MICROSOFT EXCHANGE MAILBOX CONFIGURATION

The following part of this guide applies to people who have an Microsoft Exchange 2010 Mailbox on our Shared Hosting platform.

To really get the best out of your Microsoft Exchange mailbox we recommend you configure it using the Microsoft Exchange Connector that is built into Microsoft Outlook 2010.

By configuring it using this Microsoft Exchange Connector that is built into the software it will allow you to get full synchronization of the Microsoft Exchange features such as;

eMail
Calendar,
Contacts
Tasks
Out of Office Assistant

Are you ready?
If so let's begin.

STEP 1: DONT START OUTLOOK JUST YET

Yes that's right, you don't configure Outlook with it running, you actually do it through your Windows Control Panel. So if you've started Outlook already then please close it now.

The first thing you need to do is open the Windows Control Panel.

To do that click your Start button usually located in the bottom left corner of your screen.

On the menu that pops up you should see Control Panel, click that.

This will then present a screen like in Figure 1, Double click the Mail icon which we've highlighted with a red box in the Figure.
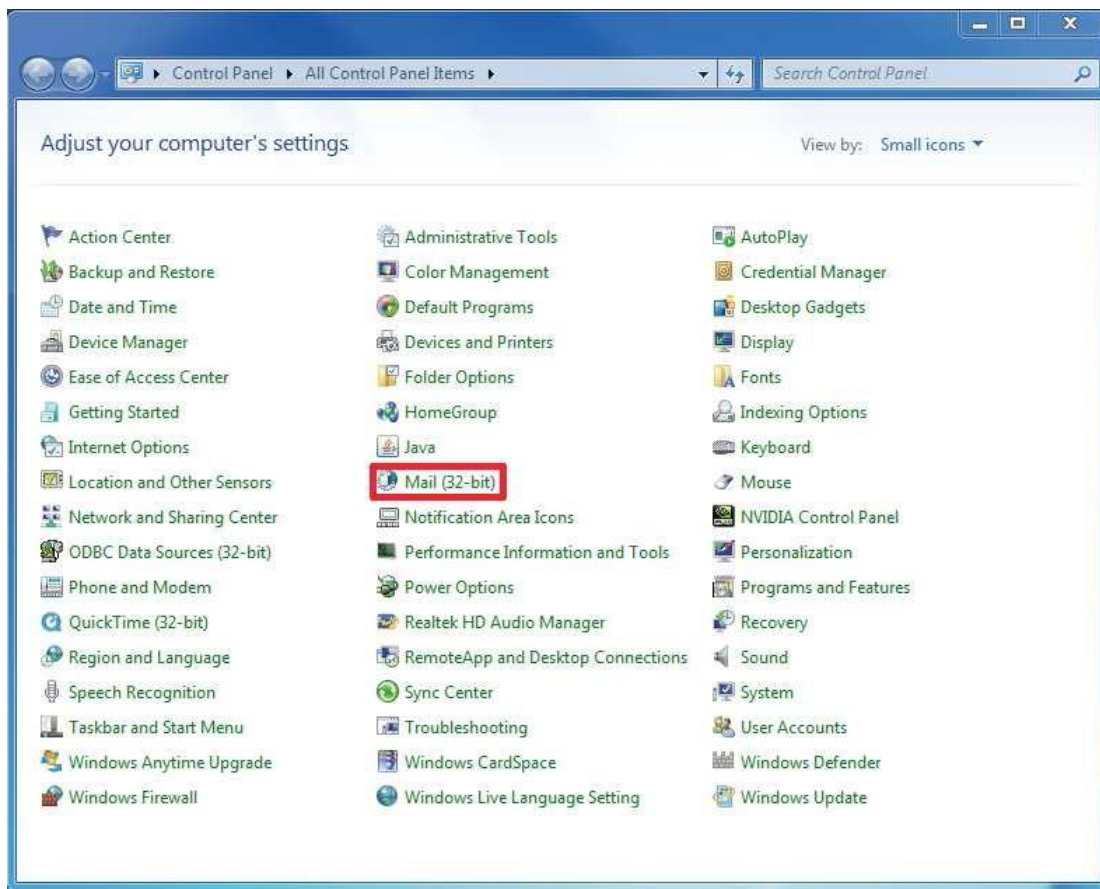

FIGURE 1

PRO TIP

If your control panel does not look anything like the above you'll need to change its view.

