



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>

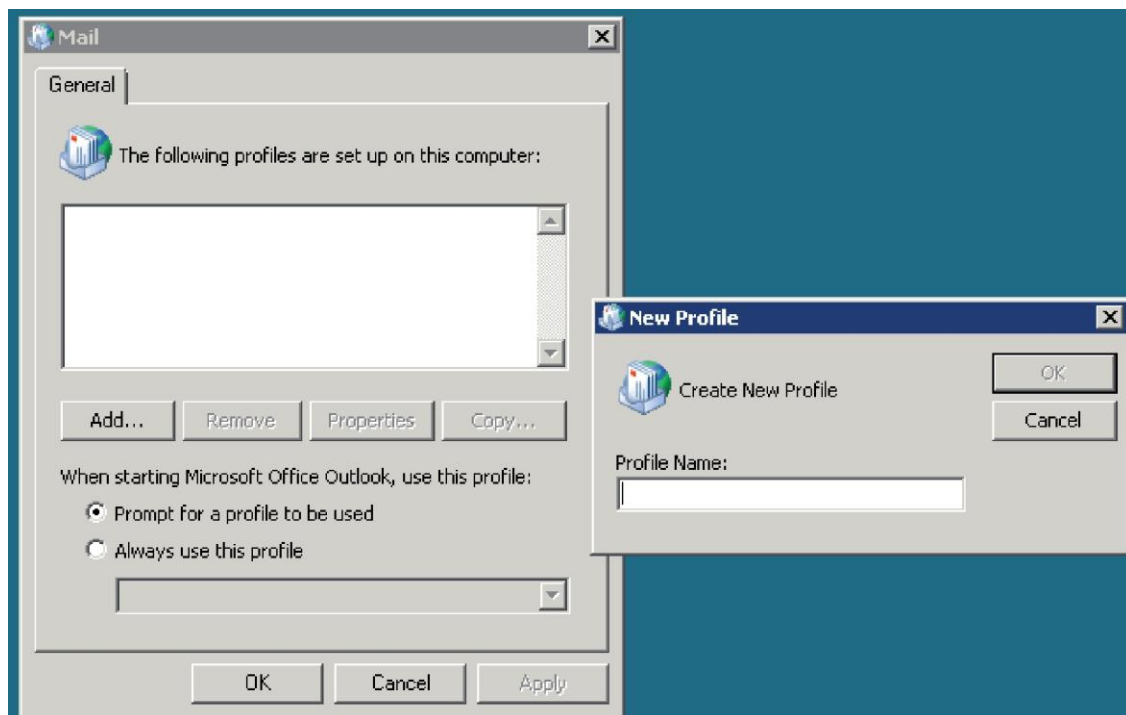
SETTING UP OUTLOOK ANYWHERE

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)**:

