



Exchange 2007

Outlook Profile/POP/IMAP/SMTP Setup Guide

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Introduction

This document applies to Exchange 2007.

The following instructions were created using Outlook 2010; however, instructions for Outlook 2007 are very similar. You may have slightly different views during the setup process, but the setup information is the same.

Exchange 2007 — Outlook Profile Configuration

This section provides a quick overview of the settings needed to access Outlook client software and configure Outlook to connect to your hosted Exchange mailbox.

Detailed instructions can be found in the section that follows.

Outlook Manual Profile Configuration – Quick Start

1. From your PC:
Windows XP: **Start | Control Panel | Mail.**
Windows 7 (in Category view): **Start | Control Panel | User Accounts | Mail.**
2. Click **[Show Profiles]**.
3. Click **[Add]**.
4. Enter a name for the profile.
5. Check **Manually configure server settings or additional server types** checkbox | **Microsoft Exchange.**
6. **Microsoft Exchange Server: ausp01vmbx10.collaborationhost.net**
 - Check: **Use Cashed Exchange Mode**
 - User Name: **yourlogin** (e.g., *first.lastname@yourdomain.com*)
7. Proxy Server for Exchange: **outlook.collaborationhost.net**
 - Check: **Only connect.....certificate: outlook.collaborationhost.net**
 - Check: **On slow connections....using TCP/IP**
 - Check: **On fast connections... using TCP**

Outlook Manual Profile Configuration – Detailed Instructions

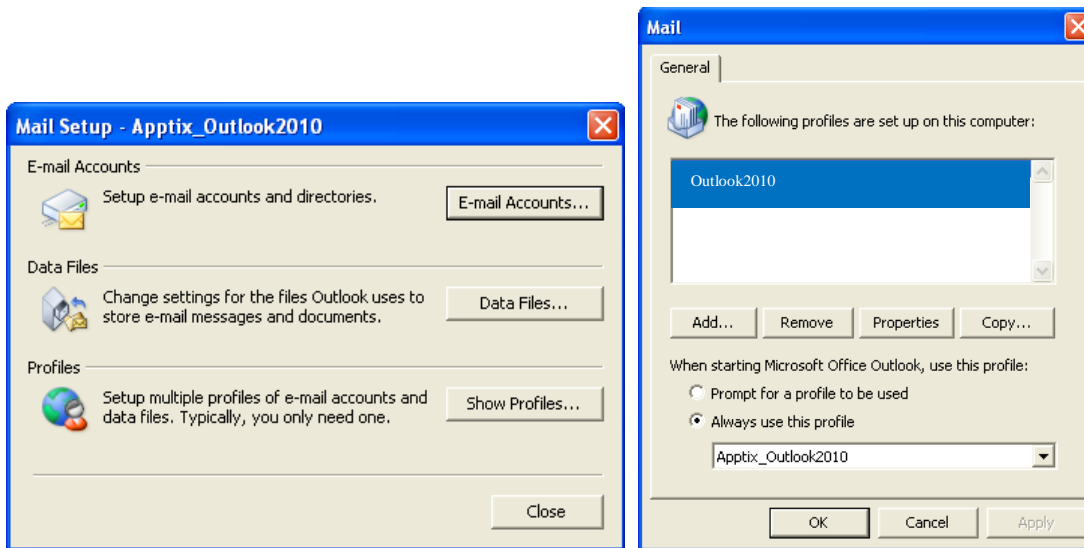
To manually configure your Outlook profile, you need to manually configure multiple profiles and/or add email accounts to an existing profile. Perform the following steps:

1. From your PC:

Windows XP: **Start | Control Panel | Mail.**

Windows 7 (in Category view): **Start | Control Panel | User Accounts | Mail.**

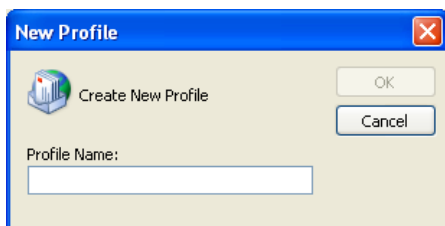
The **Mail Setup** wizard starts.



2. Click the **[Show Profiles]** button, then **[Add...]** to create a new profile for your account.

NOTE: If this is the first profile created, then the second dialog (**Mail | General**) displays; the first dialog *does not* display.