On Windows XP and Windows Vista you do that by selecting Classic View from the menu on the left hand side.

On Windows 7 you do it by changing the View by option at the top right to something other than Category.

STEP 2: CREATE A PROFILE NAME

We are now going to create a profile for use with the Exchange account.

If you've got Outlook Profiles on your machine already you'll get the dialog box as shown in Figure 2, in which case click on Show Profiles.

If you haven't got an Outlook Profile already you it will be taken straight to the Dialog shown in Figure 3.

Click the Add Button and Give the Profile a name to identify it by later, in our example shown in Figure 4 we've called it Exchange. It doesn't matter really what it's called so long as it is unique in the list of profiles.
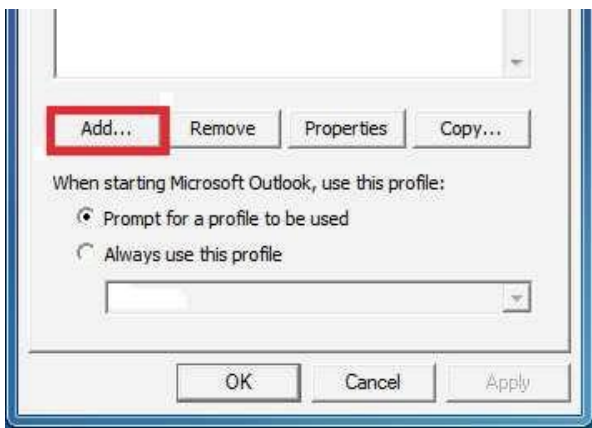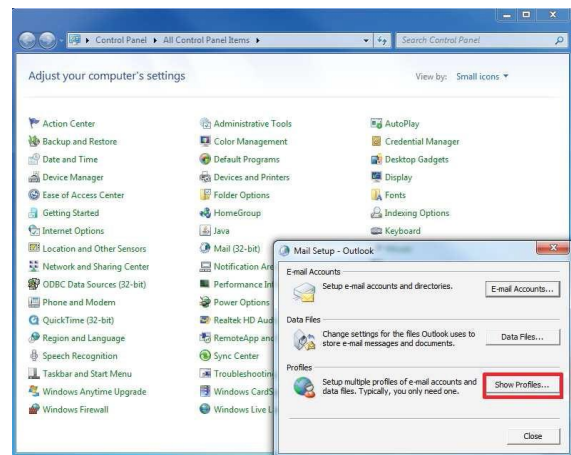
Click OK
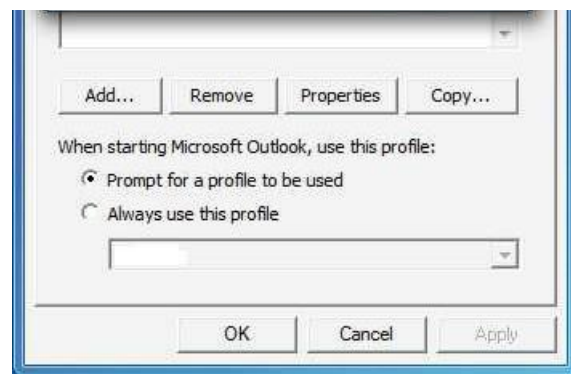