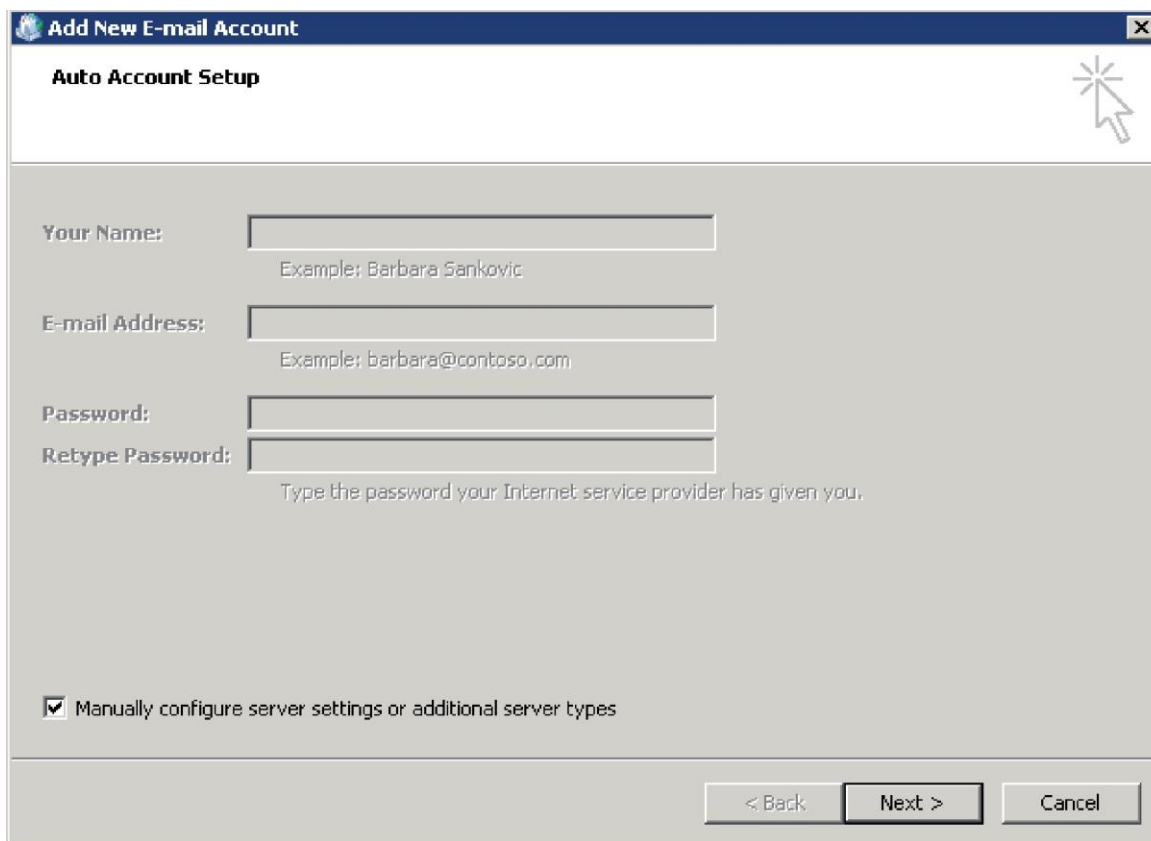


2. Click **“Add”** a profile



Give it a useful name in the **“Profile Name”** Field then **“OK”**.

3. Click on **“Manually configure settings”**. Then **“Next”**.



The screenshot shows the 'Add New E-mail Account' window with the 'Auto Account Setup' tab selected. The window has a title bar with the text 'Add New E-mail Account' and a close button. Below the title bar is a header area with the text 'Auto Account Setup' and a help icon. The main area contains four text input fields: 'Your Name:', 'E-mail Address:', 'Password:', and 'Retype Password:'. Each field has a placeholder text example: 'Example: Barbara Sankovic', 'Example: barbara@contoso.com', and 'Type the password your Internet service provider has given you.' respectively. Below the fields is a checkbox labeled 'Manually configure server settings or additional server types'. At the bottom right are three buttons: '< Back', 'Next >', and 'Cancel'.

Add New E-mail Account

Auto Account Setup

Your Name: Example: Barbara Sankovic

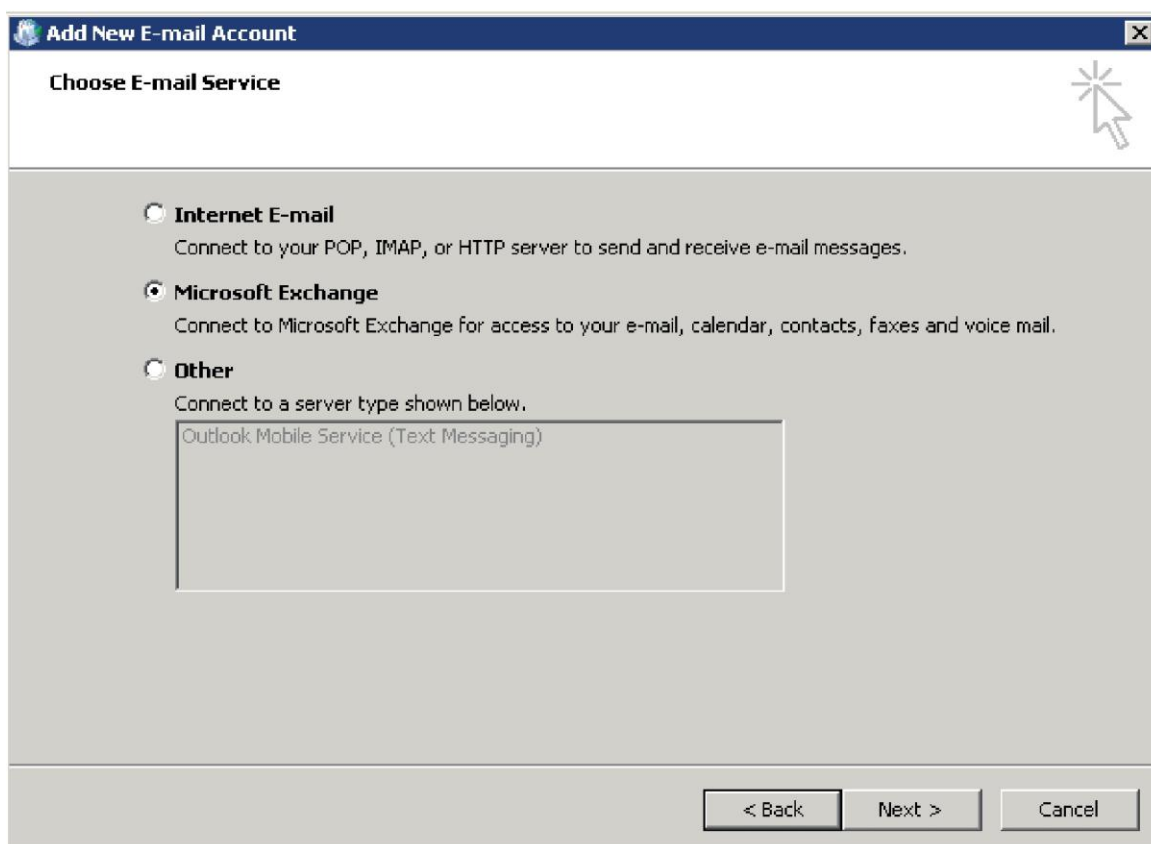
E-mail Address: Example: barbara@contoso.com