The **New Profile** dialog displays.



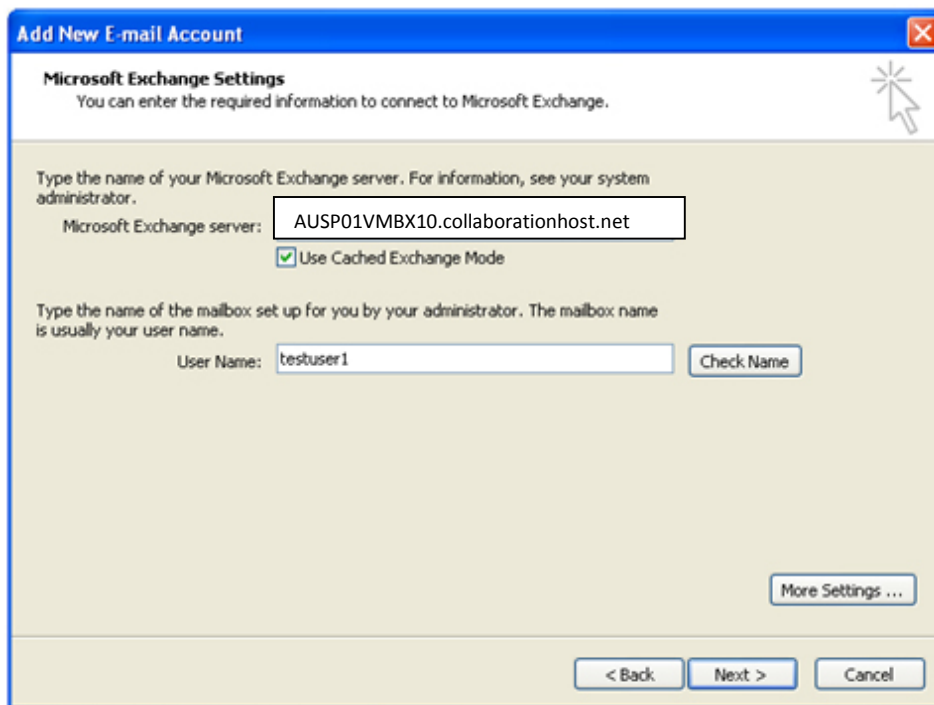
3. Enter any name for the profile to help you identify the account (for example, "Outlook2010") and click **[OK]**. The **Add Account Setup** dialogs displays.

- Click the checkbox at the bottom of the screen to **Manually configure server settings or additional server types** and click the **[Next]** button.

The **Choose E-mail Service** dialog displays.

- Select the **Microsoft Exchange** radio button option and click the **[Next]** button.

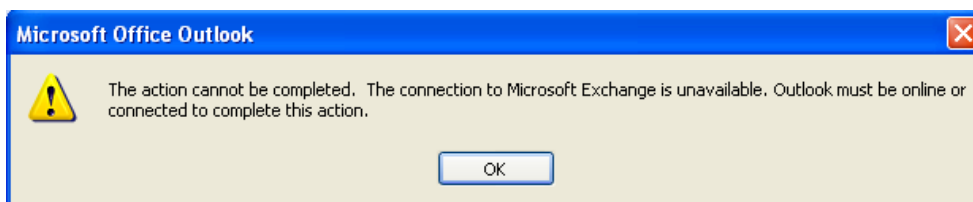
The **Microsoft Exchange Settings** dialog displays, on which you can enter server settings to begin setup.



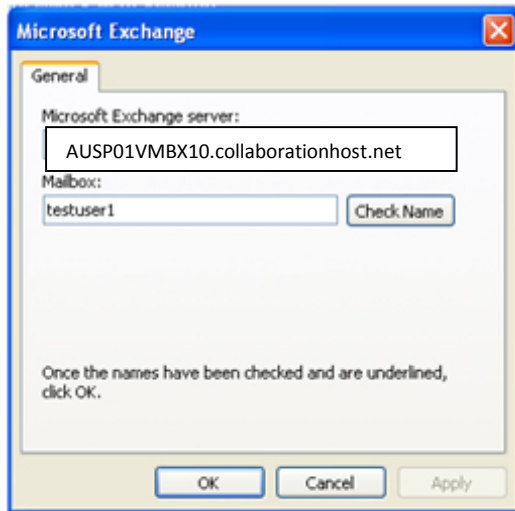
6. Make sure to keep the **Use Cached Exchange Mode** checkbox checked (that's the default) and enter the information as requested.
 - **Microsoft Exchange server:** **ausp01vmbx10.collaborationhost.net**
 - **User Name:** Enter your user name (for example, *firstname.lastname@yourdomain.com*)

NOTE: Do NOT click **[Check Name]** at this time.

