



HOW TO Guide:
Setting Up Outlook 2010 and
2013 Exchange

Version History

Version	Date	Changes
V1.0	25/11/2013	Initial release

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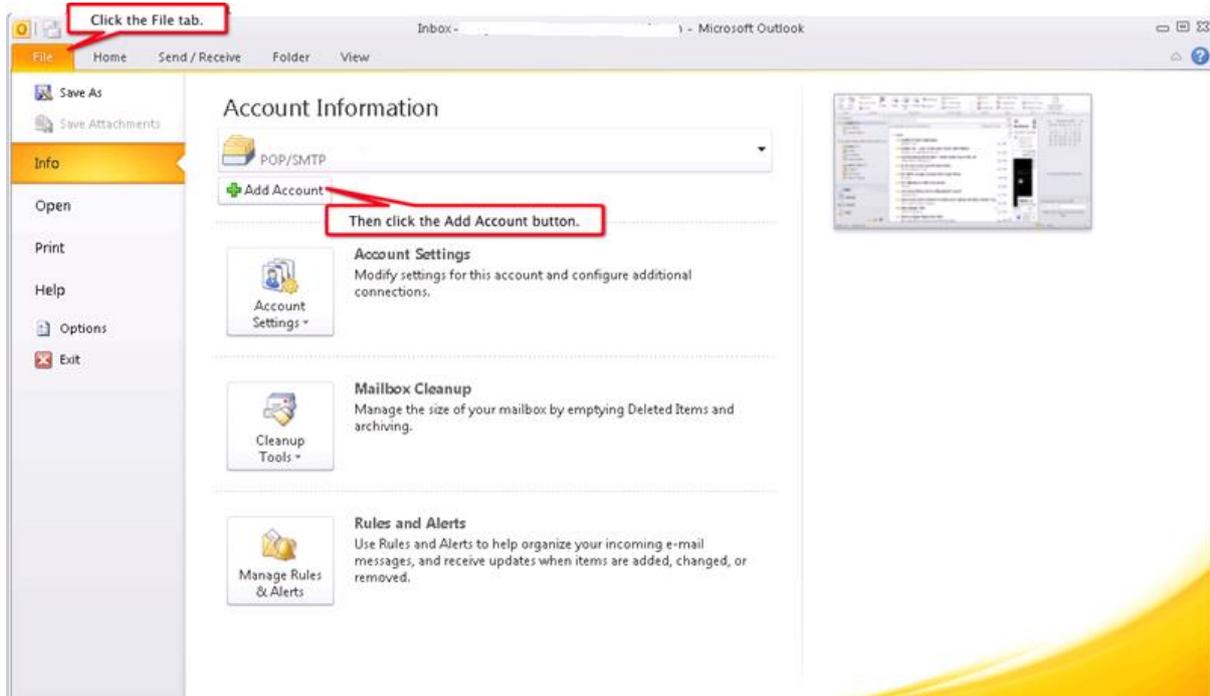
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Important information:

- It is recommended that you have your office and windows updates up to date to ensure proper functionality

