

Content

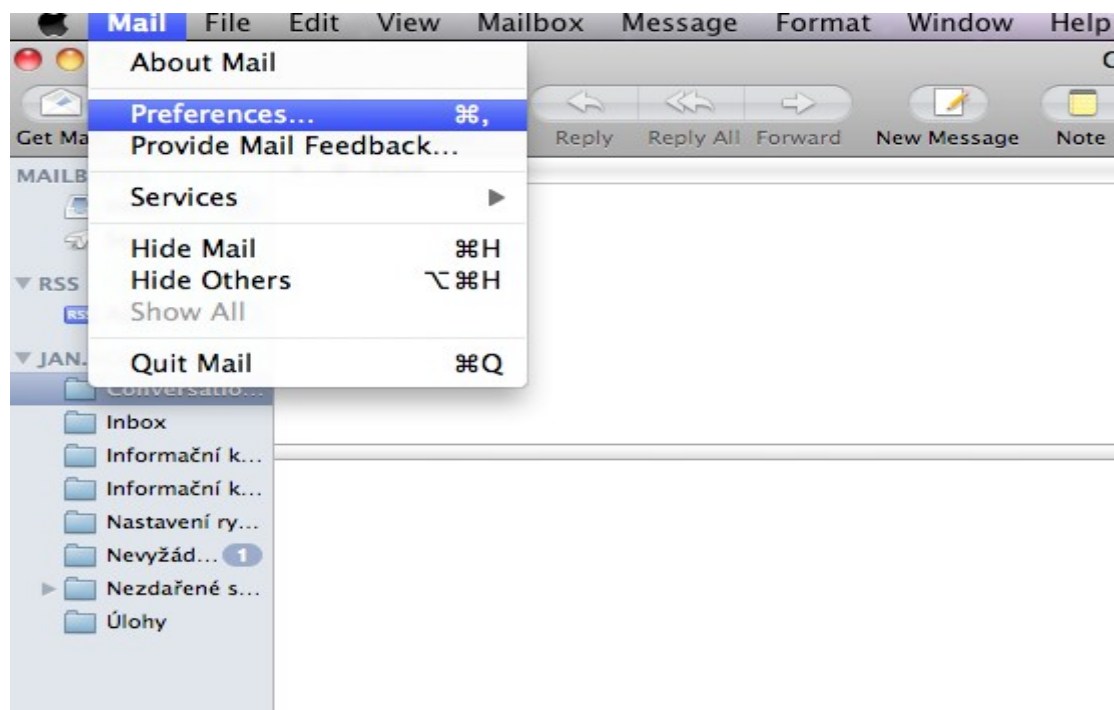
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The configuration of Apple Mail and Outlook 2011

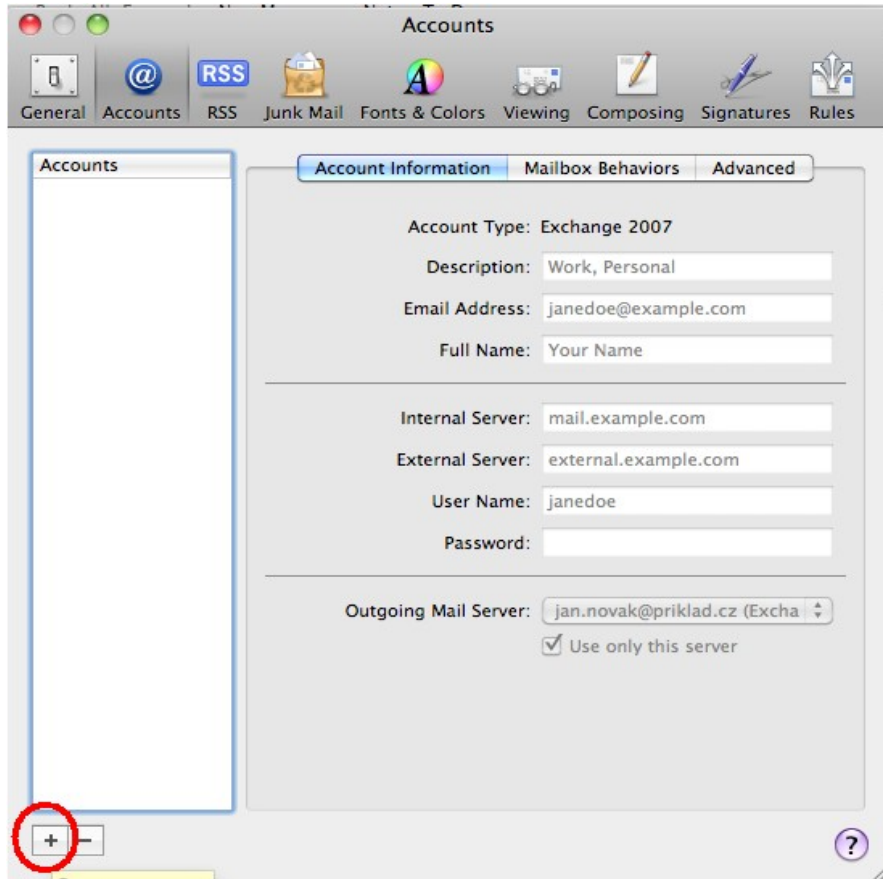
1 The configuration of Apple Mail

Follow the next steps for the creation of the mail accounts in Apple Mail.

1. For the configuration of the mail accounts open: Mail -> Preferences...



2. Click on the icon with "+" (according to screenshot).



1.1 The configuration Apple Mail using autodiscover

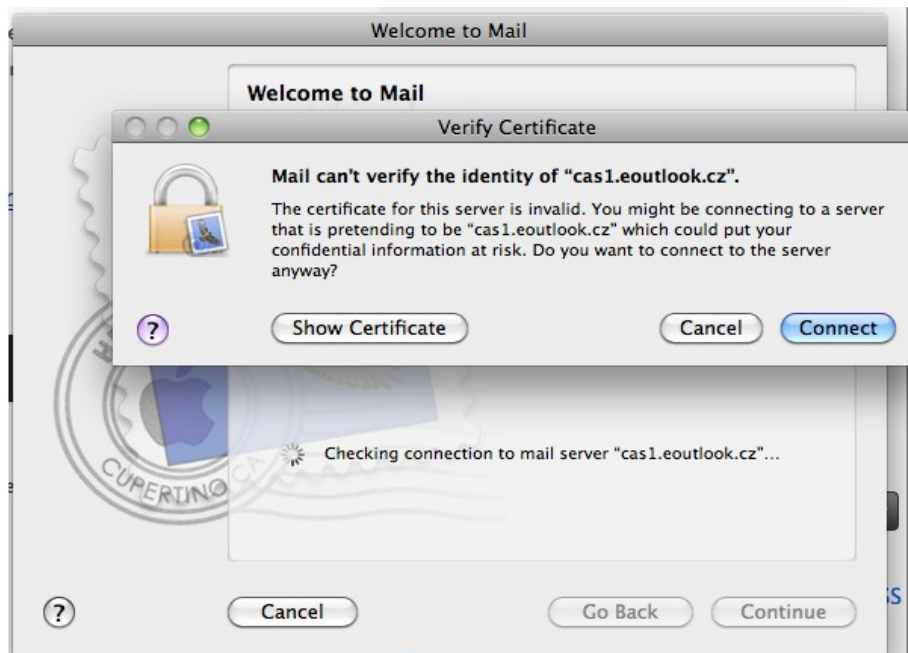
If you want to use automatic configuration, it is necessary to have the following DNS record:
autodiscover.<yourdomain> CNAME autodiscoverredirect.eoutlook.cz

If you do not have DNS record above, follow the steps in chapter 1.2 “Manual configuration of the accounts in Apple Mail”.