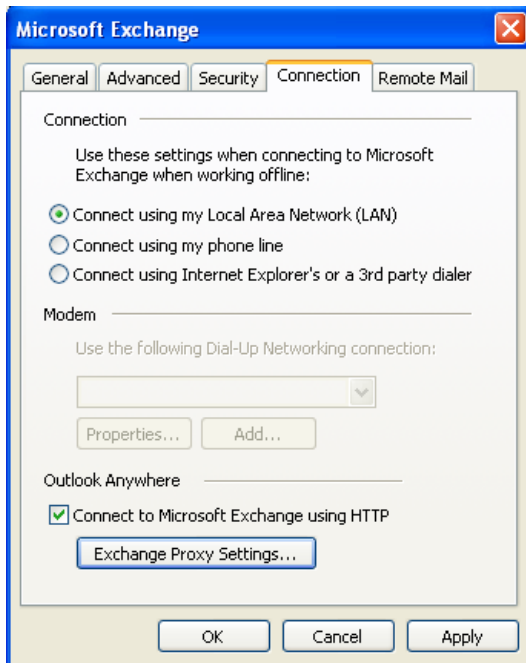
7. Click **[More Settings]**.
Outlook may display a few warning dialogs (example below).



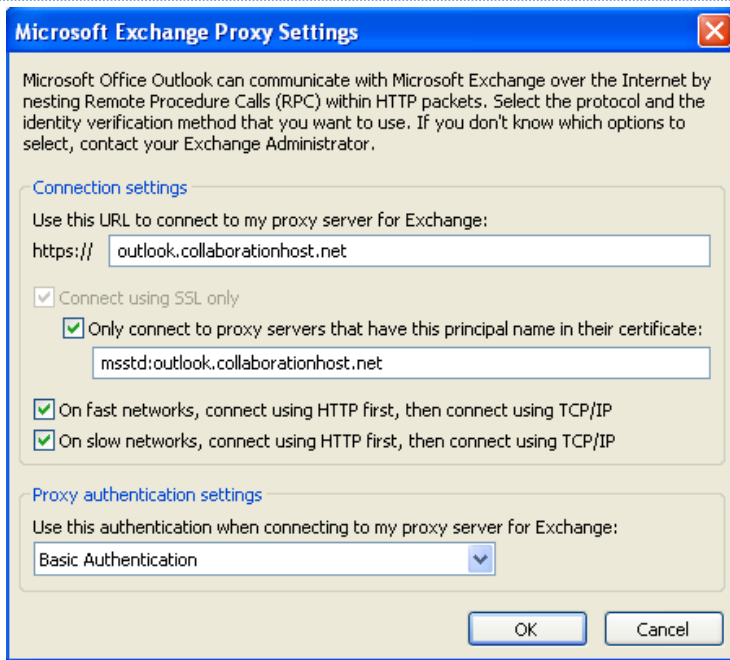
8. Click **[OK]** on each warning dialog until the **Microsoft Exchange** dialog displays.



9. Click **[Cancel]** to close this dialog.
The **Microsoft Exchange** dialog displays.



10. Click the **Connection** tab to access the additional connection settings.
11. Click the **Connect to Microsoft Exchange using HTTP** checkbox.
This activates the **[Exchange Proxy Settings]** button.
12. Click the **[Exchange Proxy Settings]** button to access the **Microsoft Exchange Proxy Server Settings** dialog.

