HOSTED EXCHANGE 2010

QUICK SETUP GUIDE

OUTLOOK WEB ACCESS AND OUTLOOK ANYWHERE

Outlook Web Access

Exchange mailbox users can access their email from anywhere using the Outlook Web Access (OWA) facility. This may be accessed using any web browser from the following URL:

 owa.messageexchange.com

Outlook Anywhere Configuration Guide

Introduction

Outlook Anywhere (OA) will allow you to create a direct link to the Hosted Exchange Server without the need to use a VPN (Virtual Private Network) tunnel.

Supported Operating System and Outlook Versions

Today we will be setting up Outlook for use with the Hosted Exchange Server. Supported Versions are Outlook 2007 Sp2 and Outlook 2010. **Unfortunately Outlook 2003 is not compatible with Exchange 2010.**

We can provide Outlook 2010 licence and software for a small monthly fee.

Before setting up Outlook Anywhere ensure that Windows and the Outlook installation is fully updated to the latest releases.

Outlook 2007 Service Pack 2 can be downloaded from:

http://www.microsoft.com/downloads/en/details.aspx?FamilyID=b444bf18-79ea-46c6-8a81-9db49b4ab6e5

SETTING UP OUTLOOK ANYWHERE

This article is focused on IT staff with knowledge of Operating Systems and the Messaging Application Program Interface (MAPI) Screenshots are from Vista and Windows 7 and applies to Windows XP SP3 as well.

1. Go into the control panel and start the Mail applet. Vista requires that you open the following Icon **(A)** first then **(B)**:
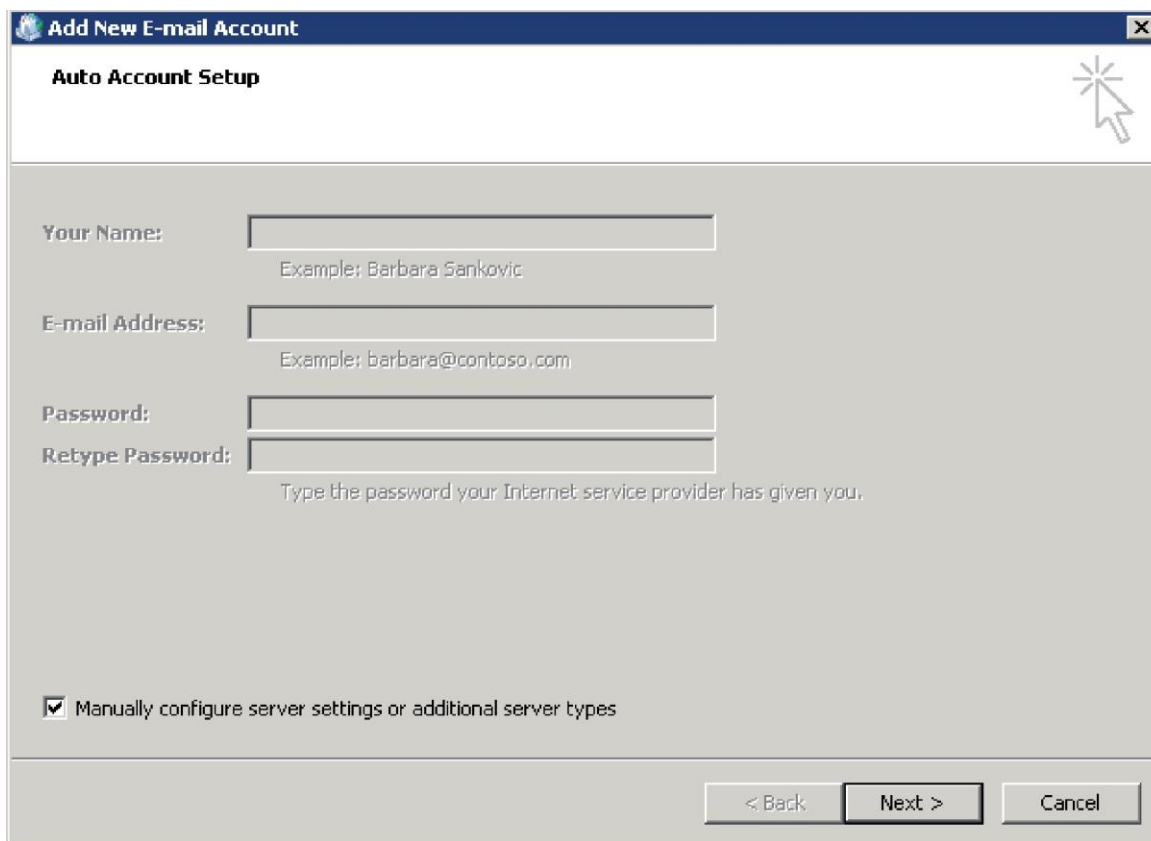
(A)   And Then **(B)**

