



Automatic configuration of
Microsoft Office Outlook 2010
with Microsoft Exchange 2010



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STEP 2: DONT START OUTLOOK JUST YET

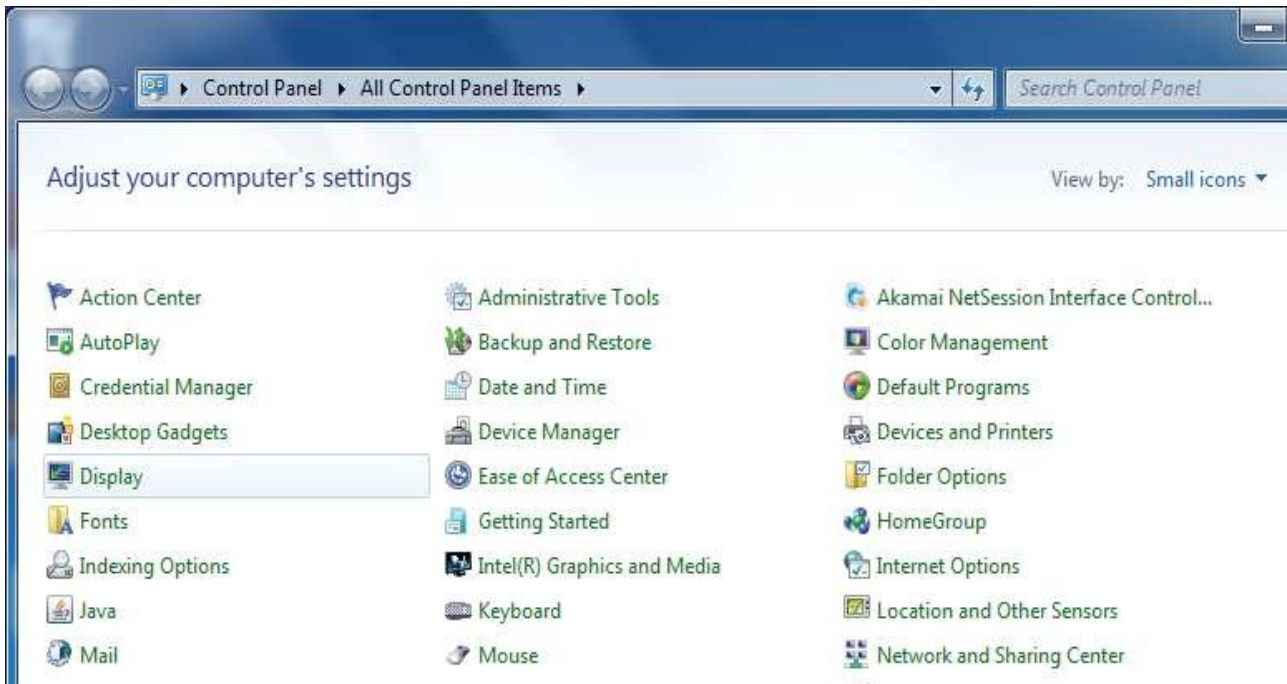
Yes that's right, you don't configure Outlook with it running, you actually do it through your Windows Control Panel. So if you've started Outlook already then please close it now.

The first thing you need to do is open the Windows Control Panel.

To do that click your Start button usually located in the bottom left corner of your screen.

On the menu that pops up you should see Control Panel, click that.

Double click the Mail icon.



PRO TIP

If your control panel does not show you the mail icon to start with you'll need to change its view.

On Windows Vista you do that by selecting Classic View from the menu on the left hand side.

On Windows 7 you do it by changing the View by option at the top right to something other than Category.

STEP 2: CREATE A PROFILE NAME

We are now going to create a profile for use with the Exchange 2010 account.

If you've got Outlook Profiles on your machine already you'll get the dialog box as shown in Figure 2, in which case click on Show Profiles.

If you haven't got an Outlook Profile already you it will be taken straight to the Dialog shown in Figure 3.