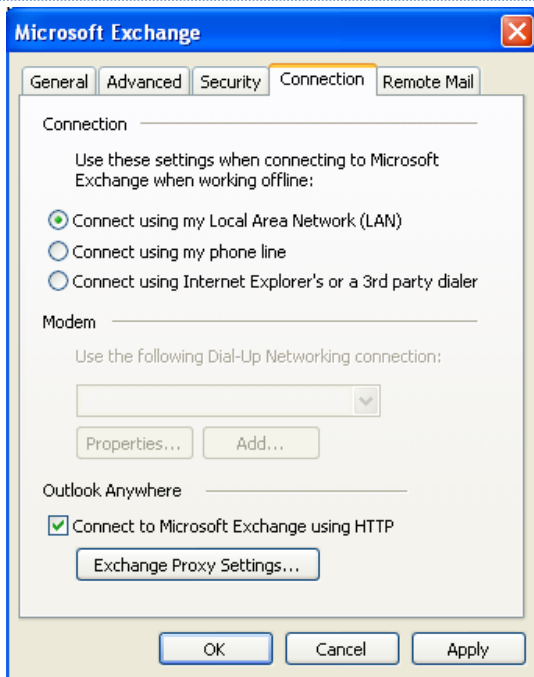


13. Enter all of the following settings:

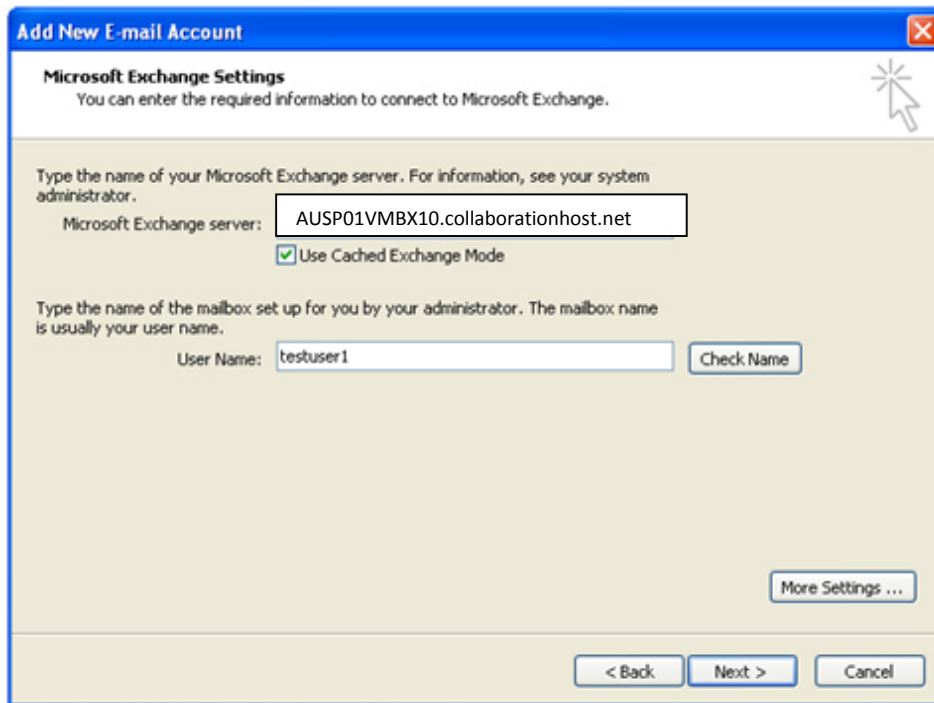
- Use this URL...proxy server for Exchange: **outlook.collaborationhost.net**
- Only connect...certificate: **msstd:outlook.collaborationhost.net**
- Check the checkbox for **On fast networks...using TCP/IP**
- Check the checkbox for **On slow networks... using TCP/IP**
- Select **Basic Authentication** from the **Proxy authentication settings** drop-down

14. Click the **[OK]** button.

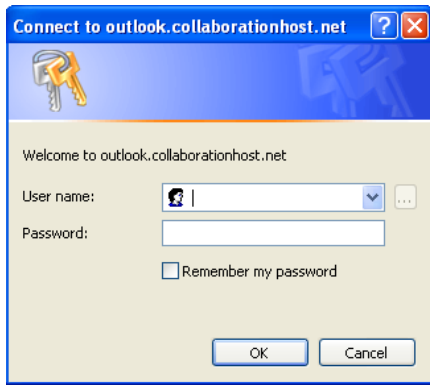
The **Microsoft Exchange** dialog displays again, with the **Connection** tab on top.