View 32-bit
Control Pa...   Mail

2. Click **"Add"** a profile
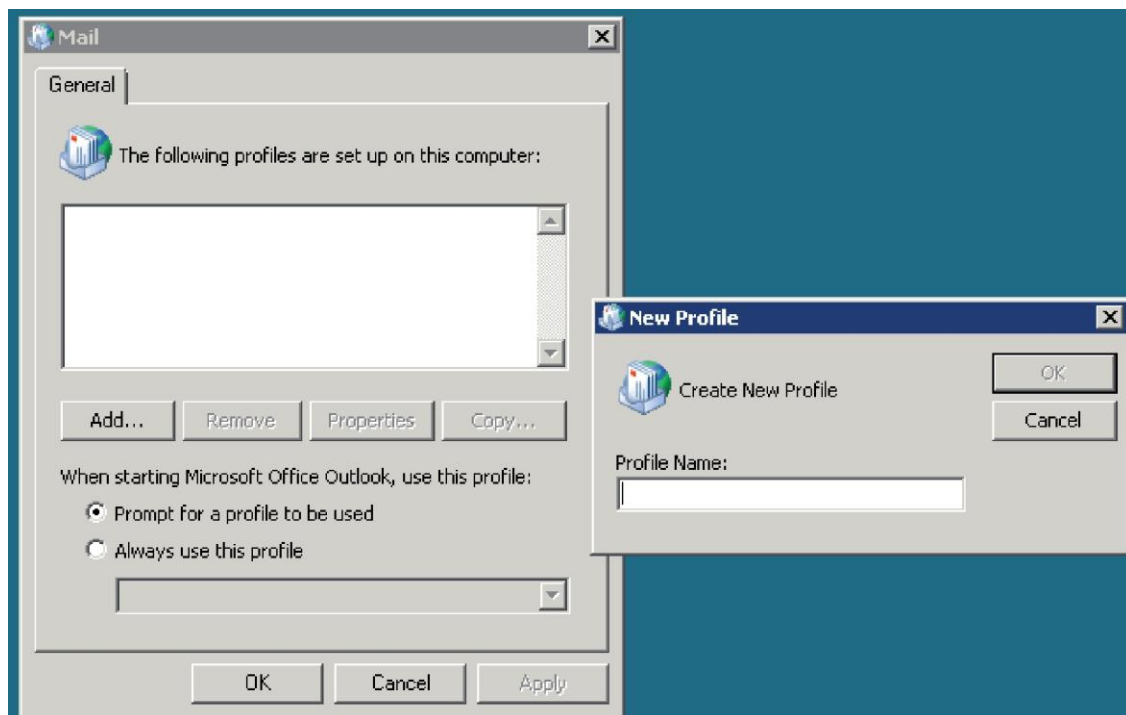
Give it a useful name in the **"Profile Name"** Field then **"OK"**.

