Microsoft Exchange Mailbox Email Software Setup Guide



Microsoft Exchange Mailbox Setup Guide

Setting up a Microsoft Exchange mailbox only takes a few minutes. You can set up any email software to send and receive email from your mailbox. This guide will show you step by step how to set up the most common mail clients to work with your new mailbox.

Software Covered in this Guide



Note: To get the full benefit of your Microsoft Exchange mailbox you should use Microsoft Outlook 2010, 2007, or 2003. However, it is possible to connect to a Microsoft Exchange mailbox in other software, such as Thunderbird or Mac Mail, using the IMAP protocol.

Before you start

Before you set up your email software, there are certain things you will need. These are

- Email software (Microsoft Outlook 2010, 2007, or 2003 is recommended)
- An Internet connection.
- The Microsoft Exchange server name (this will look something like EXCH-BE04).
- Your username (This is the same as the email address for your new mailbox).
- The password for the mailbox.

Setting up Outlook 2010

- Step 1 Click the Windows Start button and open the Windows Control Panel.
- **Step 2** The next step will depend upon the display mode on your computer.

Category view: If your Windows Control Panel is in *Category view,* click **User accounts**, then click the **Mail** icon located at the foot of the screen.





Classic view: If your Windows Control Panel is in Classic view, click the Mail icon.



Step 3

Click the Show Profiles button.



Step 4	Check the box marked Prompt for a profile	Mail
	to be used.	General]



Step 5Click the Add button above When starting
Microsoft Outlook, use this profile.

	EX.
are set up on th	is computer:
	<u>^</u>
	*
Properties	Сору
ook, use this pr	ofile:
be used	
	~
	Properties pok, use this probe used

Step 6A window will open, asking you to name the new
profile. When you've entered a name, click **Ok**.

New Profile	
Create New Profile	ОК
Profile Name:	Cancel
My New Mailbox	

01		-
Ste	D	1
Ole	Υ.	

The Add New Email Account wizard will open. Select *Manually configure server settings or additional server types* and click **Next**.

Add New Account		×
Auto Account Setup Connect to other s	erver types.	苍
C E-mail Account		
Your Name:		
	Example: Ellen Adams	
E-mail Address:		
	Example: elen@contoso.com	
Password:		
Retype Password:		
	Type the password your Internet service provider has given you.	
Text Messaging (5MS)	
Manually configured in the second	e server settings or additional server types	



Step 9 Enter the Microsoft Exchange server name for your mailbox, ensuring Use cached Exchange mode is selected.

Server Sett	n/ls	212
Enter the	information required to connect to Microsoft Exchange or a compatible service.	1
Type the serve account provid	r name for your account. If you don't know the server name, ask your ar	
	Server: EXCH-6E12	
	Contraction of the state of the	

• Example: EXCH-BE04

< Back Next > Cancel

Step 10	Enter your full email	Type the user name for your account.
	address in the User	User Name: ralph@ralphsdomainname.com Check Name
	name text box, then click	
	the More Settings	
	button.	More Settings
		< Back Next > Cancel

- Step 11 A window headed *Microsoft Exchange Server* will open. Click the **Connection** tab.
- Step 12Ensure the Connect using my Local AreaNetwork (LAN) radio button is selected.
- Step 13Towards the bottom of the window, there
should be a section headed Outlook
Anywhere Check the box marked Connect
to my Exchange mailbox using HTTP, then
click the Exchange Proxy Settings button.

Micros	oft Exchange	
General	Advanced Security Connection	
Connec	tion e these settings when connecting to Microsoft change when working offline:	
Cor	nnect using my Local Area Network (LAN)	
O Cor	nnect using Internet Explorer's or a 3rd party dialer	
Outlook	x Anywhere nnect to Microsoft Exchange using HTTP Exchange Proxy Settings	
	OK Cancel Appl	у

Note: If the *Outlook Anywhere* section is not shown, you need to upgrade to the latest version of Windows XP or Windows 2003.

 Step 14
 A new window will open. Under

 Connection settings, enter

 exchange.livemail.co.uk or

 exchange.yourdomainname.com

 (replacing yourdomainname.com

 with your domain name).

