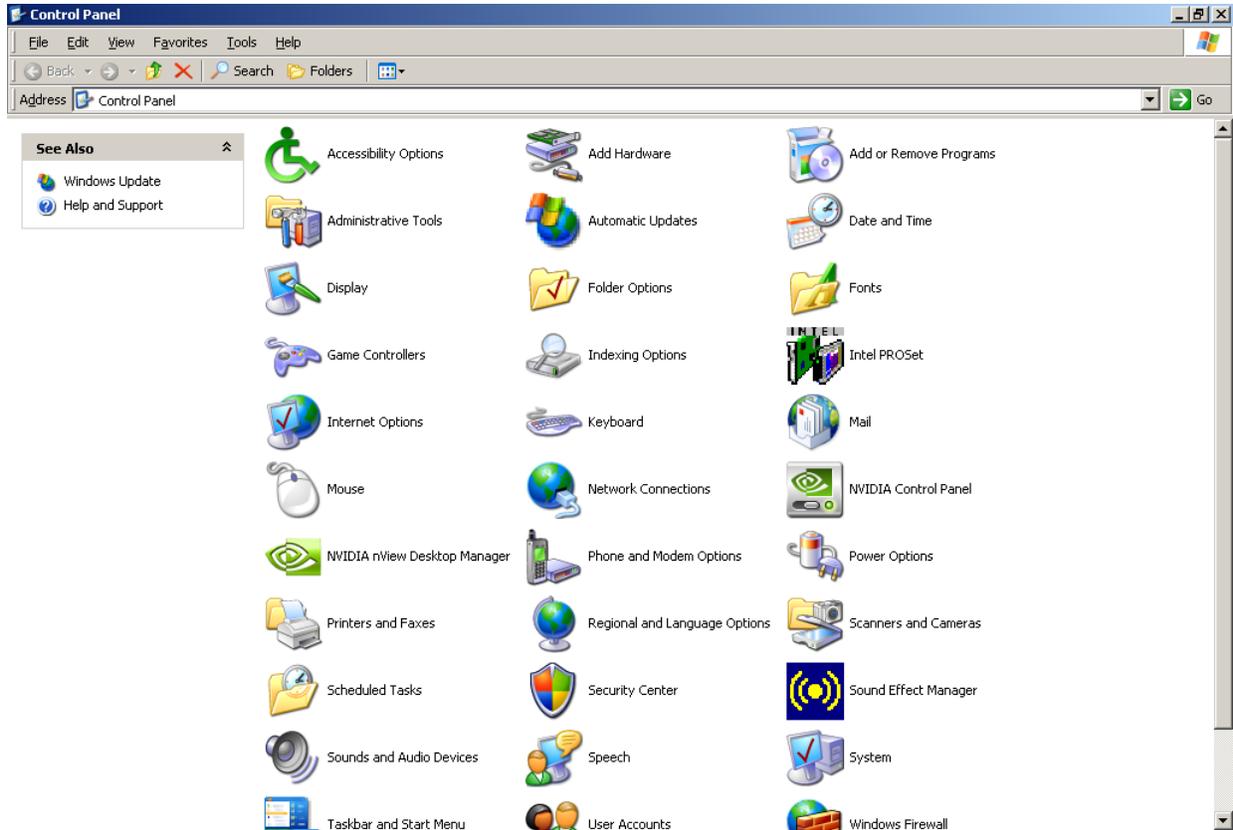


Manual configuration of Outlook 2010.

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

Please follow the steps below to manually configure Outlook 2010 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'



