

# Secure Hosted Exchange

## Outlook Settings

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Outlook '07 and '10 are e-mail clients and personal information managers from Microsoft. Outlook '07 and '10 provide E-mail, Calendar, Task Manager, Contact Manager, Note Taking, a Journal, and Web browsing.

### Outlook 2007/2010 Configuration with an Exchange '10 Account

Outlook 2007/2010 configuration with Exchange 2010 is fairly easy to setup with the AutoDiscover service. You will only need the primary email address, username, and password to set up this configuration.

1. From the Windows Startup, select **Control Panel** and click the Mail icon .
2. Click the [Show Profiles... button](#).



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3. In the [Profiles window](#), create a new profile by clicking the **Add...** button.

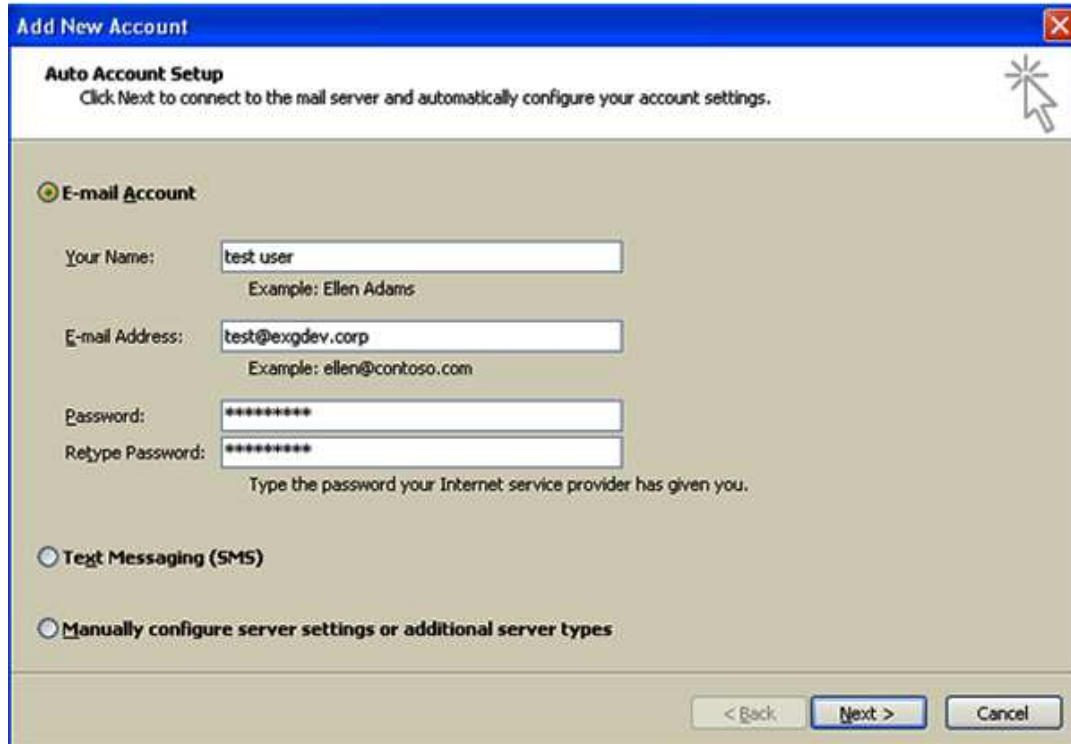


4. From [here](#), enter the **e-mail address** of the user and click **OK**.



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- From [here](#), enter the user name (your name), full e-mail address, and password in the appropriate text boxes. When you are done, click **Next>**.



