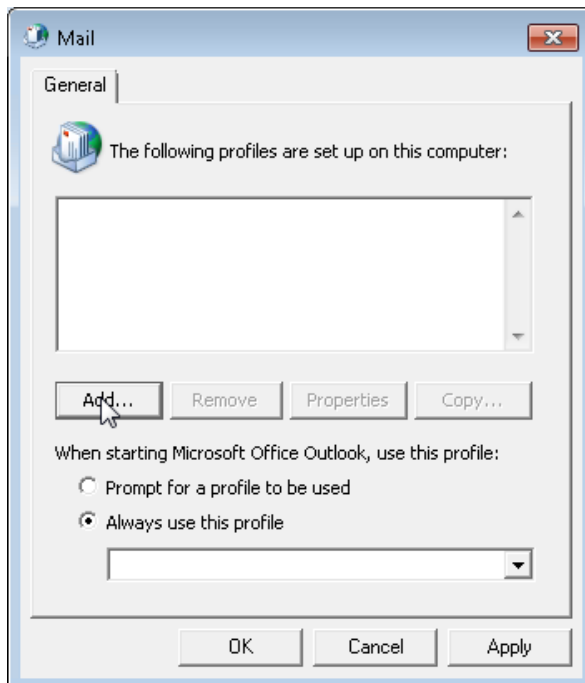


Outlook 2007 MapleTronics Hosted Exchange Setup

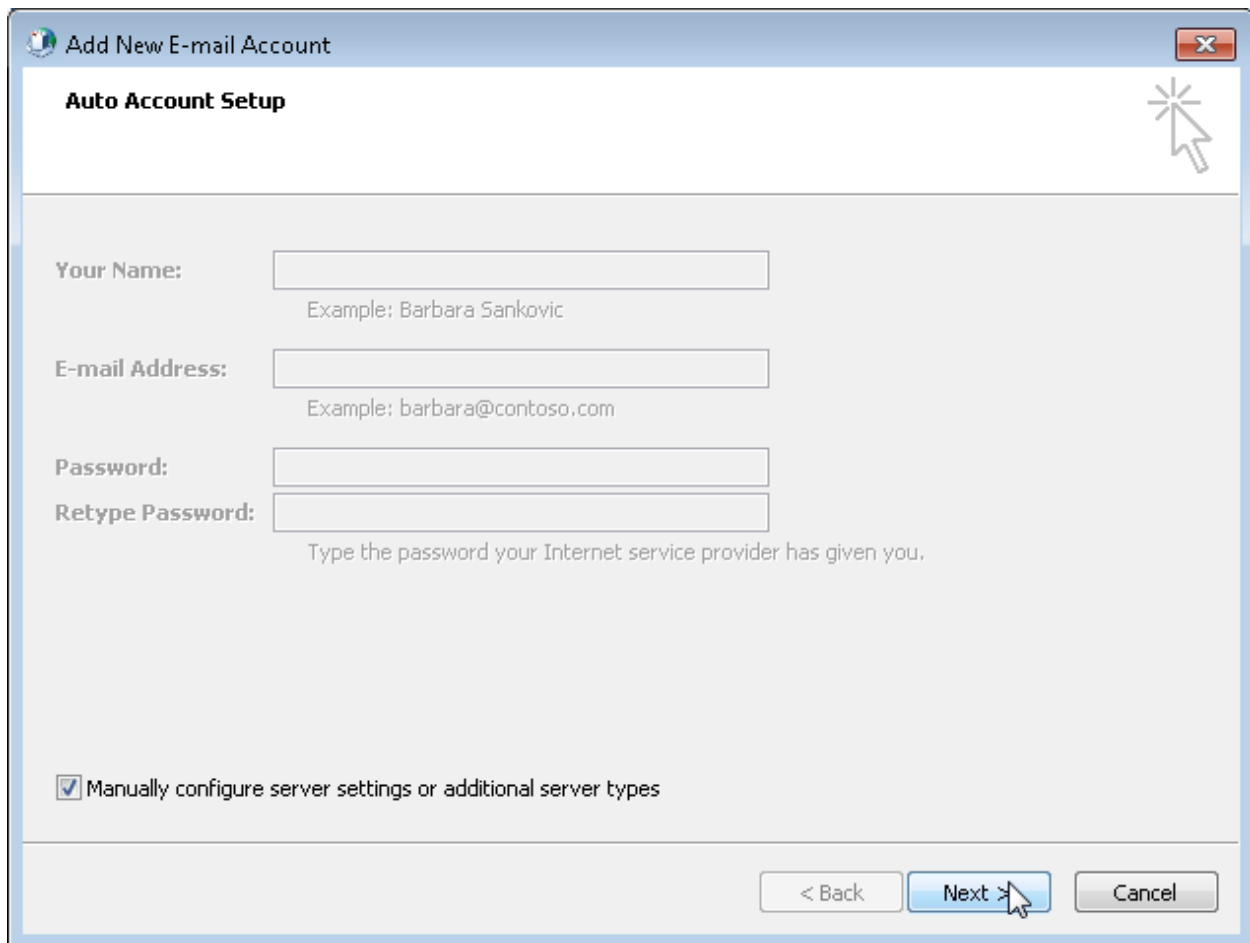
1. On your desktop, click on **Start > Control Panel**.
2. Click on the **Mail icon** to open your Outlook settings
3. Click on **Show profiles**.
4. Click on **Add**.