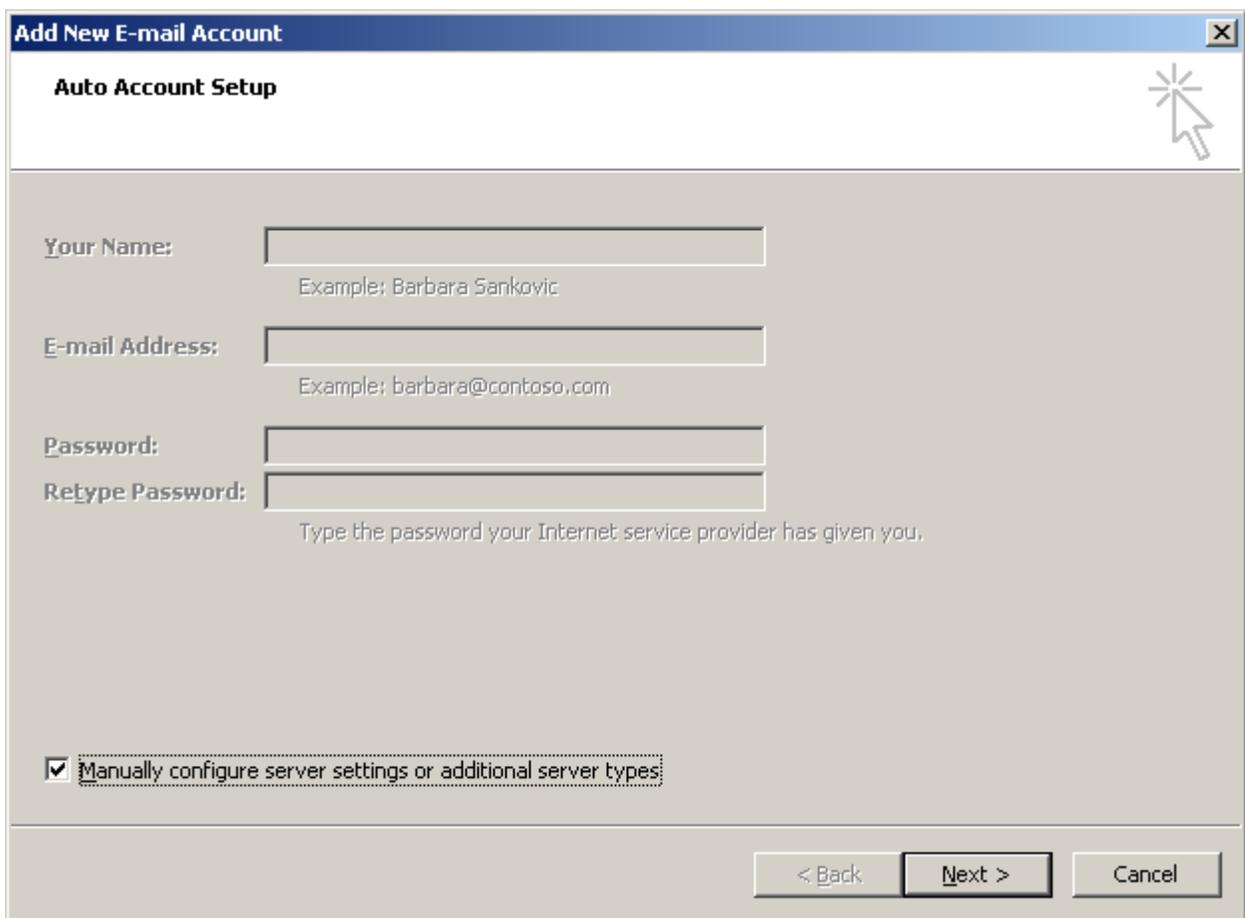
4. Click on 'Add'



