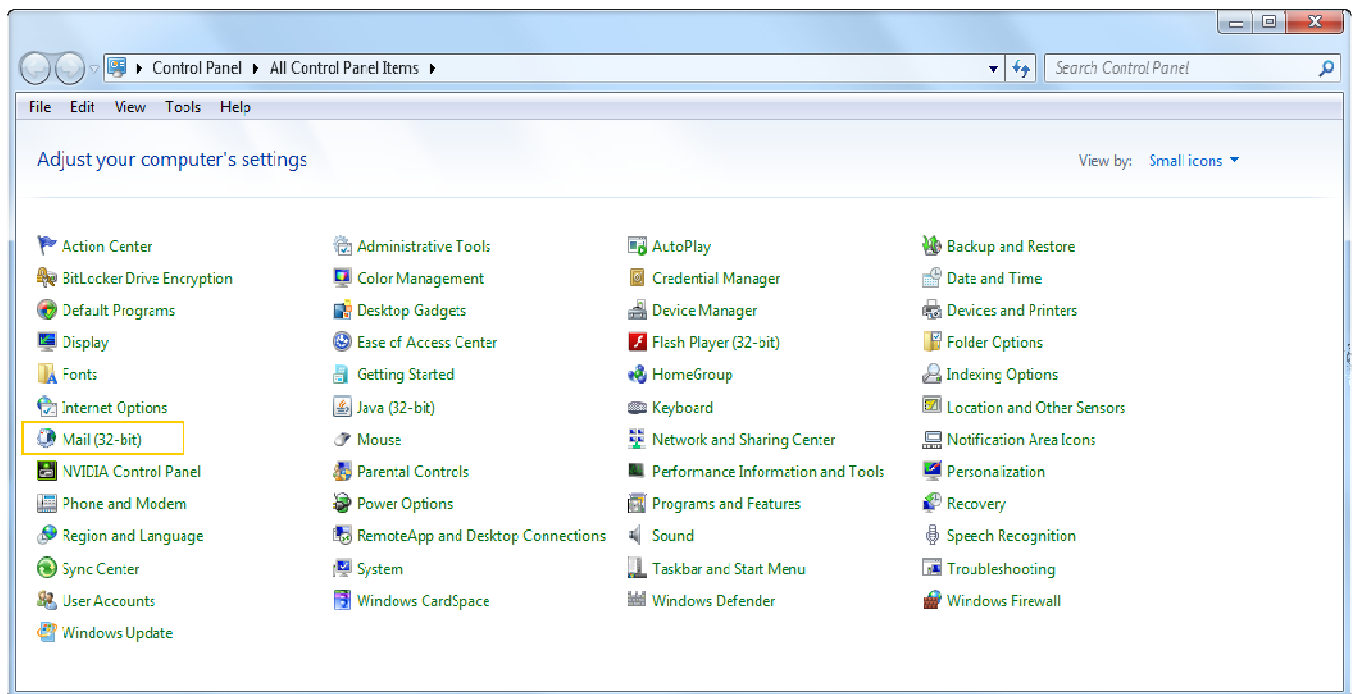


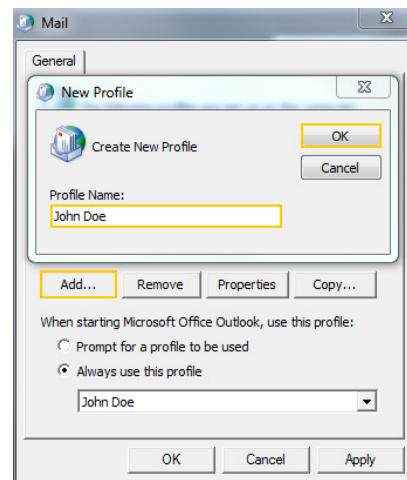
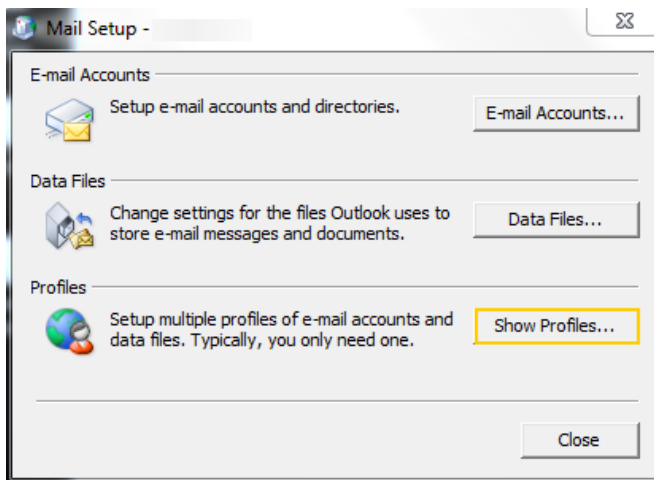
Exchange for Outlook 2007 / 2010

Please follow the instructions below in order to configure Outlook 2007 / 2010 with your exchange account.

