

Exchange 2010 Outlook Guide

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Connect to Exchange 2010 Outlook Guide

1. Open Control Panel, then open Mail
2. If you wish to create your Exchange account in a separate profile, click "Show Profiles". Otherwise, click "Email Accounts" and skip to step 4
3. Click "Add" and enter the profile name of your choosing
4. When prompted for your account information, select "Manually configure server settings or additional server types" and click "Next"
5. Under **Choose Service** select "Microsoft Exchange or compatible service" and click "Next"
6. Under **Server Settings**, enter the server name and username in the format shown below, then click "**More Settings**"
7. Go to the Connection tab (at the top)

8. Under **Outlook Anywhere**, check **Connect to Microsoft Exchange using HTTP**, then click the "Exchange Proxy Settings" button
9. Fill out the information as illustrated below, and click "OK"
10. Click "OK" again when you return to the Microsoft Exchange window
11. Click the "Check Name" button on the **Add New Account** window. You will be prompted for your credentials.
12. Enter your username (not the full email address) and password, then click "OK"
13. You will be returned the the Add New Account window. Your username or email address should be underlined in the User Name box. Click "Next"
14. Click "Finish". Your account is now set up. Outlook may take a few minutes to complete the first mailbox synchronization.