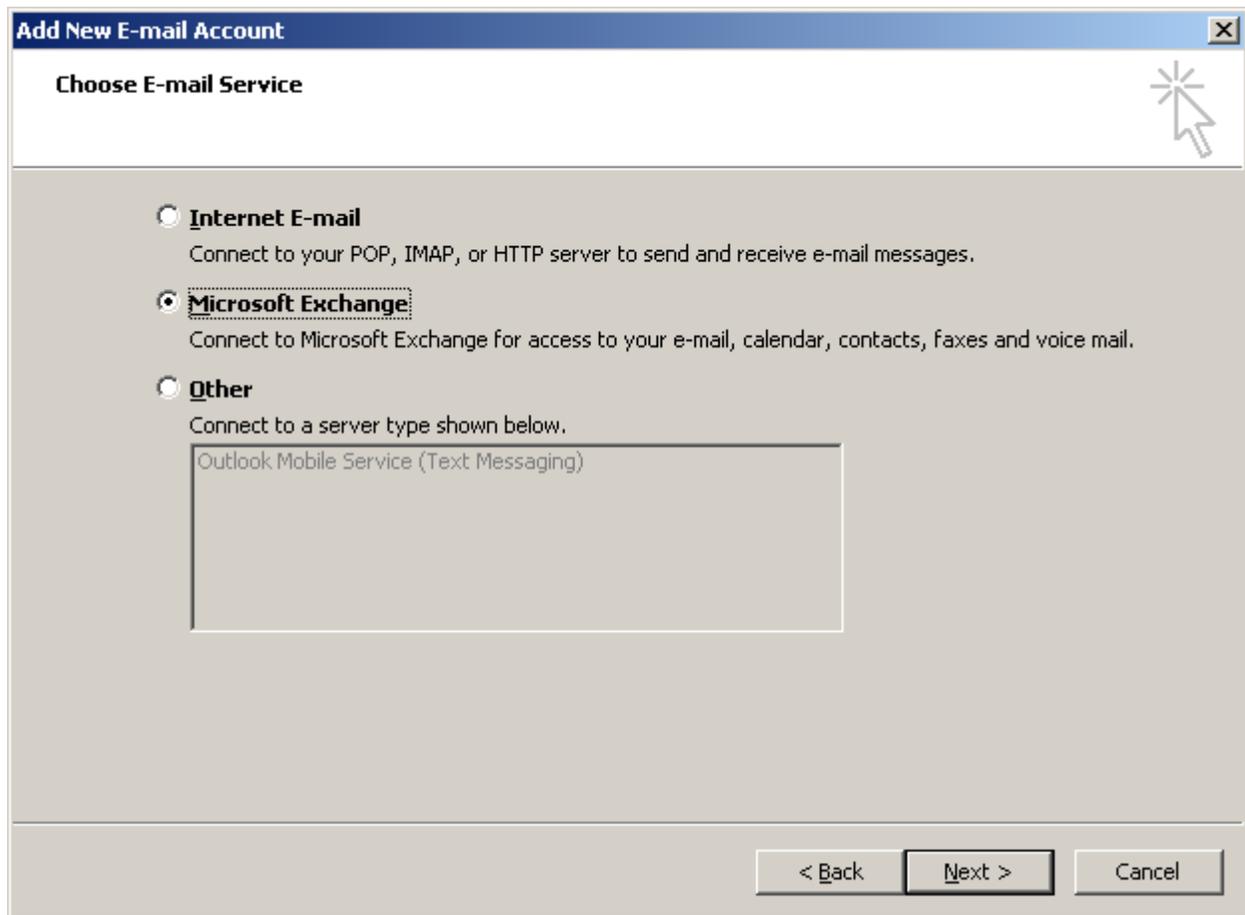
5. Provide a name (Can provide the user's display name) and click on Ok.



