



SETUP SECONDARY MAILBOX IN OUTLOOK

INTRODUCTION: This guide will explain how to add a second account to Outlook.

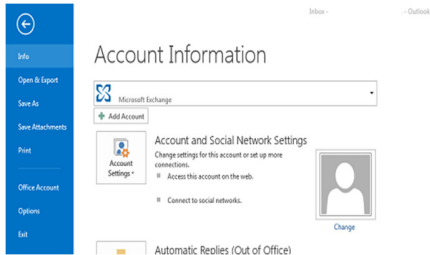
SYSTEM REQUIREMENTS: Microsoft Outlook & a Hosted Exchange Mailbox

WHAT YOU MAY NEED & OTHER CONSIDERATIONS:

If Autodiscover has worked you will only need to follow steps 1-3. If you need to do a manual setup please follow the whole guide.

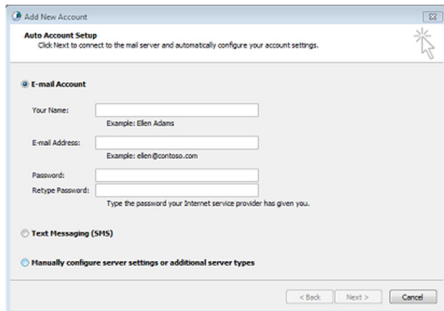
STEP ONE

Select File Tab at the top of the tool bar and select 'Add Account'



STEP TWO

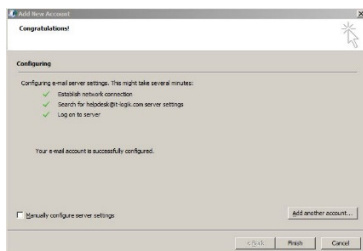
Fill in your details, Your Name, Email Address, and Password and then click <Next>



STEP THREE

If AutoDiscover was successful you should have all three checks highlighted with a green tick. Simply click <Finish> and you are done.

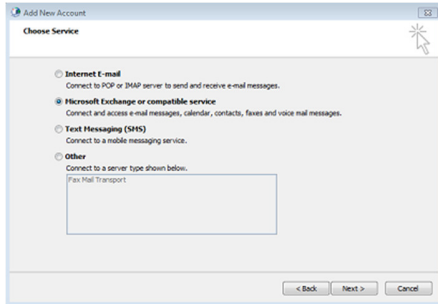
Otherwise you may have to configure your account using the manual method as per the next few steps. Tick the box where it says "Manually configure server settings" and then <Next>



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

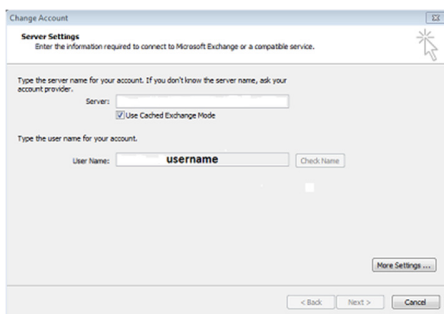
STEP FOUR

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



STEP FIVE

Manual setup – Type in the server name itlogikhex02.it-logik.com and your name. Then click on 'More Settings' button bottom right.

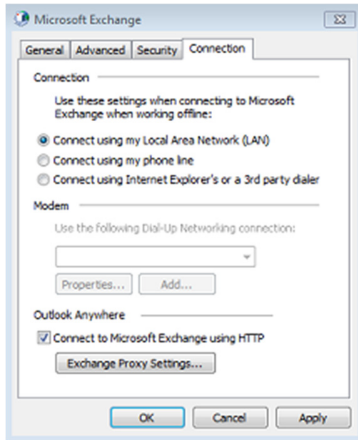


STEP SIX

Manual setup – 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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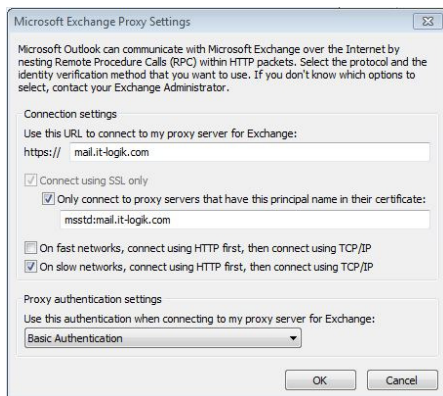


STEP SEVEN

Manual setup – 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>.



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STEP EIGHT

Manual Setup - 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 username and password to authenticate. Make sure to type the username exactly as provided. Click <OK>.