If you've previously set up email accounts in Microsoft Outlook 2010 or 2013

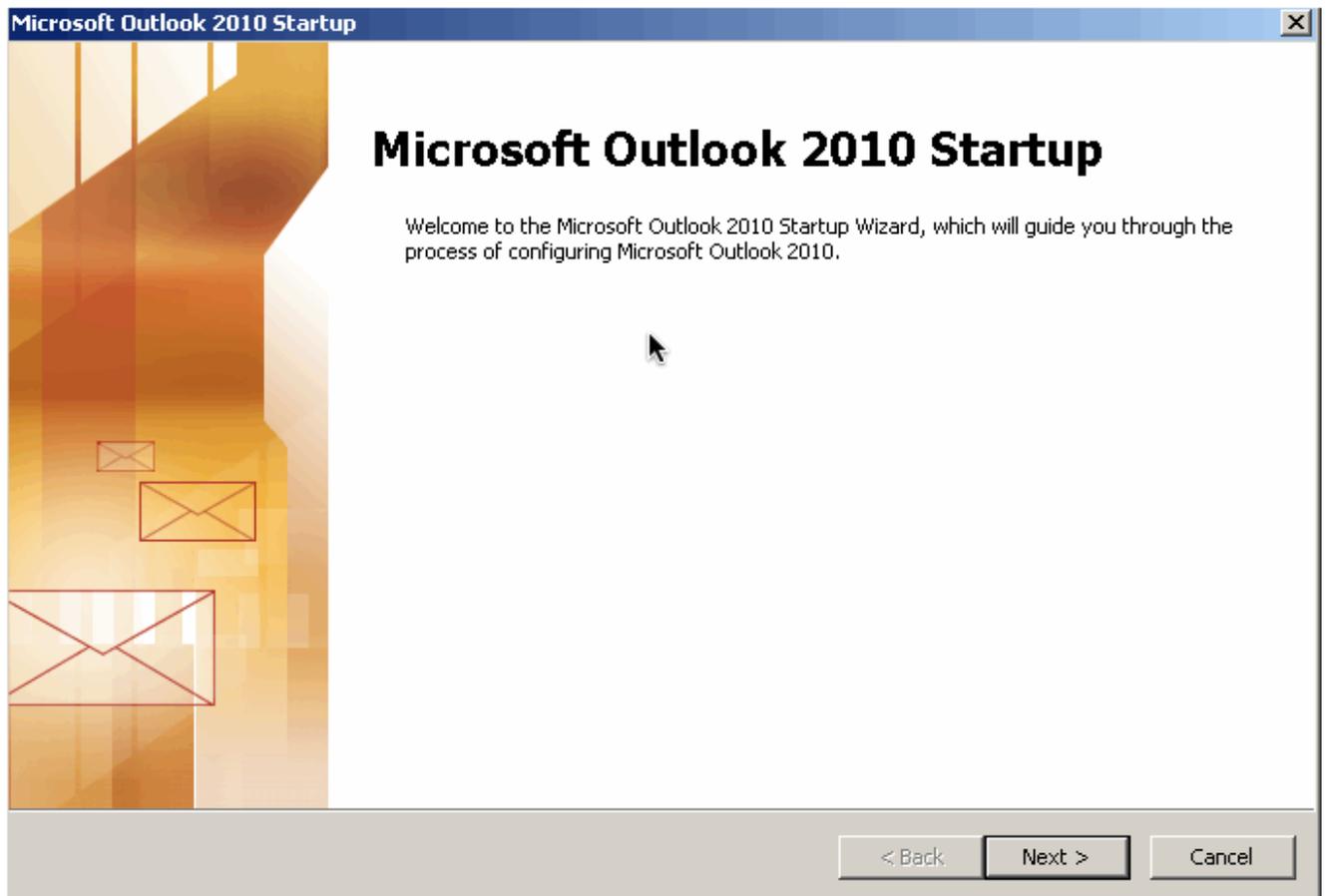
In the main Outlook window click the File tab. Then click the Add Account button, then continue starting at Step 1 below on page 4.