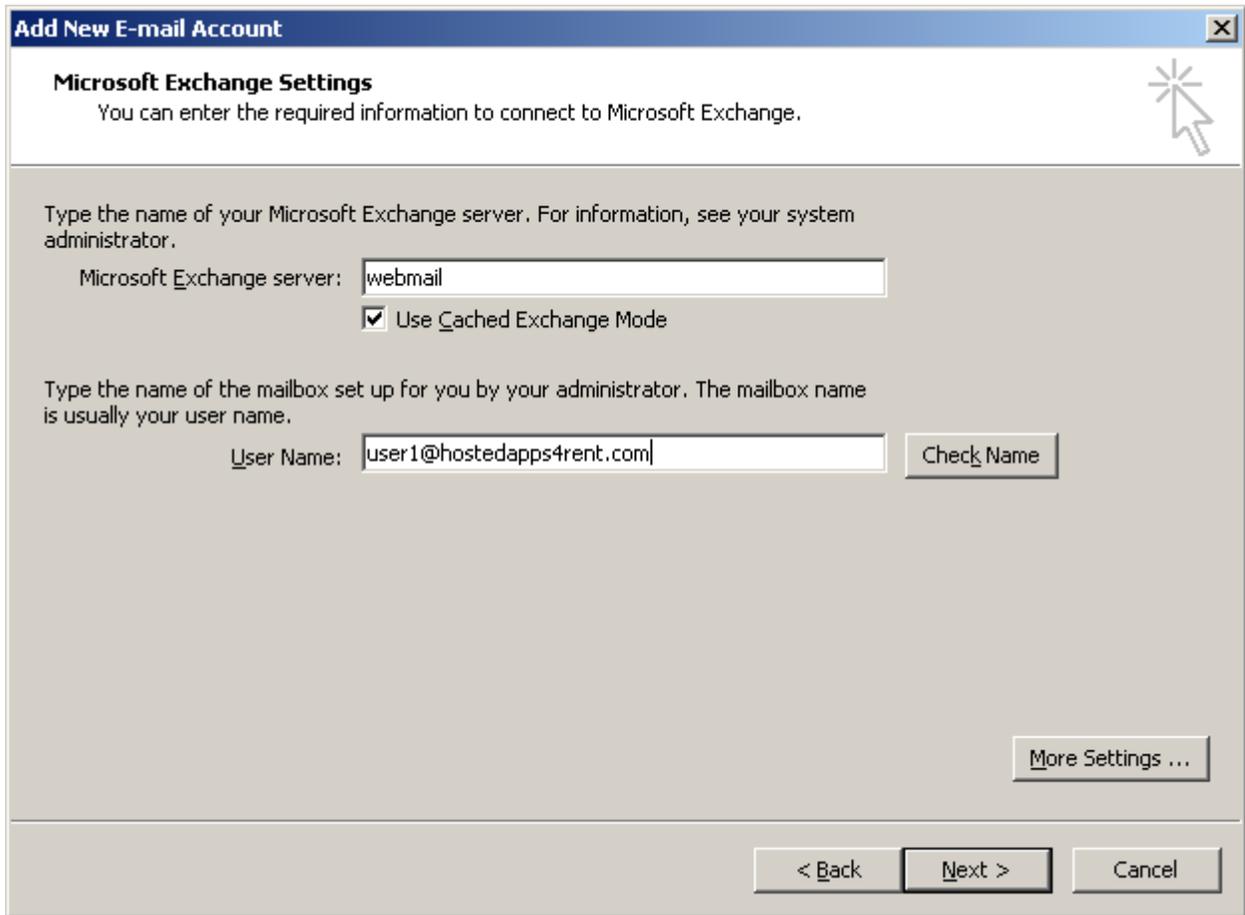
6. Please select the option 'Manually configure server settings or additional server types' and click on 'Next'.



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



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 [Help icon]

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:

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:

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



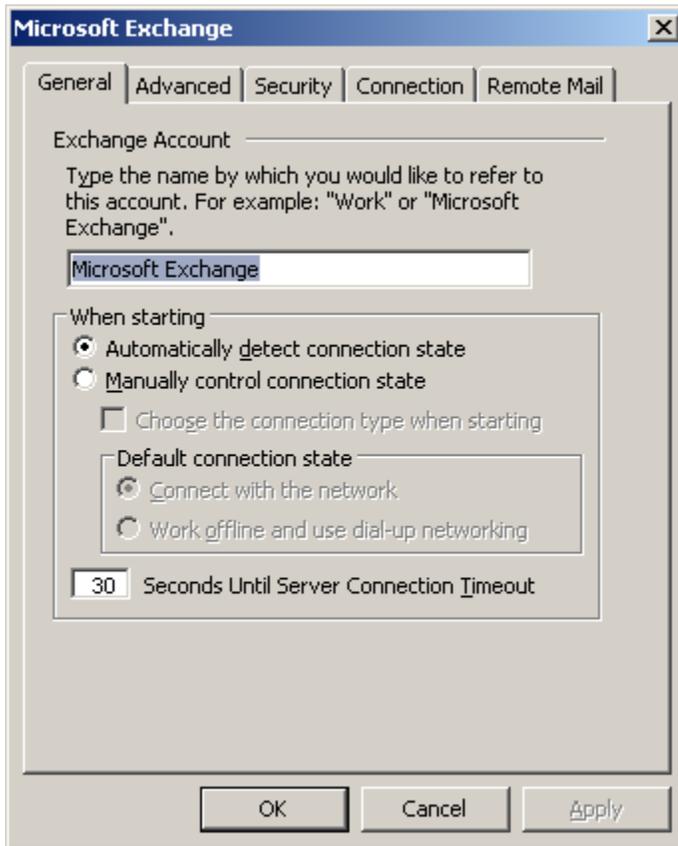
Microsoft Office Outlook [X]

 The action cannot be completed. The connection to Microsoft Exchange is unavailable. Outlook must be online or connected to complete this action.