Password:

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

☒ Manually configure server settings or additional server types

< Back Next > Cancel



The screenshot shows the 'Add New E-mail Account' window with the 'Choose E-mail Service' tab selected. The window has a title bar with the text 'Add New E-mail Account' and a close button. Below the title bar is a header area with the text 'Choose E-mail Service' and a help icon. The main area contains three radio button options: 'Internet E-mail', 'Microsoft Exchange', and 'Other'. Each option has a description: 'Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.', 'Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.', and 'Connect to a server type shown below.' respectively. Below the 'Other' option is a text input field with the placeholder text 'Outlook Mobile Service (Text Messaging)'. At the bottom right are three buttons: '< Back', 'Next >', and '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.

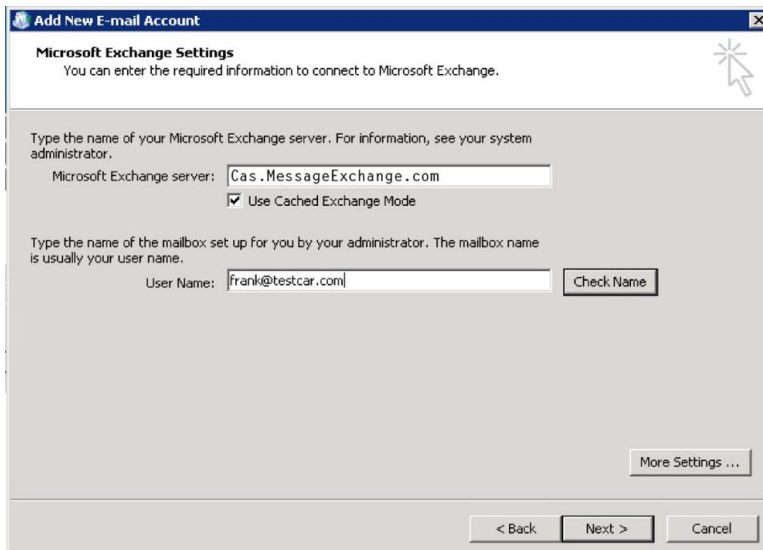
☒ **Microsoft Exchange**
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

☐ **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”**.



Add New E-mail Account

Microsoft Exchange Settings
You can enter the required information to connect to Microsoft Exchange.

Type the name of your Microsoft Exchange server. For information, see your system administrator.