Click the Add Button and Give the Profile a name to identify it by later, in our example shown in Figure 4 we've called it Exchange. It doesn't matter really what it's called so long as it is unique in the list of profiles.

Click OK

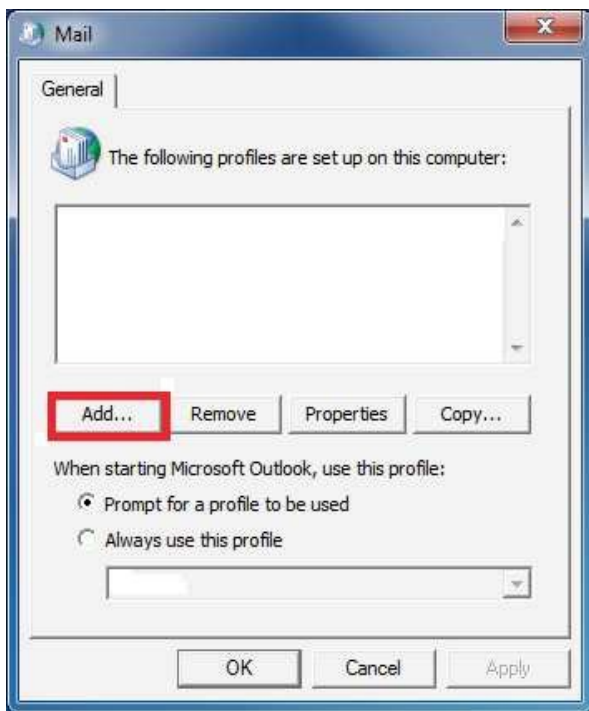


FIGURE 3

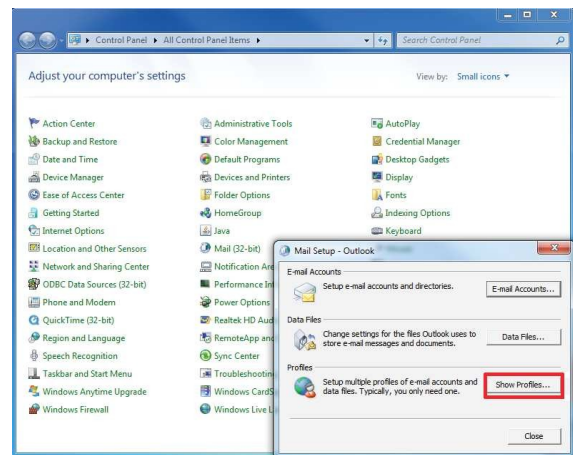