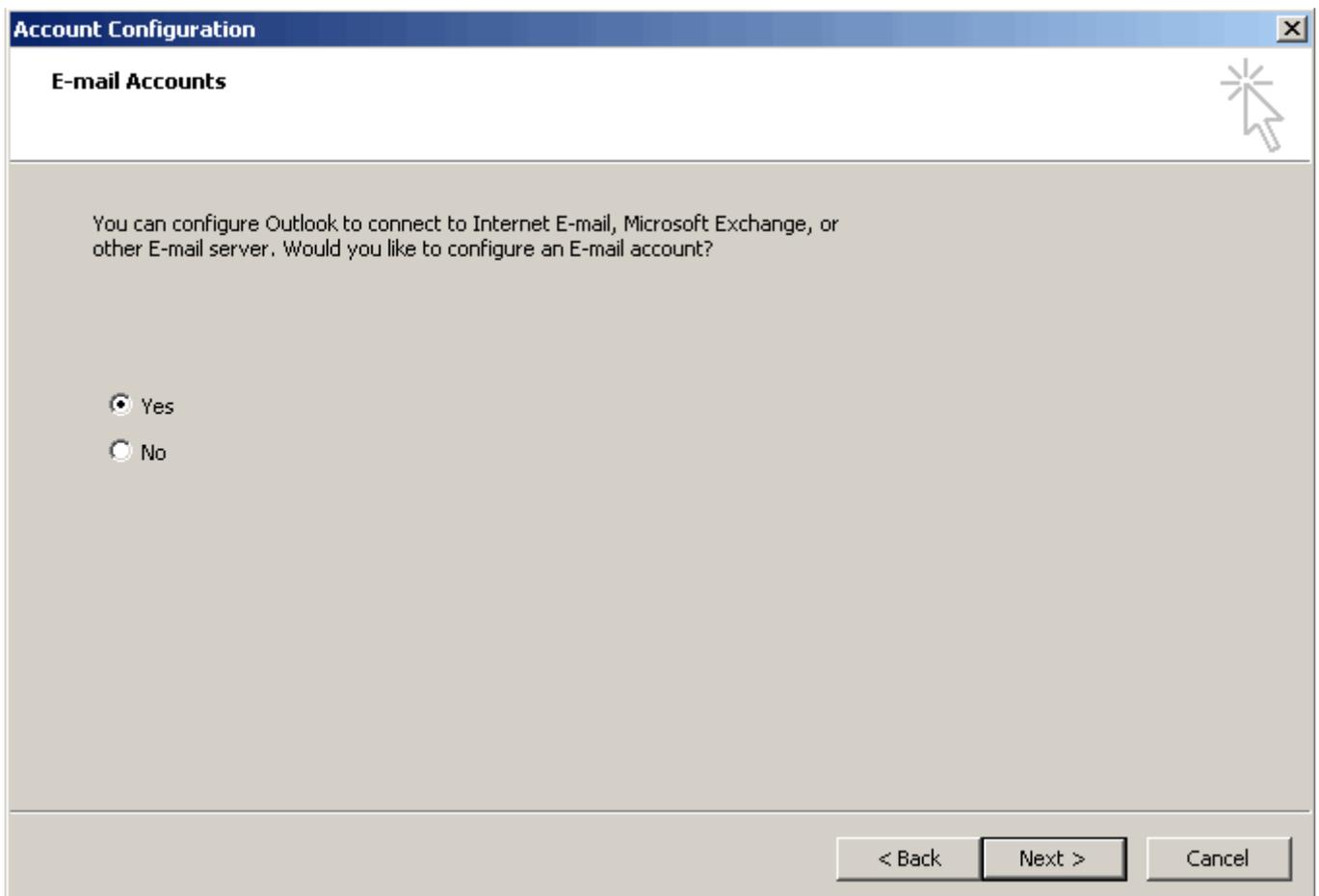
Setting up Email on PC:

If you're opening Microsoft Outlook 2010/2013 for the first time:

Open Microsoft Outlook 2010/2013. You'll see the Microsoft Outlook 2010/2013 Start-up window. Click the Next button.



You'll see the Account Configuration window. This window asks if you'd like to configure an E-mail account. Click the Yes button, then click the Next button, then continue starting at Step 1 below.



1. You'll see the Auto Account Setup window. Click the button for manually configure server settings or additional server types, then click the Next button.