5. Type your new profile name and then click on **OK**.

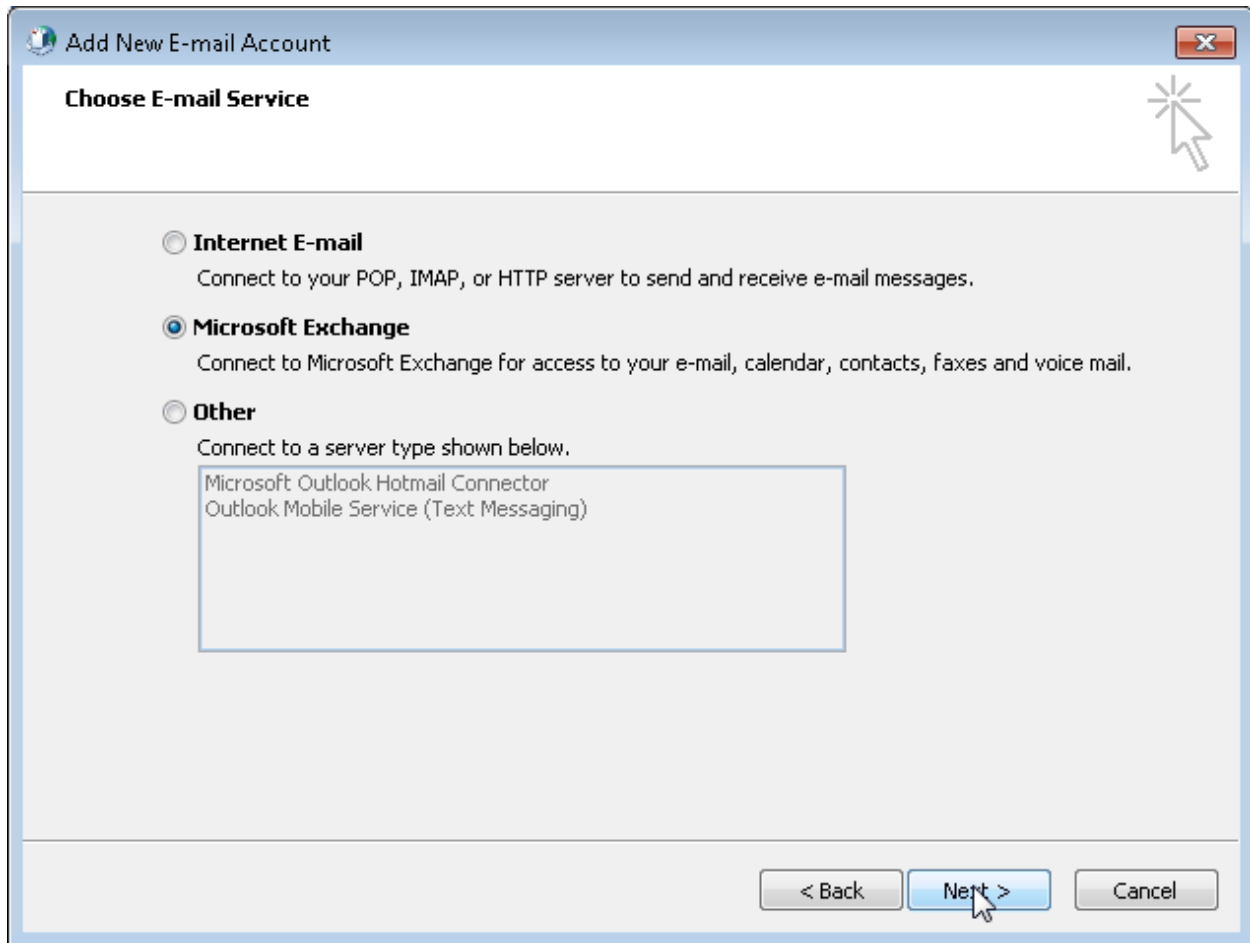


6. Enter your credentials as shown in the screenshot and then click on **Next**.

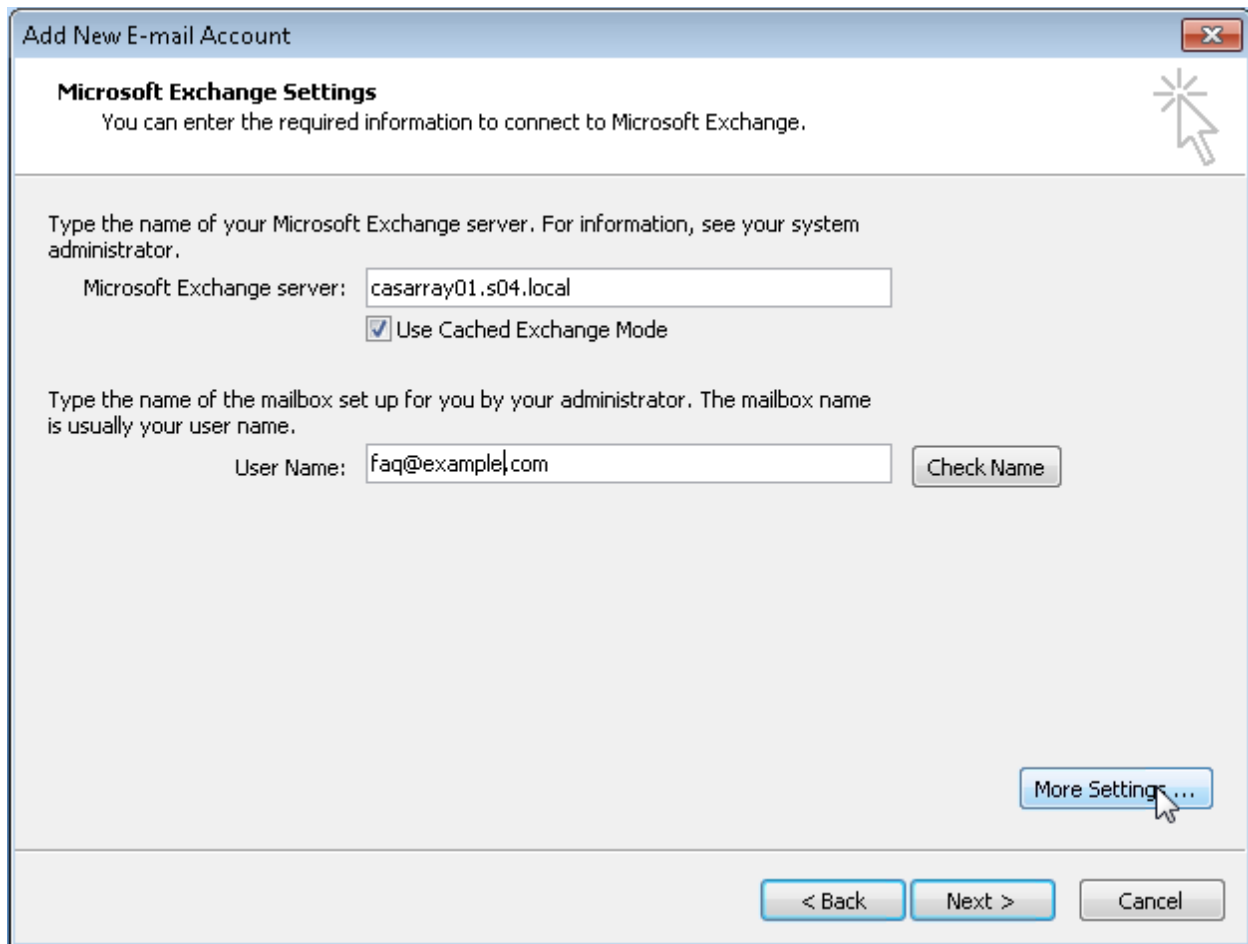


The screenshot shows a Windows-style dialog box titled "Add New E-mail Account". The main section is titled "Auto Account Setup". It contains four input fields: "Your Name:" with the example "Barbara Sankovic", "E-mail Address:" with the example "barbara@contoso.com", "Password:", and "Retype Password:" with the instruction "Type the password your Internet service provider has given you." Below these fields is a checked checkbox labeled "Manually configure server settings or additional server types". At the bottom right, there are three buttons: "< Back", "Next >" (which is highlighted in blue and has a mouse cursor over it), and "Cancel".