Microsoft Exchange Proxy Settings

Microsoft Outlook can communicate with Microsoft Exchange over the Internet by nesting Remote Procedure Calls (RPC) within HTTP packets. Select the protocol and the identity verification method that you want to use. If you don't know which options to select, contact your Exchange Administrator.

Connection settings

Use this URL to connect to my proxy server for Exchange: https:// exchange.livemail.co.uk ×

Step 15

Ensure all the check-boxes are unselected and that the dropdown list under *Proxy authentication settings* is set to **Basic Authentication**.



- **Step 16** Click **OK**, then click **OK** in the *Microsoft Exchange Server* window.
- Step 17 Click Next in the Add new E-mail Account window. Then click Finish to close the wizard
- Step 18 Open Outlook 2010 and select your new profile, when prompted.

Q	Profile Name:	Outlook		New	
Lo		My New Maibox Outlook			
		OK	Cancel	Options >>	

- Step 19 Enter your full email address in the username text box, then your password, when prompted.
- **Step 20** Outlook will now load and synchronise with your Microsoft Exchange mailbox. For a new mailbox this will take no more than a few seconds.

You have now configured Outlook 2010 for use with your Microsoft Exchange mailbox.

Setting up Outlook 2007

Step 1 Click the Windows **Start** button and open the Windows Control Panel.

Step 2 The next step will depend upon the display mode on your computer.

Category view: If your Windows Control Panel is in *Category view,* click **User accounts**, then click the **Mail** icon located at the foot of the screen.





Classic view: If your Windows Control Panel is in Classic view, click the Mail icon.



Step 3

Click the Show Profiles button.



Step 4	Check the box marked <i>Prompt for a profile to be used.</i>	Mail General Image: Constant of the following profiles are set up on this computer: Cutlook Add Remove Properties Copy When starting Microsoft Office Outlook, use this profile: Orrompt for a profile to be used Always use this profile Outlook
Step 5	Click the Add button.	OK Cancel Apply Mail Image: Comparison of the computer of the co

Step 6A window will open, asking you to name the
new profile. When you've entered a name, click
Ok.

OK Cancel

Step 7

The *Email accounts* wizard will open. Ensure the *Add a new email account* radio button is selected, then click the **Next** button.



Step 8Select the MicrosoftExchange radio button,then click the Nextbutton.

hoo	ise E-mail Service
	O Internet E-mail
	Connect to your POP, IMAP, or Hill Piserver to send and receive e-mail messages.
	Connect to Microsoft Exchange for access to your e-mail calendar, contacts, faves and yoice mail
	Other Connect to a server type shown below.
	Outlock Mobile Service (Text Messaging)
	Cancel

Step 9 Enter the Microsoft Exchange server name for your mailbox, ensuring Use cached Exchange mode is selected.

Microsoft Exchange You can enter the r	Settings equired information to connect to Microsoft Exchange.	×.
Type the name of your N administrator.	icrosoft Exchange server. For information, see your system	
Mexacoft Euchanaa a	EVCH DE12	

• Example: EXCH-BE04

- Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name. Step 10 Enter your full email User Name: ralph@ralphsdomainname.com Check Name address in the User name text box, then click More Settings .. the More Settings < Back Next > button.
- Step 11 An error message will appear. Don't worry, click the OK button, then click Cancel on the next window.



- A window headed Microsoft Exchange Server will open. Click the Connection tab. Step 12
- Step 13 Ensure the Connect using my Local Area Network (LAN) radio button is selected.
- Step 14 Towards the bottom of the window, there should be a section headed Outlook Anywhere Check the box marked Connect to my Exchange mailbox using HTTP, then click the Exchange Proxy Settings button.

Aicrosoft Exchange
General Advanced Security Connection Remote Mail
Connection
Use these settings when connecting to Microsoft Exchange when working offline:
Connect using my Local Area Network (LAN)
Connect using my phone line
Connect using Internet Explorer's or a 3rd party dialer
Modem
Use the following Dial-Up Networking connection:
~
Properties Add
Outlook Anywhere
Connect to Microsoft Exchange using HTTP
Exchange Proxy Settings
OK Cancel Apply

Cancel

Note: If the *Exchange Anywhere* section is not shown, you need to upgrade to the latest version of Windows XP or Windows 2003.