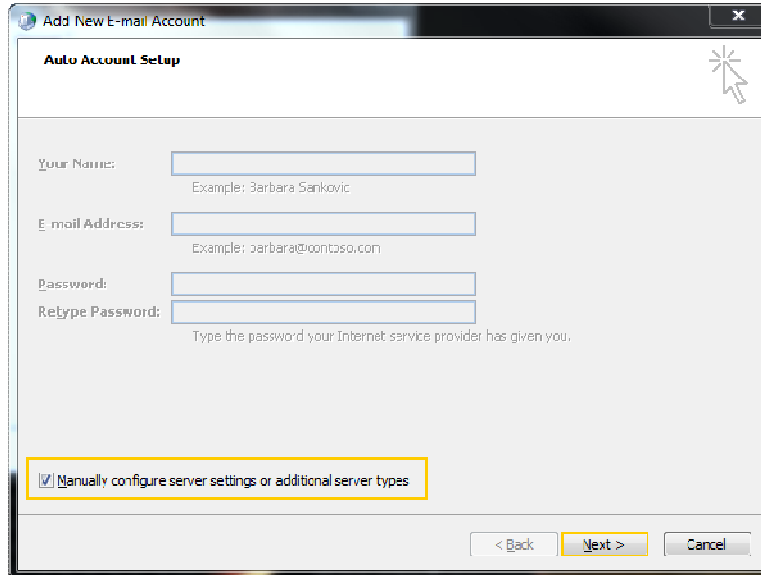
1. Click the Windows start button, select Control Panel, select View by: Small icons, and then select the **Mail** icon.