7. Select the **Microsoft Exchange** option and then click on **Next**.

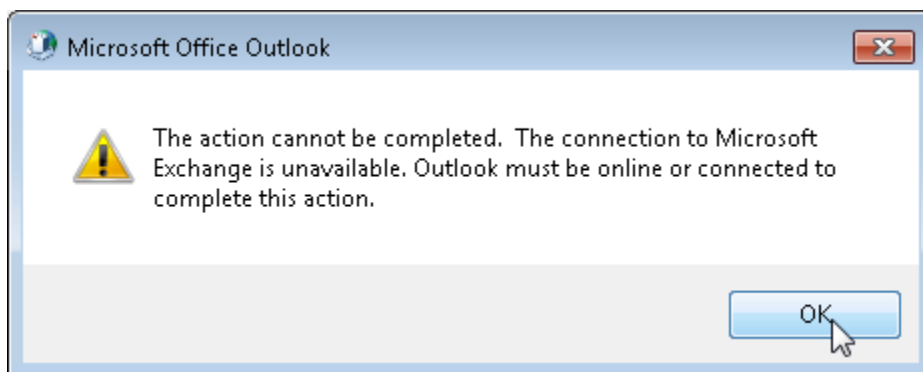


8. You now need to enter your Microsoft Exchange settings. In the **User Name** field, enter your e-mail address.

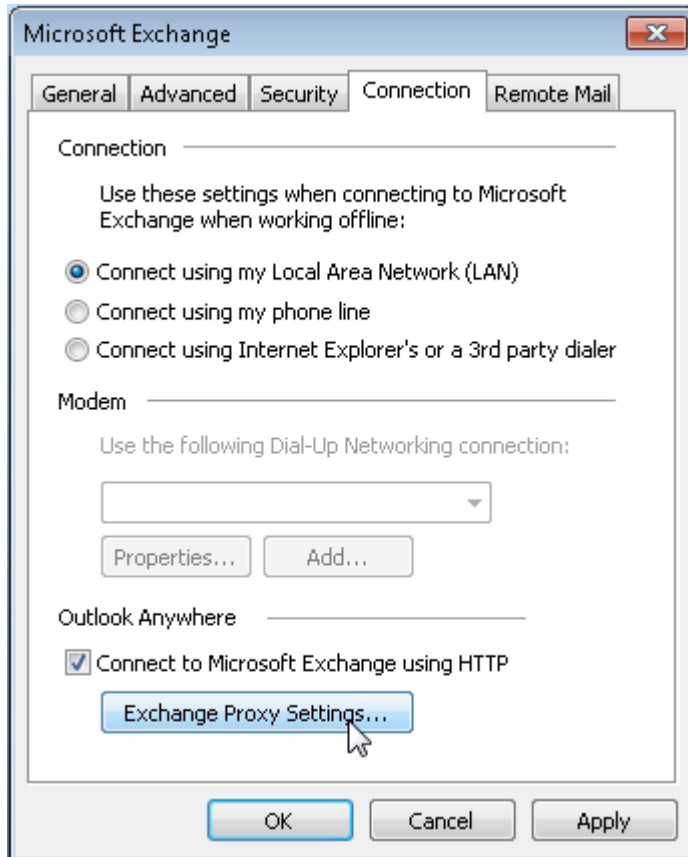


9. Click on **More Settings**.

10. If a window appears saying "The action cannot be