**Add New Account**

**Auto Account Setup**  
Click Next to connect to the mail server and automatically configure your account settings.

**E-mail Account**

Your Name:   
Example: Ellen Adams

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

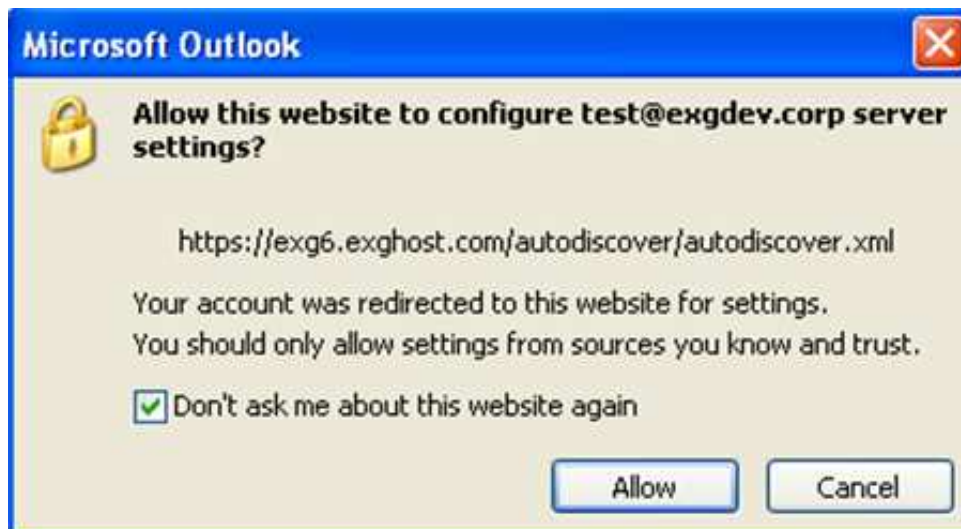
Password:   
Retype Password:   
Type the password your Internet service provider has given you.

Text Messaging (SMS)


Manually configure server settings or additional server types

< Back   **Next >**   Cancel

- You will be redirected to a [pop-up window](#). Select **Don't ask me about this website again**, and then click the **Allow** button, respectively.



**Microsoft Outlook**

 **Allow this website to configure test@exgdev.corp server settings?**

https://exg6.exghost.com/autodiscover/autodiscover.xml

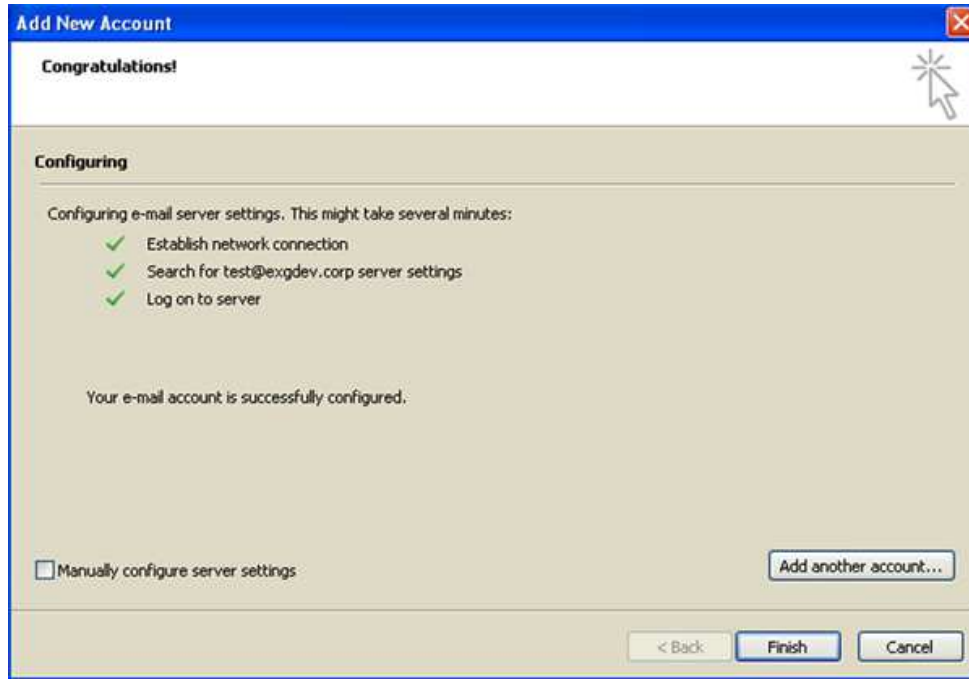
Your account was redirected to this website for settings.  
You should only allow settings from sources you know and trust.