Step 15	A new window will open. Under	Microsoft Exchange Proxy Settings
	Connection settings, enter	Microsoft Office Outlook can communicate with Microsoft Exchange over the Internet
	exchange.livemail.co.uk or	nesting Remote Procedure Calls (RPC) within HTTP packets. Select the protocol and t identity verification method that you want to use. If you don't know which options to select, contact your Exchange Administrator.
	exchange.yourdomainname.co	Connection settings
	m (replacing	Use this URL to connect to my proxy server for Exchange:
	yourdomainname.com with	https:// exchange.ralphsdomainname.com
	your domain name).	Connect dailing able only
Step 16	Ensure all the check-boxes are	Connect using SSL only
	unselected and that the drop-	Only connect to proxy servers that have this principal hame in their certificat
	down list under Proxy	On fast networks, connect using HTTP first, then connect using TCP/IP
	authentication settings is set to	✓ On slow networks, connect using HTTP first, then connect using TCP/IP
	Basic Authentication.	Proxy authentication settings Use this authentication when connecting to my proxy server for Exchange: Basic Authentication

- Step 17 Click OK, then click OK in the *Microsoft Exchange Server* window.
- Step 18 Click Next in the Add new E-mail Account window. Then click Finish to close the wizard
- Step 19Open Outlook 2007 and select your
new profile, when prompted.

Choose Profile	đt
Profile Name: my@mydomain.com V New my@mydomain.com Outlook	
OK Cancel Options >>	
© 2006 Microsoft Corporation. All rights reserved.	

OK

Cancel

Step 21 Enter your full email address in the username text box, then your password, when prompted.

Step 22 Outlook will now load and synchronise with your Microsoft Exchange mailbox. For a new

mailbox this will take no more than a few seconds.

You have now configured Outlook 2007 for use with your Microsoft Exchange mailbox.

Setting up Outlook 2003

- **Step 1** Click the Windows **Start** button and open the Windows Control Panel.
- Step 2 The next step will depend upon the display mode on your computer.

Category view: If your Windows Control Panel is in *Category view,* click **User accounts**, then click the **Mail** icon located at the foot of the screen.



Classic view: If your Windows Control Panel is in Classic view, click the Mail icon.



Step 3

Click the Show Profiles button.

Mail Set	up - Outlook	
E-mail Ac	counts	
	Setup e-mail accounts and directories.	E-mail Accounts
Data File:	s	
6	Change settings for the files Outlook uses to store e-mail messages and documents.	Data Files
Profiles -		
	Setup multiple profiles of e-mail accounts and data files. Typically, you only need one.	Show Profiles
		dun
		Close

Step 4	Check the box marked Prompt for a profile to	Mail
	be used.	General Image: Constraint of the following profiles are set up on this computer: Outlook Add Remove Properties Copy When starting Microsoft Office Outlook, use this profile: Orrompt for a profile to be used Always use this profile Outlook OK Cancel Apply
Step 5	Click the Add button.	Mail General Image: Constant of the following profiles are set up on this computer: Outlook Add Remove Properties Copy When starting Microsoft Office Outlook, use this profile: Image: Prompt for a profile to be used Image: Always use this profile

Step 6 A window will open, asking you to name the new profile. Once you have entered a name, click the **Ok** button.

New Profile	
Create New Profile	OK Cancel
My New Mailbox	

OK

Cancel

-

Apply

Step 7

The *Email accounts* wizard will open. Ensure the **Add a new email account** radio button is selected, then click the **Next** button.



Step 8	Select the Microsoft	E-mail Accounts	
	Exchange Server radio	Server Type You can choose the type of server your new e-mail account will work with.	K
	button, then click the Next		~
	button.	 Connect to an Exchange Server Connect to an Exchange server to read e-mail, access public folders, and share documents. POP3 Connect to a POP3 e-mail server to download your e-mail. IMAP Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders. HTTP Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders. Additional Server Types Connect to another workgroup or 3rd-party mail server. 	

Step 9 Enter the Microsoft Exchange server name for the mailbox, ensuring Use cached Exchange mode is selected.