FIGURE 2

FIGURE 3

FIGURE 4

STEP 3a: MANUALLY CONFIGURING THE SERVER SETTINGS

Select the option to Manually configure settings as shown in Figure 5 and click Next.
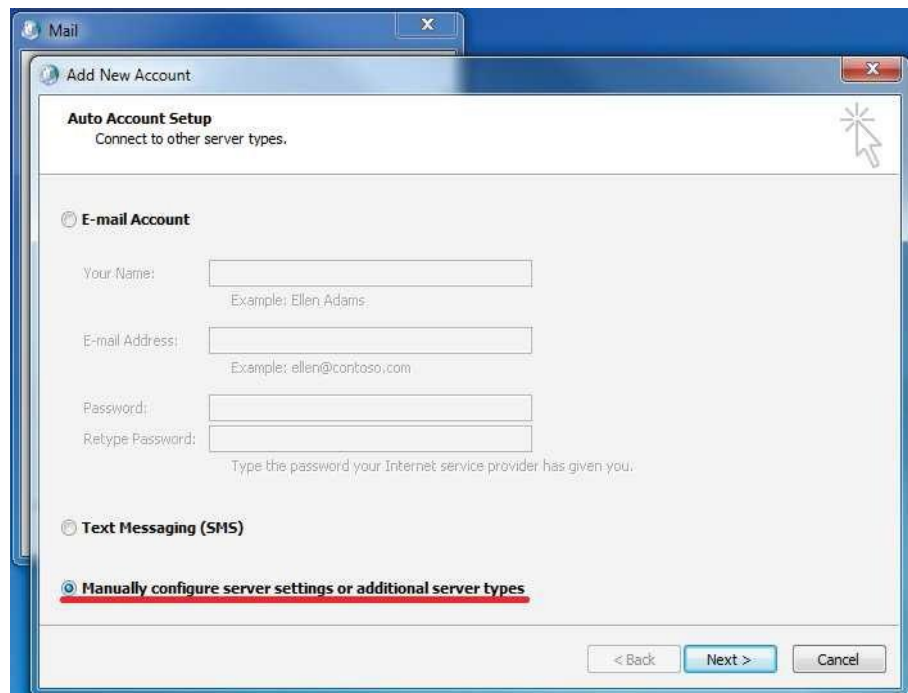

FIGURE 5

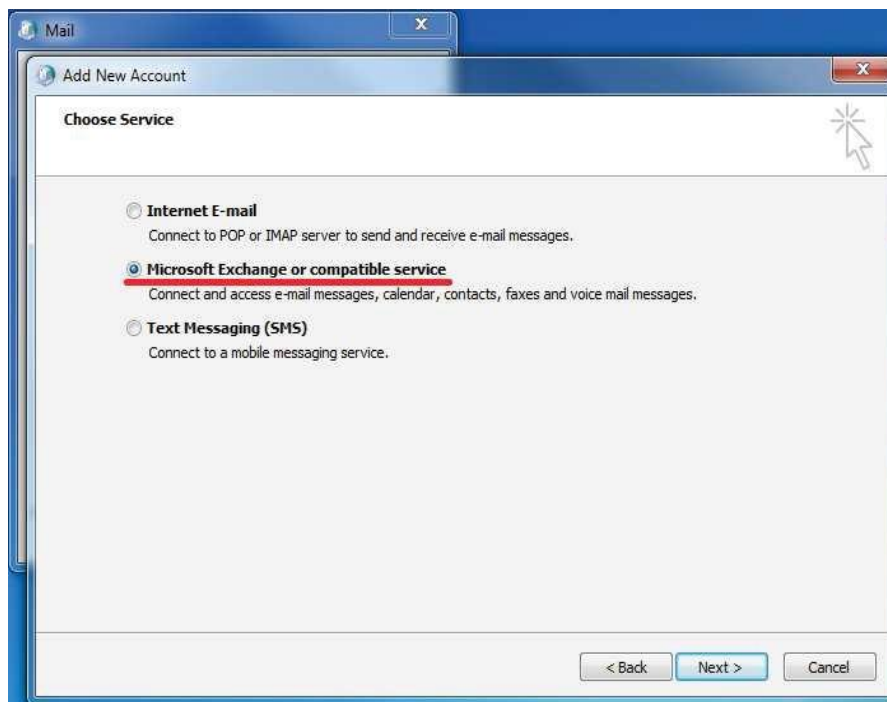Select Microsoft Exchange as shown in Figure 6 and click Next,

FIGURE 6

STEP 3b: MANUALLY CONFIGURING THE SERVER SETTINGS

Enter the server name exchange.simply.ms in the server field as shown in Figure 7.

