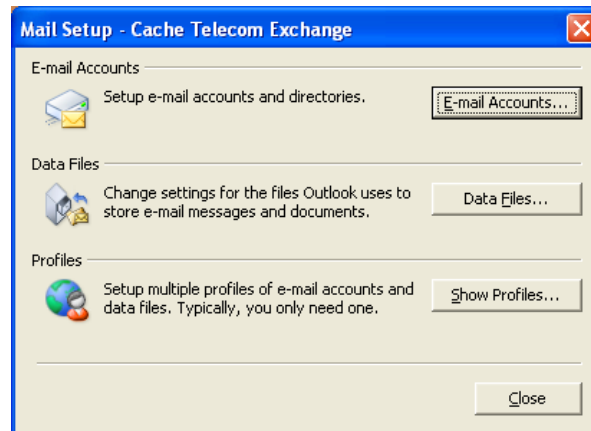
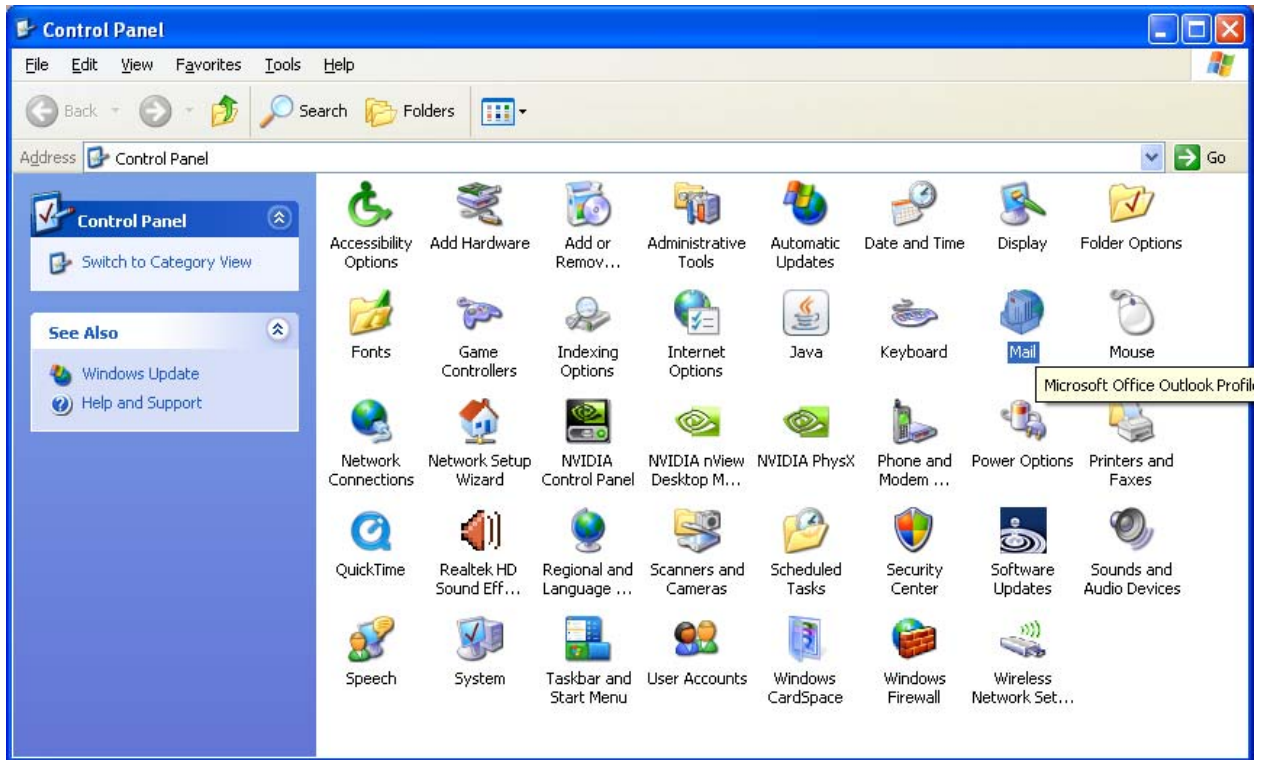
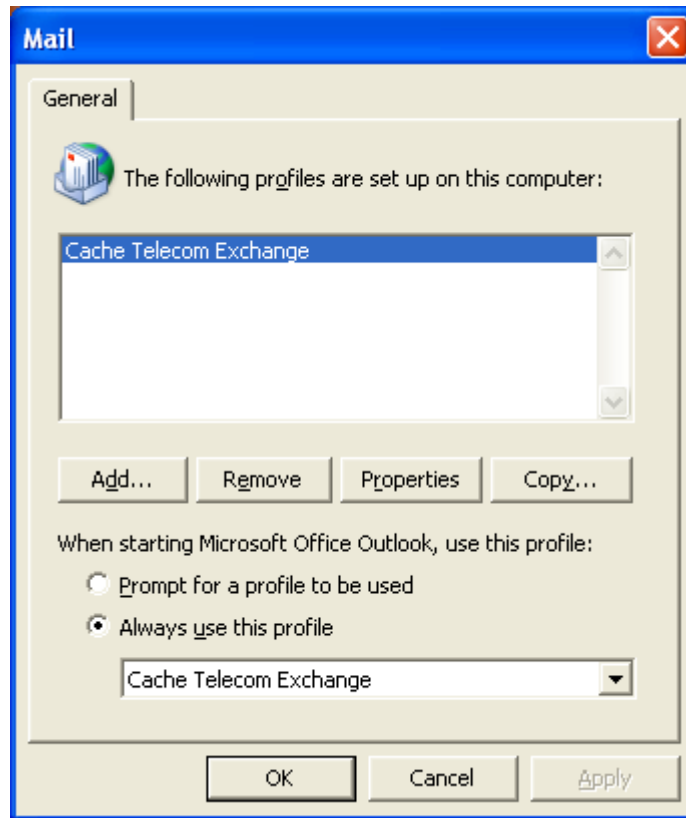


