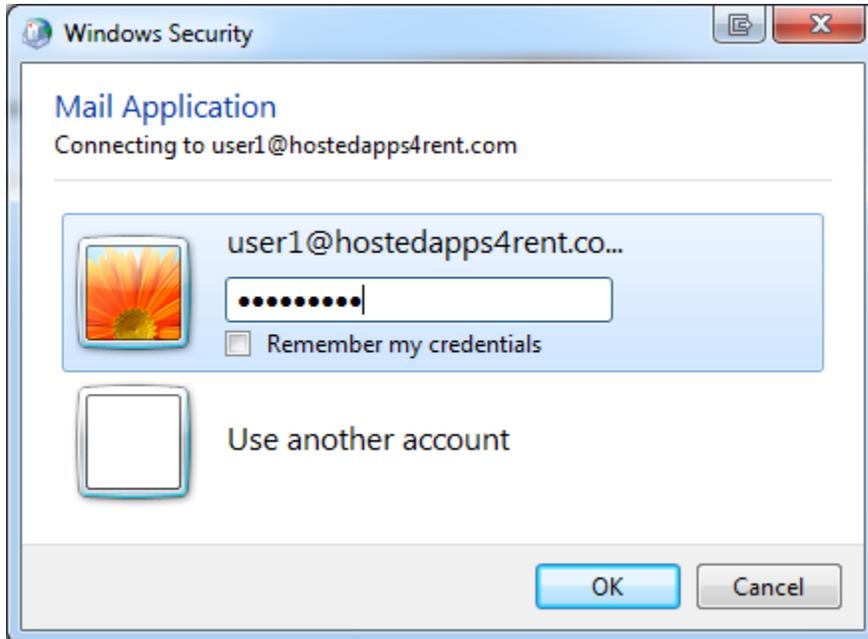
9. Your Outlook is configured. Please click on Finish and start then start Outlook.