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:

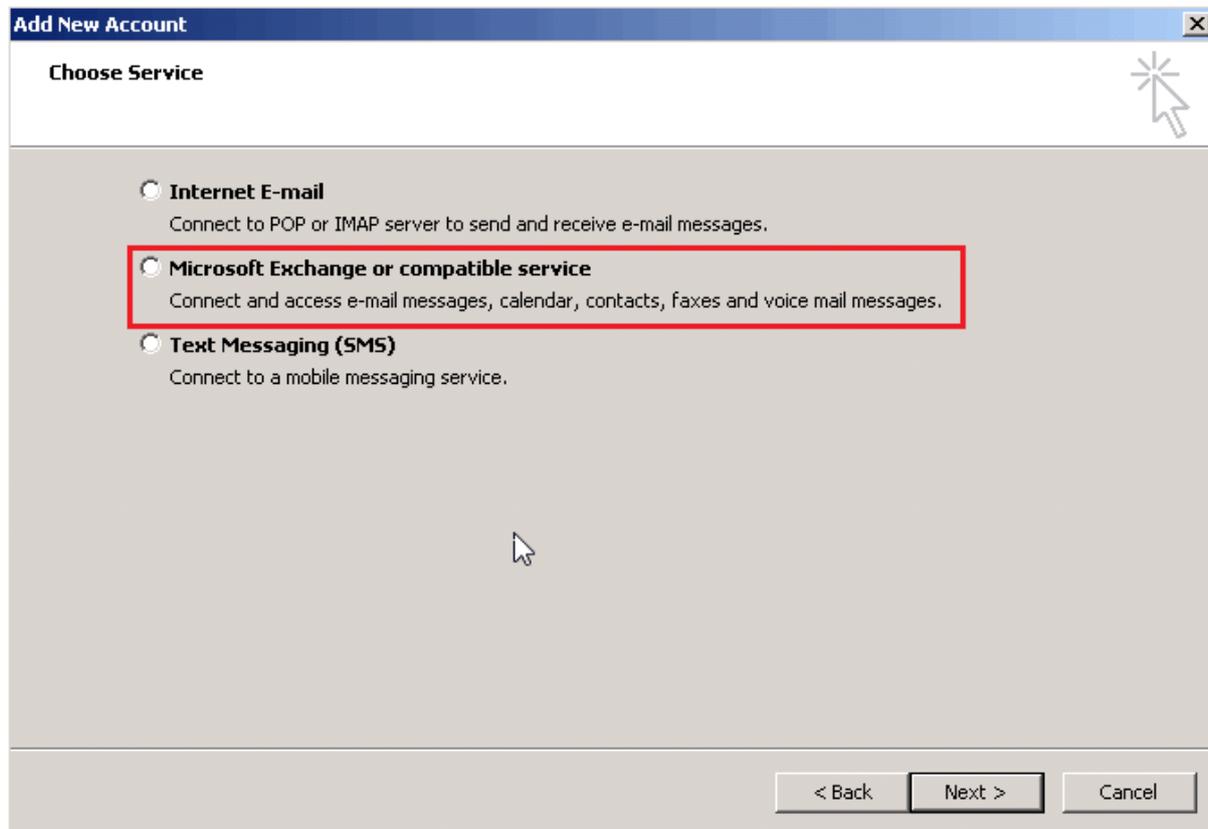
Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