completed. The connection to the Microsoft Exchange is unavailable. Outlook must be online or connected to complete this action", click on **OK**.

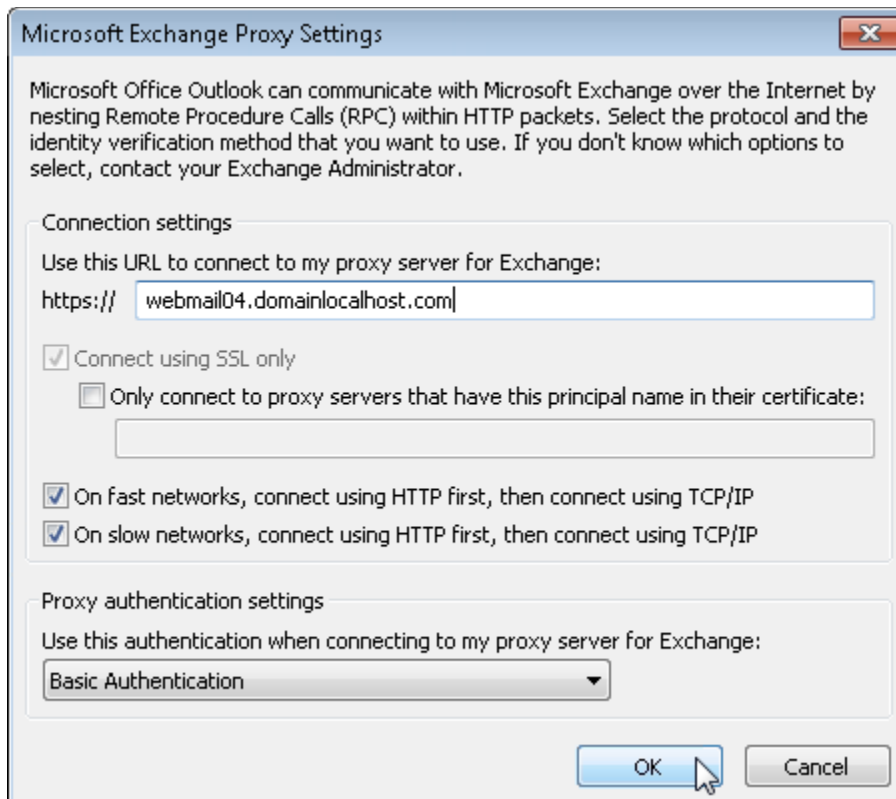


11. Click on the **Connection** tab.
12. Under **Outlook Anywhere**, check the **Connect to my Exchange mailbox using HTTP** option and click on **Exchange Proxy Settings**.