3. Click on **"Manually configure settings"**. Then **"Next"**.

Add New E-mail Account ☒

Auto Account Setup

Your Name: [   ]
        Example: Barbara Sankovic

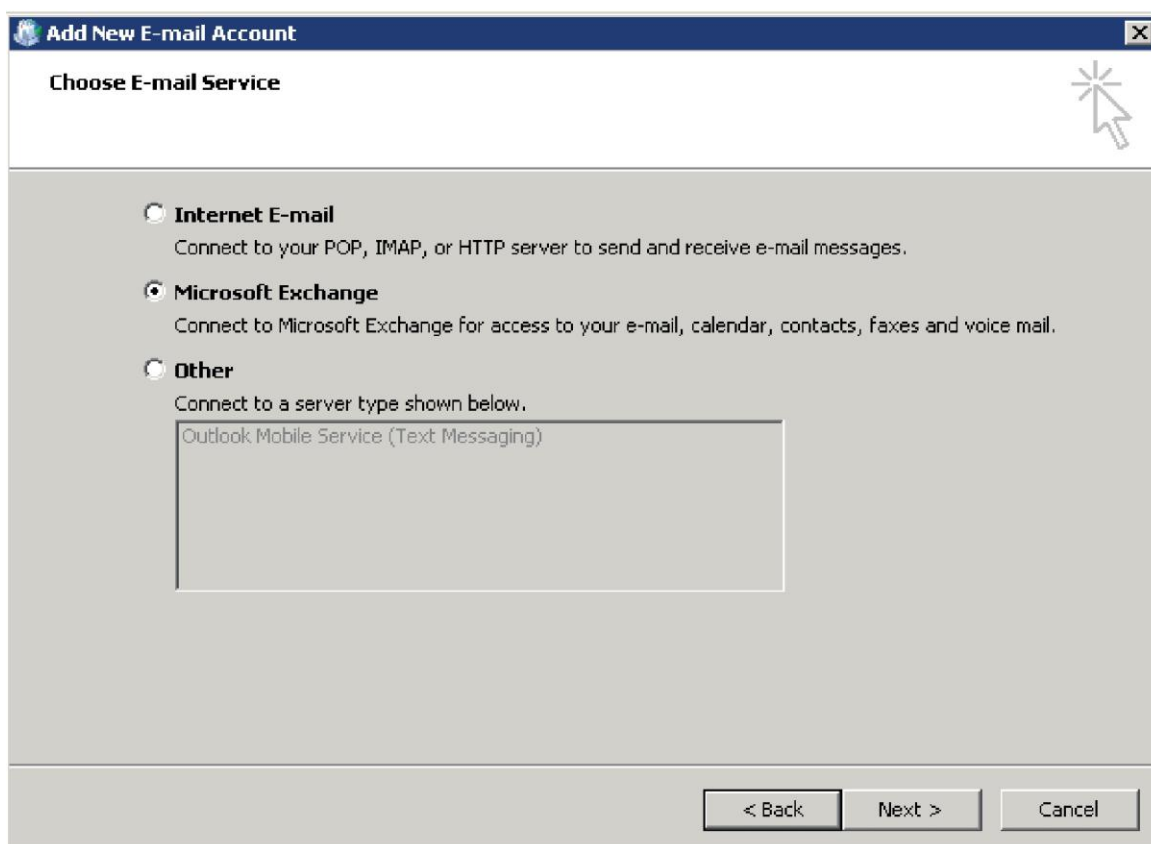E-mail Address: [   ]
        Example: barbara@contoso.com

Password: [   ]
Retype Password: [   ]
        Type the password your Internet service provider has given you.

☑ Manually configure server settings or additional server types

[< Back] [Next >] [Cancel]

Add New E-mail Account ☒

Choose E-mail Service

○ **Internet E-mail**
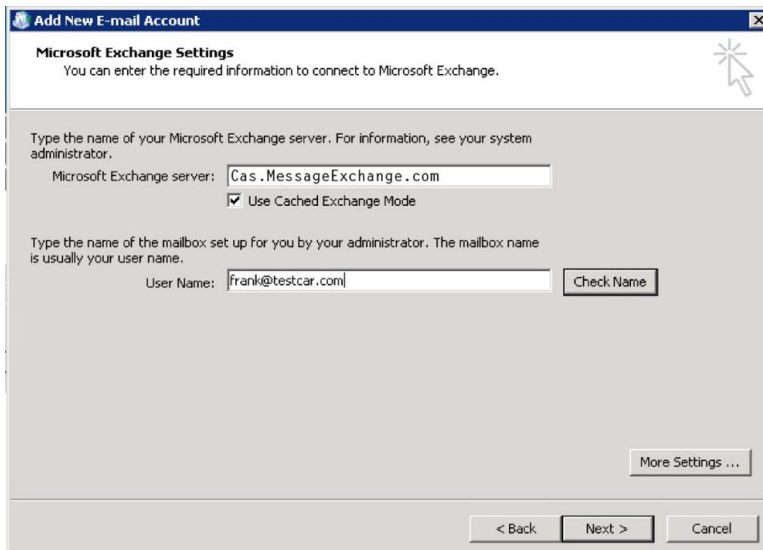   Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

⦿ **Microsoft Exchange**
    Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

○ **Other**
    Connect to a server type shown below.
    [Outlook Mobile Service (Text Messaging)   ]

[< Back] [Next >] [Cancel]

Select **"Microsoft Exchange"** and then **"Next"**.