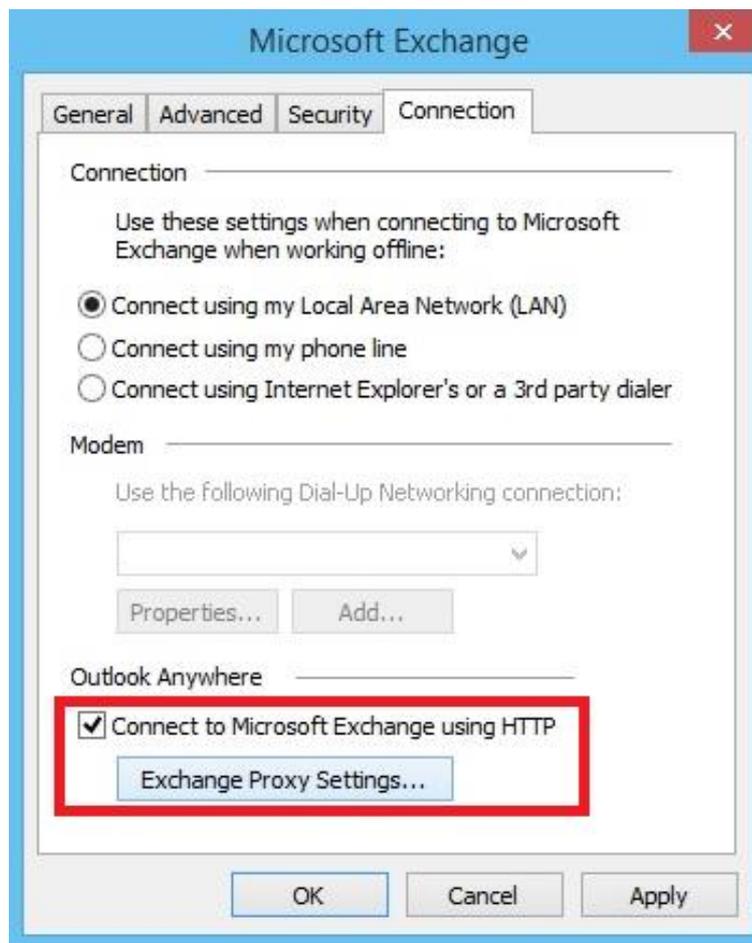
2. You'll see the Choose Service window. Click the button for Microsoft Exchange, then click the Next button.



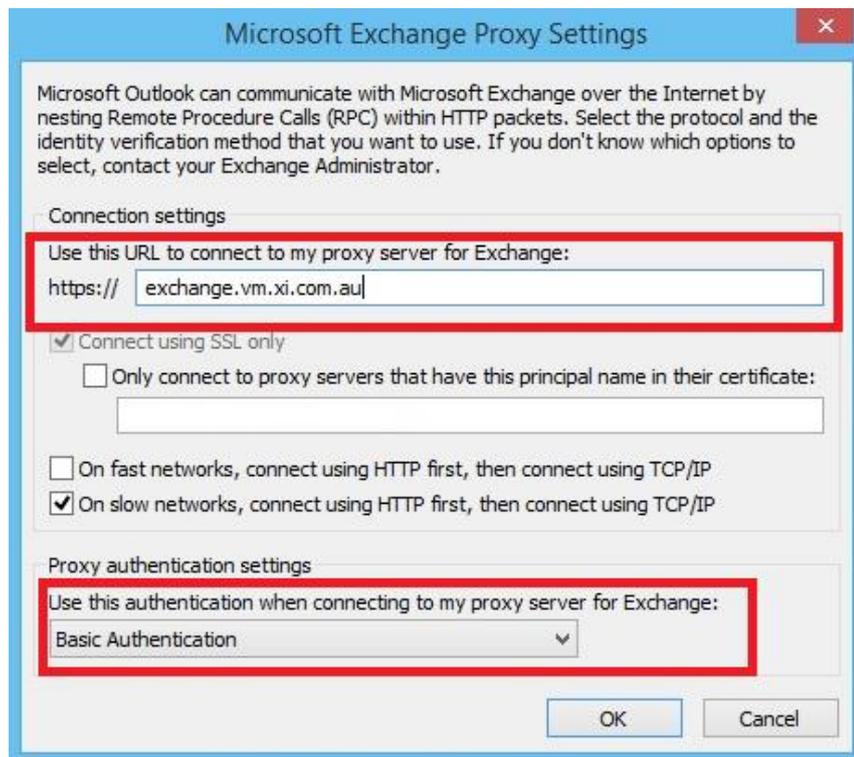
3. In the Server field put **“exchnage.vm.xi.com.au”**
Username field: Enter you Username your Username will be provided to you and then click the More Settings button