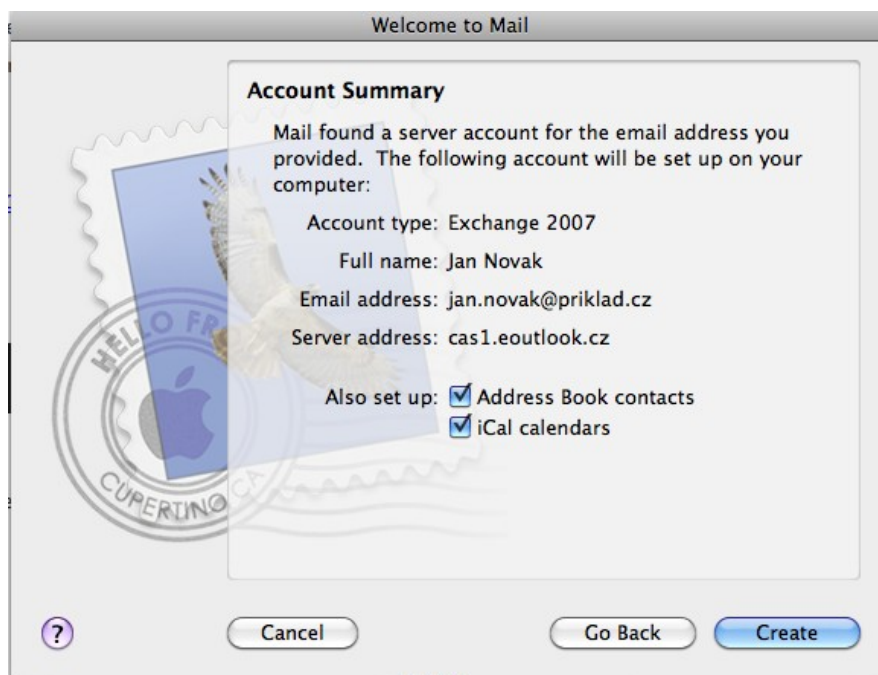
1.1.1 Complete requested information: “Full Name”, “Email address” and “Password” (according to screenshot).



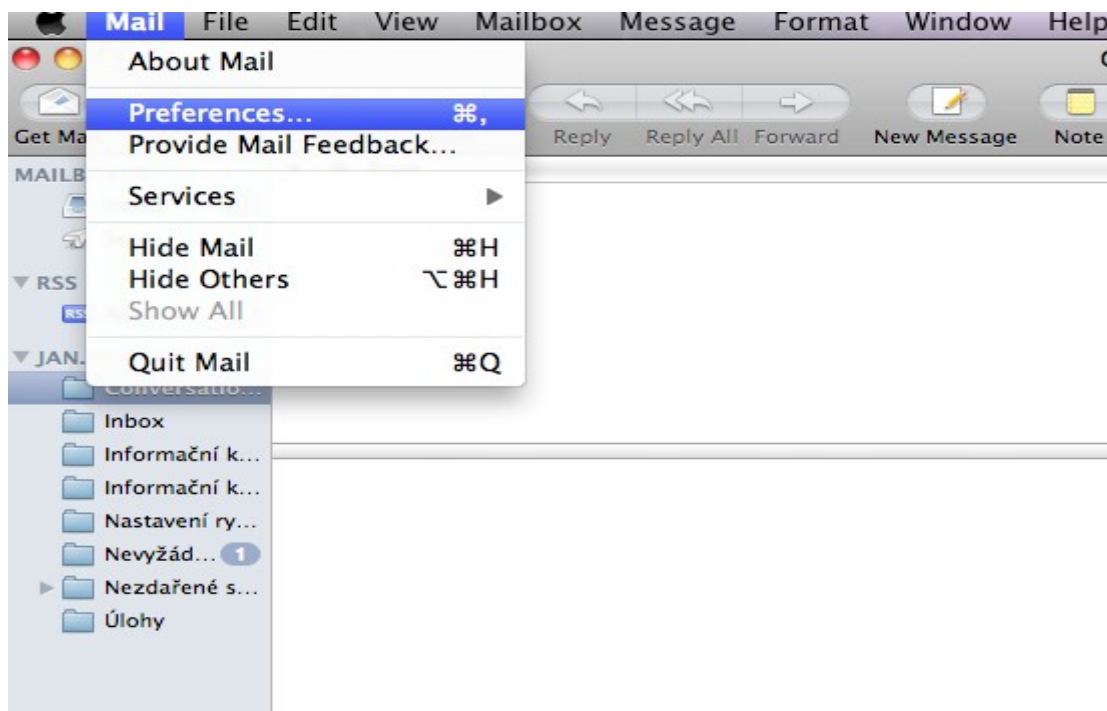
1.1.2 Choose “Connect”.



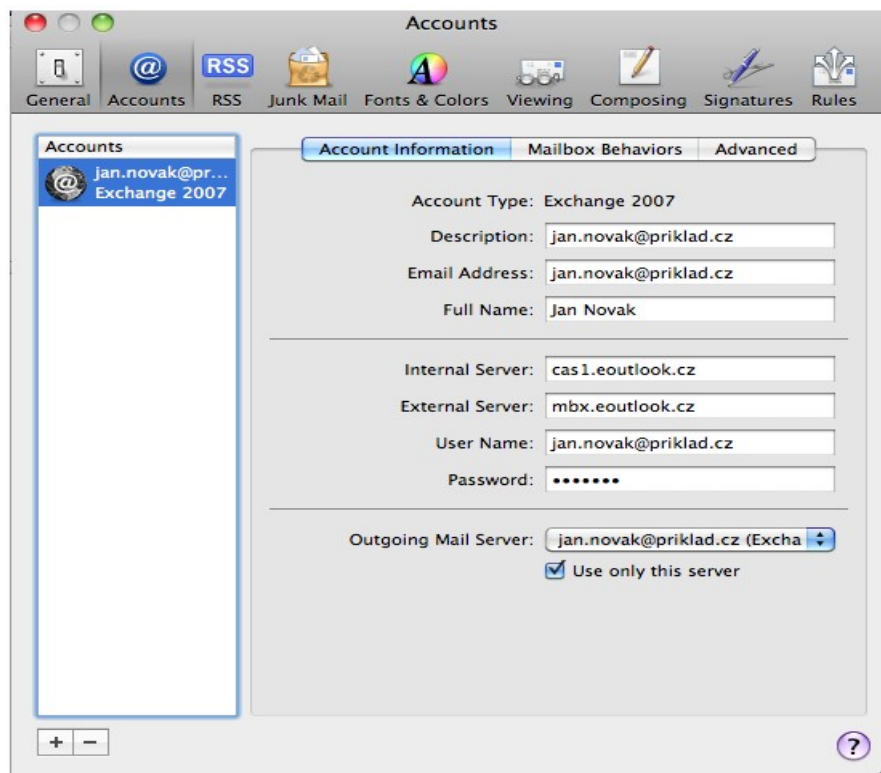
1.1.3 Check the information and if it is correct, choose “Create”. Your mail account will be configured. If you tick “Address Book contacts” and “iCal calendars” check boxes, these two applications will be configured too (according to screenshot). If you decide to cancel the configured account, be aware, the application „Address Book contacts“ and „iCal calendars“ will stay always configured. If you want to delete the configuration from these two applications, you have to do it manually.