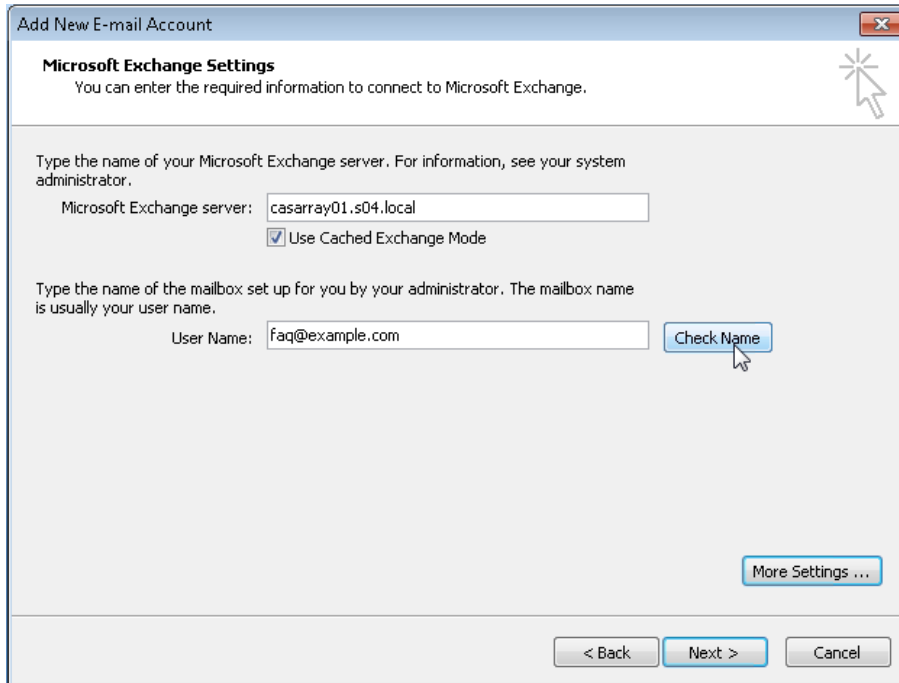
13. In the **Use this URL to connect to my proxy server for Exchange** field, enter the webmail value you can find in your [Control Panel](#) in the **User Information** section (ex: **webmail.example.com**).

Make sure that both **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 selected and that the Proxy authentication settings are at **Basic Authentication**. Then, click on **OK**.