The screenshot shows a Windows Mail 'Change Account' dialog box. The title bar reads 'Change Account' with a close button. The main content area is titled 'Server Settings' and includes the instruction: 'Enter the information required to connect to Microsoft Exchange or a compatible service.' Below this, there is a text prompt: 'Type the server name for your account. If you don't know the server name, ask your account provider.' The 'Server:' label is followed by a text box containing 'EXCHANGE.vm.xi.com.au'. A checkbox labeled 'Use Cached Exchange Mode' is checked. Another text prompt says 'Type the user name for your account.' Below it, the 'User Name:' label is followed by an empty text box and a 'Check Name' button. At the bottom right of the main area is a 'More Settings ...' button. The bottom of the dialog features three buttons: '< Back', 'Next >', and 'Cancel'.

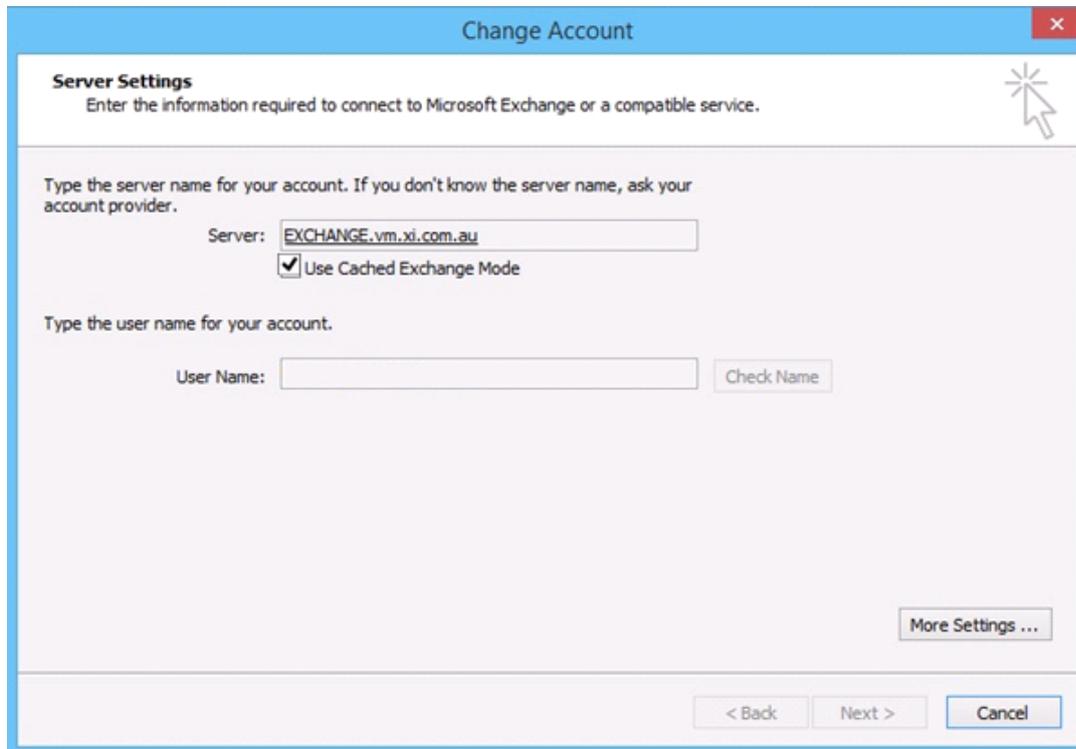
4. Click the tab called “Connection” on the top menu and tick the box Connect to Microsoft Exchange using HTTP and click Exchange Proxy Settings...



5. Under Connection settings enter exchange.vm.xi.com.au then under Proxy Authentication settings select “Basic Authentication” Then click ok then click ok again.