Open your CONTROL PANEL and choose the [MAIL] icon.

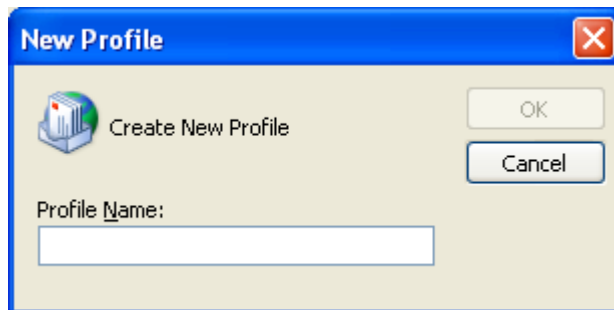
Vista Users on 64 bit system choose the 32bit compatibility option



Choose [SHOW PROFILES]



Choose [ADD]



Enter a familiar name ex. Cache Telecom Exchange

Auto account setup should work just fine for you. Follow the directions below.

Add New E-mail Account

Auto Account Setup
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

Your Name: First Last Name
Example: Barbara Sankovic

E-mail Address: example@abccompany.com
Example: barbara@contoso.com

Password: *****

Retype Password: *****
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back Next > Cancel

To use the Auto Account Setup, use the following information:

Your Name: John Doe

Email Address: johndoe@example.com

Password: Your login password

Your system should find our server and automatically configure everything that you need. If not then go to the next step.

Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Sankovic

E-mail Address:
Example: barbara@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back Next > Cancel

Add New E-mail Account

Choose E-mail Service


Internet E-mail
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.


Microsoft Exchange
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

Other
Connect to a server type shown below.