Leave the Use Cached Exchange Mode box ticked and enter your full Exchange mailbox e-mail address as the user name.

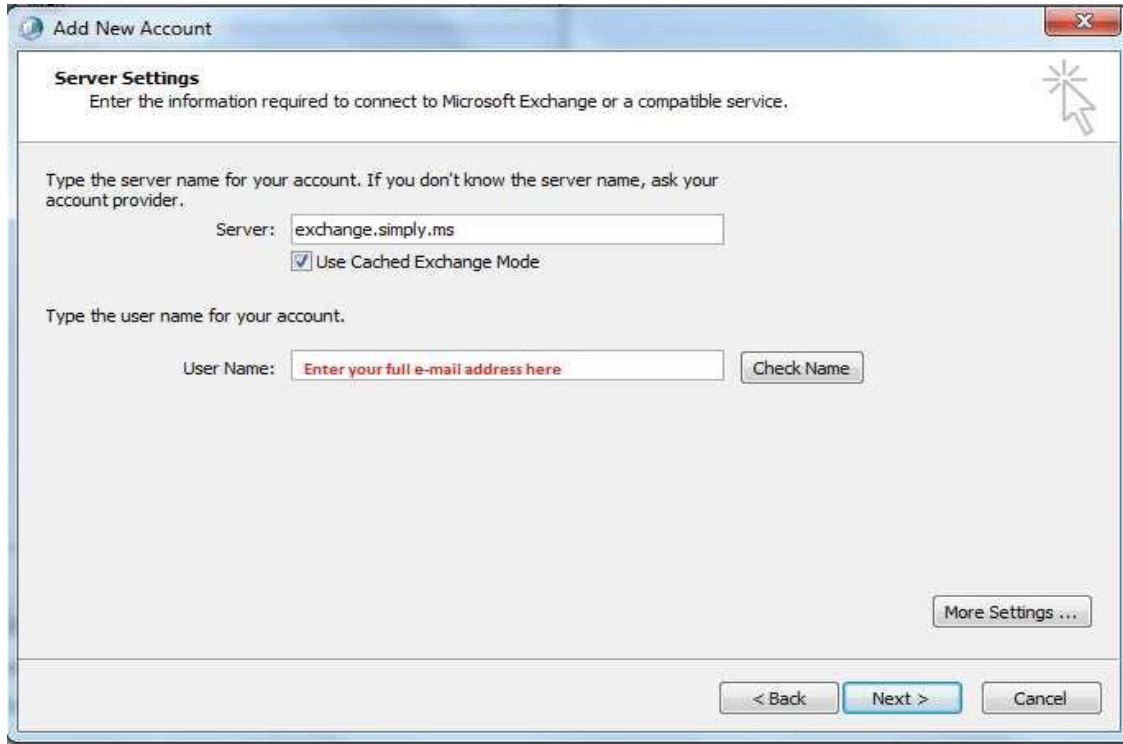Do not press any buttons other than More Settings.

