



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>

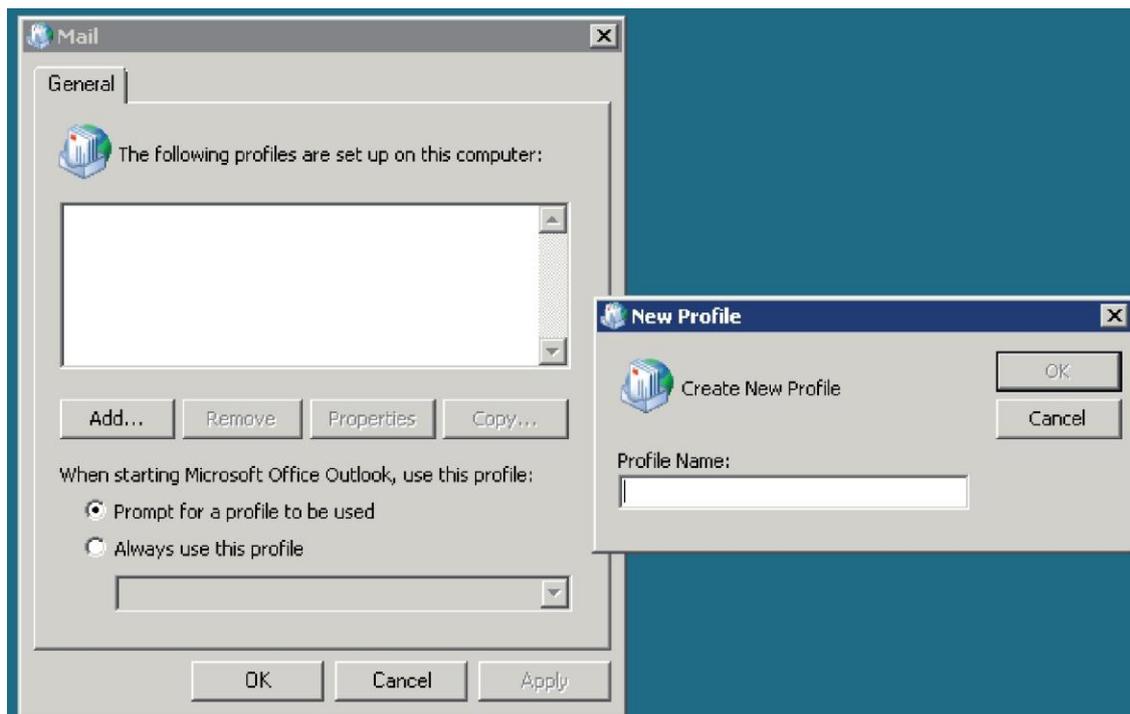
SETTING UP OUTLOOK ANYWHERE

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)**:

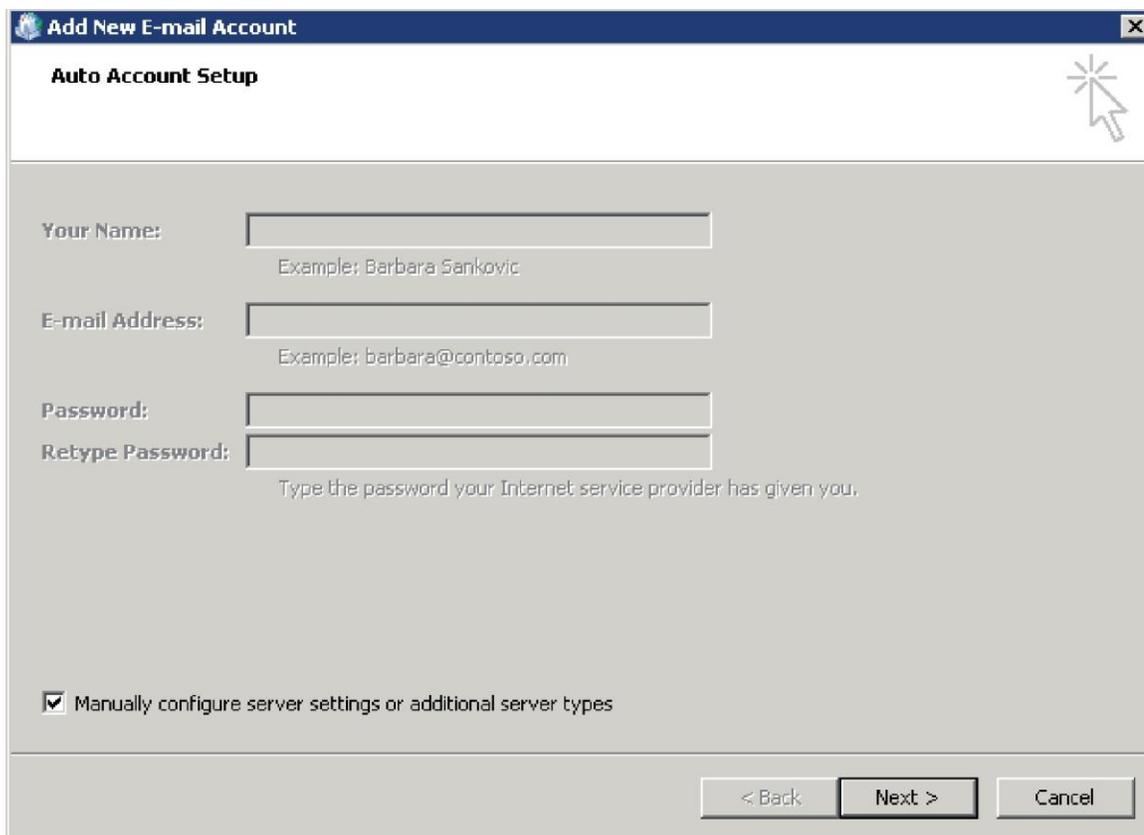


2. Click **“Add”** a profile

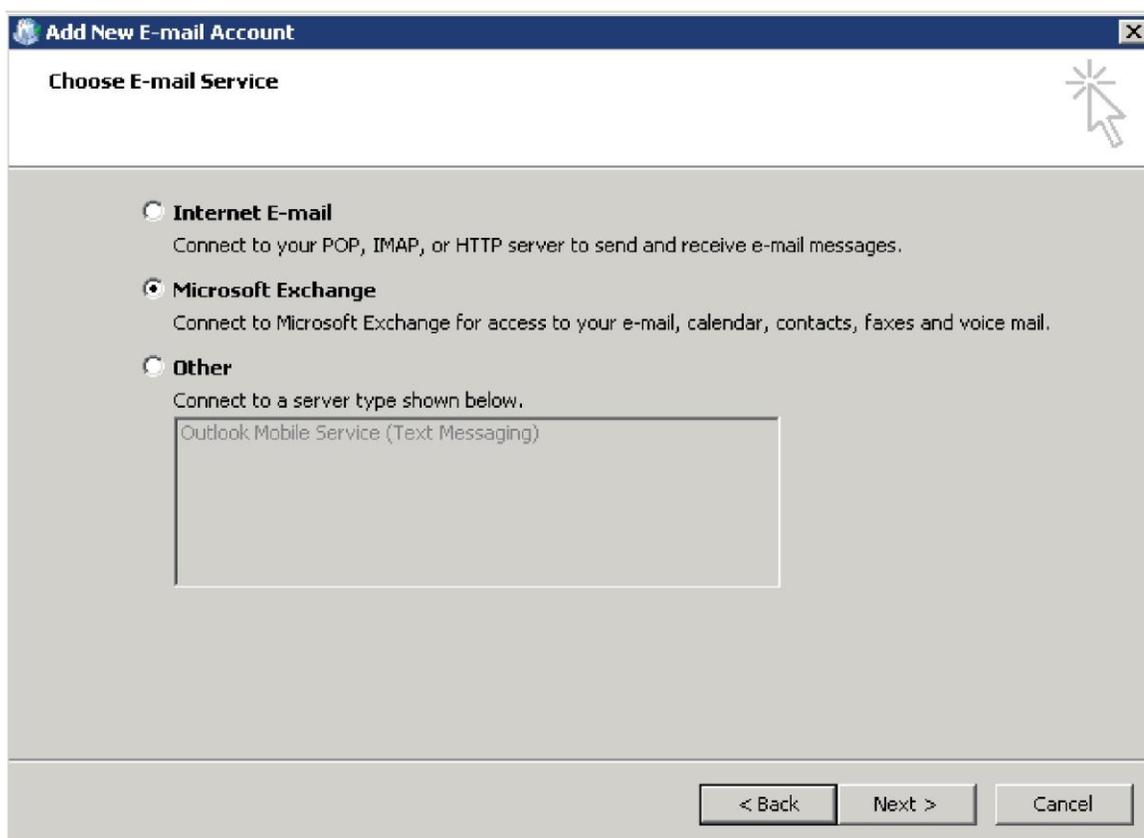


Give it a useful name in the **“Profile Name”** Field then **“OK”**.