2. Click **Show Profiles**, click **Add** and then enter a **Profile Name** and then select the **OK** button.

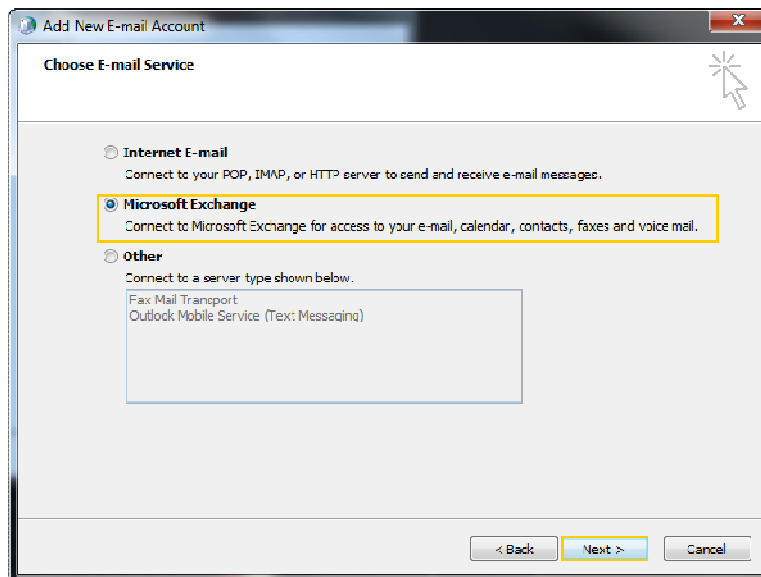


3. Check **Manually configure server settings or additional server types** box and click **Next** button.



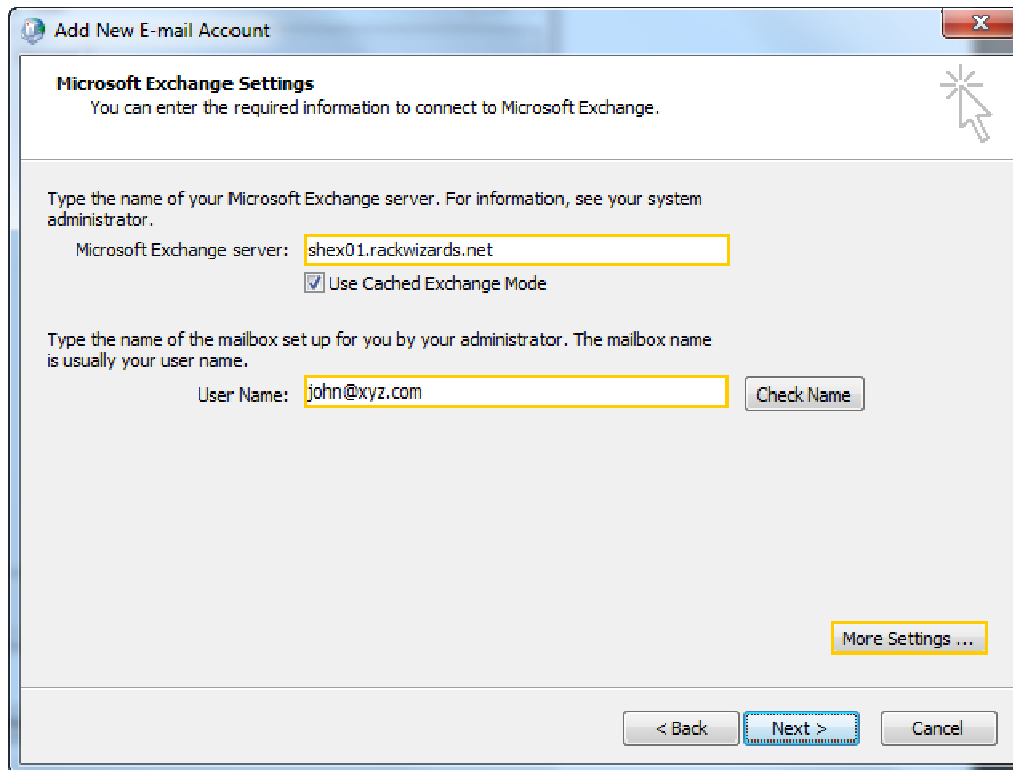
The screenshot shows the 'Add New E-mail Account' dialog box in the 'Auto Account Setup' stage. It contains input fields for 'Your Name', 'E-mail Address', 'Password', and 'Retype Password'. Below these fields, the checkbox 'Manually configure server settings or additional server types' is checked and highlighted with a yellow box. At the bottom right, the 'Next >' button is highlighted with a yellow box, while '< Back' and 'Cancel' are disabled.

4. Select the **Microsoft Exchange** option and click the **Next** button.

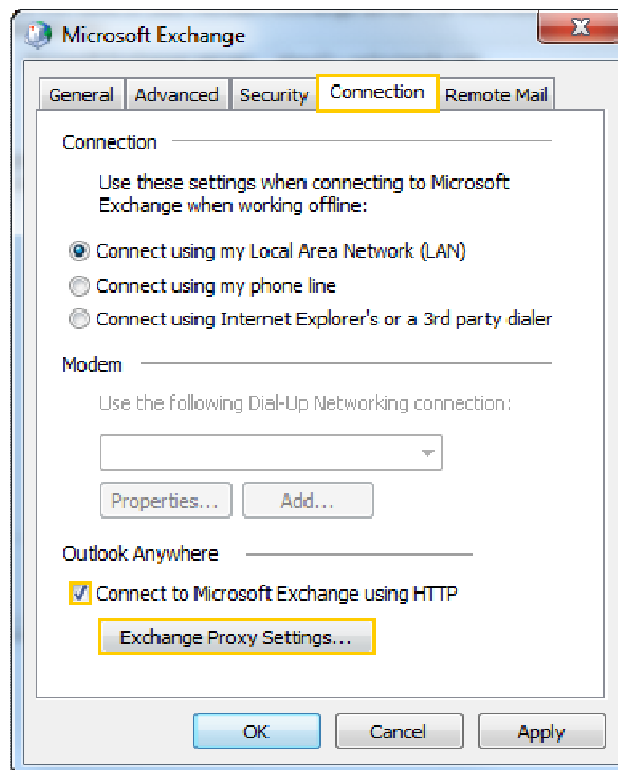


The screenshot shows the 'Add New E-mail Account' dialog box in the 'Choose E-mail Service' stage. It features three radio button options: 'Internet E-mail', 'Microsoft Exchange', and 'other'. The 'Microsoft Exchange' option is selected and highlighted with a yellow box. Below the 'other' option, there is a list of server types: 'Fax Mail Transport' and 'Outlook Mobile Service (Text Messaging)'. At the bottom right, the 'Next >' button is highlighted with a yellow box, while '< Back' and 'Cancel' are disabled.

