

## Configure Outlook 2013 to connect to Hosted Exchange

Anglia IT Solutions Hosted Exchange supports:

Windows XP, 7 and 8

Microsoft Office 2007 / 2010 / 2013

These instructions describe how to setup Outlook 2013 32-bit on a Windows 8 Professional 64-bit PC, but the process is very similar for office 2007/2010 and Windows 7.

### 1 - Creating a new Outlook profile

Make sure that Outlook isn't running and then:

Go to **Control Panel**

If Control Panel is in the default **Category** view, change it to **Large Icons**:-

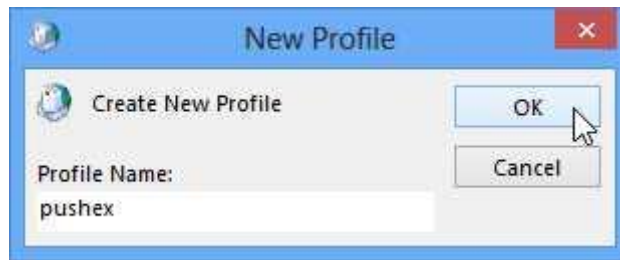
Adjust your computer's settings



In **Control Panel**, click on the **Mail** icon:  
(With 64-bit Outlook it's just called **Mail**)



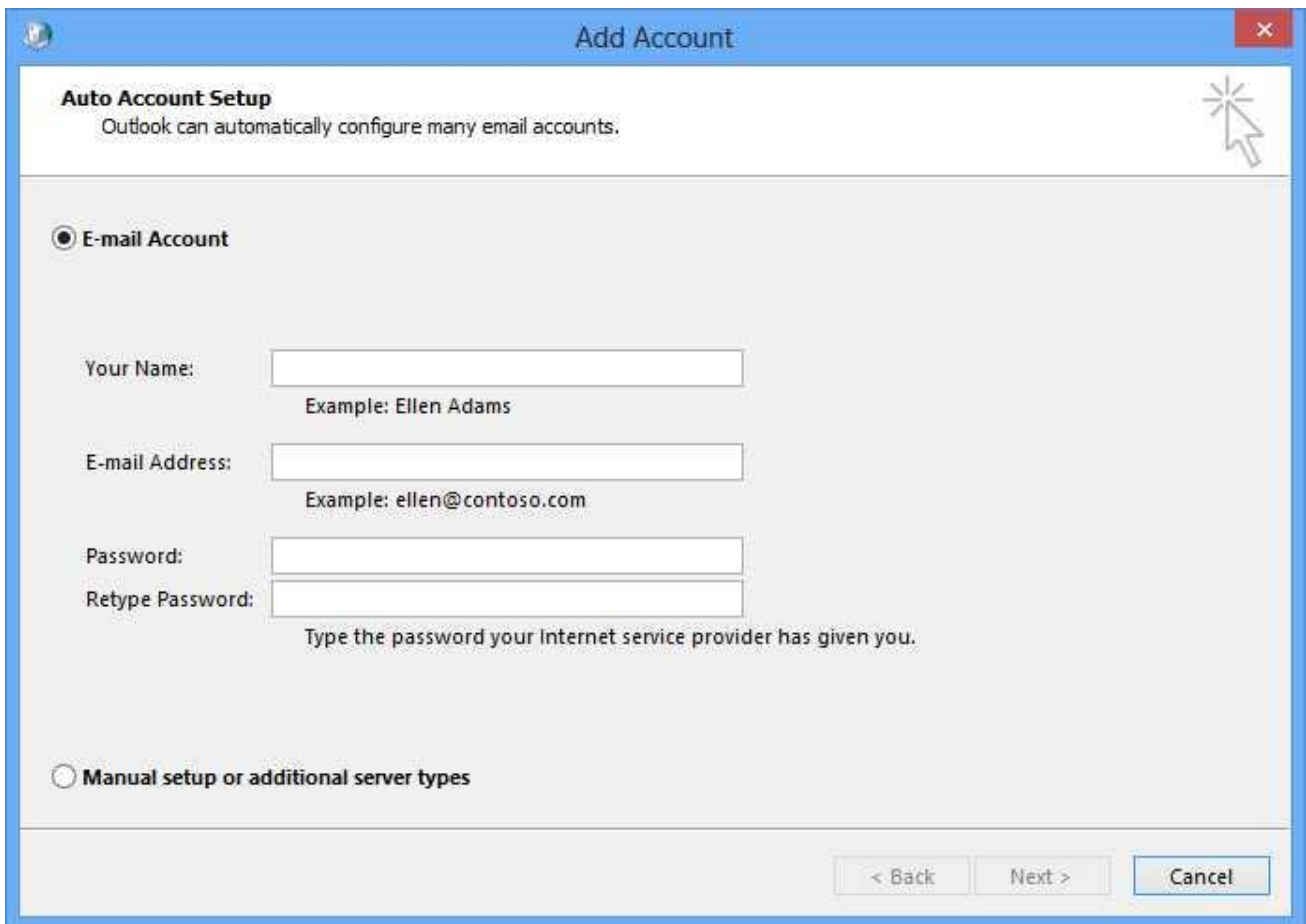
Then click: **Show Profiles... - Add...**  
and for Profile Name let's choose:-