Microsoft Office Outlook Connector
Outlook Mobile Service (Text Messaging)

< Back Next > Cancel

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 Cached 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:

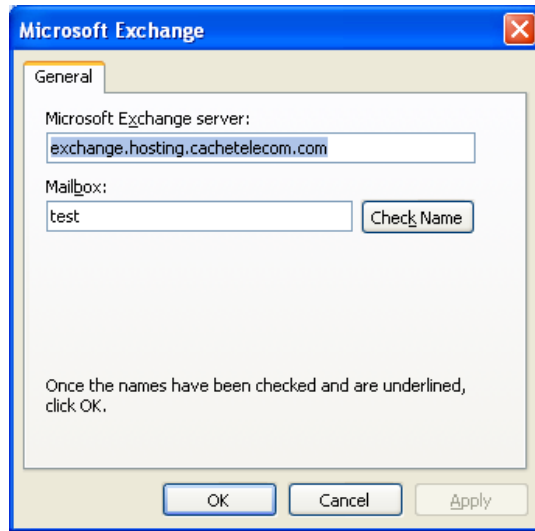
Choose MORE SETTINGS

You will probably see an error like this, just click [OK]

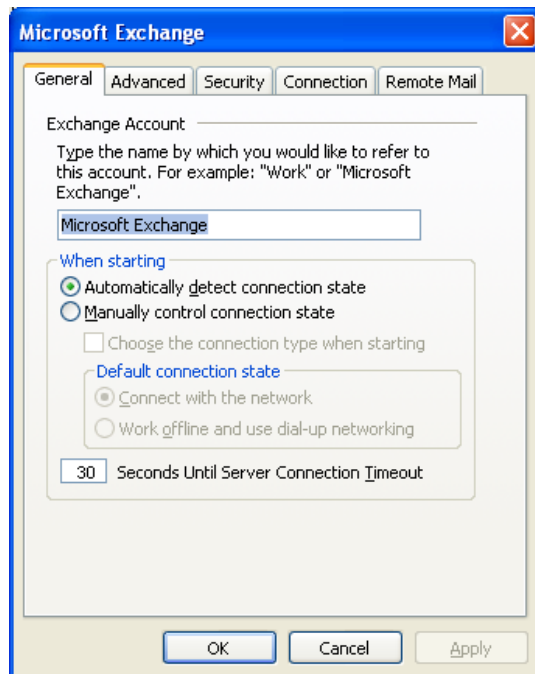
Microsoft Office Outlook 

 The action cannot be completed. The connection to Microsoft Exchange is unavailable. Outlook must be online or connected to complete this action.

Then you will see a dialog box pop up like this, just hit [CACNCEL]

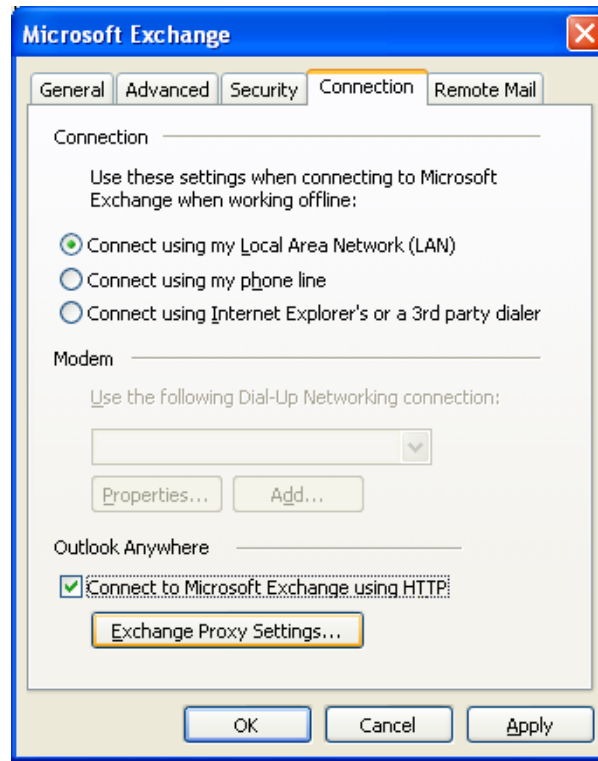


Now you will see this dialog box.

