

Content

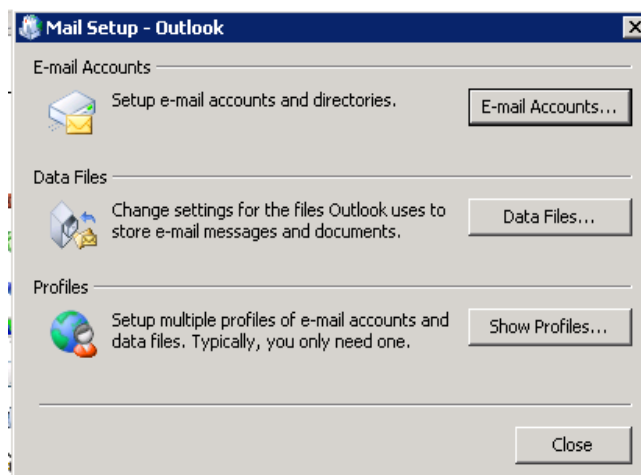
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The configuration of Outlook 2007 and Outlook 2010

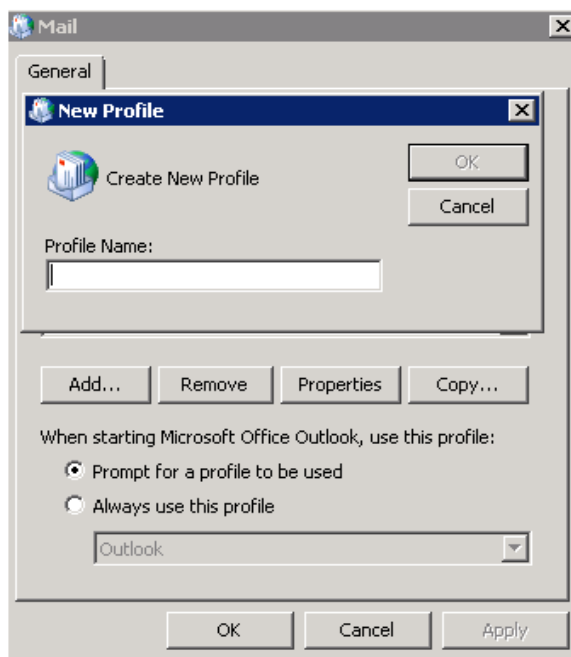
The configuration of the mail accounts is available in “Mail” menu, which is placed in “Control panels”. For configuration of the mail accounts in Windows XP follow these steps (in other OS can be the path slightly different):

Start -> Settings->Control Panel -> Mail

1. Choose “Show Profiles”.



2. Choose “Add...” and insert the profile name.



1 The configuration Outlook 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. “Manual configuration of the accounts”.

- 1.1 Complete boxes according to screenshot and choose “Next” (in Outlook 2010 tick “E-mail account” and complete required information).

Add New E-mail Account

Auto Account Setup
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

Your Name: Jan Novak
Example: Barbara Sankovic

E-mail Address: jan.novak@priklad.cz
Example: barbara@contoso.com

Password: *****

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

Manually configure server settings or additional server types

< Back Next > Cancel

- 1.2 Choose “Allow”.

Add New E-mail Account

Online search for your server settings...

Configuring

Configuring e-mail:

- Esta
- Sea
- Log

Microsoft Office Outlook

Allow this website to configure jan.novak@priklad.cz server settings?

https://mbx.eoutlook.cz/autodiscover/autodiscover.xml

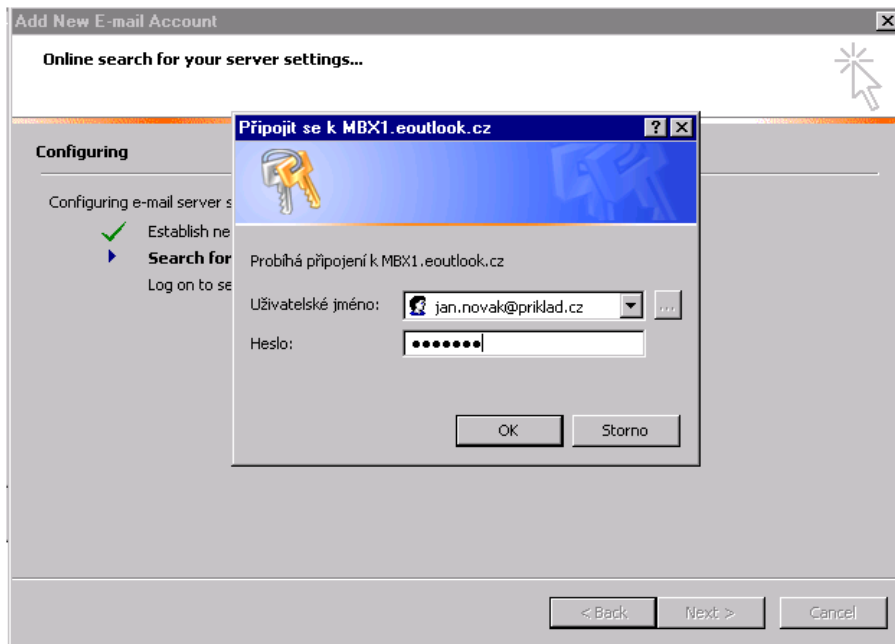
Your account was redirected to this website for settings.
You should only allow settings from sources you know and trust.