### **Outlook**

(The profile name is only for your reference so you can call it anything you want.)

In the next window, shown below, it's not very clear, but you are being asked a question:-  
"Is your email domain setup to use AutoDiscover or do you need to enter all the details manually?"



Choose Manual Setup or additional server types

## Setting Up an Outlook Anywhere Profile Manually

Back on the **Add New Account** screen, select: **Manual setup or additional server types**

**Add Account**

**Auto Account Setup**  
Manual setup of an account or 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.

**Manual setup or additional server types**

< Back   **Next >**   Cancel

Click: **Next >**

On the next screen select the 1<sup>st</sup> option:-

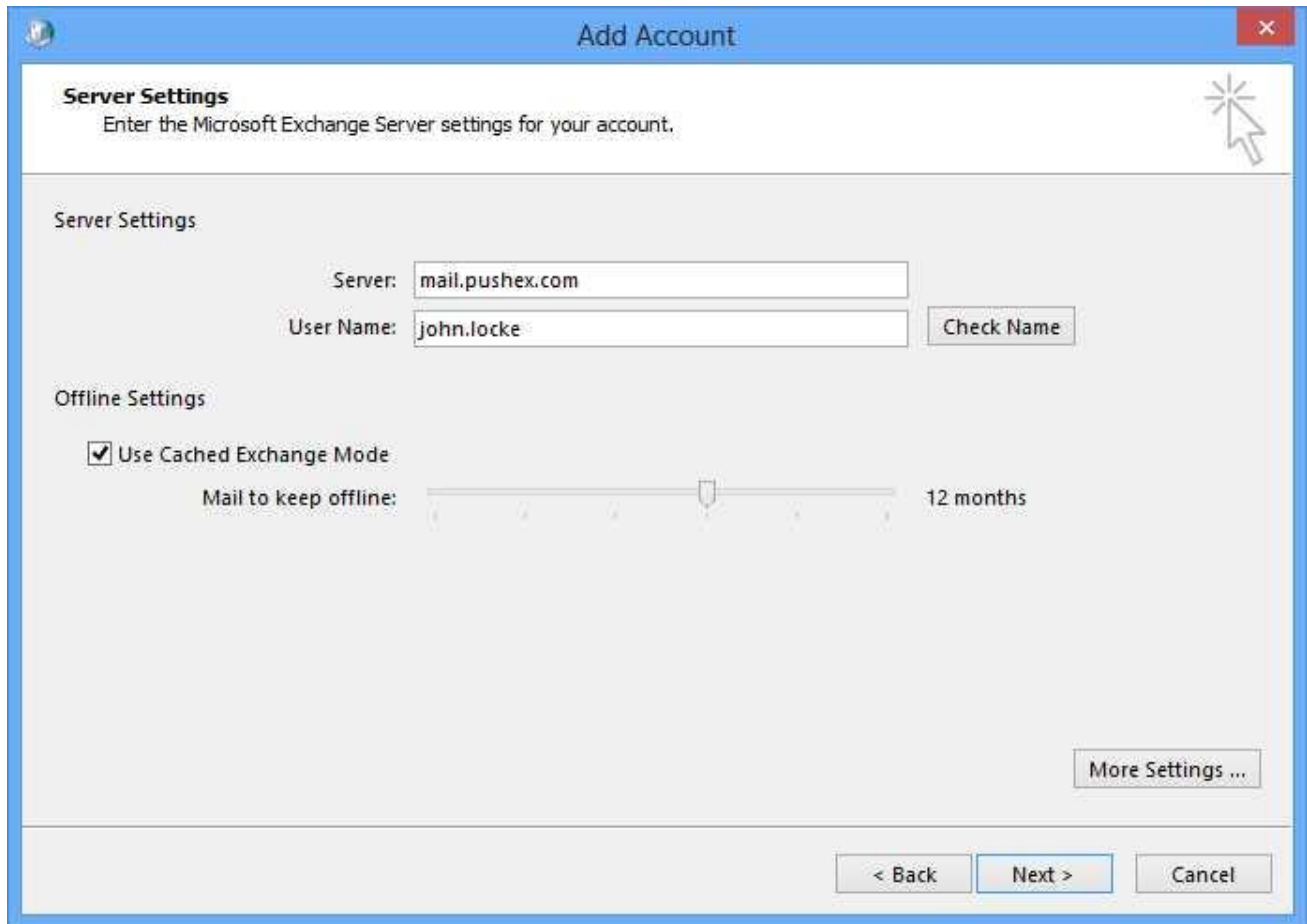
**Microsoft Exchange Server or compatible service**