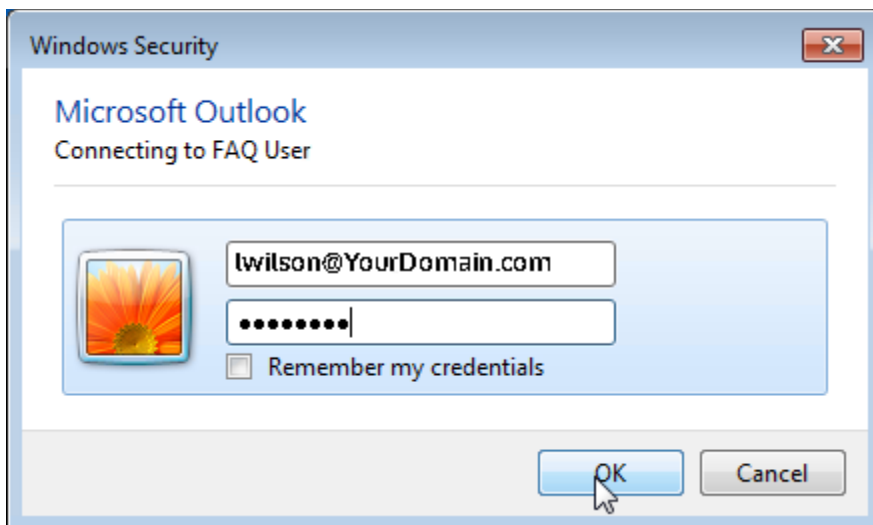


14. Click on **Apply** and then on **OK**.

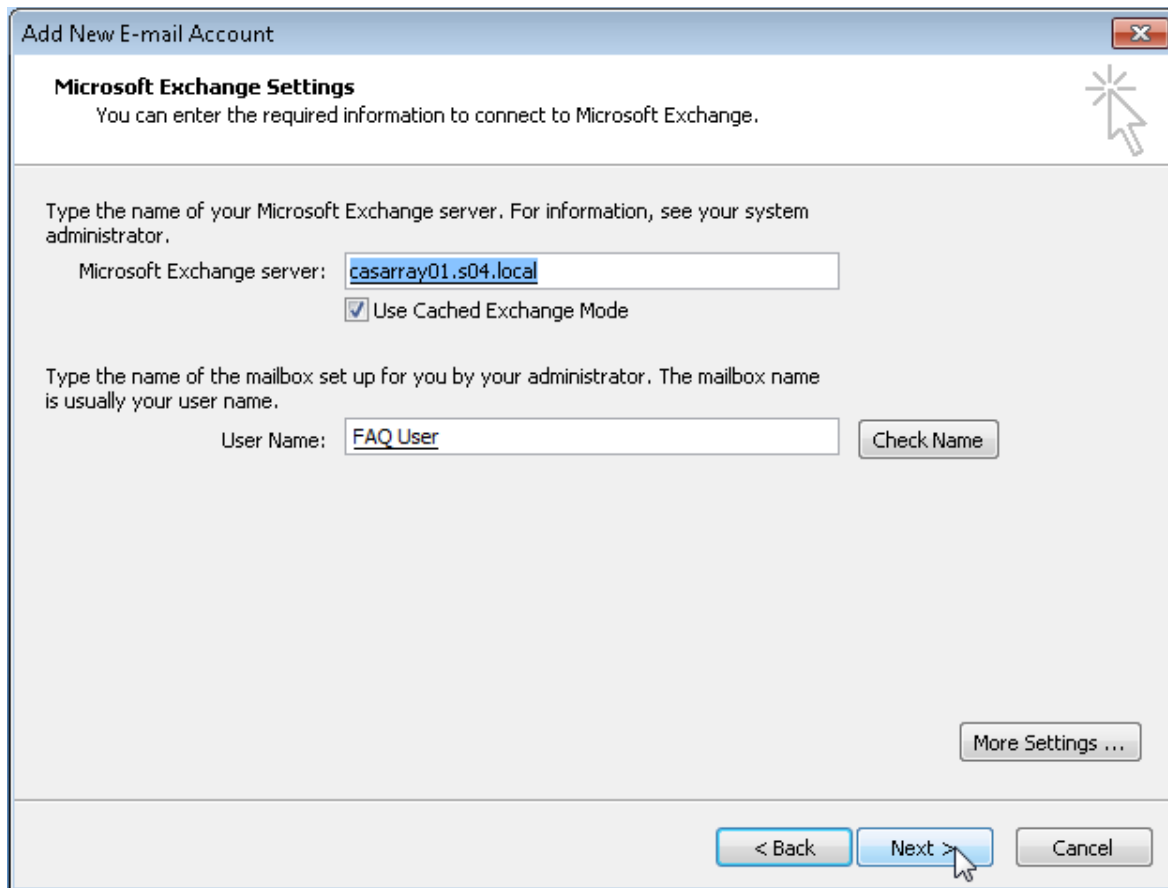
15. You are back to the **Microsoft Exchange Settings**. Make sure the username is correct and click on **Check Name**.



16. You will get a pop-up window asking for your username and password. Make sure they are both correct and click on **OK**.