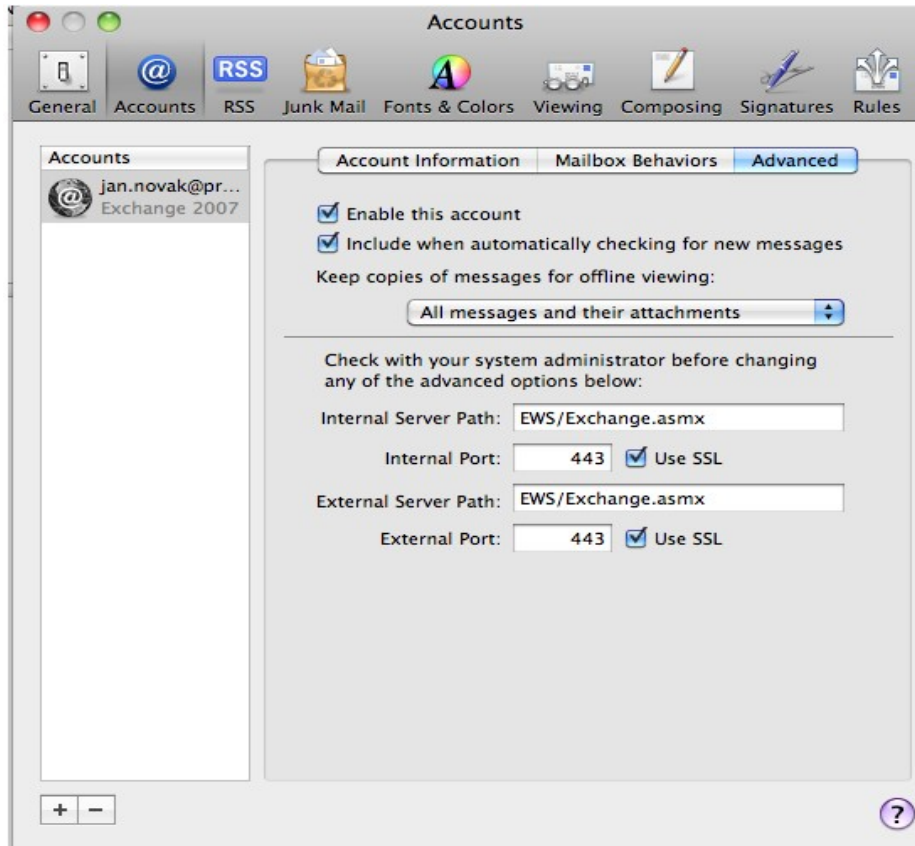
1.1.4 If you want to check correctness of your account information choose in menu: Mail → Preferences...



1.1.5 You can display configuration information by clicking on „Accounts“ and then „Account information“ (according to screenshot).



1.1.6 Option “Advanced” shows the other configuration information of your mail account.



1.2 Manual configuration of the accounts in Apple Mail

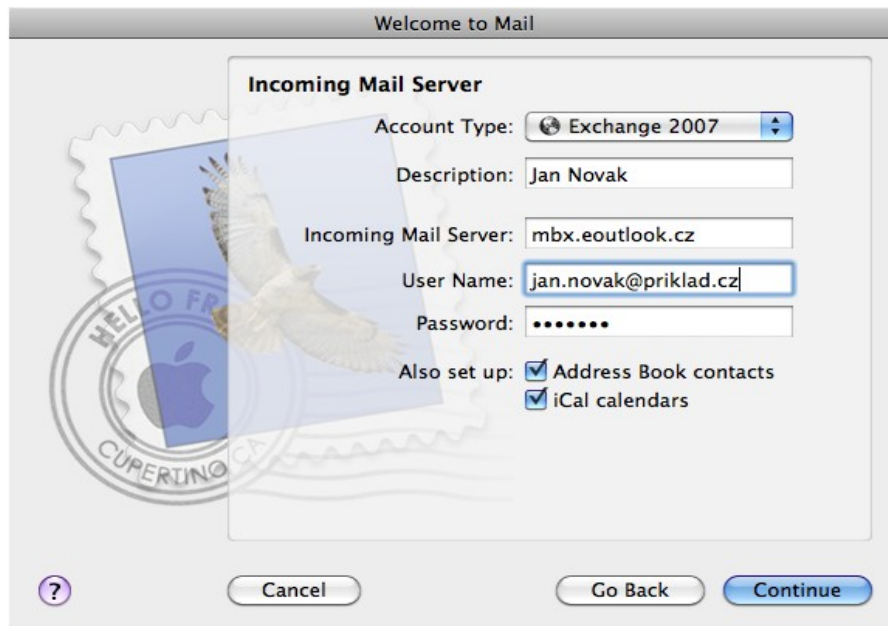
1.2.1 Complete requested information: “Name”, “Email address” and “Password” (according to screenshot).



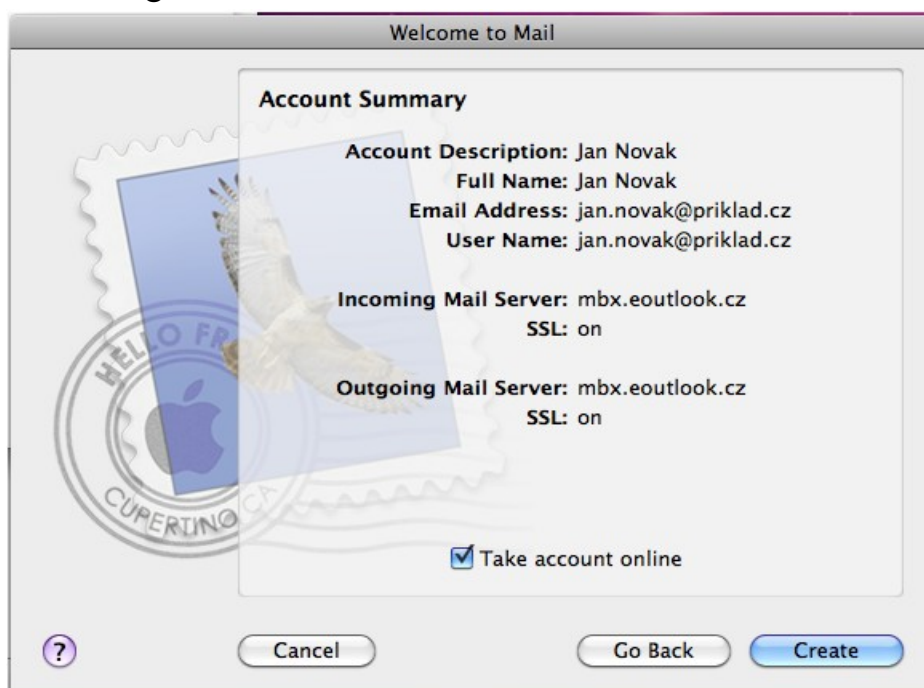
1.2.2 Choose “Connect”.