then click: **Next >**

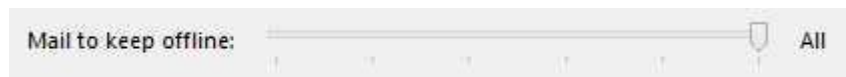
In the next window, shown below, enter the exchange server name, which will always be: **exchange.anglia.it**

Select: **Use Cached Exchange Mode**

Enter your username which is your email address



The **Mail to keep offline** option defaults to 12 months. We recommend that you move the slider all the way to the right to set this to **All**:



This setting is a new feature, introduced in Outlook 2013, which allows you to choose what proportion of the master copy of your mailbox, stored on our servers, is also stored as a local copy on your computer. Keeping it all means that, if you can't get a connection to the Internet, everything is still available to search. It's also insurance against the unlikely event of there being a disaster with all of our servers or our company going out of business when you would still have a full copy of your Outlook data on your local PC.

The only times it might make sense to choose a lesser amount to store locally is:-

- 1 - If you are using a computer to run Outlook for just a short time and you don't want to overload your Internet connection by having up to 6gb of Outlook data downloaded.
- 2 - You have an enormous mailbox (>10gb) and the continuous synchronisation effort is slowing Outlook down.

**Don't** click Next> - Click: **More Settings...**

The **More Settings...** windows, with 4 tabs, is shown below:-

On the **General** tab we recommend you change the box that shows your username to show instead your main email address.

(This will help identify this address if you are going to send emails from other email addresses assigned to your account.)