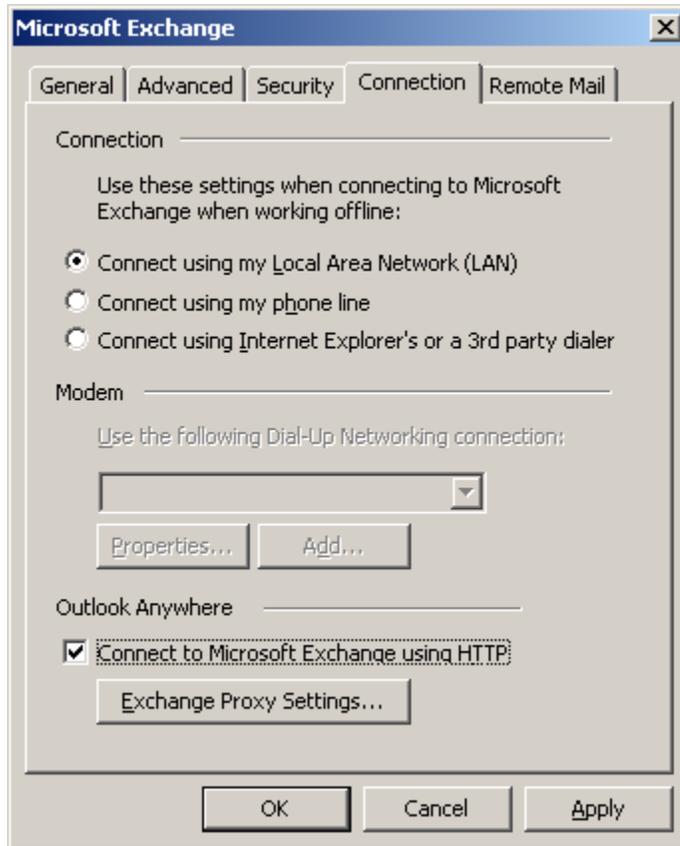
12. You need to click on 'Cancel' at the next pop up box.



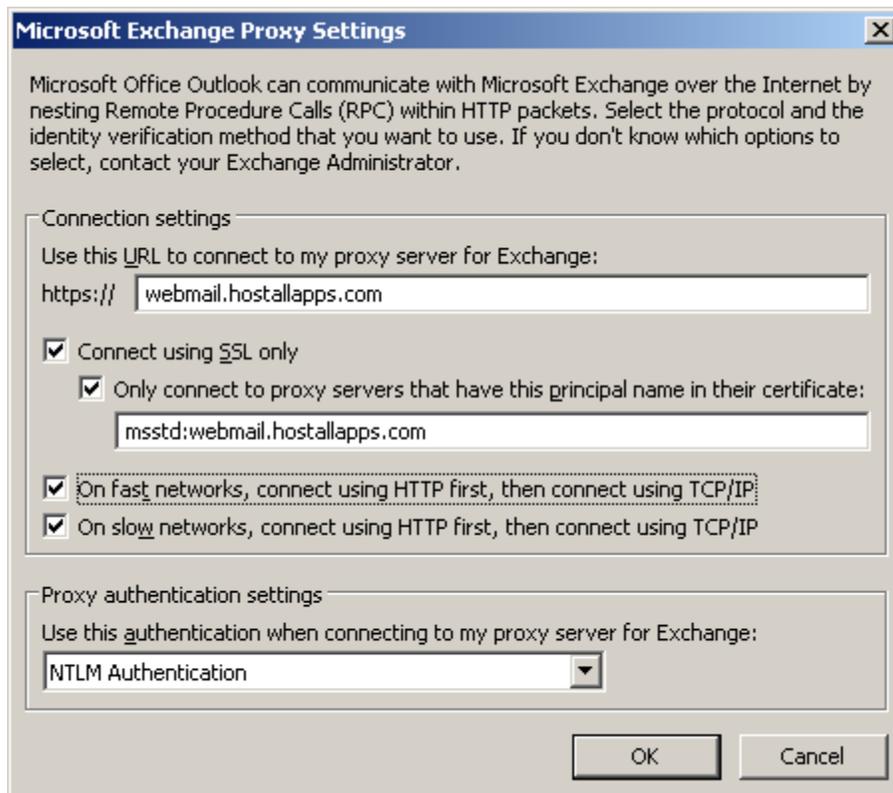
13. In the next pop up box, please select the 'Connection' tab.