Don't ask me about this website again

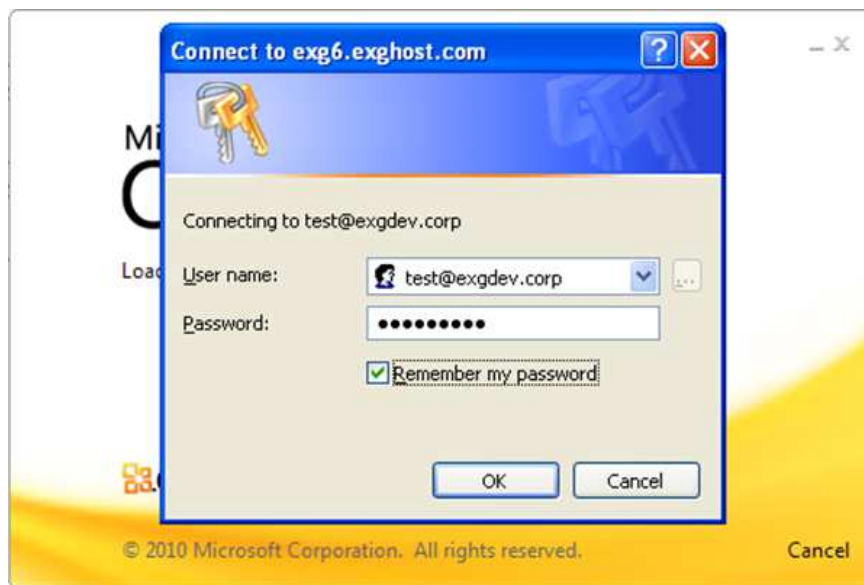
Allow   Cancel

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7. After entering the provided Autodiscover record and user data, a [Congratulations configuration message](#) will appear on the pop-up window. Click the **Finish** button.

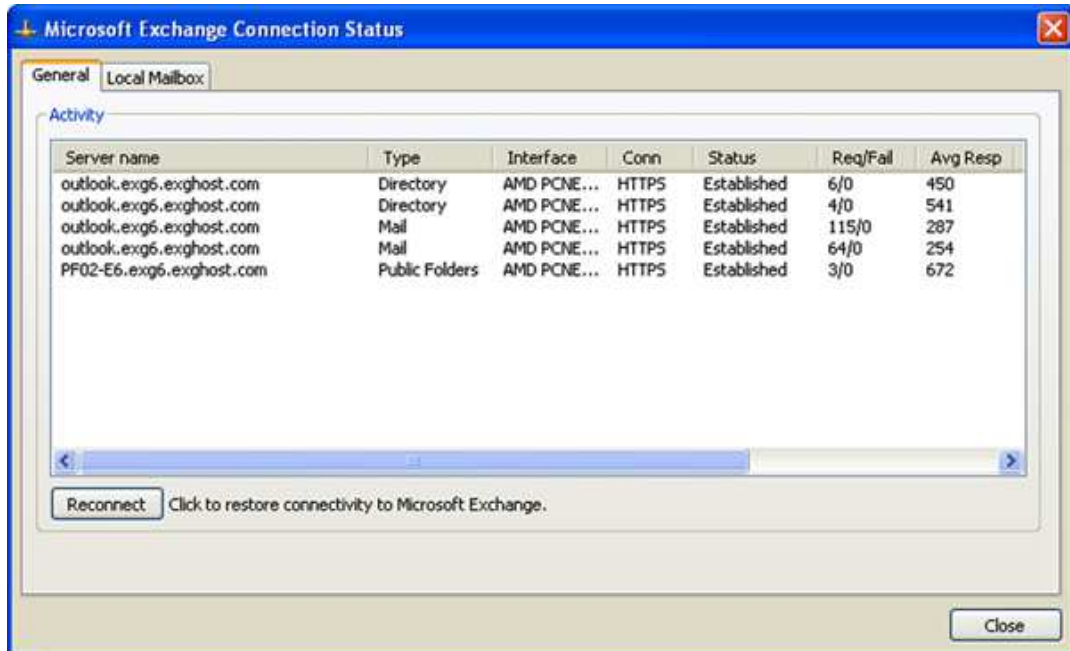


8. Open [Outlook](#), sign in using the **full email address** and **password** for the account. (Please select the **Remember my password** check box before clicking the **OK** button.)