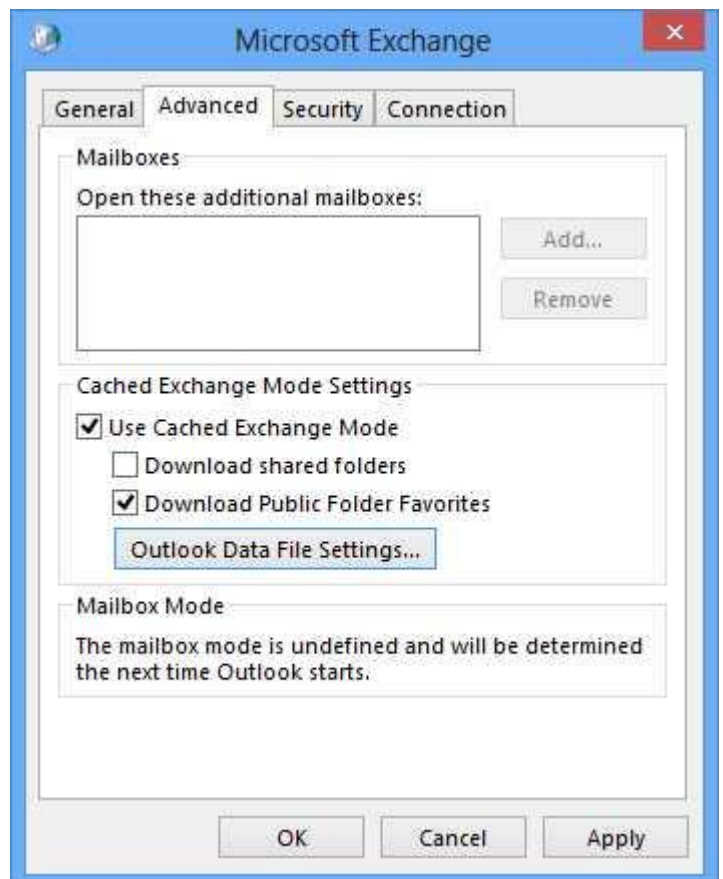


On the **Advanced** tab:-

Check that:-

**Use Cached Exchange Mode** is – **Selected**  
**Download shared folders** is – **Deselected**  
**Download Public Folder Favorites** is – **Selected**

(This is also the tab where you choose to have any additional mailboxes open in Outlook, that you have permission to access, but you can't do this now before the profile has been created so, to do this, you'll need to come back to this tab later.)



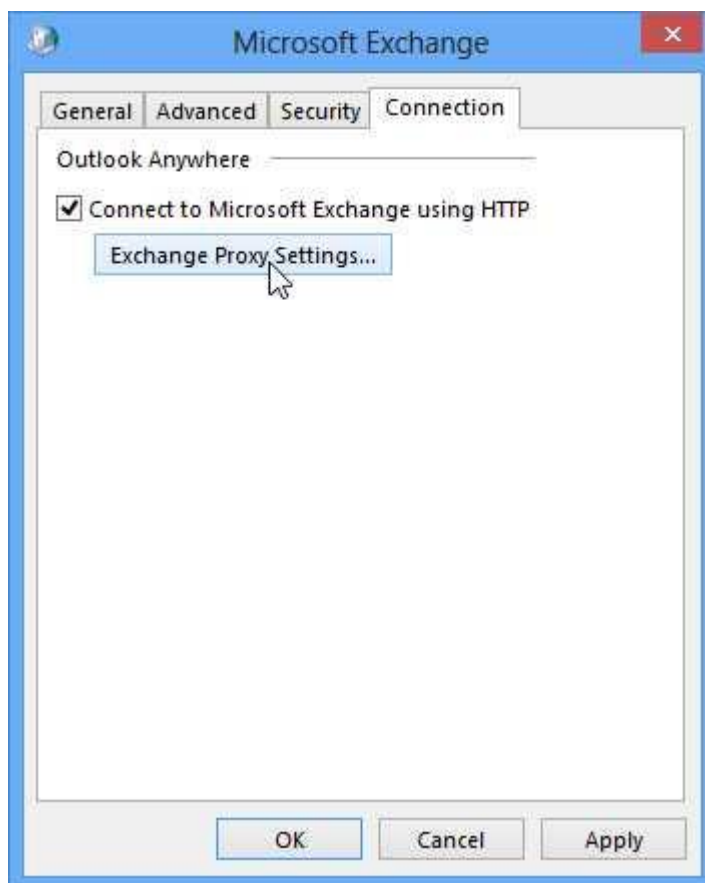
There's nothing to do on the **Security** tab so go next to the **Connection** tab.

The **Connection** tab is where you tell Outlook you will be connecting to the Exchange server over the Internet.

Select the box labelled:-

**Connect to Microsoft Exchange using HTTP**

and click: **Exchange Proxy Settings...**



The **Exchange Proxy Settings** window is where it's easy to make a mistake so, take your time over this one. If Outlook can't connect, come back and check the settings here:-