4. Fill in the relevant fields, in the User name enter the full email address, and do **NOT** at this stage **"Check Names"**.
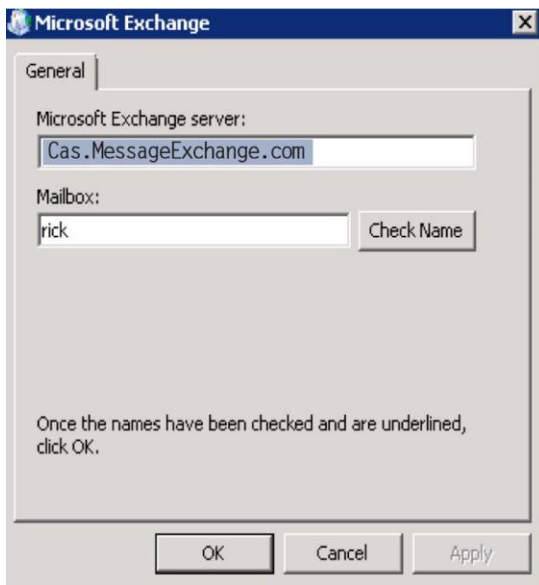

Click on **"More Settings"**

5. We will now configure the connector to the server. Choose Exchange Server and **"Next"**.
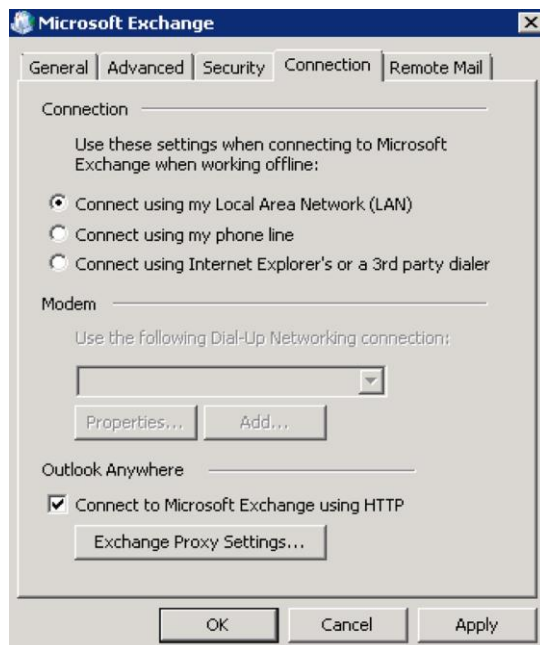
You may get the following. Click **"OK"**
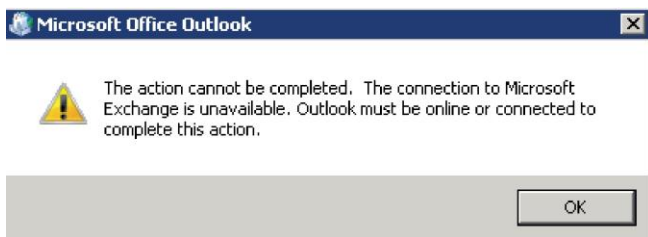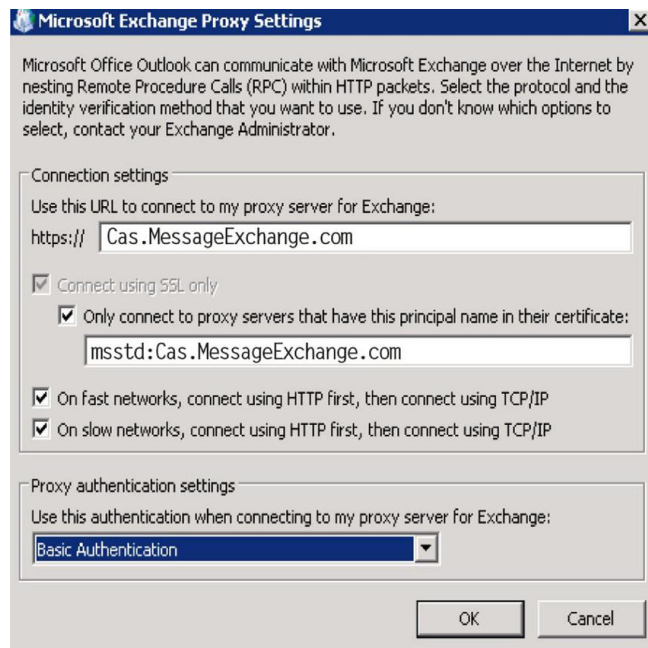
Then **"Cancel"**

