

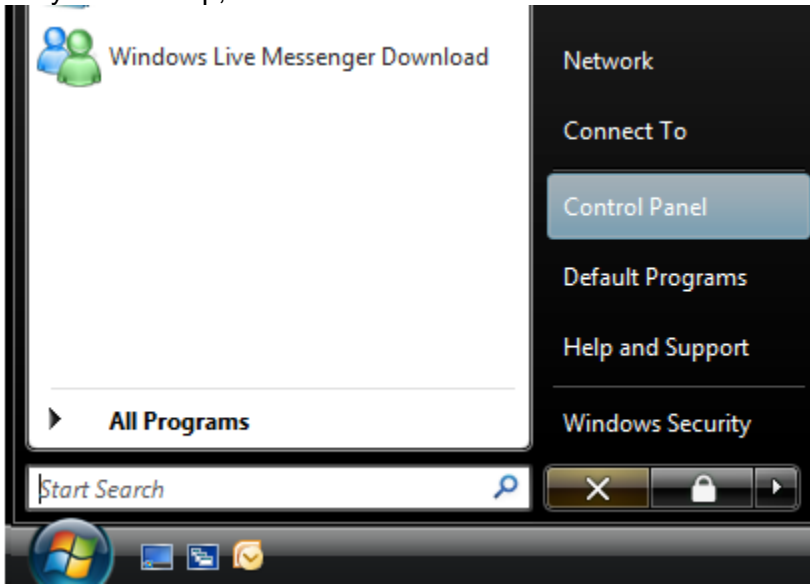
## Manual configuration guide for Outlook 2010 (Exchange 2010)

- **Synopsis**

This guide will show you how to manually configure Outlook 2010 with Exchange 2010.

- **How to**

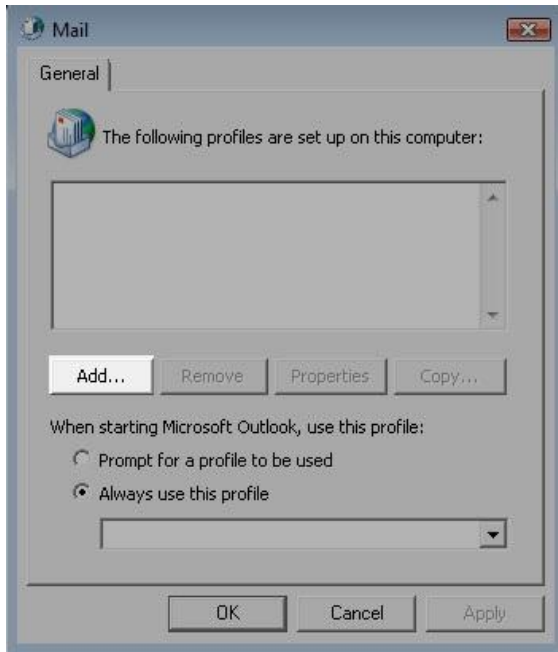
1. On your desktop, click on **Start > Control Panel**.



2. Click on the **User Accounts** then **Mail** icon to open your **Outlook settings**.

**Note:** if you are using Windows 7, please ignore this step. Instead, go to your (Windows) **Control Panel** and double-click on **Mail**.

3. Click on **Show profiles**.



4. Click on **Add**.
5. Enter a name in the **Profile name** field and then click on **OK**.



6. Click on **Manually configure server settings or additional server types** and then click on **Next**.

**Add New Account**

**Auto Account Setup**  
Connect to other server types.

**E-mail Account**

Your Name:   
Example: Ellen Adams

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

Password:

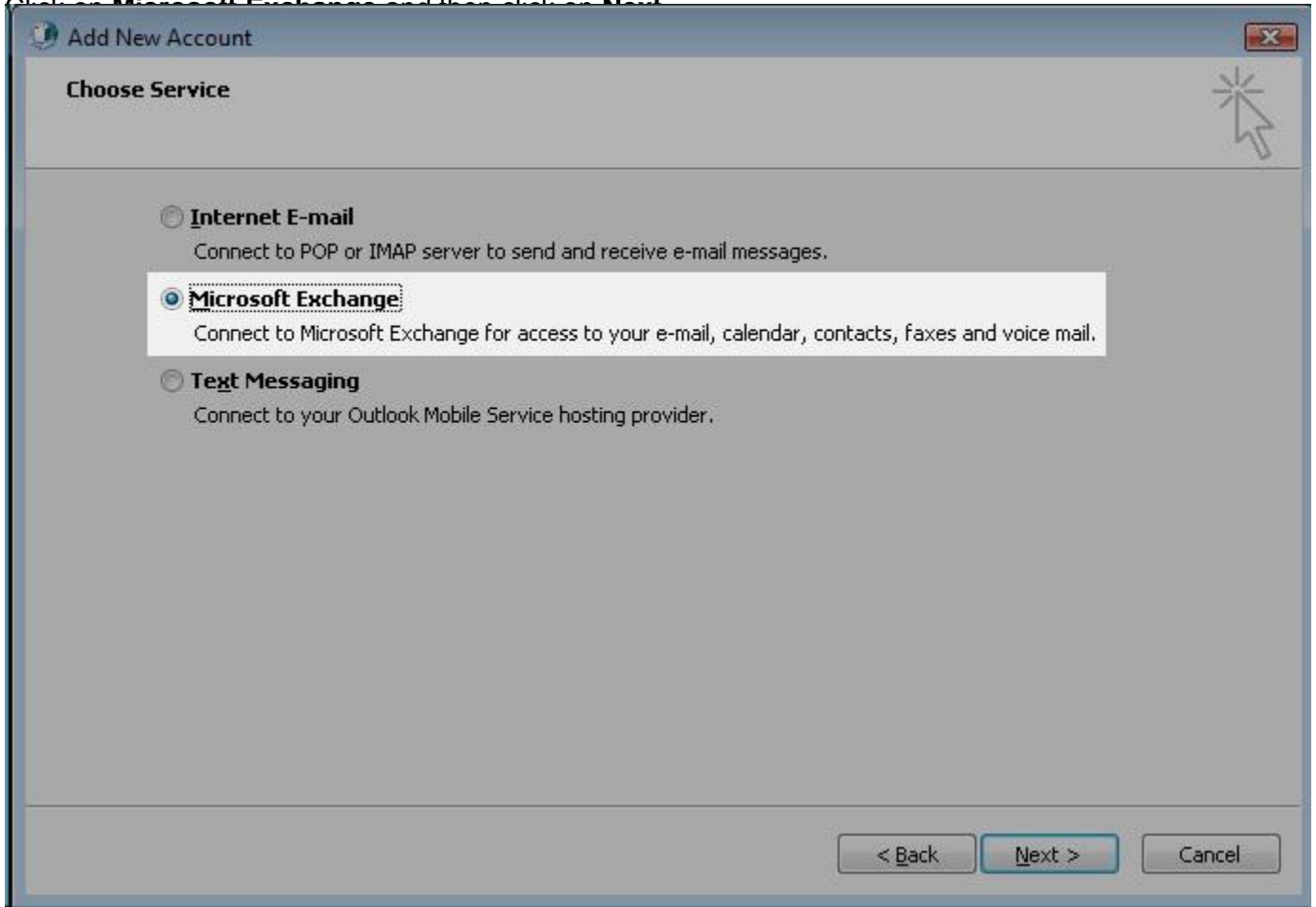
Retype Password:   
Type the password your Internet service provider has given you.