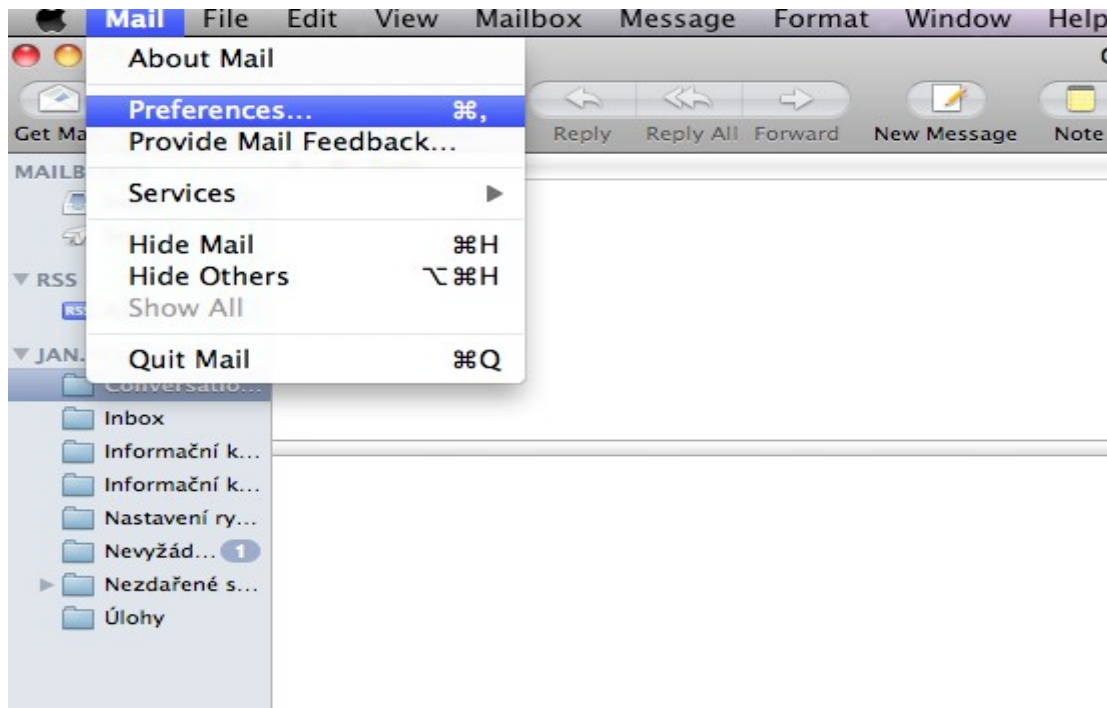
1.2.3 In this step choose as a account type “Exchange 2007”, as an incoming mail server “mbx1.eoutlook.cz”, then “User name“ and ”Password”. If you check “Address Book contacts” and “iCal calendars” check boxes, these two applications will be configured too (according to screenshot). If you decide to cancel the configured account, be aware, the application „Address Book contacts“ and „iCal calendars“ will stay always configured. If you want to delete the configuration from these two applications, you have to do it manually.



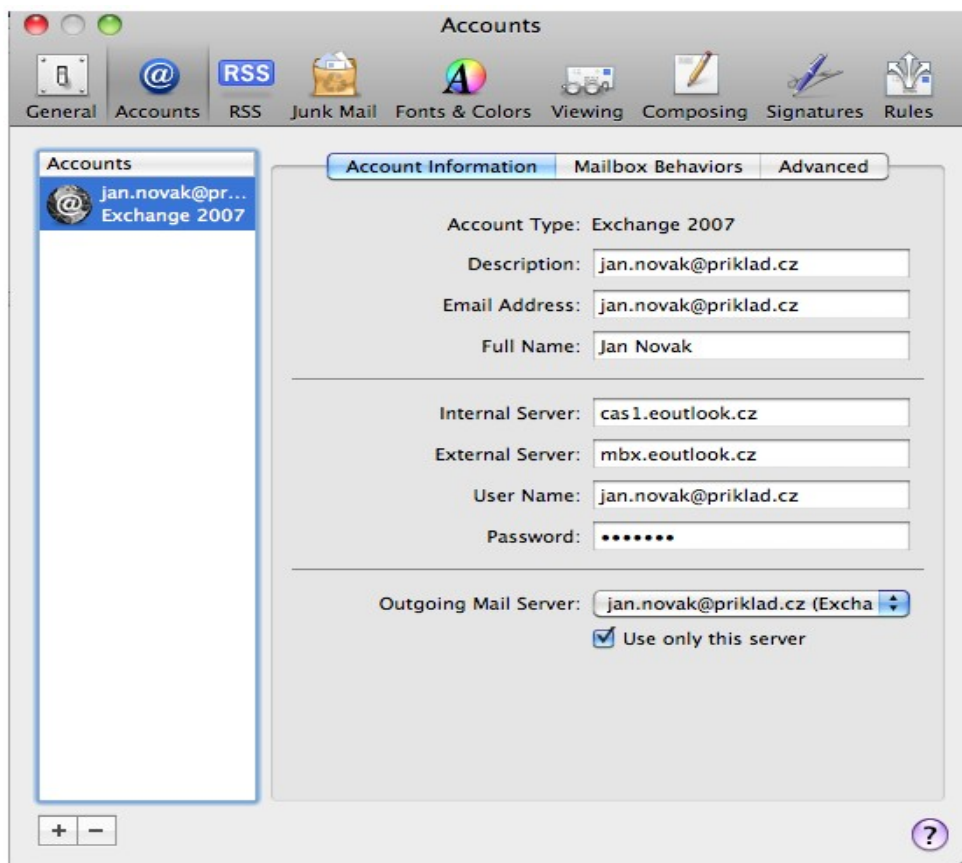
1.2.4 Check if the account information are correct and choose “Create”. Your account will be configured.