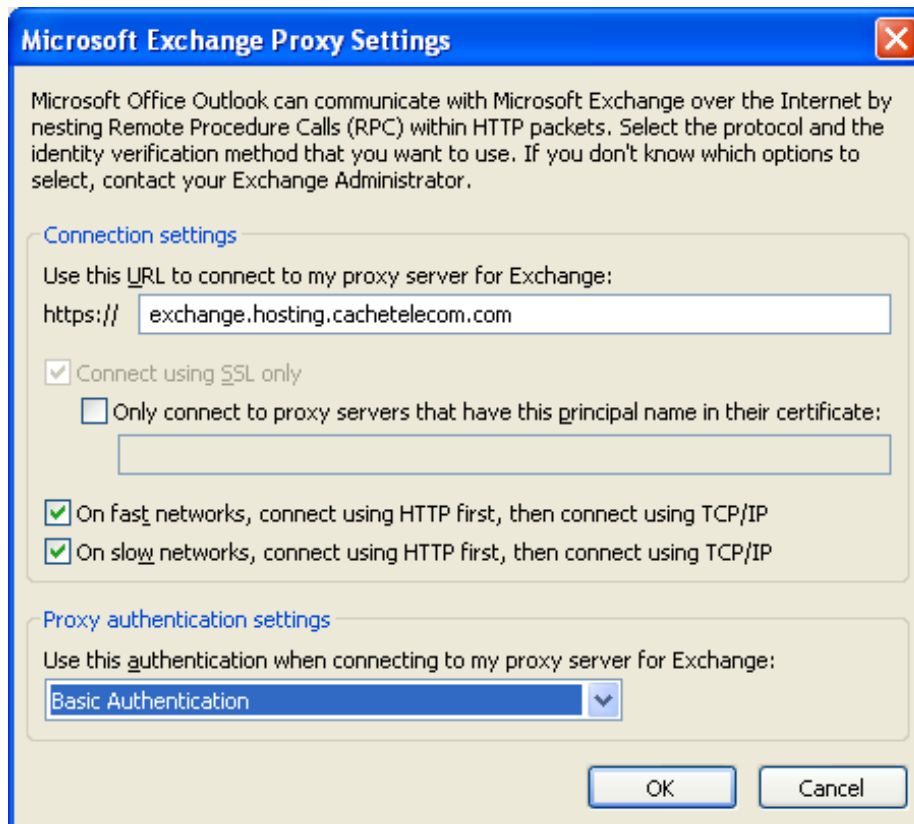


Go to the next step.

Then go to the CONNECTION tab and check [connect to Microsoft Exchange using HTTP] then click on [Exchange Proxy Settings



Enter the information just like you see below. Then click [OK].

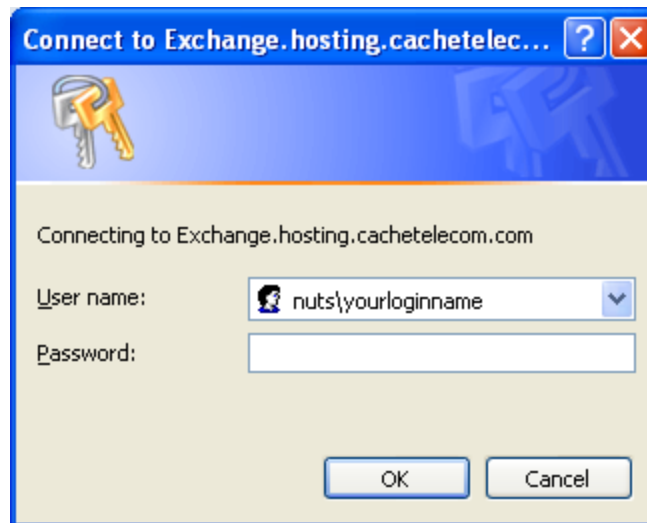


Your setup isDone!

Go to the next set for your final connection.

Once you open Outlook for the first time, you will be asked for a username and password. The following information will be helpful.

You will be prompted with a login box like the one below. You will need to enter your login credentials each time you log in. However, your system will remember the username, so you will only be required to input your password each time you start-up Outlook.



Example persons login information:

Email address: johndoe@example.com

Your username will be: nuts\johndoe.example

Your password will be your email password as set when you signed up for your account.

****YOU MAY BE ASKED FOR YOUR PASSWORD TWICE, this is normal on the first attempt to setup your account.**