< Back

Next > Cancel

- Example: EXCH-BE04
- Step 10 Enter your full email address in the User name text box, then click the More Settings button.

Type the name of the mailbox set is usually your user name.	t up for you by your administrator. The mailbox name
User Name:	ralph@ralphsdomainname.com Check Name
	More Settings
	< Back Next > Cancel

Step 11 An error message will appear. Don't worry, click the **OK** button, then click **Cancel** on the next window.



- **Step 12** A window headed *Microsoft Exchange Server* will open. Click the **Connection** tab.
- Step 13 Ensure the Connect using my Local Area Network (LAN) radio button is selected.
- Step 14Towards the bottom of the window, there should be a section headed Exchange over the
Internet. Select the Connect to my Exchange mailbox using HTTP check box, then click
the Exchange Proxy Settings button.

icrosof	t Exchang	e Server		
General	Advanced	Security	Connection	Remote Mail
Connec	tion			
Use	e these settin ver when wo	ngs when o orking offlir	connecting to r	ny Exchange
⊙ Cor	nnect using m	ny Local Ar	ea Network (L	AN)
OCor	nnect using n	ny phone li	ne	
OCor	nnect using I	nternet Ex	plorer's or a 3	rd party dialer
Modem				
Lis	e the followin	ng Dial-Up I	vetworking co	nection:
-		-g e los op i	to the stand good	3
L			Y	
P	roperties	Add		
Euchan	an aver the	Tehernet		
Exchan	ge over the	internet		
U Cor	nnect to my B	Exchange r	nailbox using H	ITTP
	Exchange Pro	oxy Setting	Js)	
	_			
		OK	Cancel	Apply

Note: If the Exchange over the Internet section is not shown, you need to upgrade to the latest version of Windows XP or Windows 2003.

 Step 15
 A new window will open. Under Connection settings, enter exchange.livemail.co.uk or

 exchange.yourdomainname.com (replacing yourdomainname.com with your domain name).

Authentication settings is set to Basic Authentication. Microsoft Exchange Proxy Settings Microsoft Office Outlook can communicate with Microsoft Exchange over the Internet by	ху
Microsoft Exchange Proxy Settings	
Microsoft Office Outlook can communicate with Microsoft Exchange over the Internet by	
identity verification method that you want to use. If you don't know which options to select, contact your Exchange Administrator.	
Connection settings	
Use this URL to connect to my proxy server for Exchange:	
https:// exchange.ralphsdomainname.com	
Connect using SSL only	
Only connect to proxy servers that have this principal name in their certificate:	
On fast networks, connect using HTTP first, then connect using TCP/IP	
On slow networks, connect using HTTP first, then connect using TCP/IP	
Proxy authentication settings	
Use this authentication when connecting to my proxy server for Exchange:	
Basic Authentication	
OK Cancel	

- **Step 17** Click **OK**, then click **OK** in the *Microsoft Exchange Server* window.
- Step 18 Click Next in the *Email Accounts* window, then click Finish to close the wizard.
- Step 19 Open Outlook 2003 and select your new profile, when prompted.

Profile <u>N</u> ame:	my@mydomain.com New my@mydomain.com Outlook	
	OK Cancel Options	>>

Step 20 Enter your full email address in the username text box, then your mailbox password in the *Password* field when prompted.

Outlook will now load and synchronise with your Microsoft Exchange mailbox. For a new mailbox this will take no more than a few seconds.

Setting up Mac Mail

Step 1 Open Mac Mail.

Step 2 Click Preferences from the Mail menu.



- Step 3 Click the Create an account button to open the *Add Account* wizard. This is located under the Accounts list, on the bottom-left of the window.
- ()-
- **Step 4** Enter your name in the *Full Name* text-box. This is what most people will see when you send them an email. Type your email address in the *Email Address* text-box.

Enter the password for the mailbox in the Password text box.

5	Add Account You'll be guided through the necessary steps to set up an additional mail account. To get started, fill out the following information:
CORERIN	Full Name: Ralph Smith Email Address: ralph@ralphsdomainname.con Password: ••••••
0	Cancel Go Back Continue

Click the **Continue** button.