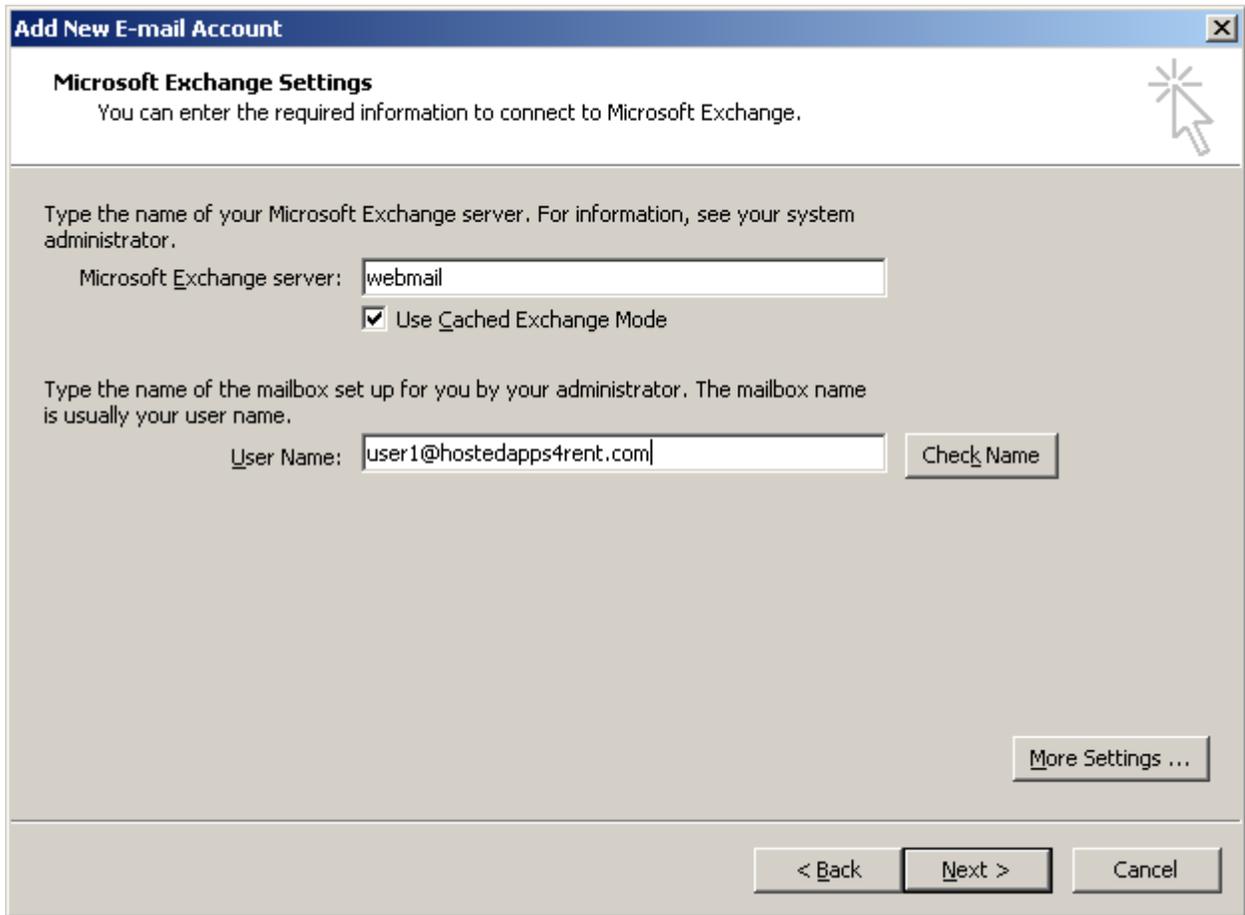
14. Put a check mark on Connect to Microsoft Exchange using HTTP.
15. Click on the button 'Exchange Proxy Settings'.



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'.



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.