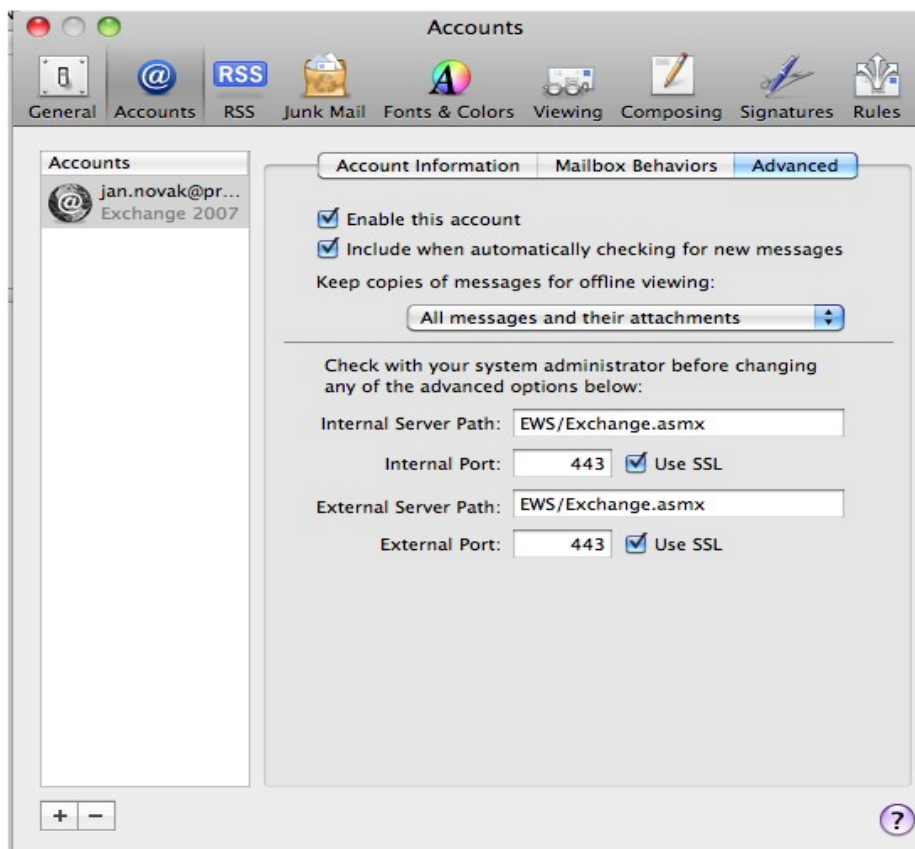
1.2.5 If you want to check correctness of your account information choose in menu: Mail → Preferences...



1.2.6 You can display configuration information by clicking on „Accounts“ and then „Account information“ (according to screenshot).



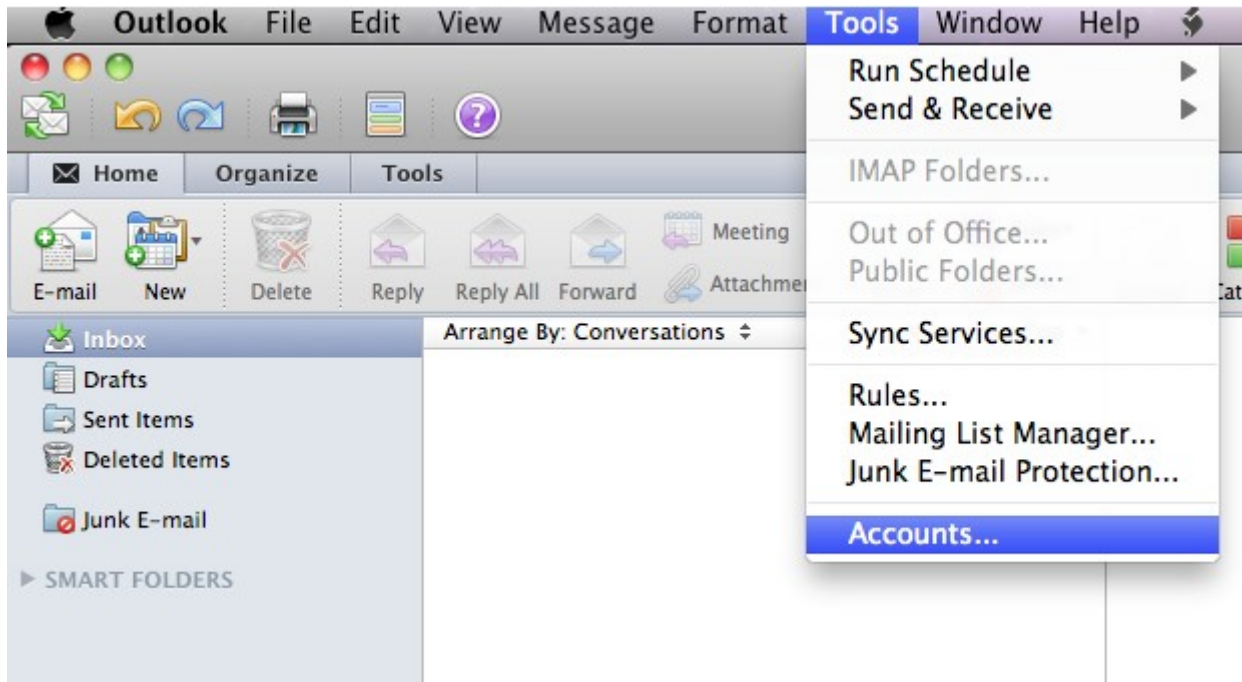
1.2.7 Option “Advanced” show the other configuration information of your mail account.



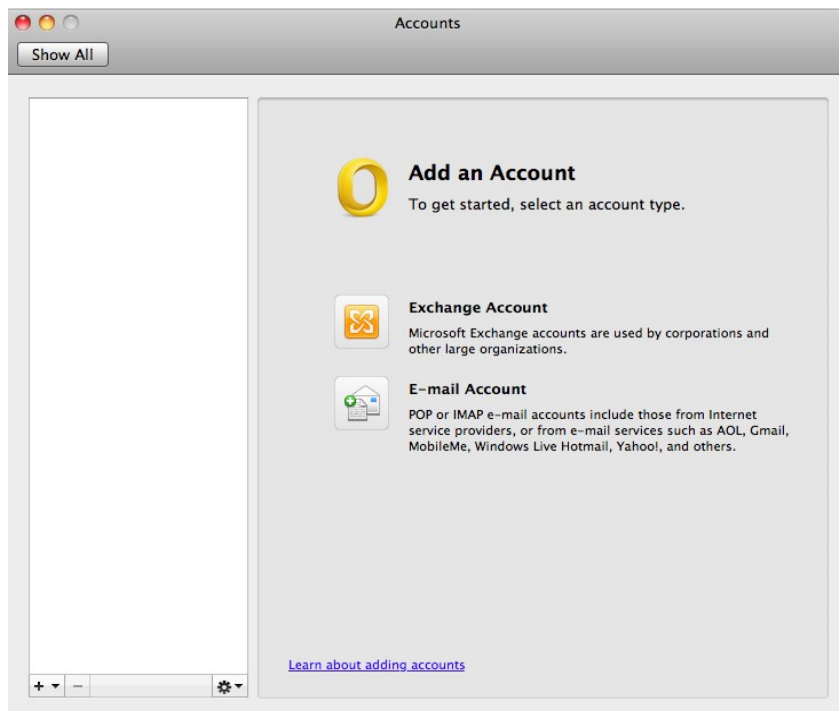
2 The configuration of Outlook 2011

Follow the next steps for creation of the mail accounts in Outlook 2011.