5. Microsoft Exchange Settings:
 - a. Microsoft Exchange server: **shex01.rackwizards.net**
 - b. Username: **username@domain.com**
 - c. Click **More Settings...**

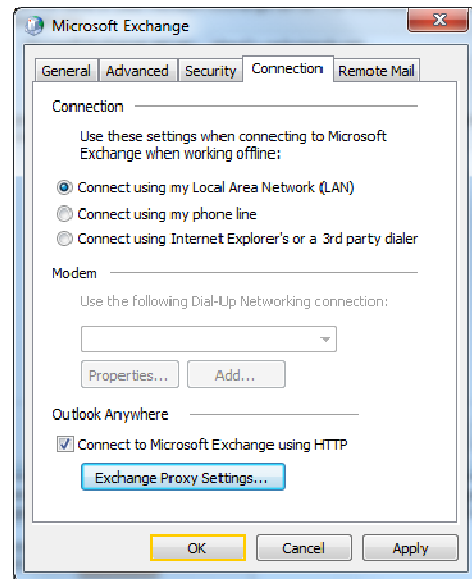
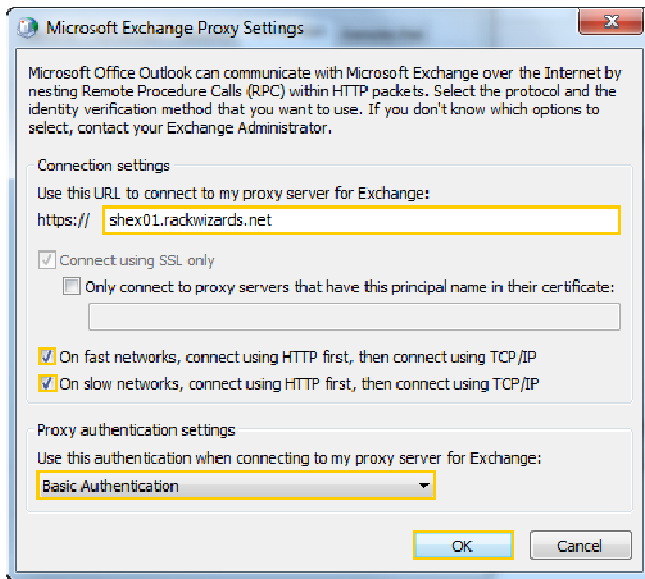


6. Select the **Connection** Tab, tick the **Connect to Microsoft Exchange using HTTP** checkbox and select **Exchange Proxy Settings...**