FIGURE 2

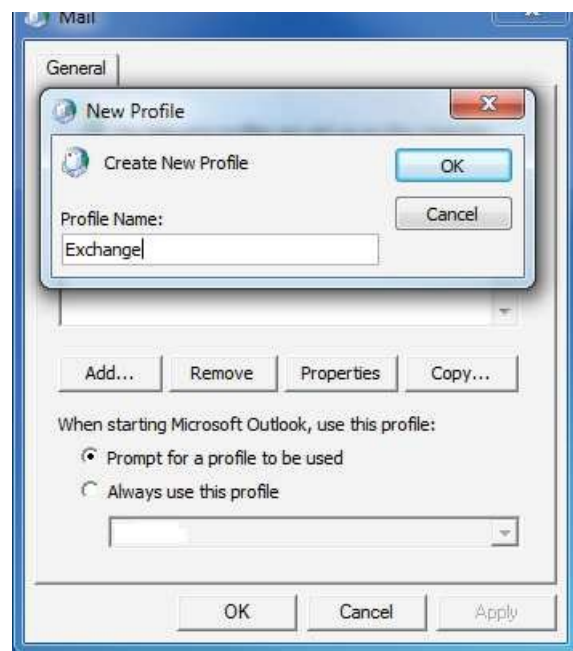
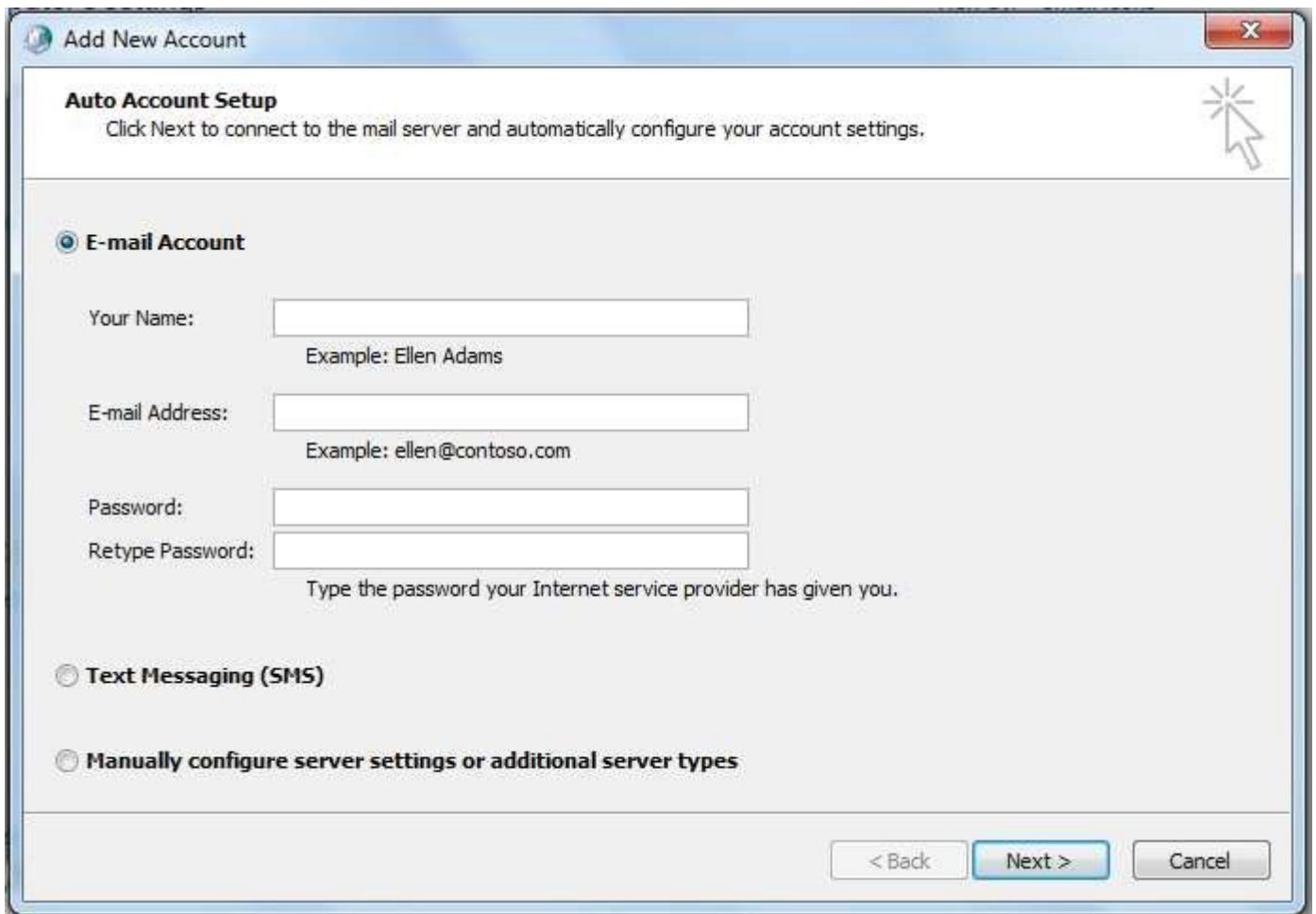


FIGURE 4

STEP 3: RUN THE AUTO-CONFIGURATION WIZARD

The e-mail address and password you need to enter are those of your new Exchange 2010 mailbox you've created (or had created for you) through our control panel.