1. For the configuration of the mail accounts open: Tools -> Accounts...



2. Choose „Exchange account“.

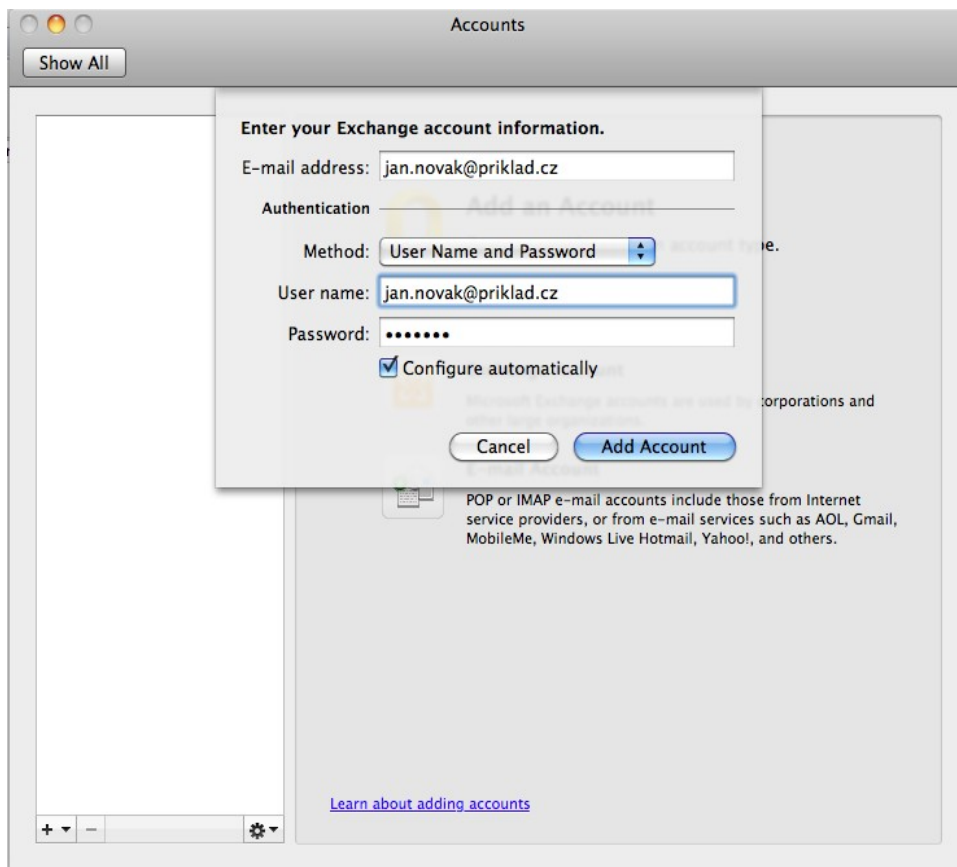


2.1 The configuration Outlook 2011 using autodiscover

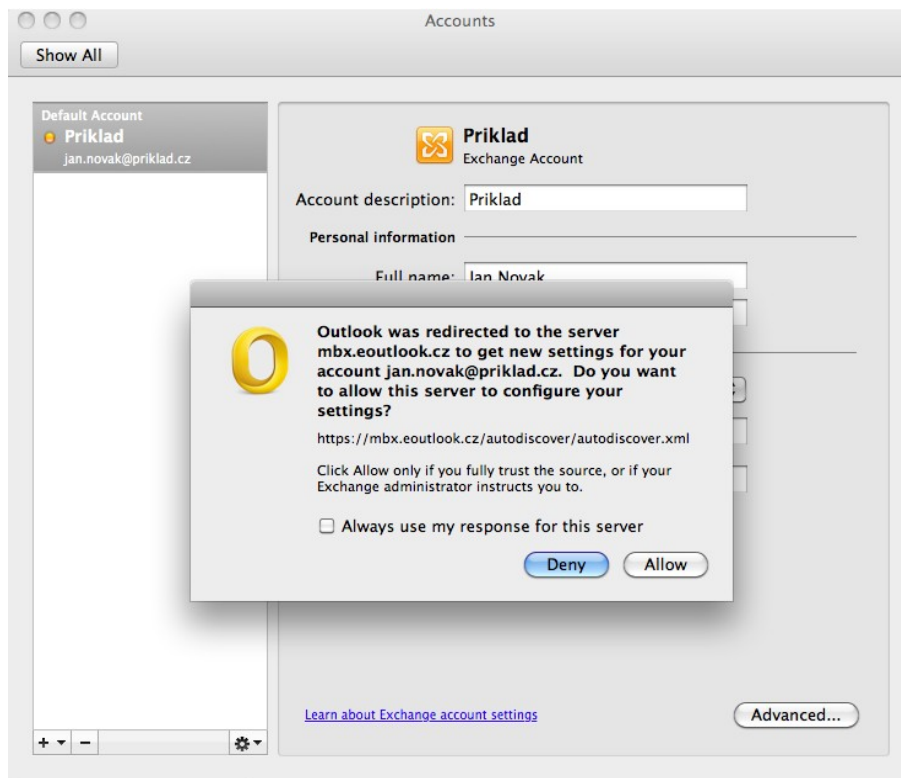
If you want to use automatic configuration, it is necessary to have the following DNS record:
autodiscover.<yourdomain> CNAME autodiscoverredirect.eoutlook.cz

If you do not have DNS record above, follow the steps in chapter 2.2 “Manual configuration of the accounts in Outlook 2011”.

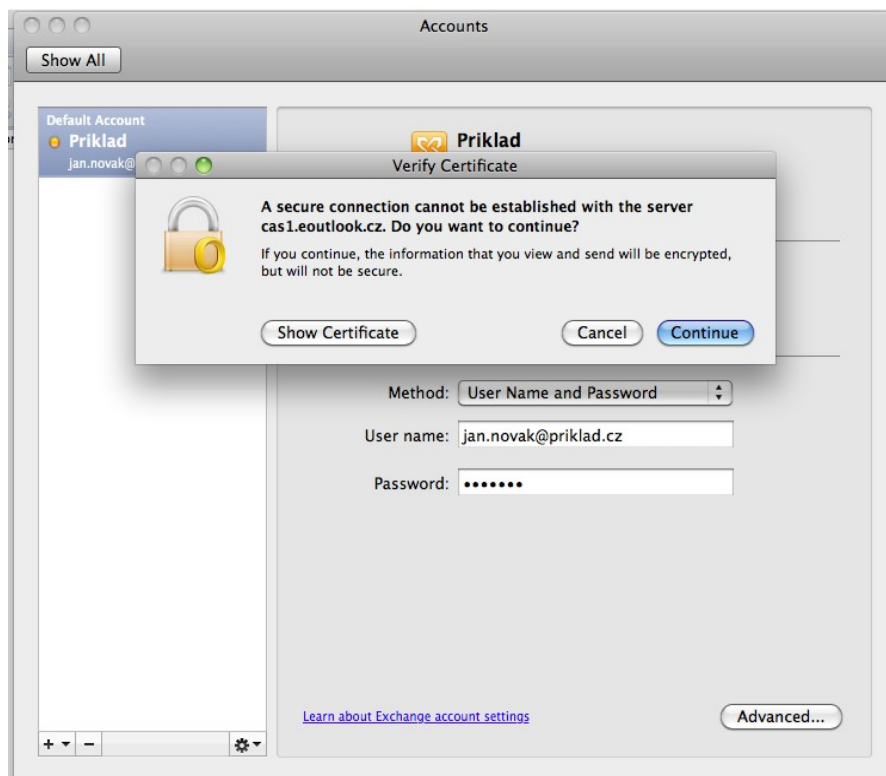
2.1.1 Complete „E-mail address”, „User name”, „Password”, tick “Configure automatically” then choose “Add account”.