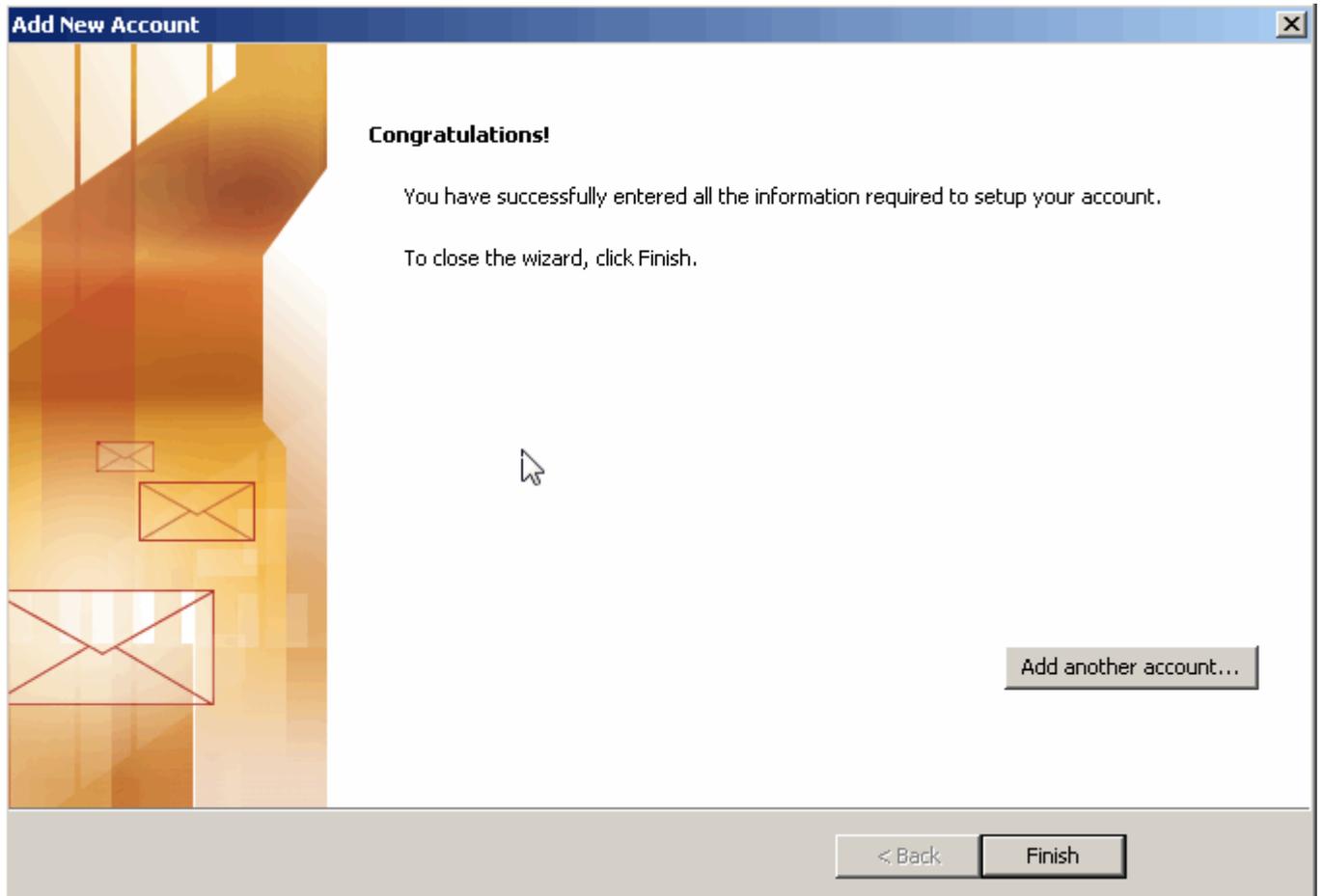
6. Click Check Name



Enter your username that was provided and the password and tick Remember my Credentials then click on ok then Next,



7. Click Finish and open your Outlook client



DONE!