The screenshot shows a Windows-style dialog box titled "Add New Account". Inside, there's a section titled "Auto Account Setup" with the instruction "Click Next to connect to the mail server and automatically configure your account settings." Below this, there are three radio button options: "E-mail Account" (which is selected), "Text Messaging (SMS)", and "Manually configure server settings or additional server types". Under the "E-mail Account" option, there are four input fields: "Your Name:" (with an example "Ellen Adams"), "E-mail Address:" (with an example "ellen@contoso.com"), "Password:", and "Retype Password:". A note below the password fields says "Type the password your Internet service provider has given you." At the bottom right, there are three buttons: "< Back", "Next >" (highlighted in blue), and "Cancel".

FIGURE 5

STEP 4: CONFIRM AUTO-DISCOVERY AND ENTER PASSWORD

If this is the first mailbox you've added for this domain on this PC then you'll get prompted to allow our server to configure server settings

Assuming that the dialog you get looks a lot like that shown below tick the box and click allow.

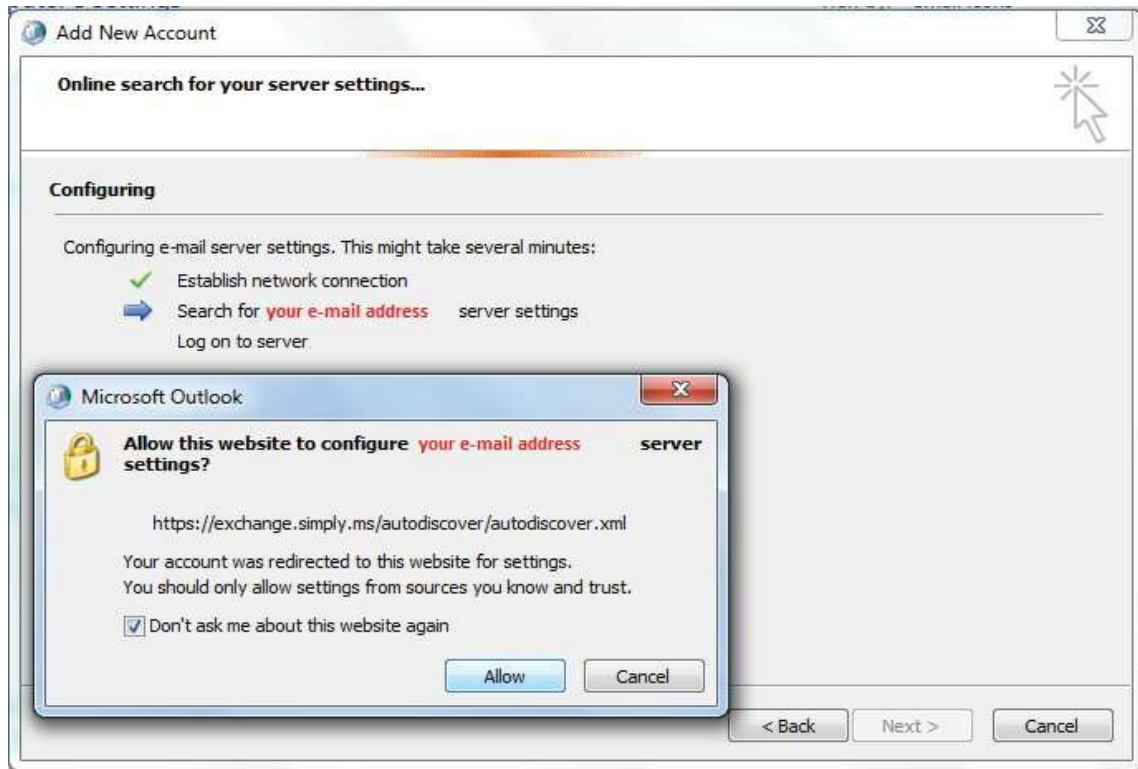


FIGURE 6

Finally enter your mailbox password making sure that the user name field shows your full e-mail address.

Optionally tick the box to remember credentials if you don't want to be asked for your password every time you start Outlook.



