

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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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.

Account Configuration		×
E-mail Accounts		×
You can configure Outlook to connect to Internet E-mail, Microsoft Exchange, o other E-mail server. Would you like to configure an E-mail account?	r	
● Yes ○ No		
	< Back Next >	Cancel

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		X
Auto Account Setup Connect to other s	erver types.	×
C 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.	
C Text Messaging (9	5MS) e server settings or additional server types	
		Canal 1
	< Back Next >	

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

	Change Account	×
Server Settings Enter the information rec	uired to connect to Microsoft Exchange or a compatible service.	
Type the server name for you account provider.	r account. If you don't know the server name, ask your	
Server:	EXCHANGE.vm.xi.com.au	
	Use Cached Exchange Mode	
Type the user name for your a	account.	
User Name:	Check Name	
		More Settings
		The octango III
	< Back Next	> 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...

Seneral	Advanced S	Security	Connec	tion	
Connec	tion				
Us Ex	e these setting change when v	is when o working o	onnectin ffline:	g to Micr	osoft
• Cor	nnect using my	Local Ar	ea Netwo	ork (LAN)	
() Cor	nnect using my	phone li	ne		
() Co	nnect using Int	ernet Ex	plorer's o	r a 3rd p	arty dialer
Modem					
He	e the following	Dial-Up (Vetworkir	na conne	tion:
00	o cho roloming	oldi op i	accivor na	ig conno	2010011
				Ŷ	
P	roperties	Add.		Ŷ	
P	roperties	Add.]	Ŷ	
P	roperties « Anywhere	Add.		Ŷ	
P Outlool	roperties k Anywhere nnect to Micros	Add.	 ange usir	v ng HTTP	
P Outlool	roperties k Anywhere nnect to Micros Exchange Prox	Add. soft Exch	ange usir	y ng HTTP	1

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.

Microsoft nesting Re dentity ve select, co	Outlook can communicate with Microsoft Exchange over the Internet by emote Procedure Calls (RPC) within HTTP packets. Select the protocol and the erification method that you want to use. If you don't know which options to ntact your Exchange Administrator.
Connect	on settings
Use this	URL to connect to my proxy server for Exchange:
https://	exchange.vm.xi.com.au
On fa	st networks, connect using HTTP first, then connect using TCP/IP ow networks, connect using HTTP first, then connect using TCP/IP
ST 15	
Proxy au	thentication settings
Proxy au Use this	thentication settings authentication when connecting to my proxy server for Exchange:

6. Click Check Name

	Change Account			×
Server Settings Enter the information rec	uired to connect to Microsoft Exchange or a compatible	service.		N/X
Type the server name for you account provider.	r account. If you don't know the server name, ask your			
Server:	EXCHANGE.vm.xi.com.au			
	Use Cached Exchange Mode			
User Name:		Check Name		More Settings
		< Back	Next >	Cancel

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

۲	Windows Security	x
Mail Appl Connecting t	ication to bparamboukis	_
P	User name Password Remember my credentials	
	OK Cancel	

7. Click Finish and open your Outlook client



DONE!