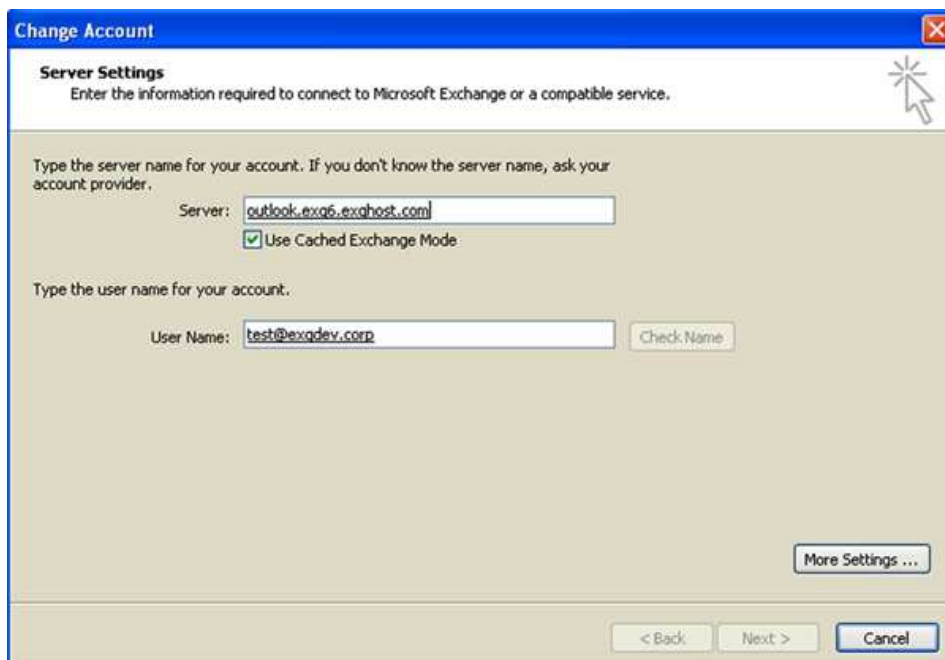


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9. Once Outlook has opened, you may view the [Microsoft Exchange Connection Status](#) to verify that everything is connected correctly.



10. If you were not provided an Autodiscover address, you will be provided settings to manually build your profile as displayed below. Enter the server address in the Server text box and your user name (e-mail address), and then click the **More Settings** button.

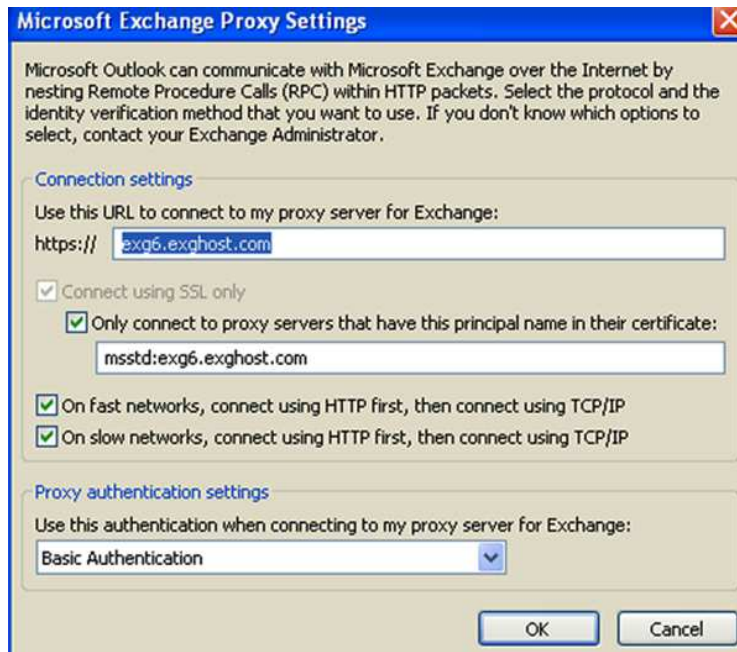


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11. From [here](#), select the **Connection** tab and click the **Exchange Proxy Settings...** button.



12. Enter the information provided by you Tecvar representative in the [Connections Settings section](#), and then click **OK** when you are done.



13. You should now be able to connect their Exchange mailbox.