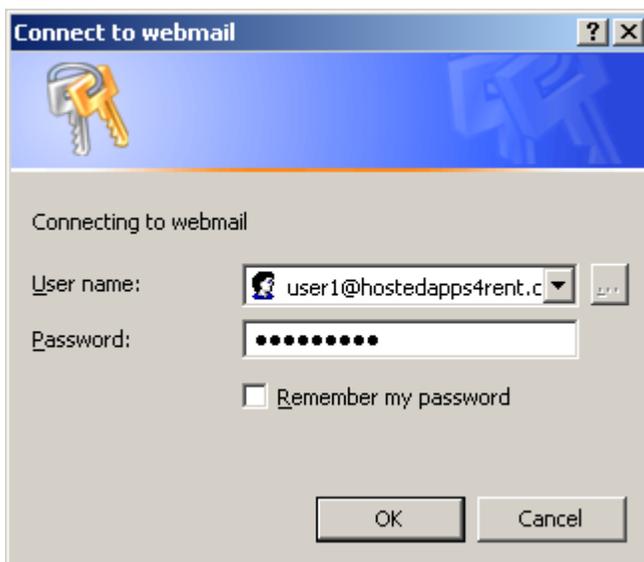
Microsoft Exchange server:

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:

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

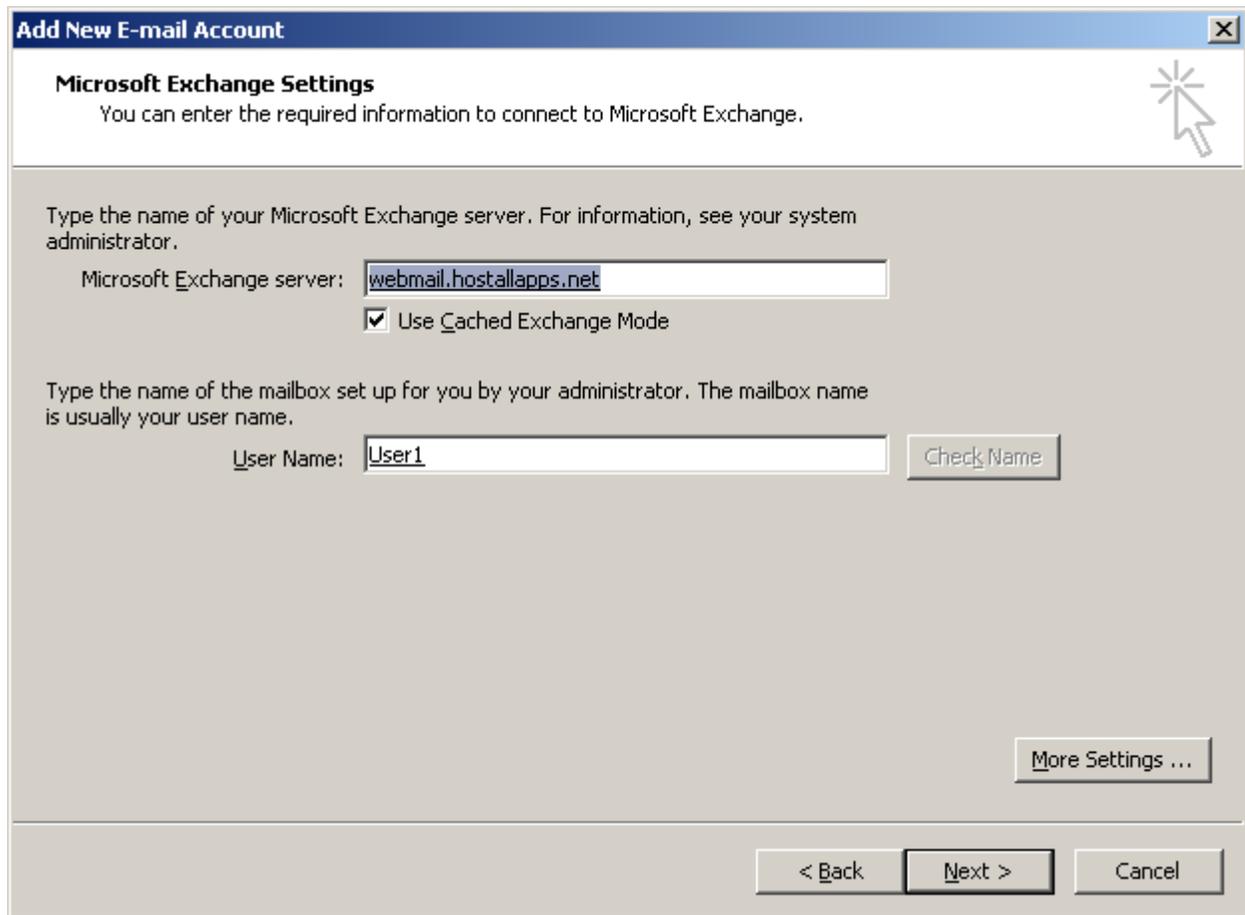
Connecting to webmail

User name:

Password:

Remember my password

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 [X]

Microsoft Exchange Settings
You can enter the required information to connect to Microsoft Exchange.