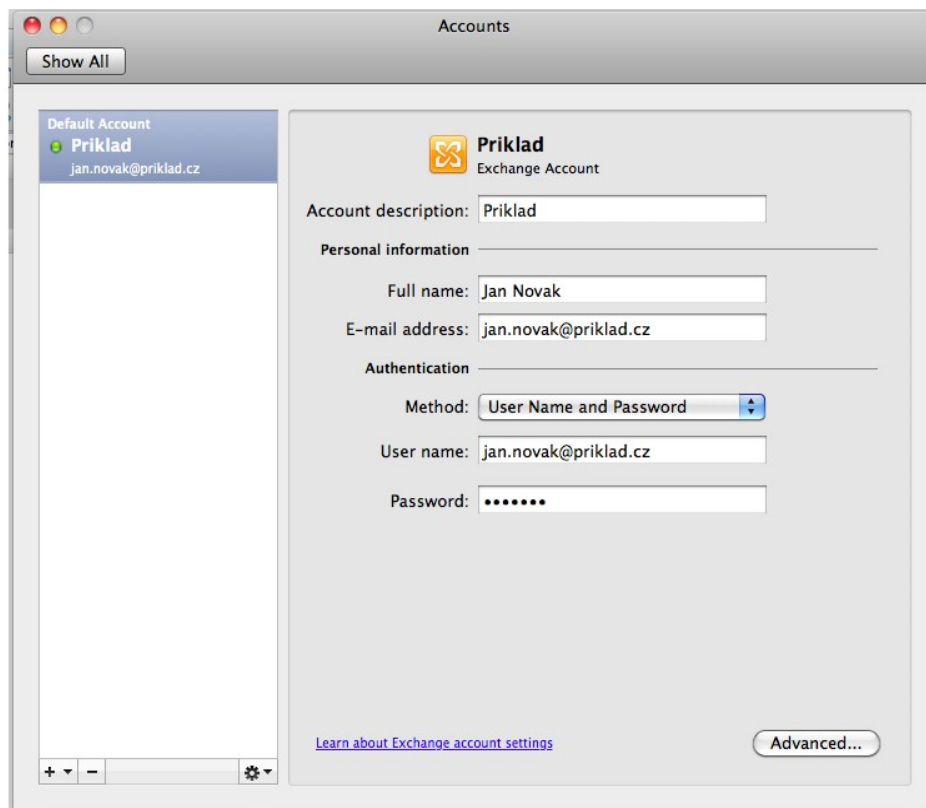
2.1.2 Choose “Allow”.



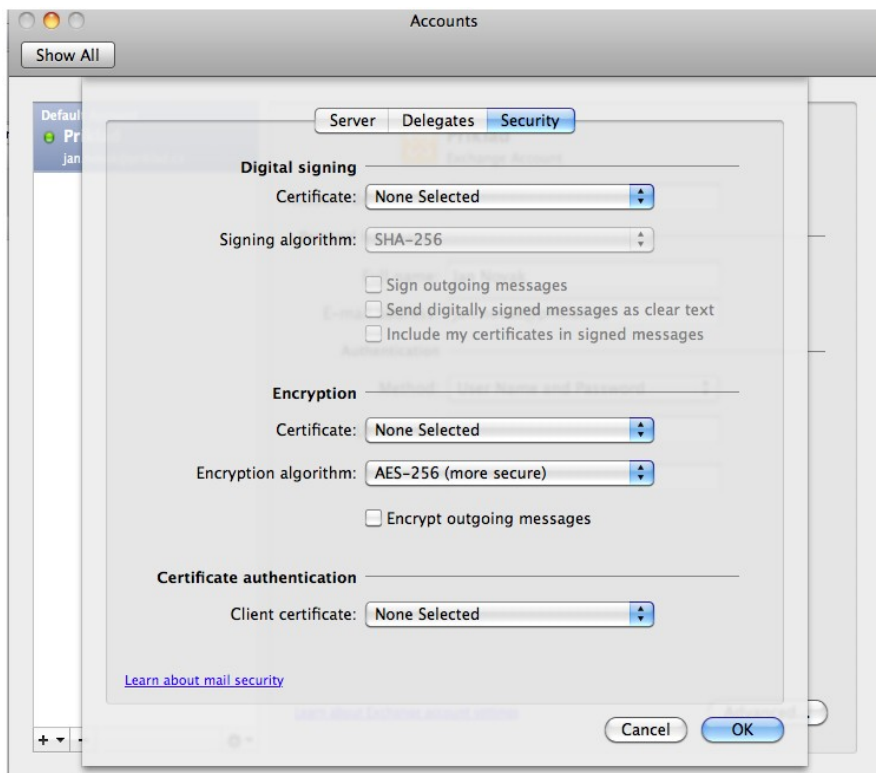
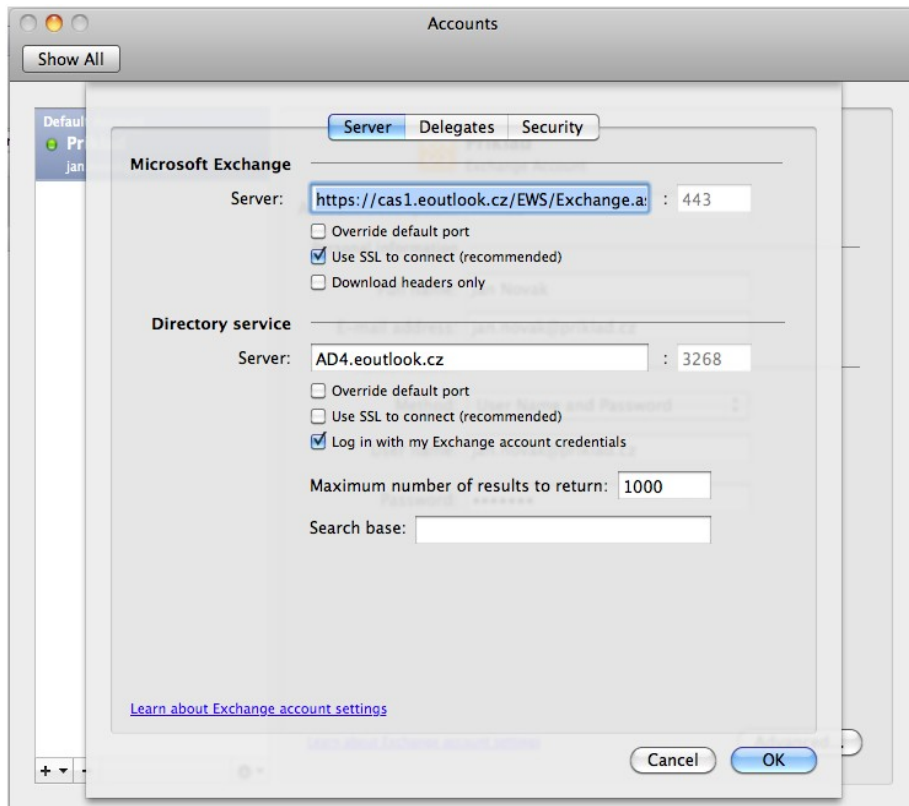
2.1.3 Choose “Continue”.



