



37 Gloucester Åvenue Delapre Northampton NN4 8PT

Configuring Outlook for Exchange:

- Open the Control Panel | Double-click Mail



- Click Email Accounts

ک (ک)	unt Setting ail Account 'ou can add	ts or remove an	account. You can	select an account and	change its settings.	
E-mail	Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendar	s Address Books
Name	•			Туре		
Selecte	ed e-mail acc	ount delivers i	new e-mail messaç	ges to the following loo	cation:	
Char	ige <u>F</u> older	Personal Fe	olders\Inbox			Qose

- Click New...



- Click on Microsoft Exchange, POP3, IMAP, or HTTP

- Click Next

Auto Account Setu	· →	N/S
Your Name:	Example: Barbara Sankovic	
E-mail Address:	Example: barbara@contoso.com	
Password: Retype Password:		
od to never e teo deservedor versite a toscona k	Type the password your Internet service provider has given you.	
Manually configure s	erver settings or additional server types	
	< Back Next > Cance	

- Click on Manually configure server settings or additional server types

- Click Next

Choos	se E-mail Service	1 Alexandre
	🔊 Internet E-mail	
	Connect to your POP, IMAP, or HTTP server to send and receive e-ma	ail messages.
	Microsoft Exchange	
	Connect to Microsoft Exchange for access to your e-mail, calendar, or	ontacts, faxes and voice mail.
	Other	
	Connect to a server type shown below.	
	Fax Mail Transport Outlook Mobile Service (Text Messaging)	

- Click on Microsoft Exchange

- Click Next

Microsoft Exchange Setting You can enter the required	gs I information to connect to Microsoft Exchange.	米
	-	M
Type the name of your Microsof administrator.	t Exchange server. For information, see your system	
Microsoft Exchange server:	PEMEXVS01]
	Use Cached Exchange Mode	on
		More Settings

- Type the Microsoft Exchange Server name and User Name, then click More Settings

eneral	Advanced Security Connection Remote Mail	
Connec	tion	
Us Ex	e these settings when connecting to Microsoft change when working offline:	
Cor	nnect using my Local Area Network (LAN)	
Cor	nnect using my p <u>h</u> one line	
Con Con	nnect using Internet Explorer's or a 3rd party diale	r
Modem		
Us	e the following Dial-Up Networking connection:	
_		
_	·	
P	roperties A <u>d</u> d	
Dutlool	Anywhere	
	ppect to Microsoft Exchange using HTTP	
	inect to Fild osoft Exchange dailing http://	
	Exchange Proxy Settings	

- Click Connect to Microsoft Exchange using HTTP

- Click Exchange Proxy Settings

Microsoft Exchange Proxy Settings	×
Microsoft Office Outlook can communicate with Microsoft Exchange over the Internet nesting Remote Procedure Calls (RPC) within HTTP packets. Select the protocol and dentity verification method that you want to use. If you don't know which options t select, contact your Exchange Administrator.	et by I the to
Connection settings	
Use this URL to connect to my proxy server for Exchange:	
https:// exchange.gohost.it	
Connect using SSL only	
Only connect to proxy servers that have this principal name in their certification	ate:
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 <u>a</u> uthentication when connecting to my proxy server for Exchange:	
Basic Authentication	
OK	el

Type the Exchange Proxy Server

Change the Authentication to Basic Authentication

Click OK | Apply | Next | Finish

If the following login appears, type your User name and Password

Connect to PEI	MEXVS01	? ×
		E.C.
Connecting to PEM	EXVS01	
	Ok	Cancel