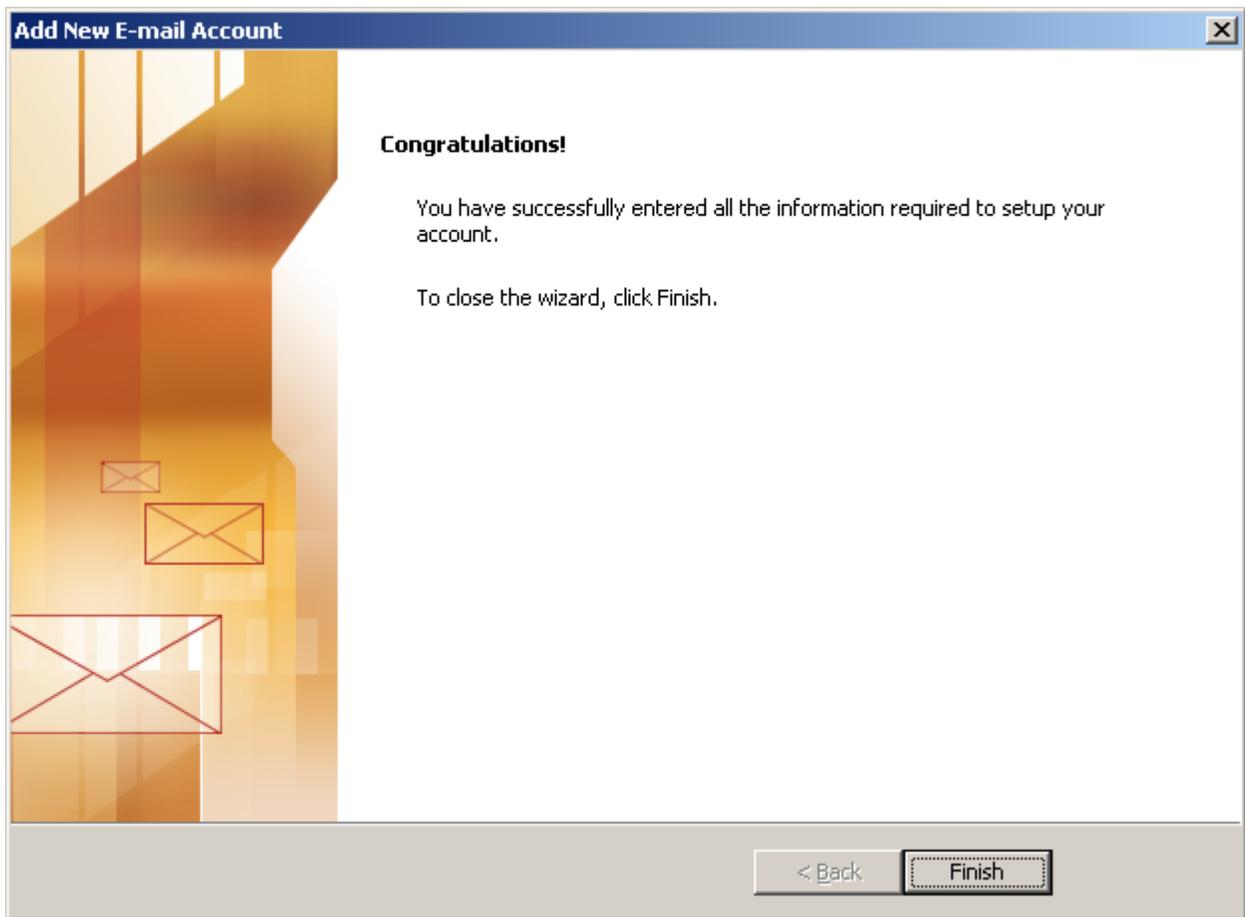
Type the name of your Microsoft Exchange server. For information, see your system administrator.

Microsoft Exchange server:

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:



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