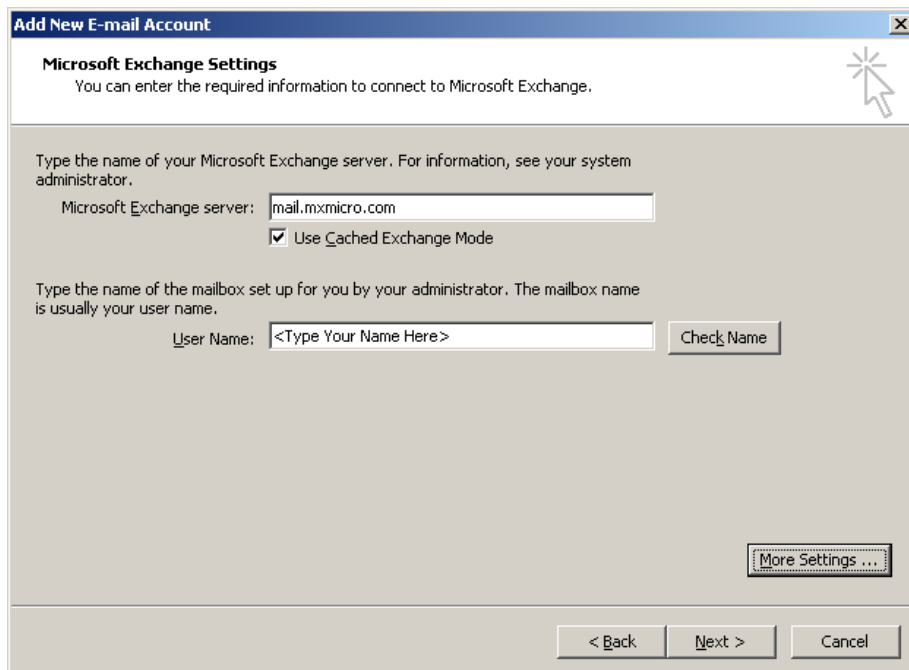


Outlook 2007 – Hosted Exchange Setup

Setup Exchange Profile

1. Start > Control Panel > Double-Click the "Mail" Icon
2. Click the "Show Profiles..." button.
3. Click "Add".
For the "Profile Name" type: **Exchange**
(This is just an account label. You may use your email address here, if you wish.)
Click OK.
4. **Skip** the Name/Email/Password fields.
Instead, check the box for "Manually configure server settings..."
Click "Next".
5. Mark the choice for "Microsoft Exchange" and click "Next".
6. For the "Microsoft Exchange server" text box type: **mail.mxmicro.com**
For User Name type your first and last name as provided to you.
Click the "More Settings..." button.



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 C_ached Exchange Mode

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

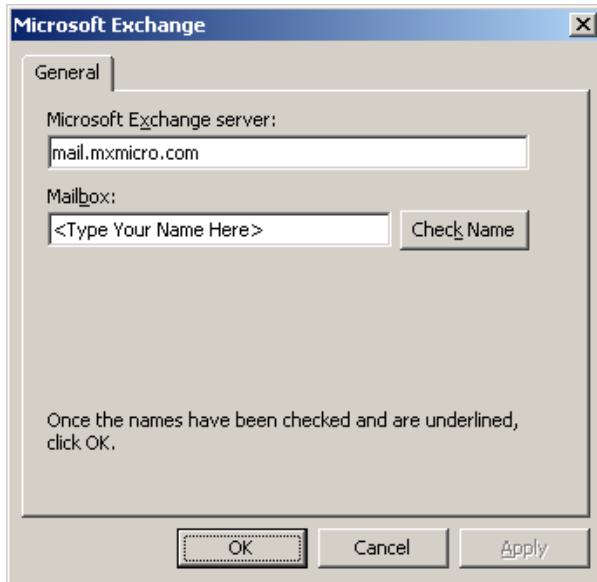
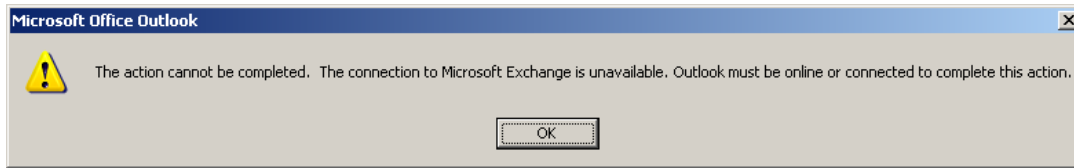
User Name:

Note: The next screen will take about 2 minutes to display, this is expected.

The first window will show an error "The action cannot be completed...", this is expected.