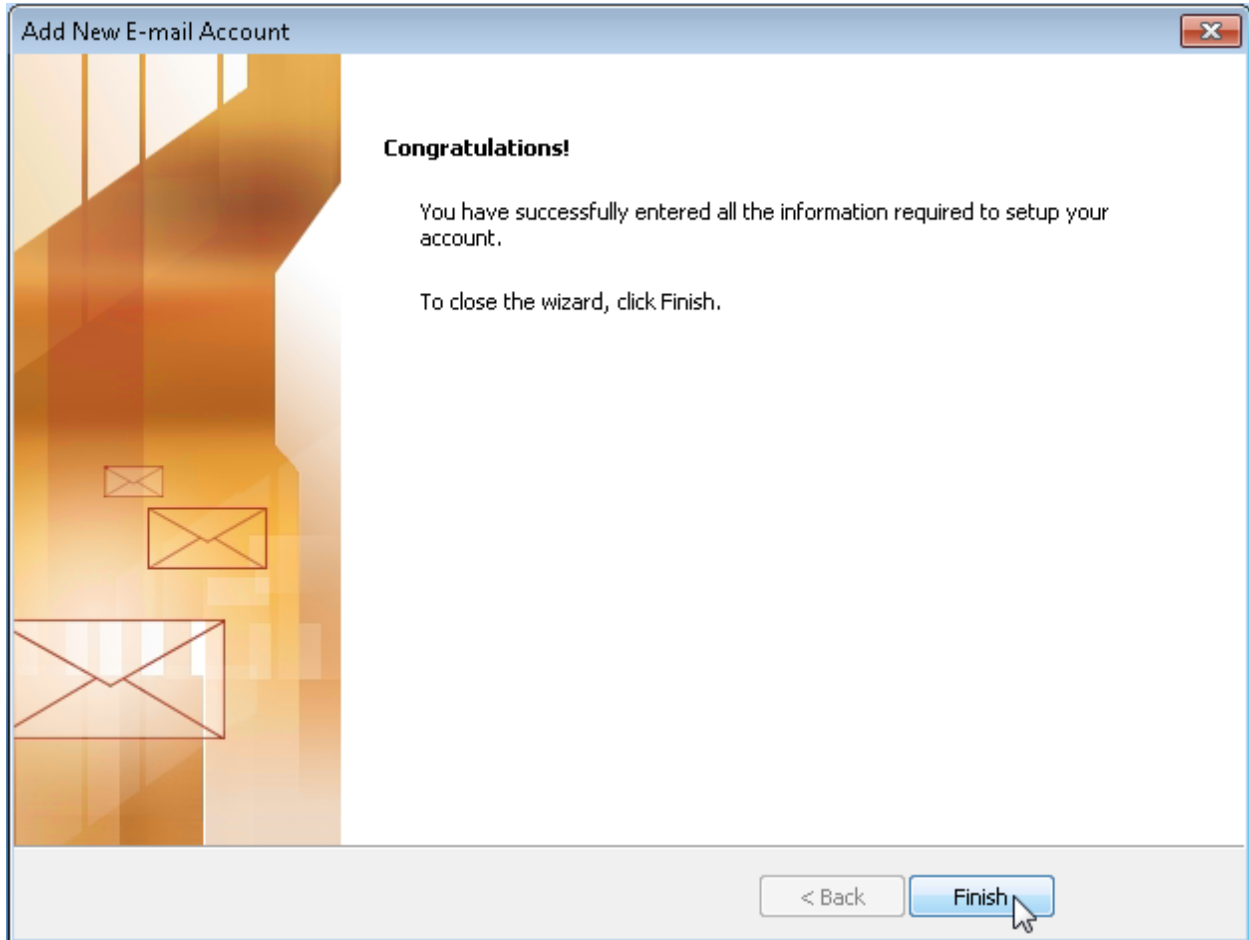
17. If all the steps have been followed correctly, both your name and the Exchange Server will be underlined.



The screenshot shows a Windows dialog box titled "Add New E-mail Account" with a close button (X) in the top right corner. The main heading is "Microsoft Exchange Settings" with a sub-heading "You can enter the required information to connect to Microsoft Exchange." and a help icon (question mark) in the top right. The first section contains the instruction "Type the name of your Microsoft Exchange server. For information, see your system administrator." followed by a text box labeled "Microsoft Exchange server:" containing the text "casarray01.s04.local" which is underlined. Below this is a checked checkbox labeled "Use Cached Exchange Mode". The second section contains the instruction "Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name." followed by a text box labeled "User Name:" containing the text "FAQ User" which is underlined. To the right of this text box is a "Check Name" button. At the bottom right of the main area is a "More Settings ..." button. At the very bottom of the dialog are three buttons: "< Back", "Next >" (with a mouse cursor hovering over it), and "Cancel".

18. Click on **Next**.

19. Click on **Finish**.



20. Open Outlook.

21. A dialog box with your e-mail address should appear asking you to enter your password. Enter your password and then click on **OK**