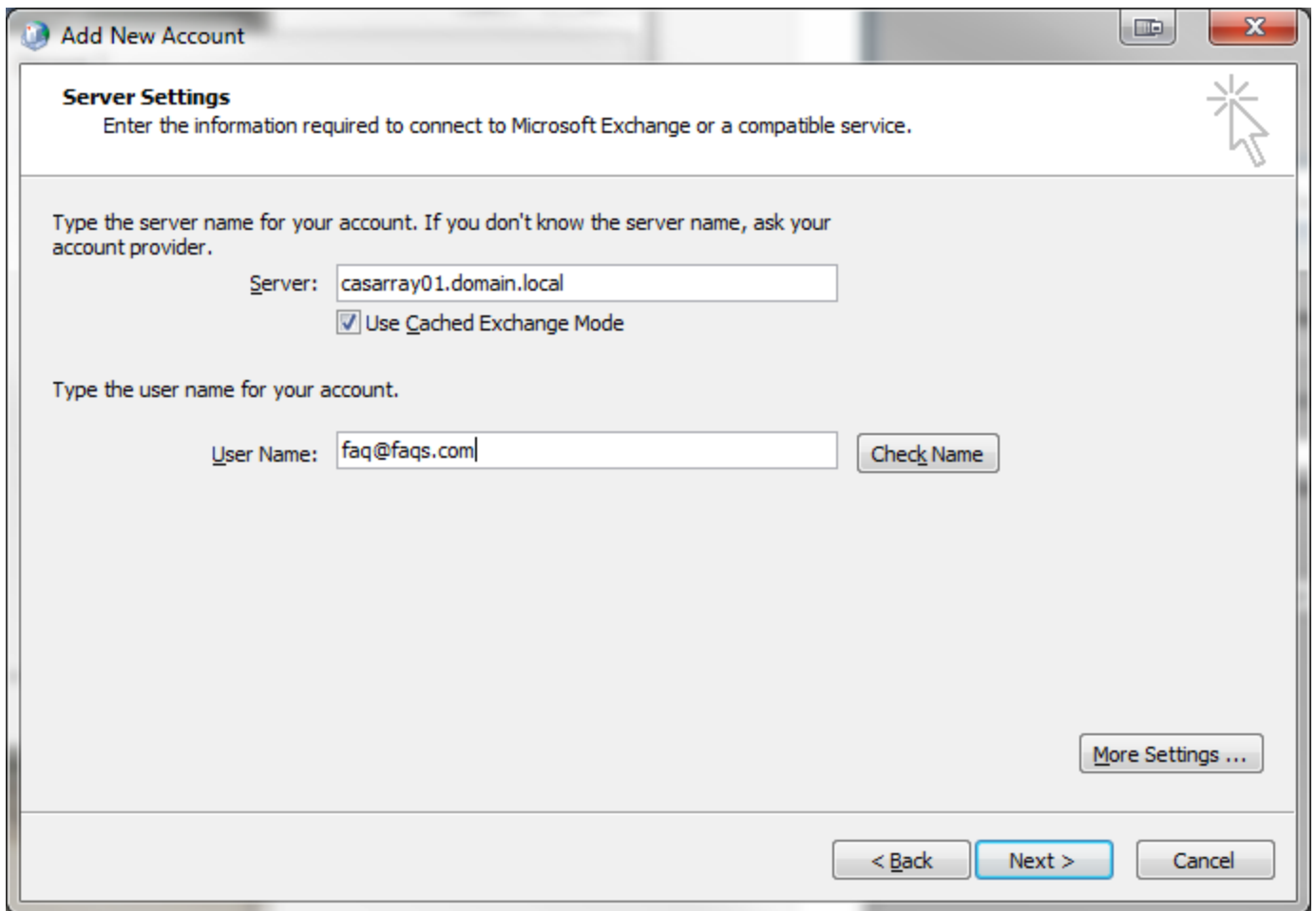
**Text Messaging**

**Manually configure server settings or additional server types**

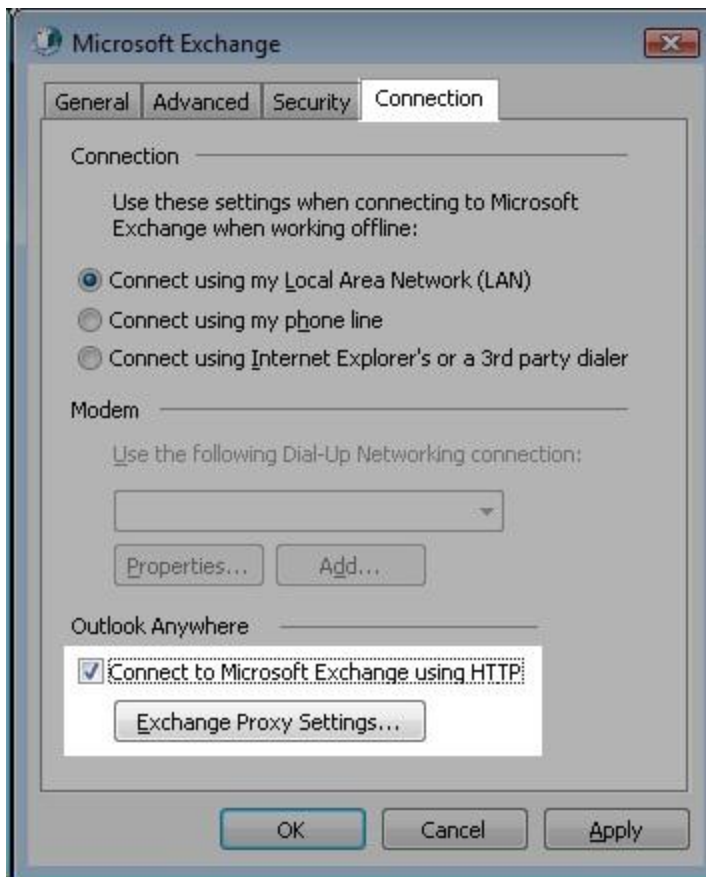
< Back   **Next >**   Cancel

7. Click on **Microsoft Exchange** and then click on **Next**

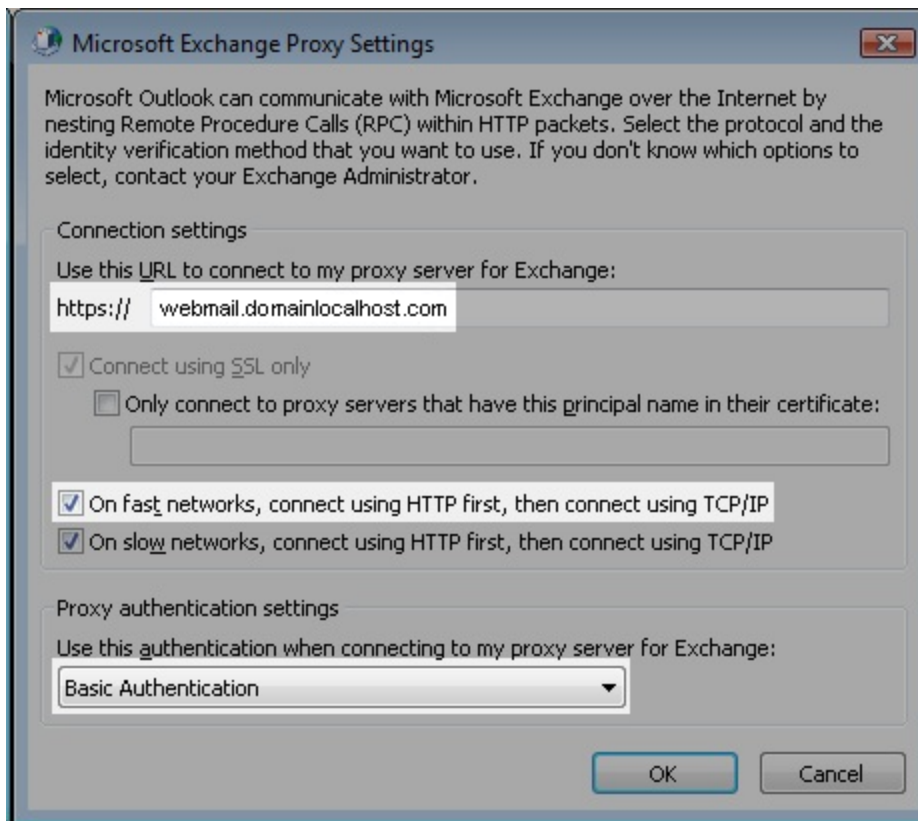




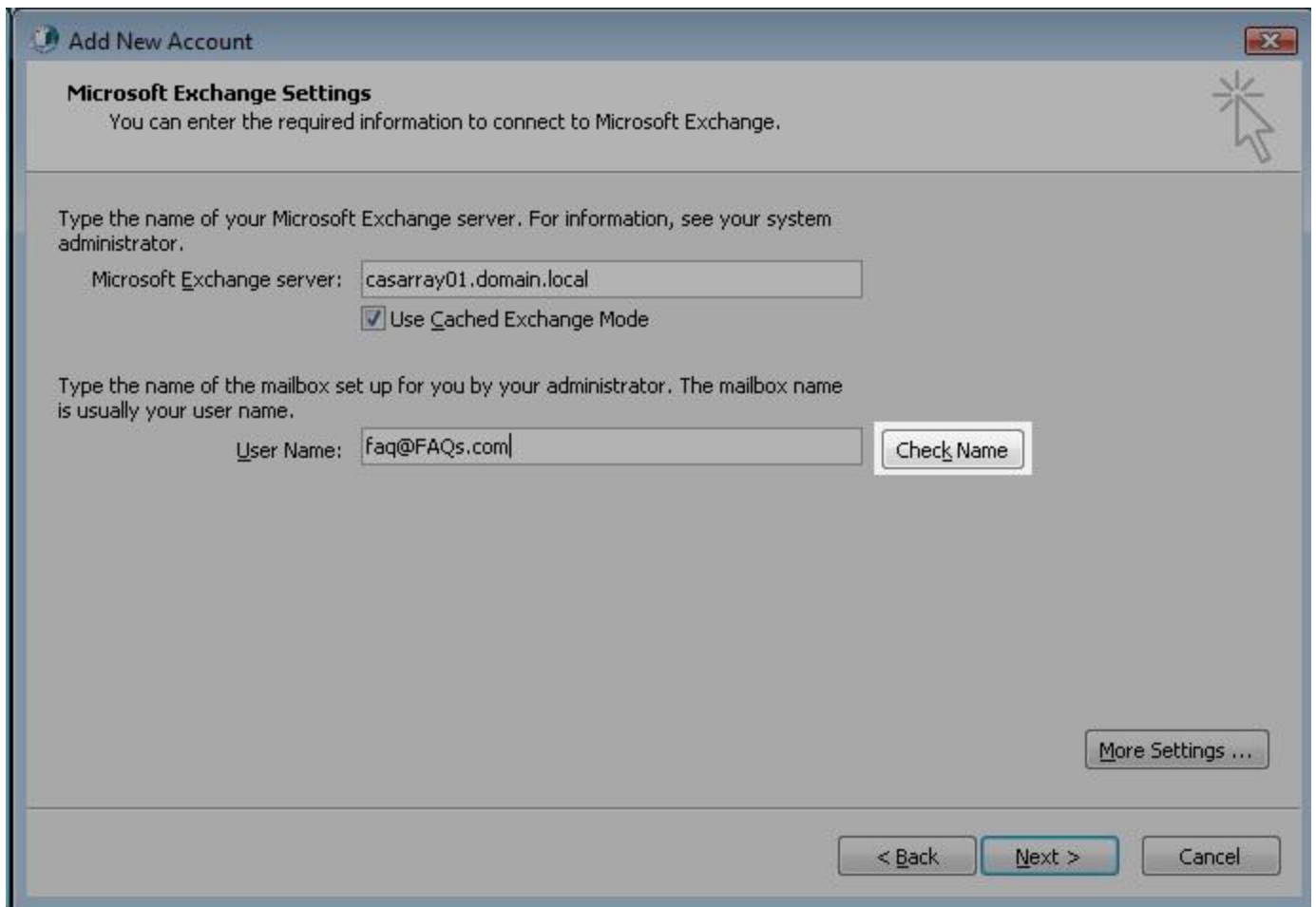
8. Enter **casarray01.domain.local** in the **Microsoft Exchange Server** field.
9. Check the box **Use Cached Exchange Mode**.
10. Enter your email address in the field **User Name**, and then click on **More Settings**.



11. Select the **Connection** tab and then check the box **Connect to Microsoft Exchange using HTTP**.
12. Click on **Exchange Proxy Settings**.



13. Enter **webmail.domainlocalhost.com** in the **Use this URL to connect to my proxy server for Exchange:**
14. Check the box **On fast networks, connect using HTTP first, then connect using TCP/IP.**
15. Set Proxy Authentication Settings to **Basic Authentication.**
16. Click on **OK**, then **Apply** and then on **OK** to close the Connection tab.

