



Exchange 2007

Outlook 2011 Profile Setup Guide

Exchange 2007 — Outlook 2011 Profile Configuration

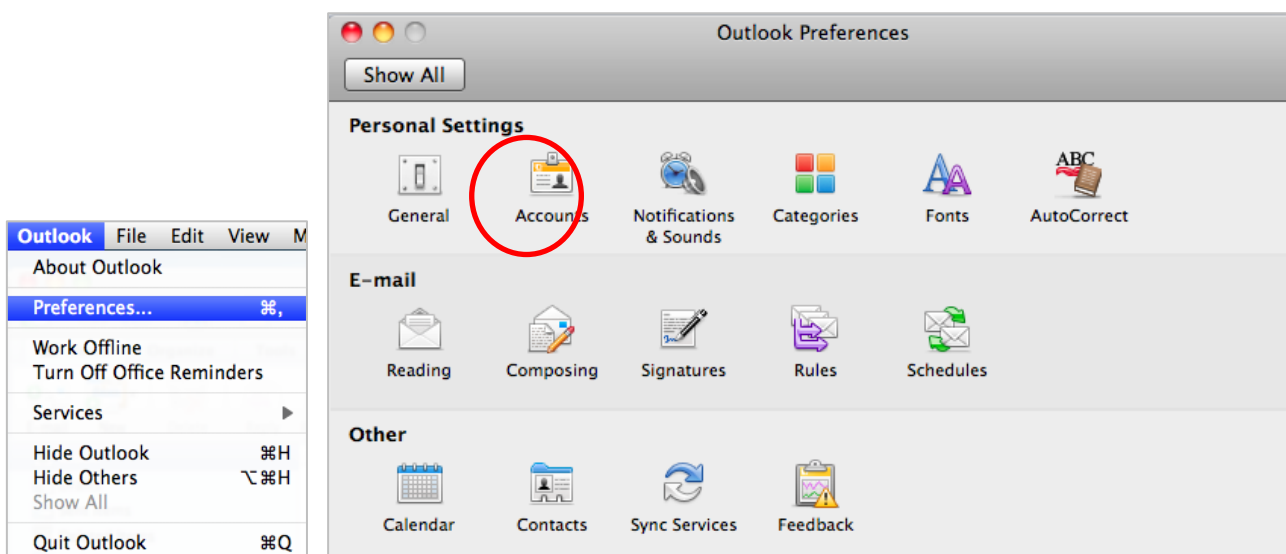
This document provides a quick overview of the settings needed to configure Outlook 2011 on your Mac to connect to your hosted Exchange mailbox.

Perform the following steps:

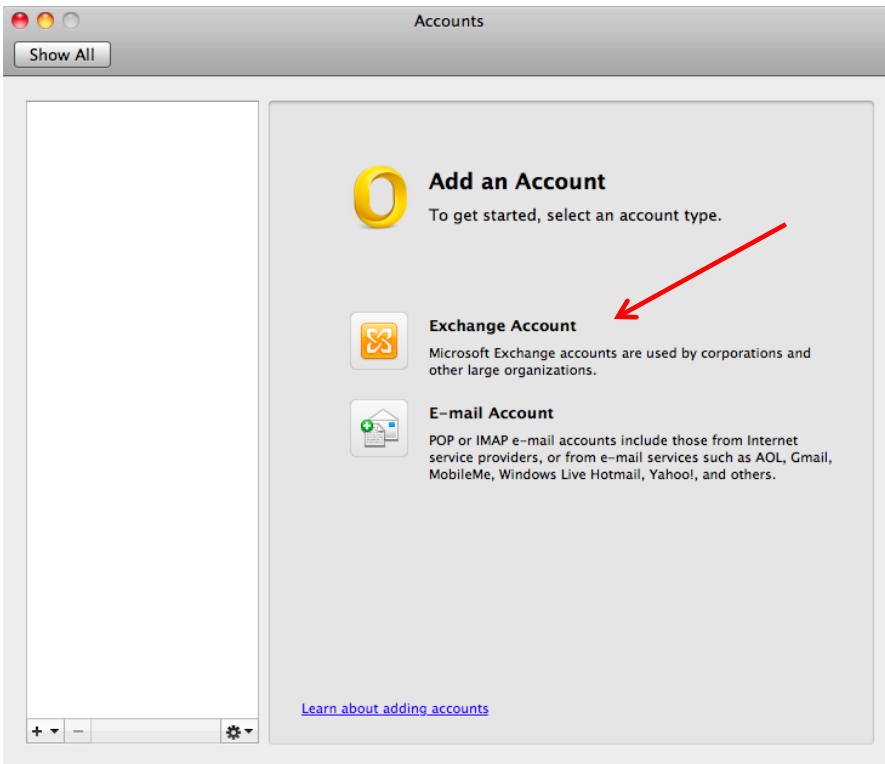
1. Select the Outlook 2011 icon from the Mac applications dock:



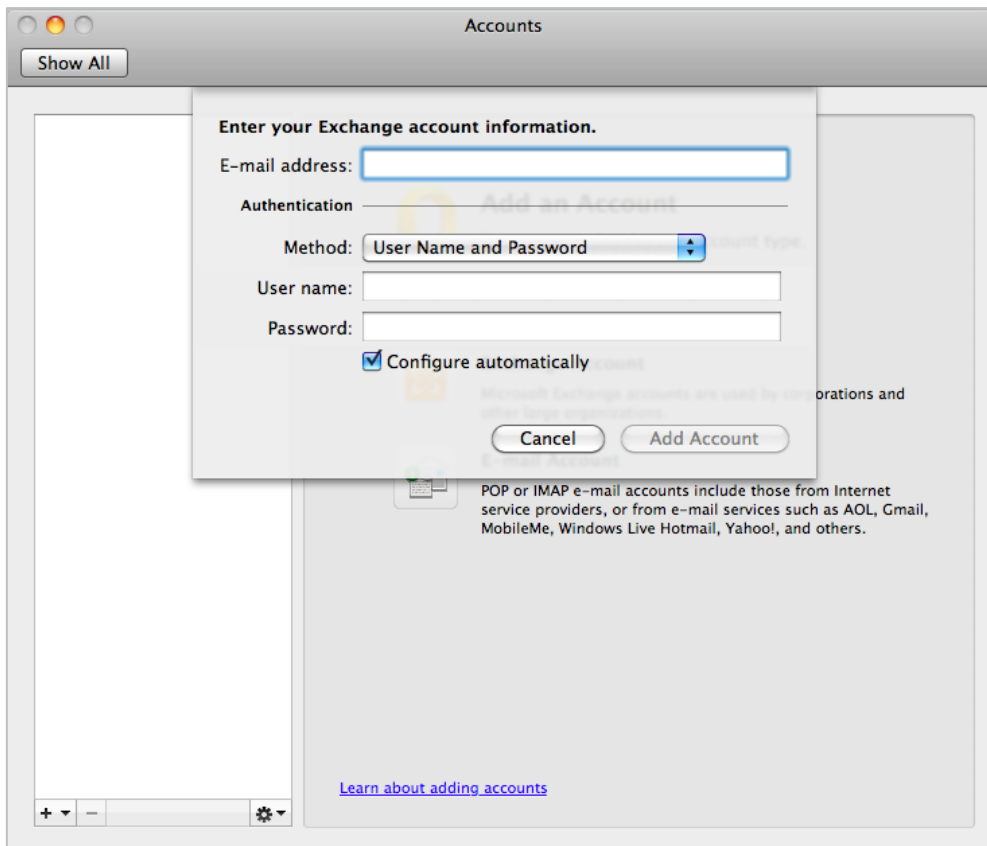
2. Select the **Outlook** menu in the upper left corner, and then select **Preferences**.
The **Outlook Preferences** dialog displays:



3. Select **Accounts**.
The **Accounts** dialog displays:



4. Select **Exchange Account**.
5. Enter your account information in the fields provided:



- **E-mail address** – Enter your full email address (e.g., **first.lastname@mycompany.com**).
 - **User name** – This is your user name as defined in the Control Panel (i.e., “**Collaboration**” followed by the user name – “Joe123,” for example).
 - **Password** – Enter your Exchange mailbox password (e.g., **Password1!**).
 - **Configure automatically** – Check this to allow Outlook to configure the Exchange connection automatically. If you have correctly setup your DNS records (CNAME = Autodiscover record), then the automatic configuration should work. Alternatively, continue with the manual configuration parameters.
6. If the auto-configuration failed, an additional field displays to enable you to enter the configuration server. Enter the configuration information in the **Server** field and click **[Add Account]**.
- **Server** – **<https://autodiscover.collaborationhost.net/EWS/exchange.asmx>**

Enter your Exchange account information.

E-mail address:

Authentication

Method:

User name:

Password:

Configure automatically

Server:

Account cannot be added. Note that Outlook 2011 requires Exchange Server 2007 SP1 Update Rollup 4 or later.

A final dialog displays, asking if you want to allow/deny redirection to the selected server.

Outlook was redirected to the server mail.mse17.exchange.ms to get new settings for your account ddamian@mailstreet.com. Do you want to allow this server to configure your settings?

<https://mail.mse17.exchange.ms/autodiscover/autodiscover.xml>

Click Allow only if you fully trust the source, or if your Exchange administrator instructs you to.

Always use my response for this server

7. Click **[Allow]** to complete Outlook profile configuration.

You have now successfully connected the Outlook profile to your Exchange mailbox.