FIGURE 7

STEP 5: ONE LAST CHOICE TO MAKE

Home stretch now, not long to go before you can start using the software.

If you want to add additional Exchange mailboxes into this profile select the add another account button and repeat from step 3.

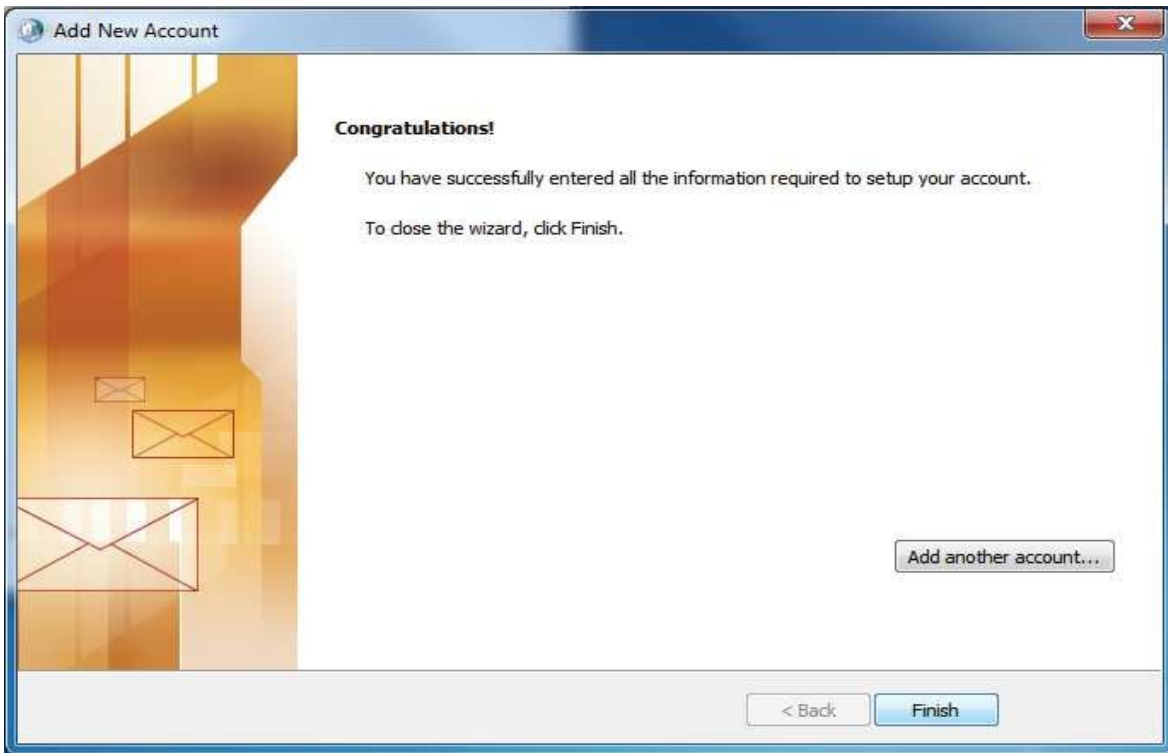


FIGURE 8

If you only want one mailbox in the profile then click Finish which will take you back to the profiles list as shown in Figure 9.



FIGURE 9

If the profile you've just created is the only one in the list there is nothing more to do and you can click OK here.

If you've got other profiles listed then you need to decide if you want to be prompted to select a profile to use when Outlook starts or whether it's to always use the same profile every time in which case you need to use the radio buttons and drop down box to make sure the right settings and profile are selected.

Again just click OK

STEP 6: NOW YOU CAN START OUTLOOK

Find your Outlook 2010 icon and double click it.

You may be prompted for your password again if you didn't select the remember password box at step 4.

You'll get a splash screen up just like the one shown in Figure 10 which will give you a countdown as to it's progress.

If your mailbox on the server contains a lot of existing data you'll then need to wait for the status bar at the bottom to say "All folders are up to date." before you close Outlook down again.



FIGURE 10