



USER GUIDES

HOSTED EXCHANGE FOR OUTLOOK 2007 & 2010

INTRODUCTION: This guide will help assist with setting up your Microsoft Exchange mailbox to Outlook 2007 & 2010

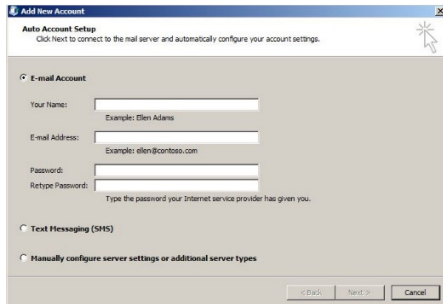
SYSTEM REQUIREMENTS: Microsoft Office 2007 or 2010

WHAT YOU MAY NEED & OTHER CONSIDERATIONS:

- Internet connection
- You may only need to do the first two steps. This will depend if Autodiscover configures your mailbox automatically.

STEP ONE

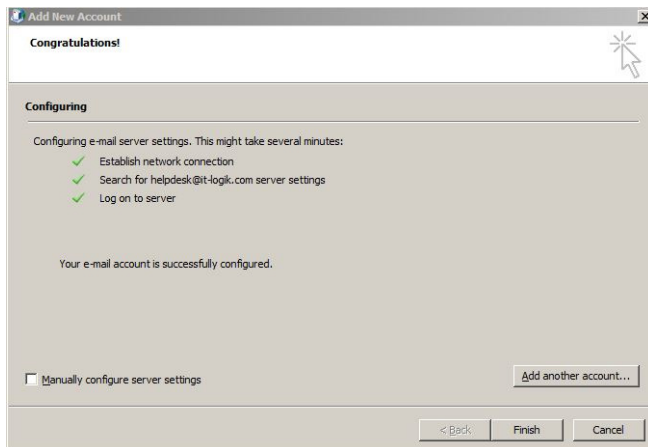
Start up Outlook and Fill in your details, Your Name, Email Address, and Password and then click <Next>



STEP TWO

If AutoDiscover was successful you should have all three checks highlighted with a green tick. Simply click <Finish> and you are done. You will no longer need to follow anything beyond step two.

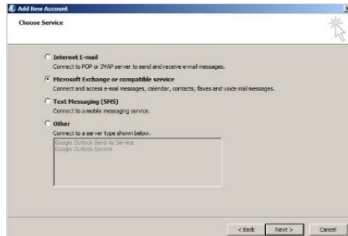
Otherwise you may have to configure your account using the manual method as per the next few steps. Tick the box where it says “Manually configure server settings” and then <Next>



For support please call +44 (0) 20 3740 1060, or email support@it-logik.com

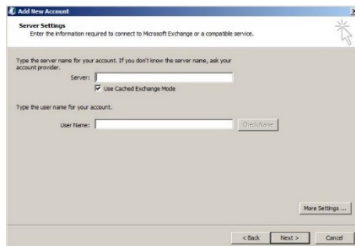
STEP THREE

Select Microsoft Exchange or compatible service and then click <Next>



STEP FOUR

Type in the server name which you should have received already, and your name. Then click on 'More Settings' button bottom right.



STEP FIVE

In the More Settings window click the "Connection" tab. Make sure that "Connect using my Local Area Network (LAN)" is selected and check "Connect to my Exchange mailbox using HTTP".

Now click the "Exchange Proxy Settings" button.



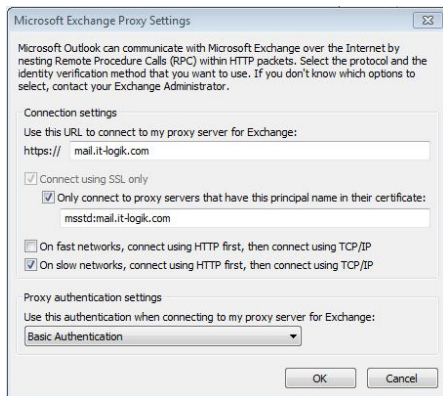
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STEP SIX

In the Exchange Proxy Settings window input the following:

- Ensure all the boxes have a tick
- 1st field 'HTTPS:// ' enter the following: **mail.it-logik.com**
- 2nd field enter: **msstd:mail.it-logik.com**
- The drop-down box select "Basic Authentication" option.

Once done, click <OK>.

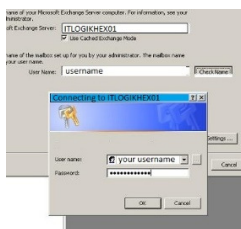


STEP SEVEN

You are taken back to the More Settings window, simply click <OK>.

Now you will be back at the main Exchange Server Settings window again. This time you need to click the "Check Name" button.

You will be asked for your user name and password to authenticate. Make sure to type the username exactly as provided. Click <OK>.



STEP EIGHT

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You may get the following screen depending on how you entered your name on the main screen. On this screen just select your name and click <OK>.



Once you get authenticated your User Name should change and become underlined. Now you are ready to click <Next> and then <Finish> to finish.