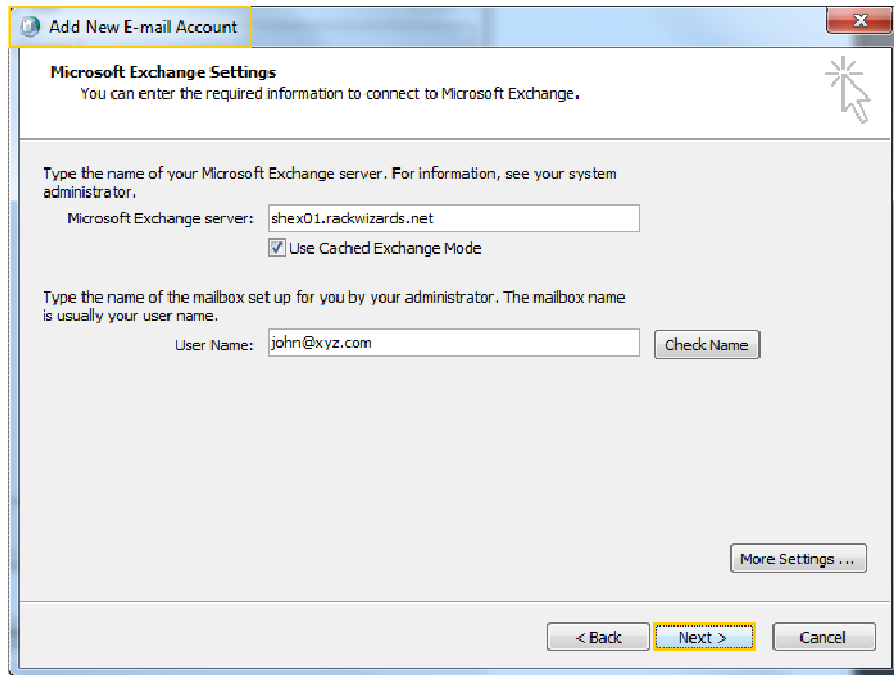


7. Microsoft Exchange Proxy Settings:

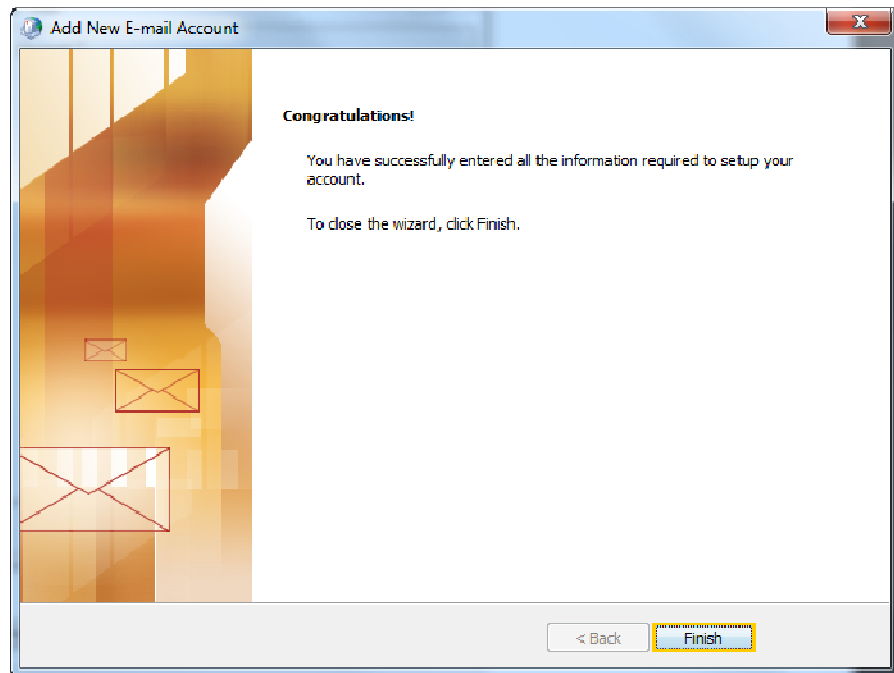
- a. Exchange URL: **shex01.rackwizards.net**
- b. Tick the checkbox for **On fast networks, connect using HTTP first, then connect using TCP/IP**
- c. Tick the checkbox for **On slow networks, connect using HTTP first, then connect using TCP/IP**
- d. Proxy authentication settings: **Basic Authentication**
- e. Click **OK**
- f. Click **OK** again



8. You will then return to the **Add New E-mail Account** window. Click **Next** and then click **Finish**



The screenshot shows the 'Add New E-mail Account' window with the 'Microsoft Exchange Settings' section. The window title is 'Add New E-mail Account'. The section title is 'Microsoft Exchange Settings' with a sub-header 'You can enter the required information to connect to Microsoft Exchange.' Below this, there is a text box for 'Microsoft Exchange server:' containing 'shex01.rackwizards.net' and a checked checkbox for 'Use Cached Exchange Mode'. Another text box for 'User Name:' contains 'john@xyz.com' with a 'Check Name' button to its right. At the bottom right, there is a 'More Settings...' button. At the bottom center, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a yellow border.



The screenshot shows the 'Add New E-mail Account' window with a 'Congratulations!' message. The window title is 'Add New E-mail Account'. The message reads: 'Congratulations! You have successfully entered all the information required to setup your account. To close the wizard, click Finish.' On the left side, there is a decorative graphic with three envelope icons. At the bottom center, there are two buttons: '< Back' and 'Finish'. The 'Finish' button is highlighted with a yellow border.

9. Finally, you will be presented with a Windows Security window asking for your credentials. Please enter your full **email address, password**, tick the **Remember my credentials** checkbox, and then click **OK**. Once that is complete, you may begin using your exchange account.