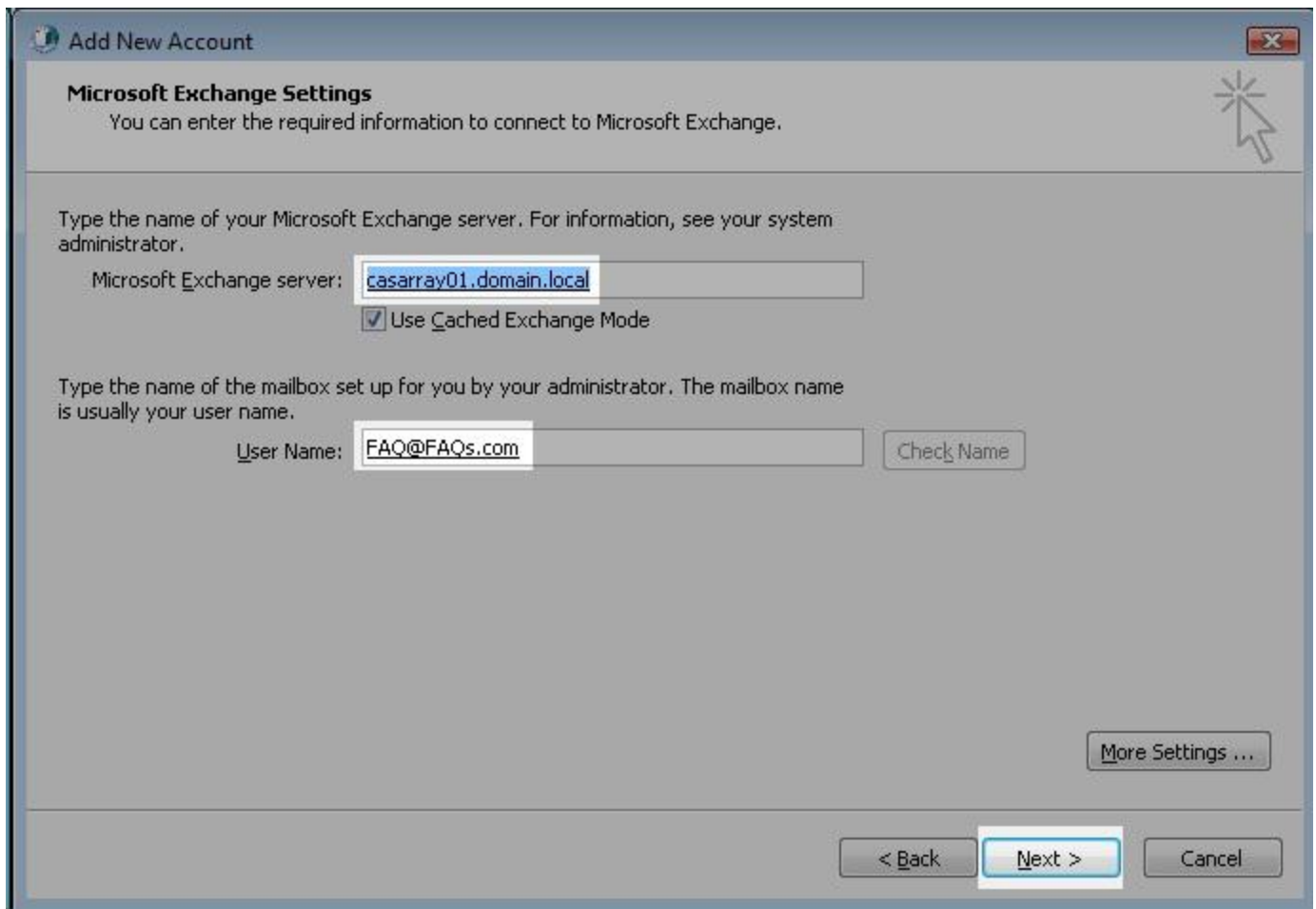


17. Make sure your email address is in the **User Name** field and then click on **Check Name**.



18. Enter your password in the **Password** field and then click on **OK**.





19. When Outlook stops, loading the server should have changed as well as your user name. Both should be underlined. Click on **Next** and then click on **Finish**.
20. Close the **Mail** screen and open Outlook. When you are asked for your password, enter it into the password field.
21. A message box will appear in the lower right of your screen stating that *Microsoft Outlook is setting up a local copy of your mailbox. It may be several minutes until all of your data is available.* Once you see **All folders are up to date** and **Connected to Microsoft Exchange**, you can begin using your newly configured Exchange profile.