We've shown

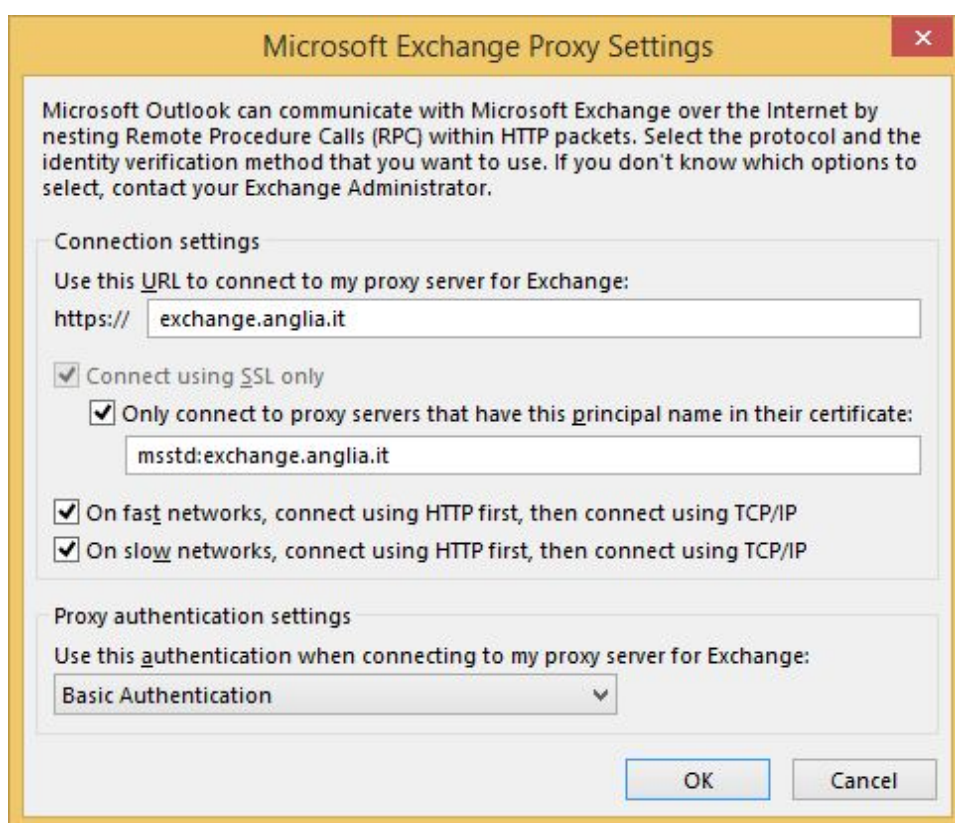
### **Basic Authentication**

selected here because it will **always** work.

Unlike earlier version of Outlook, Outlook 2013 **will** remember your password when Basic Authentication is used and so there's no reason we know of to select any of the other options here: **NTLM Authentication** or **Negotiate Authentication**.

(Both of these other authentication options should also work, as our servers are setup to accept Basic and NTLM authentication.)

Click: **OK**, then **OK**, then **Next>**



You'll now need to enter your username and password:-

your username will be your email address.