6. The Following screen will appear, click on the **"Connection"** tab.

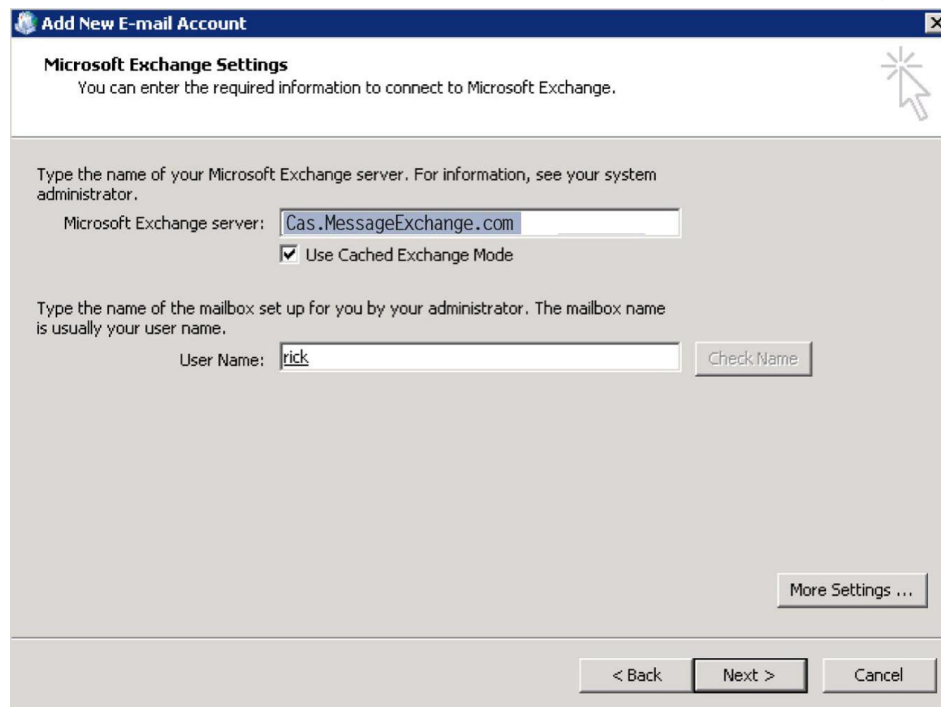Tick **"Outlook Anywhere"** and press the **"Exchange Proxy Settings"**

7. On the **"Proxy Settings"** page, fill in the fields as below. Ensure that the Proxy authentication is set to **"Basic"** and there is a tick in all boxes.

N.B. If you are using Windows XP, please do not tick **"only connect to proxy servers that have this principal name in their certificate".**
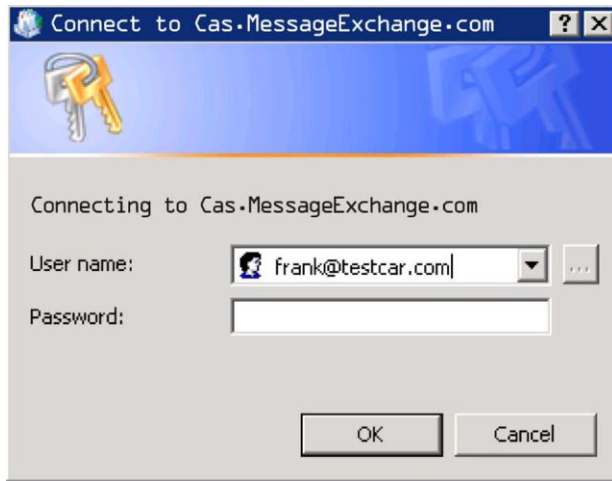
Press OK twice until you are back on the **"Exchange Settings"** page.

Click **"Check Name"** if you have configured the Connection Settings correctly, you will be prompted for a user name and password.

8.

Put in your full Email address and the agreed password. Click on the "**ok"** button

A line should appear under the Exchange Server and the user name (as below) :-

9.

This confirms successful connections, settings and authentication.

HOSTED EXCHANGE 2010 FOR PREMIUM PLUS USERS

OUTLOOK LICENCES

Premium Plus mailboxes offer additional Microsoft Outlook 2010/2007 client download and license keys. To obtain a license key the mailbox user must log in to the control panel:-

https://manage.messageexchange.com : with their email address and password.

Once connected, mailbox users must agree to the Microsoft Software License Agreement and after doing so will be provided with a link to download the software and the relevant license keys (located under the Dashboard

END-USERS

CLIENT DASHBOARD

Using the URL: https://manage.messageexchange.com end-users are able to sign-into the Message Exchange portal to access the following details:

DESKTOP SETTINGS

Confirmation of the exchange server they are attached to, along with their username and password.

Any aliases they have on their main address.

Individual public folder permissions and they root folder name.

The end-users are able to change their password here, update their address book entry and also add in additional aliases.