2.1.4 If the configuration was successful, configuration information of your account will display (according to screenshot). You can close the window or choose “Advanced...” for display others configuration information.

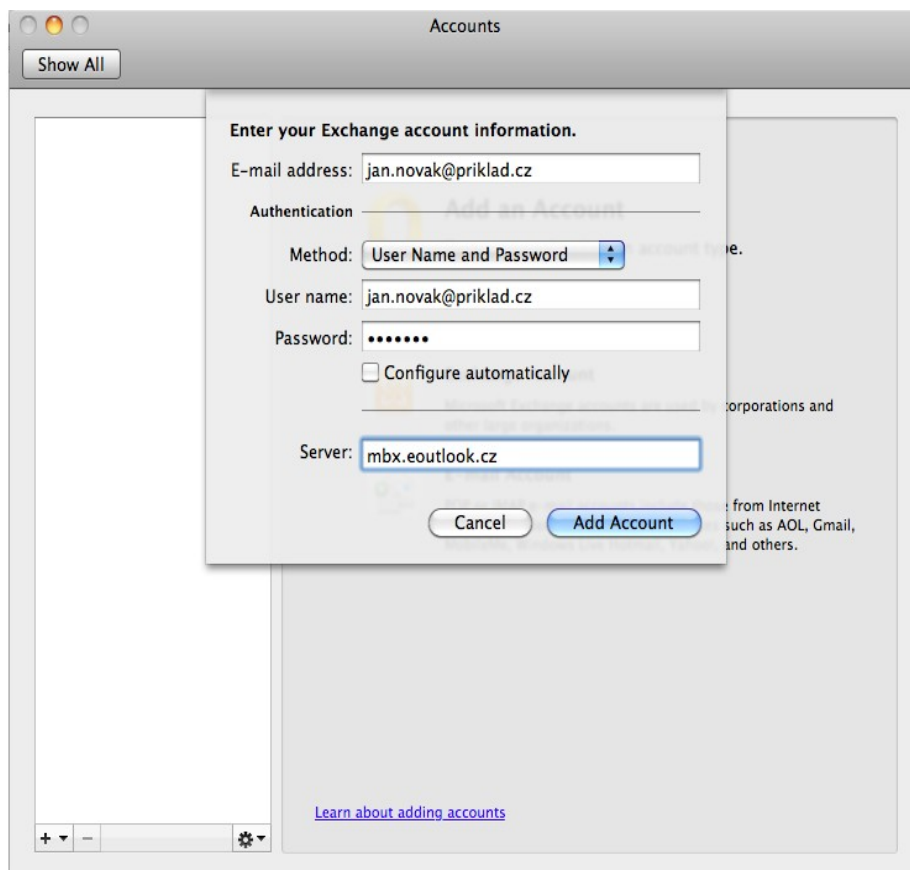


2.1.5 If you chose the “Advanced...” option in the previous step, the windows with the another configuration information of your account will display (according to two following screenshots).



2.2 Manual configuration of the accounts in Outlook 2011

2.2.1 Complete “E-mail address”, “User name”, “Password” and tick off the option “Configure automatically” (according to screenshot) and then choose “Add account...”

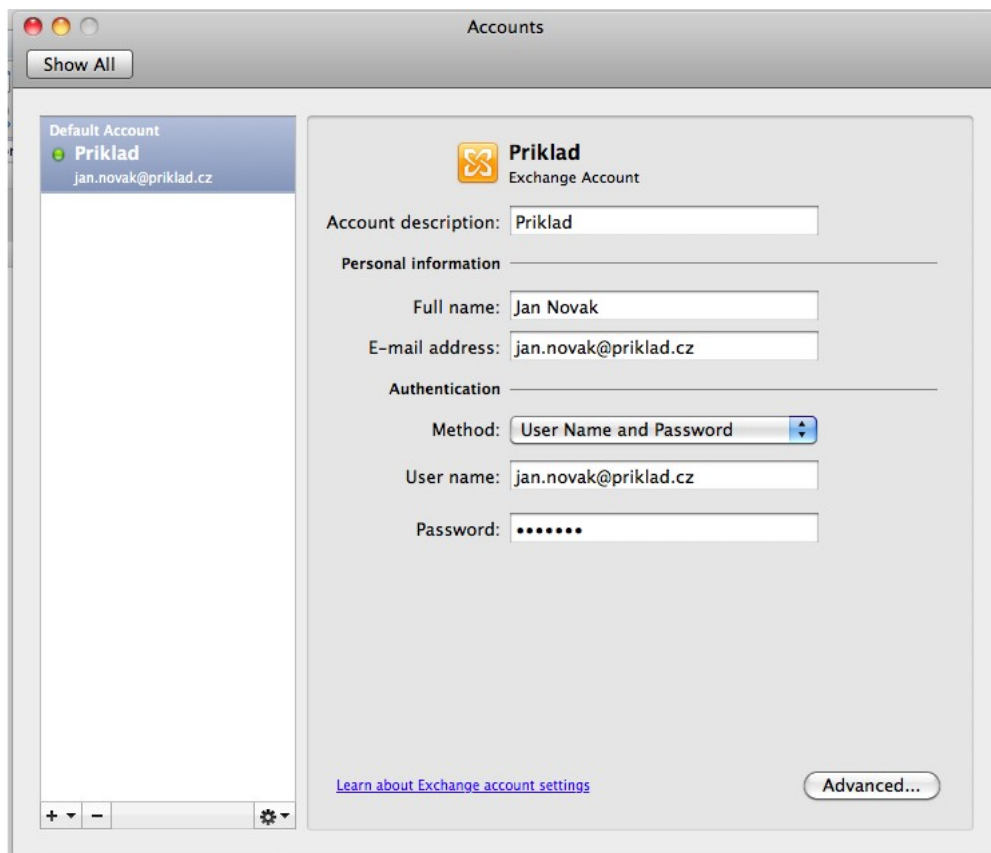


The screenshot shows the 'Accounts' window in Outlook 2011. A dialog box titled 'Enter your Exchange account information.' is open over the main window. The dialog box contains the following fields and options:

- E-mail address:
- Authentication:
- Method:
- User name:
- Password:
- Configure automatically
- Server:

At the bottom of the dialog box are two buttons: 'Cancel' and 'Add Account'. The main window behind the dialog box has a 'Show All' button at the top left and a 'Learn about adding accounts' link at the bottom.

2.2.2 If the configuration was successful, configuration information of your account will display (according to screenshot). You can close the window or choose “Advanced...” for display others configuration information.



2.2.3 If you chose the “Advanced...” option in the previous step, the windows with the another configuration information of your account will display (according to two following screenshots).