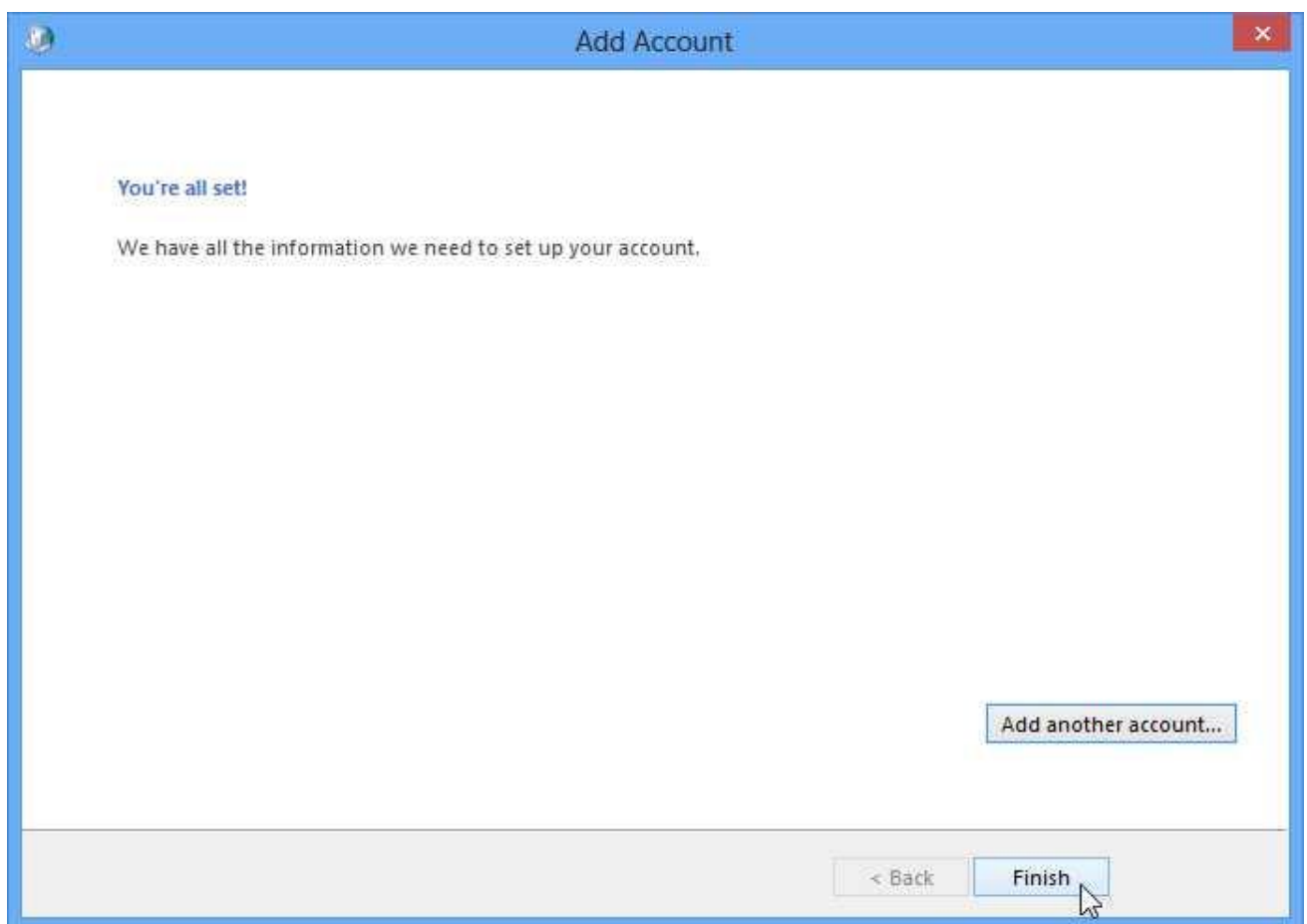
If you don't want to have to enter your password each time Outlook starts, select:-

**Remember my credentials**



This step is actually creating an entry in the Windows Vault that you can see in:-  
**Control Panel – User Accounts -Manage your credentials –Windows Credentials**

Click: **OK** and **You're all set!**



Click: **Finish**

You now return to the **Show Profiles** window:-

The new **outlook** profile you've just created will be visible in the top part of the window, along with any other pre-existing profiles.

Select **Always use this profile** and then select the **pushex** profile from the drop-down list so that Outlook will use it the every time it starts.



(If you still need to regularly use your old Outlook profile – perhaps until your email archive has been migrated to our system – you can select instead: **Prompt for a profile to be used**)

Click: **OK** and close the **Control Panel** window, if it's open.

Outlook 2013 is now configured to access our Exchange servers.



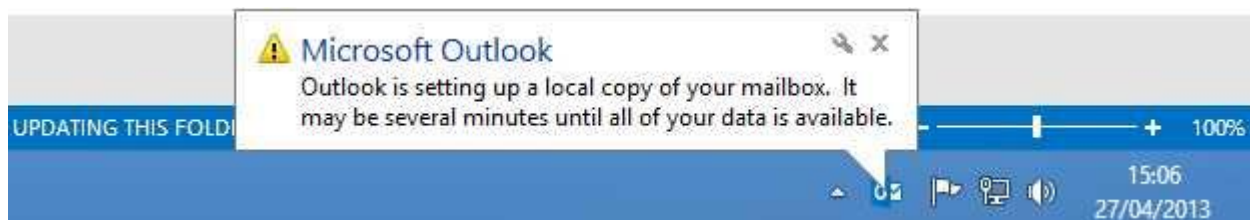
## 4 - Running Outlook for the First time

Click on the Outlook icon to start the program.

If you selected **Remember my credentials** during setup, Outlook should just start without any prompting for your password.



After the main Outlook window opens you should see this in the bottom right corner:-



This means Outlook is connected to our Exchange server and ready for use:-