15. Click **[Apply]**, and then click **[OK]**.
The **Microsoft Exchange Settings** dialog displays.



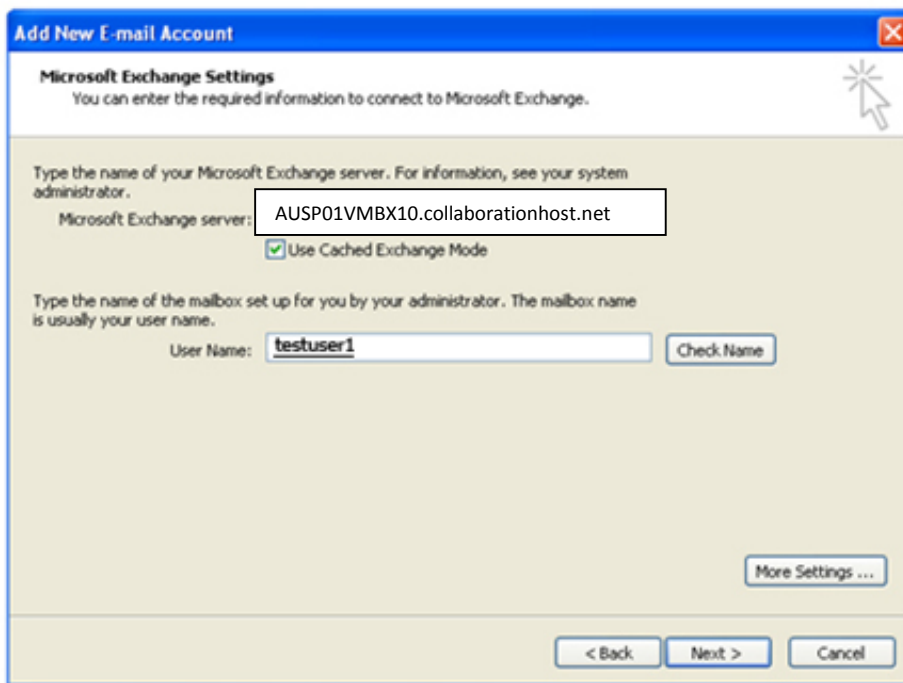
16. Click the **[Check Name]** button.
You are prompted to login.



17. Enter your **User name** and **Password** and click **[OK]**.

Outlook attempts to communicate with the Exchange server with the settings you have entered.

It may take a few seconds (up to two minutes on slow Internet connections) before the Outlook profile resolves your mailbox settings.



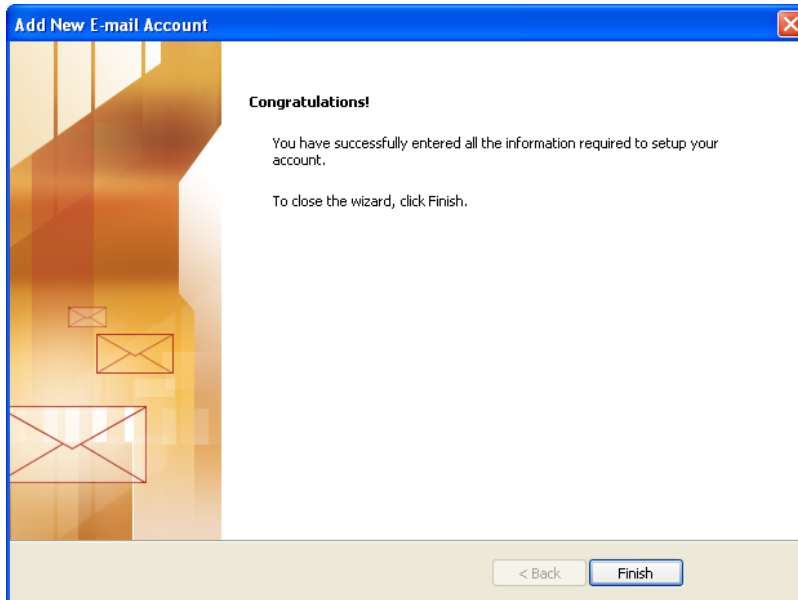
The setup is successful when the **Microsoft Exchange Settings** dialog is updated – the **Microsoft Exchange server** and the mailbox **User Name** inputs display as underlined (as in the graphic above).

NOTE: The **Microsoft Exchange server** name of the resolved location (which is underlined) may be different than what was entered in Step 6 above.