Microsoft Exchange server:

☒ Use Cached Exchange Mode

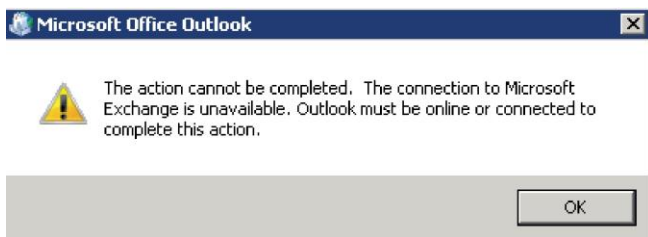
Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name:

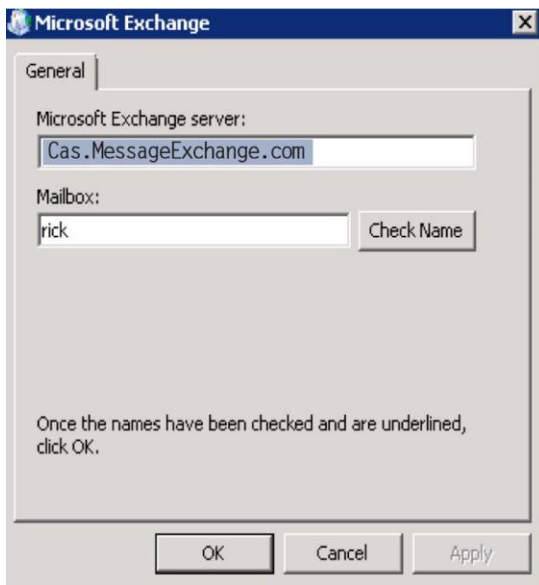
Click on **“More Settings”**

5. We will now configure the connector to the server. Choose Exchange Server and **“Next”**.

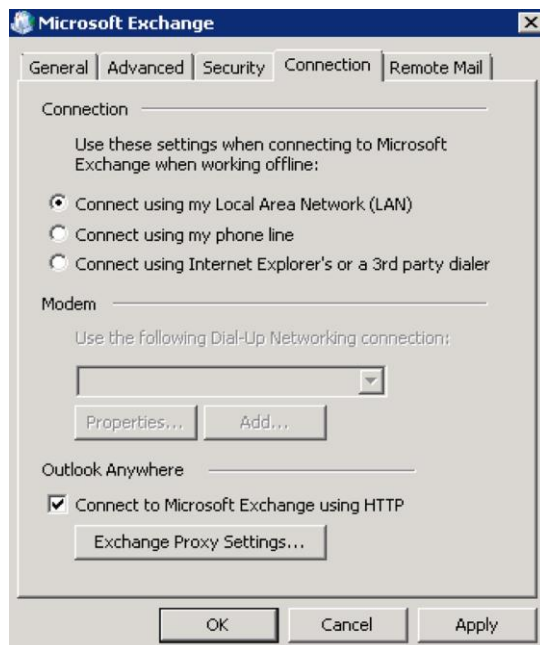
You may get the following. Click **“OK”**