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



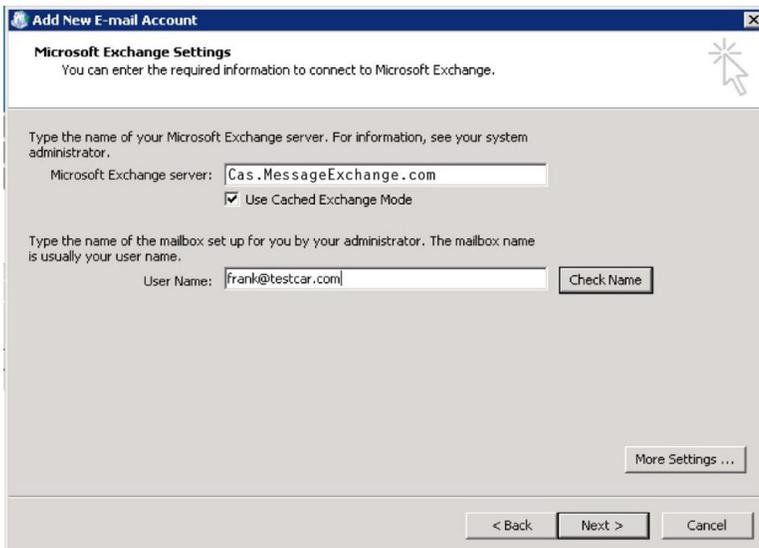
The screenshot shows the 'Add New E-mail Account' dialog box with the 'Auto Account Setup' screen. The title bar reads 'Add New E-mail Account'. The main heading is 'Auto Account Setup'. There are four input fields: 'Your Name:' with an example 'Barbara Sankovic', 'E-mail Address:' with an example 'barbara@contoso.com', 'Password:', and 'Retype Password:'. Below the password fields is the instruction 'Type the password your Internet service provider has given you.' A checkbox labeled 'Manually configure server settings or additional server types' is checked. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.



The screenshot shows the 'Add New E-mail Account' dialog box with the 'Choose E-mail Service' screen. The title bar reads 'Add New E-mail Account'. The main heading is 'Choose E-mail Service'. There are three radio button options: 'Internet E-mail' (description: 'Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.'), 'Microsoft Exchange' (selected, description: 'Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.'), and 'Other' (description: 'Connect to a server type shown below.'). Under 'Other' is a list box containing 'Outlook Mobile Service (Text Messaging)'. At the bottom are three buttons: '< Back', 'Next >', and '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:

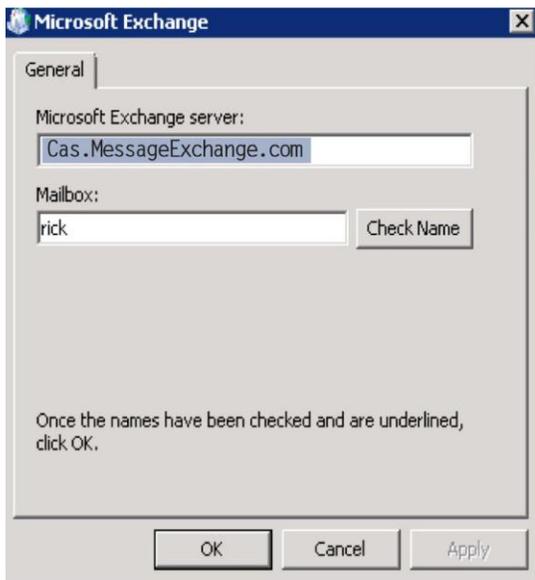
Click on **“More Settings”**

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

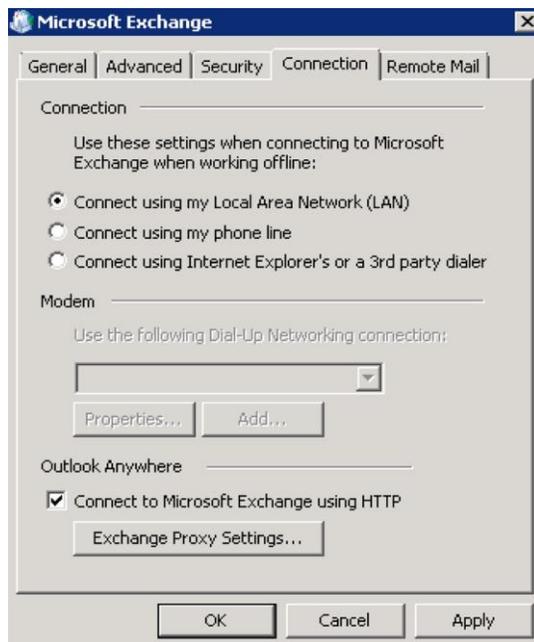
You may get the following. Click **“OK”**