FIGURE 7

Click the Connection Tab, put the tick in the box to Connect to Microsoft Exchange using HTTP and press the Exchange Proxy Settings button that appears as shown in Figure 8.
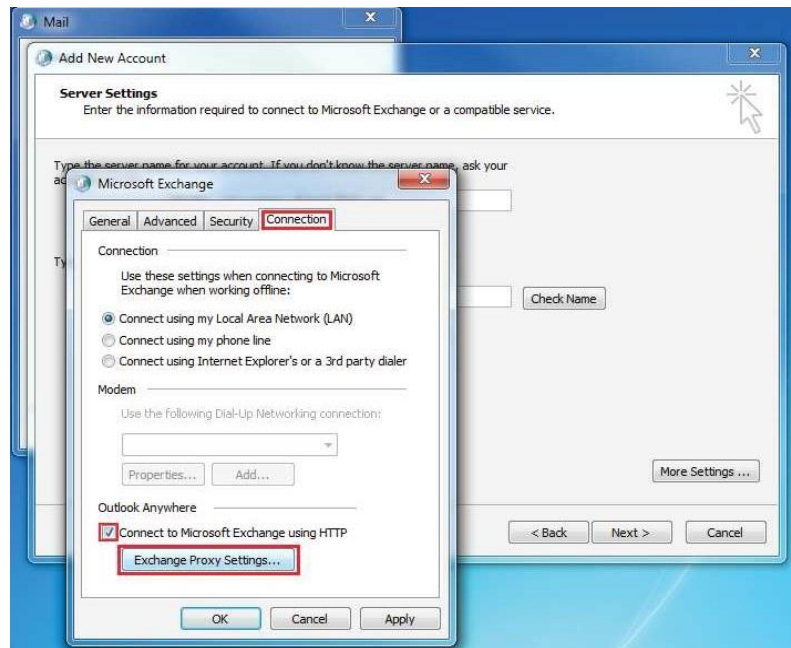

FIGURE 8

STEP 3c: MANUALLY CONFIGURING THE SERVER SETTINGS

Enter the server name exchange.simply.ms in the URL field of the Proxy settings as shown in Figure 9.

Enter msstd:*.simply.ms in the "only connect to servers that have this domain name in their certificate.

Tick the box for "On fast networks, connect using HTTP first ..."

Change the Proxy Authentication Settings to "Basic Authentication" and leave all other tickboxes at their default settings as shown. Click OK twice.

FIGURE 9

STEP 4: VERIFYING THE SERVER SETTINGS

Phew, that was a lot of steps ... but definitely worth it to get it right first time.

You should be back to the place you entered the server name at step 3a.

You can now press the Check Name button after which you'll be presented with a Login prompt asking for a password as shown in Figure 10.

