

Manual configuration of Outlook 2007.

NOTE: This document is applicable only for customers using Apps4Rents Hosted Exchange 2010.

Please follow the steps below to manually 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'.

Mail Setu	p - Matt	×
E-mail Ac	counts	
	Setup e-mail accounts and directories.	E-mail Accounts
Data Files	5	
	Change settings for the files Outlook uses to store e-mail messages and documents.	Data <u>F</u> iles
Profiles -		
	Setup multiple profiles of e-mail accounts and data files. Typically, you only need one.	Show Profiles
		⊆lose

4. Click on 'Add'.

🔟 The fol	lowing pr <u>o</u> files	are set up on thi	s computer:
*			×
			<u>×</u>
A <u>d</u> d	Remove	Properties	Сор <u>у</u>
/hen starting) Microsoft Offi	ce Outlook, use t	his profile:
· Prompt	for a profile to	be used	
	use this profile	•	
C Always	+0.000 -0.000		

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



New Profile	×
Create New Profile	OK
	Cancel
Profile <u>N</u> ame:	

6. Please select the option 'Manually configure server settings or additional server types' and click on 'Next'.

Add New E-mail Accour	nt	×
Auto Account Setu	p	×
Your Name:	Example: Barbara Sankovic	
E-mail Address:	Example: barbara@contoso.com	
<u>P</u> assword: Re <u>t</u> ype Password:		
	Type the password your Internet service provider has given you.	
Manually configure	server settings or additional server types	
	< <u>B</u> ack <u>N</u> ext >	Cancel



7. Select 'Microsoft Exchange' and click on 'Next'.

Add New E-mail Account	×
Choose E-mail Service	ž
Internet E-mail Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages. 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. Outlook Mobile Service (Text Messaging)	
< <u>B</u> ack <u>N</u> ext > Car	ncel

- 8. In the Microsoft Exchange Server, type: Webmail.
- 9. In the User name, type the complete email address of the user account you are configuring.
- 10. Now, don't click on 'Next' or 'Check Name. Instead click on '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 Exchange server. For information, see your system administrator. Microsoft Exchange server: webmail ✓ Use Cached Exchange Mode Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name. User Name: user1@hostedapps4rent.com	<u>Check</u> Name
< <u>B</u> ack	Next > Cancel

11. At the next pop up box which says, 'The action cannot be completed. ' Please click on 'OK'.





12. You need to click on 'Cancel' at the next pop up box.

Microsoft Exchange	×
General	
Microsoft Exchange server:	
webmail	
Mail <u>b</u> ox:	
user1@hostedapps4rent.com Check_Name	
Once the names have been checked and are underlined, click OK.	
OK Cancel Apply	



13. In the next pop up box, please select the 'Connection' tab.



14. Put a check mark on Connect to Microsoft Exchange using HTTP.



15. Click on the button 'Exchange Proxy Settings'.

Microsoft Exchange	X		
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)			
C Connect using my phone line			
C Connect using Internet Explorer's or a 3rd party dialer			
Modem			
Use the following Dial-Up Networking connection:			
V			
Properties Add			
Outlook Anywhere			
Connect to Microsoft Exchange using HTTP			
Exchange Proxy Settings			
OK Cancel <u>A</u> ppl	y		

- 16. In connection settings type in the box: webmail.hostallapps.com
- 17. Put a check mark on 'Connect using SSL Only'
- 18. Ensure there is a check mark on 'Only connect to proxy servers that have this principal name in their certificate'.
- 19. Type the following in the below box: msstd:webmail.hostallapps.com
- 20. Ensure both the boxes below for 'fast and slow network' is checked
- 21. Under '**Proxy authentication'** settings select '**NTLM Authentication'** from the drop down list then hit **OK**.
- 22. In the previous window which is open, click on 'Apply' and 'Ok'.



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>U</u> RL to connect to my proxy server for Exchange:		
https:// webmail.hostallapps.com		
Connect using SL only		
Only connect to proxy servers that have this principal name in their certificate:		
msstd:webmail.hostallapps.com		
On fast networks, connect using HTTP first, then connect using TCP/IP		
✓ 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:		
NTLM Authentication		
OK Cancel		



23. Now click on 'Check Name'.

Add New E-mail Account	×
Microsoft Exchange Settings You can enter the required information to connect to Microsoft Exchange.	
Type the name of your Microsoft Exchange server. For information, see your system administrator. Microsoft Exchange server: webmail	
☑ Use <u>C</u> ached Exchange Mode	-
Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.	
User Name: user1@hostedapps4rent.com	Check Name
	More Settings
< <u>B</u> ack	Next > Cancel



24. Type the email address in the user name field and type in the password for this account and click on 'OK'.

Connect to webmail	<u>? ×</u>
	G
Connecting to webma	il .
<u>U</u> ser name:	🕵 user1@hostedapps4rent.c 💌 📰
<u>P</u> assword:	•••••
	Remember my password
	OK Cancel

25. Once it gets authenticated; server name and username would have an underline.



26. Hit 'Next 'and 'Finish' the setup process.

Add New E-mail Account	×
Microsoft Exchange Settings You can enter the required information to connect to Microsoft Exchang	e.
Type the name of your Microsoft Exchange server. For information, see your administrator. Microsoft <u>Exchange server</u> : webmail.hostallapps.net	system
☑ Use <u>C</u> ached Exchange Mode	
Type the name of the mailbox set up for you by your administrator. The mailb is usually your user name. User Name: User1	ox name Chec <u>k</u> Name
	More Settings
	< Back Next > Cancel



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

27. Open Outlook and it would again prompt for the login credentials for authentication.