Then **“Cancel”**

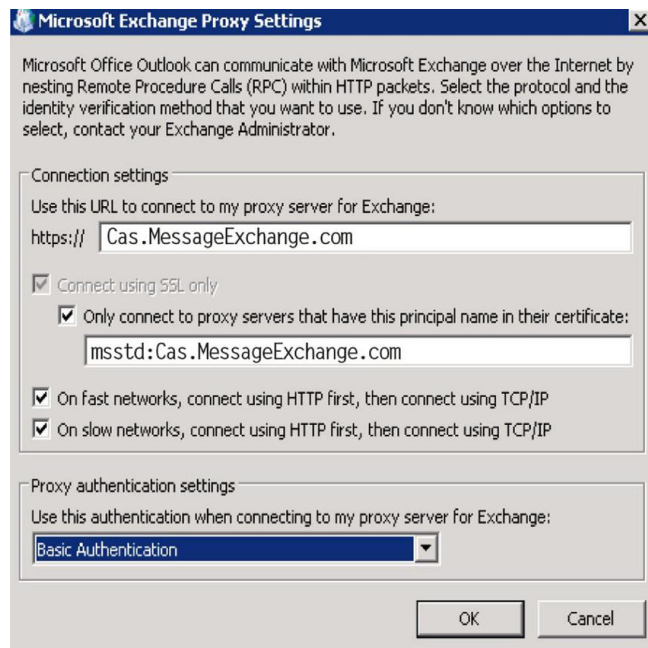


6. The Following screen will appear, click on the **“Connection”** tab.



Tick **“Outlook Anywhere”** and press the **“Exchange Proxy Settings”**

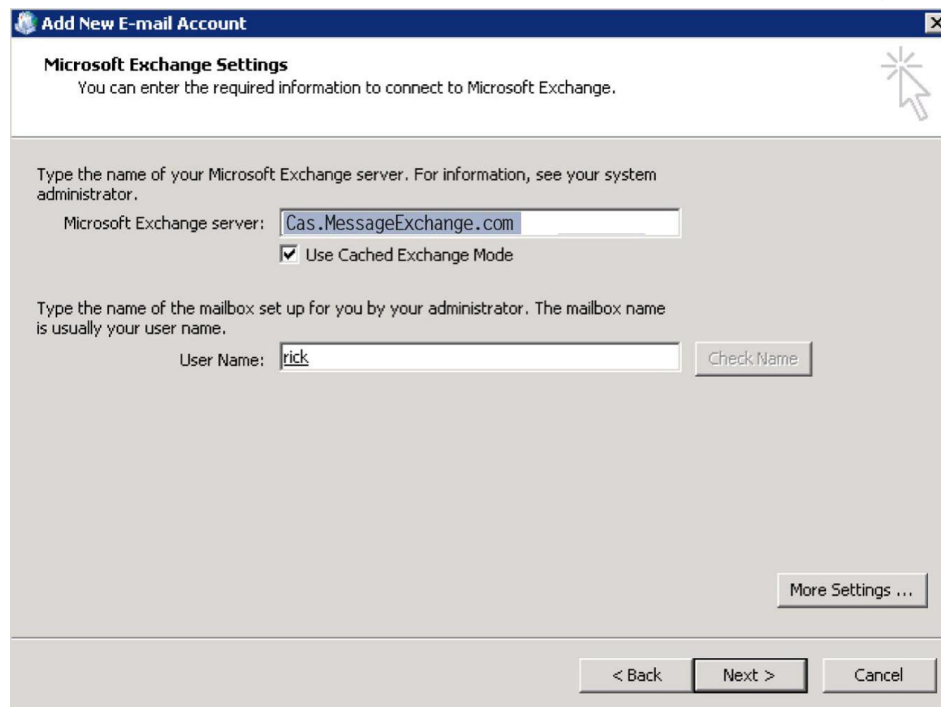
7. On the **“Proxy Settings”** page, fill in the fields as below. Ensure that the Proxy authentication is set to **“Basic”** and there is a tick in all boxes.



The screenshot shows the 'Microsoft Exchange Proxy Settings' dialog box. It has a title bar with a close button. The main text explains that Outlook can communicate with Exchange over the Internet by nesting RPC within HTTP packets. Below this, there are two sections: 'Connection settings' and 'Proxy authentication settings'. In 'Connection settings', there is a text field for the proxy URL containing 'https:// Cas.MessageExchange.com'. There are three checkboxes: 'Connect using SSL only' (checked), 'Only connect to proxy servers that have this principal name in their certificate:' (checked), and two options for network speed (both checked). The 'Proxy authentication settings' section has a dropdown menu set to 'Basic Authentication'. At the bottom are 'OK' and 'Cancel' buttons.

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”**.

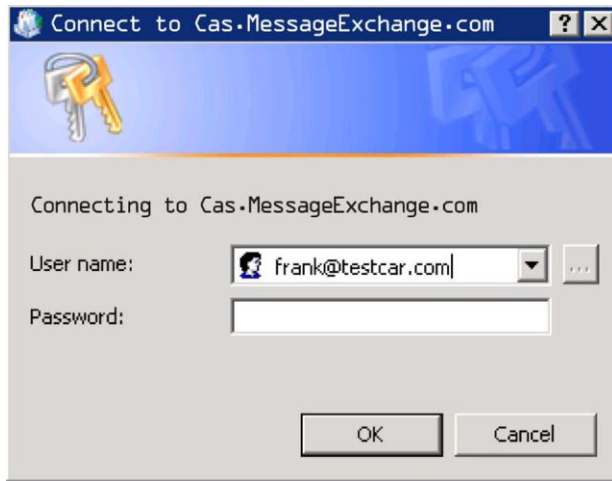
Press OK twice until you are back on the **“Exchange Settings”** page.



The screenshot shows the 'Add New E-mail Account - Microsoft Exchange Settings' dialog box. It has a title bar with a close button. The main text says 'You can enter the required information to connect to Microsoft Exchange.' Below this, there are two sections. The first section asks for the 'Microsoft Exchange server' name, with a text field containing 'Cas.MessageExchange.com' and a checked 'Use Cached Exchange Mode' checkbox. The second section asks for the 'User Name', with a text field containing 'rick' and a 'Check Name' button. At the bottom right is a 'More Settings ...' button. At the bottom are '< Back', 'Next >', and 'Cancel' buttons.

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.