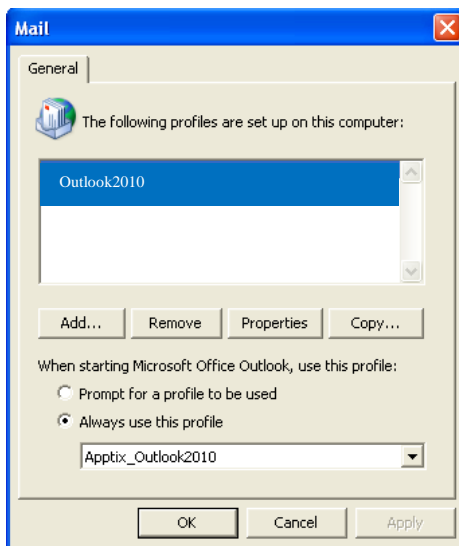
The **User Name** displays what was entered for the **Display Name** for the Exchange mailbox.

18. Click the **[Next>]** button.

A **Congratulations** dialog displays, indicating that the setup was successful.



19. Click the **[Finish]** button.
The **Mail** dialog displays again.



20. From this dialog, you can either select **Prompt for a profile to be used** or change the drop-down for **Always use this profile** to select the name of the newly created profile in order to always log into that profile.

You have now successfully connected the Outlook profile to your Exchange mailbox using the manual server configuration settings.

Exchange 2007 — POP/IMAP/SMTP Configuration

NOTE: If you're using Outlook 2010, we recommend that you connect to your e-mail account with an Exchange account instead of through POP3 or IMAP4. Using an Exchange account lets you use calendaring and other collaboration features that you can't get if you connect through IMAP4 or POP3.

1. Open Outlook 2010.
2. If the Microsoft Outlook 2010 Startup wizard displays automatically, on the first page of the wizard, click **Next**.
3. Then, on the **E-mail Accounts** page of the wizard, click **Next** again to set up an email account.
If the Microsoft Outlook 2010 Startup wizard doesn't appear, on the Outlook 2010 toolbar, click the **File** tab. Then, just above the **Account Settings** button, click **Add Account**.
4. Click **Manually configure server settings or additional server types**, and then click **Next**.
5. In the **Choose Service** page of the wizard, select **Internet E-mail**, and then click **Next**.
6. Provide the following information on the **Internet E-mail Settings** page.

Under **User Information**:

- a. In the **Your Name** box, enter the name you want users to see when you send e-mail from this account.
- b. In the **E-mail Address** box, enter your e-mail address.

Under **Server Information**:

- a. Under **Account Type**, select **IMAP** or **POP3**.
- b. In the **Incoming mail server** box, enter the IMAP or POP server name.
 - IMAP Incoming Mail Server: **imap.collaborationhost.net**
 - Incoming Port: **993**
 - POP3 Incoming Mail Server: **pop.collaborationhost.net**
 - Incoming Port: **995**
- c. In the **Outgoing mail server (SMTP)** box, enter the SMTP server name: **smtp.collaborationhost.net**
 - Outgoing Port: **587**

Under **Logon Information**:

- a. In the **User Name** box, enter your email address.
- b. In the **Password** box, enter your password.
If you want Outlook to remember your password, make sure the check box next to **Remember password** is selected.

7. At the lower-right side of the page, click **More Settings**, and then fill in the **Internet E-Mail Settings** dialog box as follows:
On the **Outgoing Server** tab, select **My outgoing server (SMTP) requires authentication**.
On the **Advanced** tab:
 - a. Under **Incoming server (IMAP)**, or **Incoming server (POP3)**, next to **Use the following type of encrypted connection**, select **SSL** in the drop-down box.
 - b. Under **Outgoing server (SMTP)**, next to **Use the following type of encrypted connection**, select **TLS**, and then click **OK**.
 - c. If you're using POP3 and you want to keep a copy of your messages on the server, under **Delivery**, click **Leave a copy of messages on the server**.
If you don't select this option, all messages will be removed from the server and stored locally on your computer.
8. On the **Add New Account** page, click **Next**.
9. After Outlook 2010 tests your account, click **Close** to close the **Test Account Settings** dialog box.
10. On the **Congratulations** page, click **Finish**.
11. On the **Account Settings** page, click **Close**.
12. If you're using IMAP4, a message may display asking you if you want to download folders for the mail server that you added. Click **Yes**.
Use the Outlook 2010 user interface to select which folders to synchronize between the server and your local computer, and then click **OK**.