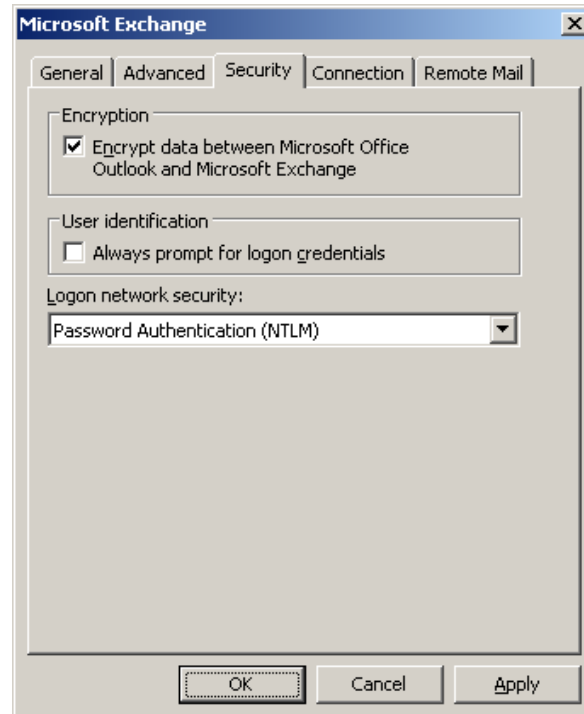
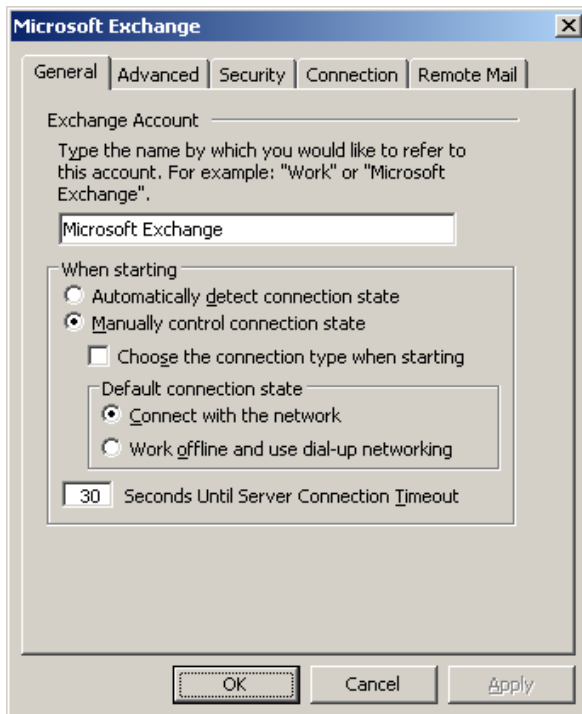
Click "OK" on the error window.

Click "OK" when prompted to enter your server an name again.

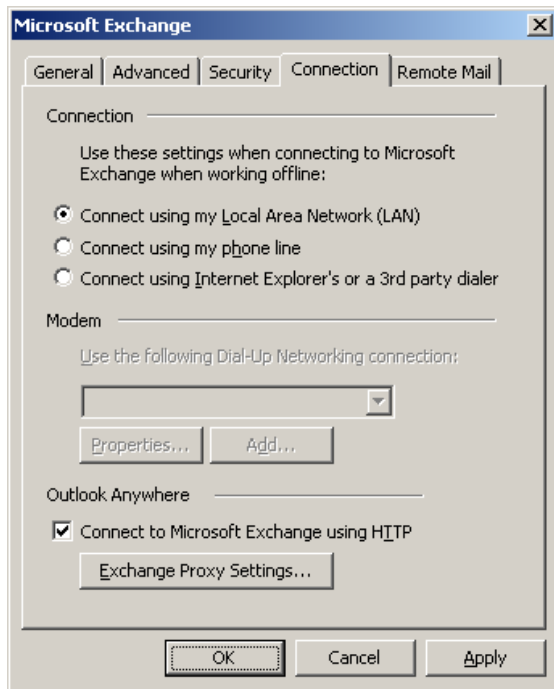


7. Click the "Security" tab.

For "Logon network security:" select "Password Authentication (NTLM)".



8. Click the "Connection" tab.
Check the box: "Connect to Microsoft Exchange using HTTP"
Click the button "Exchange Proxy Settings..."



9. On the Microsoft Exchange Proxy Settings window, check all check boxes:

- Check: "Connect using SSL only"
- Check: "Only Connect to proxy servers that..."
- Check: "On fast networks..."
- Check: "On slow networks..."

For the first text box, "Use this URL to connect..." type: **mail.mxmicro.com**
For the second text box, (below "Only connect...") type: **msstd:mail.mxmicro.com**
In the "Proxy authentication settings" drop down, choose: "Basic Authentication".
Click "OK". Click OK. Click Next. Click Finish.