Step 5 On the *Incoming Mail Server* page, enter the following information:

- Account Type: Select Exchange from the drop down menu.
- **Description**: Enter a name for this account so you can identify it. This is only visible to you.
- **Incoming Mail Server**: Enter *exchange.yourdomain.com* (replacing yourdomain.com with your own domain name).
- User Name: Enter your full email address.
- **Password**: Enter the password for the mailbox.
- **Outlook Web Access Server**: Enter *exchange.yourdomain.com* (replacing yourdomain.com with your own domain name).

	Account Turner	G Evchange
1000	Account Type:	exchange
	Description:	Ralphs Email
	Incoming Mail Server:	exchange.ralphsdomainar
O FR	User Name:	ralph@ralphsdomainame.c
	Password:	
km	Outlook Web Access Server:	je.ralphsdomainname.com
	allessand	
PERTINO		
1 a - a 1		
(Cancel	Go Back Cont

Click **Continue** when you are done.

Step 6 Enter the following information on the *Outgoing Mail Server* screen:

- **Outgoing Mail Server**: Enter *smtp.yourdomain.com* (replacing *yourdomain.com* with your own domain name).
- Use only this server: Check this box.
- Use Authentication: Check this box.
- User Name: Enter your full email address.
- **Password**: Enter the password for this mailbox (the same password that you entered on the previous screen).

am 💌 er
name.

Click **Continue** when you have filled out this information.

Step 8 Confirm the details you have filled out, and click the **Create** button.

Mac Mail is now configured to send and receive email from your Microsoft Exchange mailbox.

Setting up Thunderbird

Step 1 Open Thunderbird.

Q

Quick tip: When you open Thunderbird for the first time, and you already have mailboxes set up using other email software, Thunderbird's Import Wizard may offer to import your email account settings. If you choose not to import settings from another email program, the Account Wizard will open. This guide takes you through setting up your Microsoft Exchange mailbox using the Thunderbird Account Wizard.



Add Account...

Step 4 Select the Email account radio button, then click Next.

Account Wizard	×
New Account Setup	
In order to receive messages, you first need to set up a Mail or Newsgroup account. This Wizard will collect the information necessary to set up a Mail or Newsgroup account. If you do not know the information requested, please contact your System Administrator or Internet Service Provider. Select the type of account you would like to set up:	
Email account RSS News & Blogs Google Mail Newsgroup account	
< Back Next > Cancel	

OK

Cancel

Step 5

Enter your name in the *Your Name* text-box. This is what most people will see when you send them an email. Then enter your email address in the *Email Address* text-box, then click the **Next** button.

Account Wizard		×
Identity		
Each account has a you to others when	n identity, which is the information that identifies they receive your messages.	
Enter the name you outgoing messages	would like to appear in the "From" field of your (for example, "John Smith").	
Your Name:	Ralph Smith	
Enter your email ad email to you (for ex	dress. This is the address others will use to send ample, "user@example.net").	
Email Address:	ralph@ralphsdomainname.com	
	<back next=""> Canc</back>	el

Step 6

Click the IMAP radio button, enter exchange.yourdomain.com (replacing yourdomain.com with your domain) in the Incoming Server text-box and smtp.yourdomain.com (again replacing yourdomain.com with your domain) in the Outgoing Server text-box, then click Next.

Account Wizard	🔼
Server Information	
Select the type of incon POP IMA Enter the name of your "mail.example.net").	ning server you are using.
Incoming Server:	exchange.ralphsdomain.com
Enter the name of your "smtp.example.net").	outgoing server (SMTP) (for example,
Outgoing Server:	smkp.ralphsdomain.com
	< Back Next > Cancel

Enter your email address in the Incoming User Name and Outgoing User Name text fields, then click **Next**.

(ż)

Account Wizard	×		
User Names			
Enter the incoming user name given to you by your email provider (for example, "jsmith").			
Incoming User Name: ralph@ralphsdomainname.com			
Enter the outgoing user name given to you by your email provider (this is typically the same as your incoming user name).			
Outgoing User Name: ralph@ralphsdomainname.com			
< Back Next > Cancel			

Click the **Finish** button and your Microsoft Exchange email will be set up in Thunderbird.

Note: The first time you access your mailbox, Thunderbird will ask for the password you chose when you created the mailbox in your Fasthosts control panel.