Then **“Cancel”**

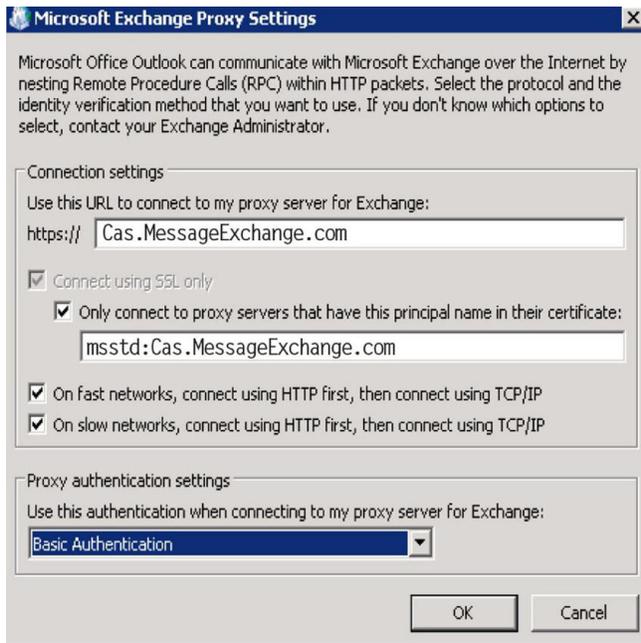


6. The Following screen will appear, click on the **“Connection”** tab.



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

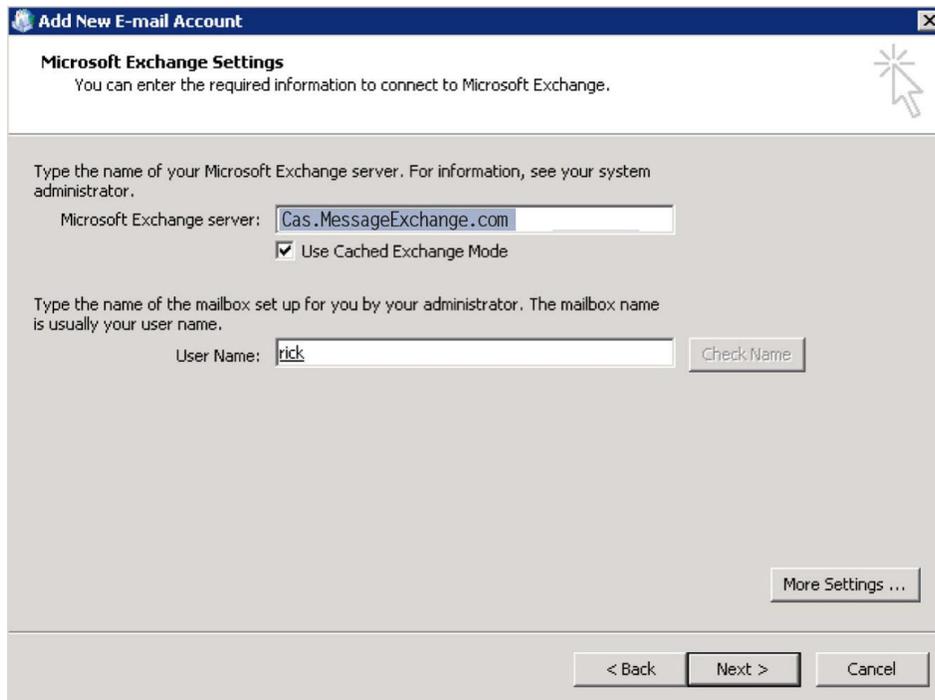
7. On the **“Proxy Settings”** page, fill in the fields as below. Ensure that the Proxy authentication is set to **“Basic”** and there is a tick in all boxes.



The screenshot shows the 'Microsoft Exchange Proxy Settings' dialog box. It contains two main sections: 'Connection settings' and 'Proxy authentication settings'. In the 'Connection settings' section, the URL 'https:// Cas.MessageExchange.com' is entered. The 'Connect using SSL only' checkbox is checked, and the sub-option 'Only connect to proxy servers that have this principal name in their certificate:' is also checked, with 'msstd:Cas.MessageExchange.com' entered in the text field below it. The other two checkboxes, 'On fast networks, connect using HTTP first, then connect using TCP/IP' and 'On slow networks, connect using HTTP first, then connect using TCP/IP', are also checked. In the 'Proxy authentication settings' section, 'Basic Authentication' is selected in the dropdown menu. 'OK' and 'Cancel' buttons are at the bottom.

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' dialog box, specifically the 'Microsoft Exchange Settings' page. It prompts the user to enter the required information to connect to Microsoft Exchange. The 'Microsoft Exchange server' field contains 'Cas.MessageExchange.com' and the 'Use Cached Exchange Mode' checkbox is checked. The 'User Name' field contains 'rick' and a 'Check Name' button is next to it. A 'More Settings ...' button is located at the bottom right. At the very bottom, there 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.