Make sure that your full Exchange mailbox e-mail is listed in the user field and enter your mailbox password, wait a bit and then you should get the server settings dialog box back but with a different server name and your name both of which should be underlined as shown in Figure 11. Press Next and then Finish as shown in Figure 12.
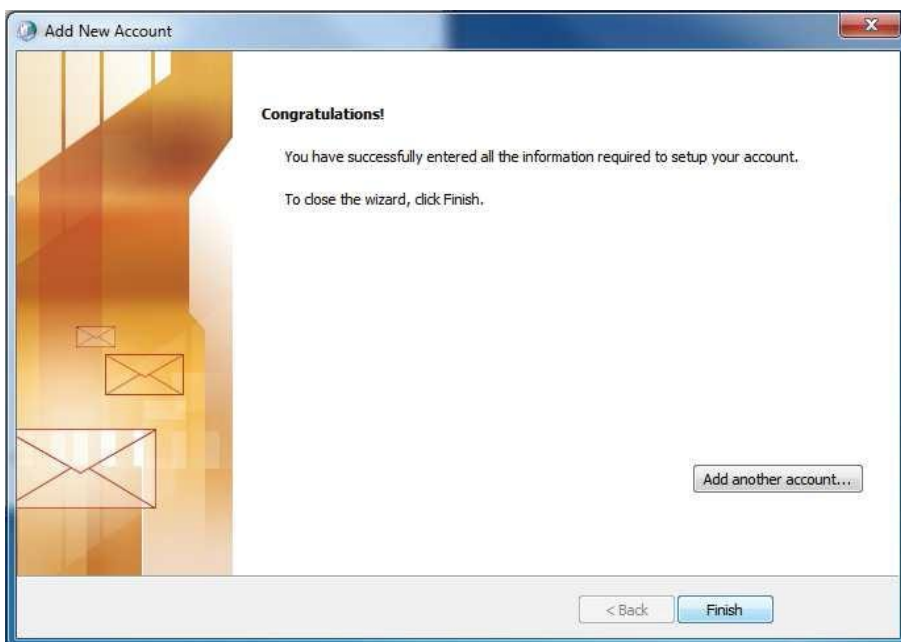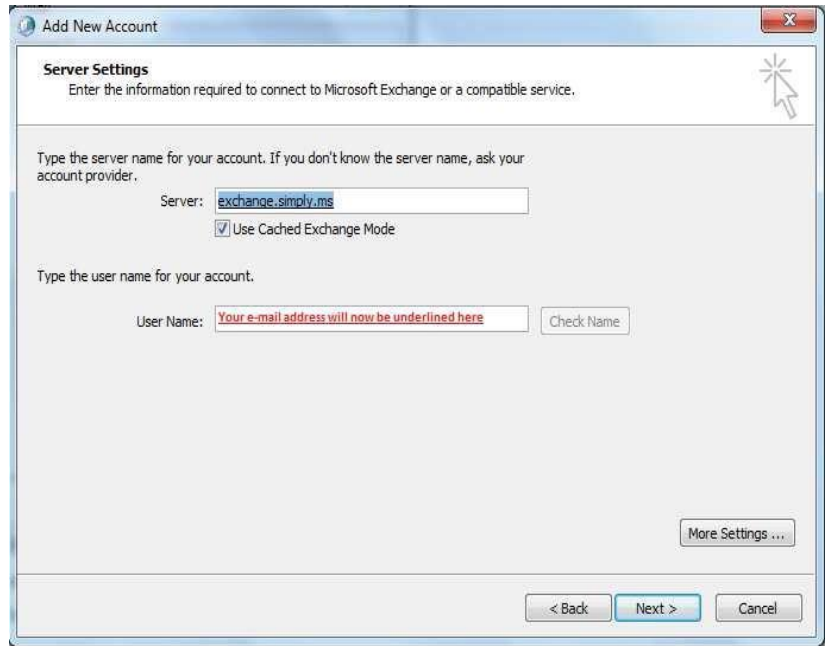
FIGURE 10

FIGURE 11

FIGURE 12

STEP 5: ONE LAST CHOICE TO MAKE

Home stretch now, not long to go before you can start using the

software. You should be back at the profiles list as shown in

Figure 13.

FIGURE 13

If the profile you've just created is the only one in the list there is nothing more to do and you can click OK here.

If you've got other profiles listed then you need to decide if you want to be prompted to select a profile to use when Outlook starts or whether it's to always use the same profile every time in which case you need to use the radio buttons and drop down box to make sure the right settings and profile are selected.

Again just click OK

STEP 6: NOW YOU CAN START OUTLOOK

Find your Outlook 2010 icon and double click it.

You may be prompted for your password again if you didn't select the remember password box at step 4.

You'll get a splash screen up just like the one shown in Figure 14 which will give you a countdown as to its progress.

If your mailbox on the server contains a lot of existing data you'll then need to wait for the status bar at the bottom to say "All folders are up to date." before you close Outlook down again.
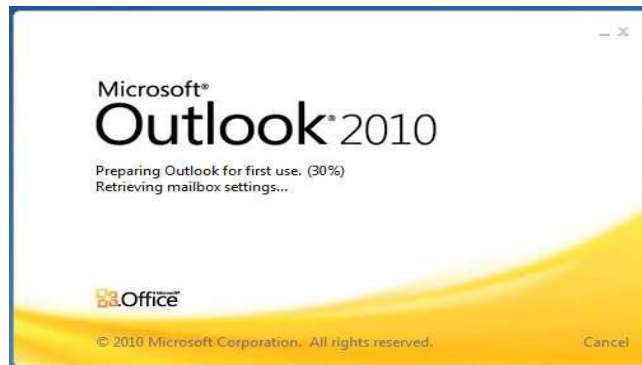

FIGURE 14