Don't ask me about this website again

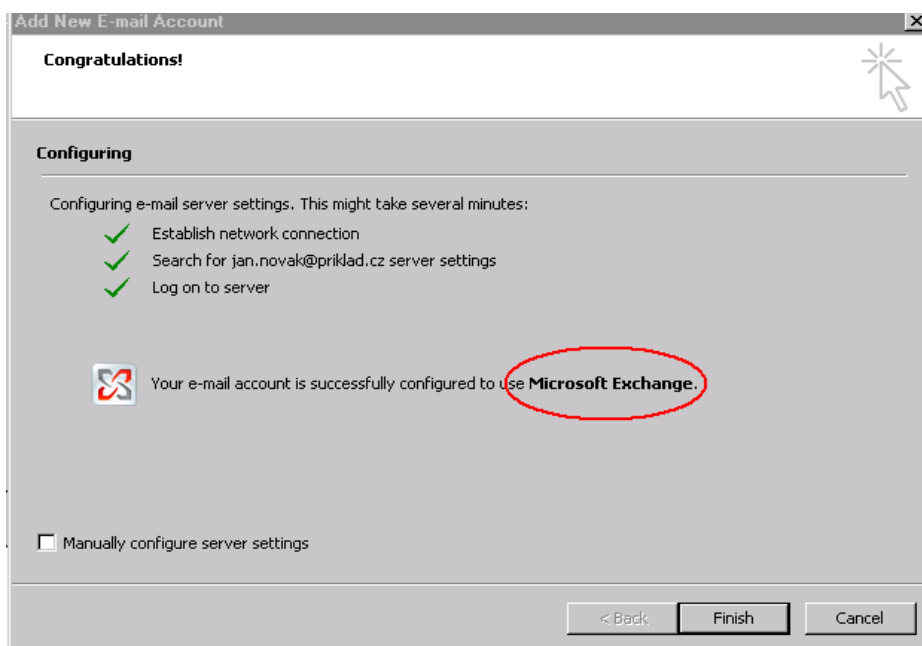
Allow Cancel

< Back Next > Cancel

1.3 Complete “User name” and “Password”.

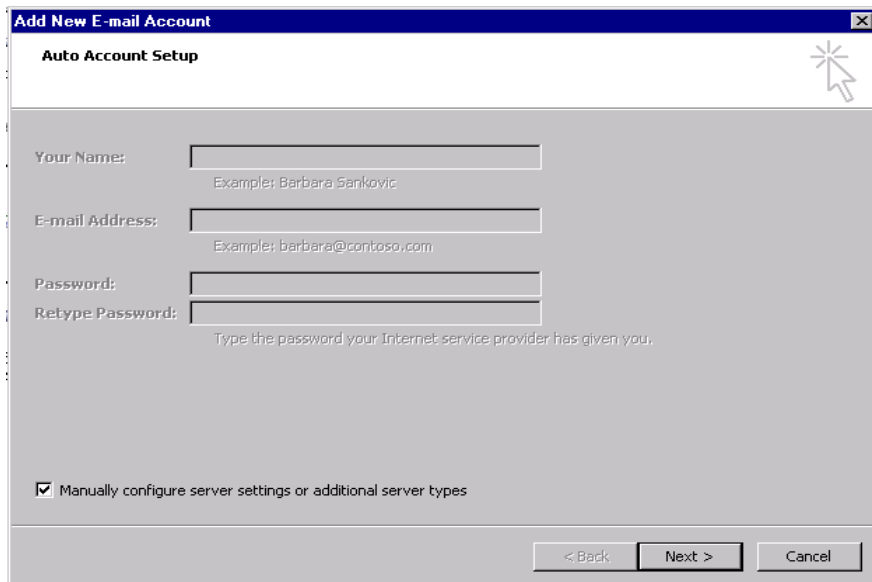


1.4 Choose “Finish”. Your account was successfully configured. Please, check “account settings” whether the type of account is "Microsoft Exchange" (compare with screenshot), after finishing of configuration. If not, please, configure account manually according to chapter 2 “Manual configuration of the accounts”. You have to tick “On fast networks ...” in configuration of Exchange proxy server after finishing of configuration. For Exchange proxy server settings follow chapter 2 step by step to paragraph 2.6 (compare your settings with screenshot in paragraph 2.6).



2 Manual configuration of the accounts

- 2.1 Choose “Manually configure...” according to screenshot and then choose “Next” (in Outlook 2010 choose “Manually configure server settings...”).

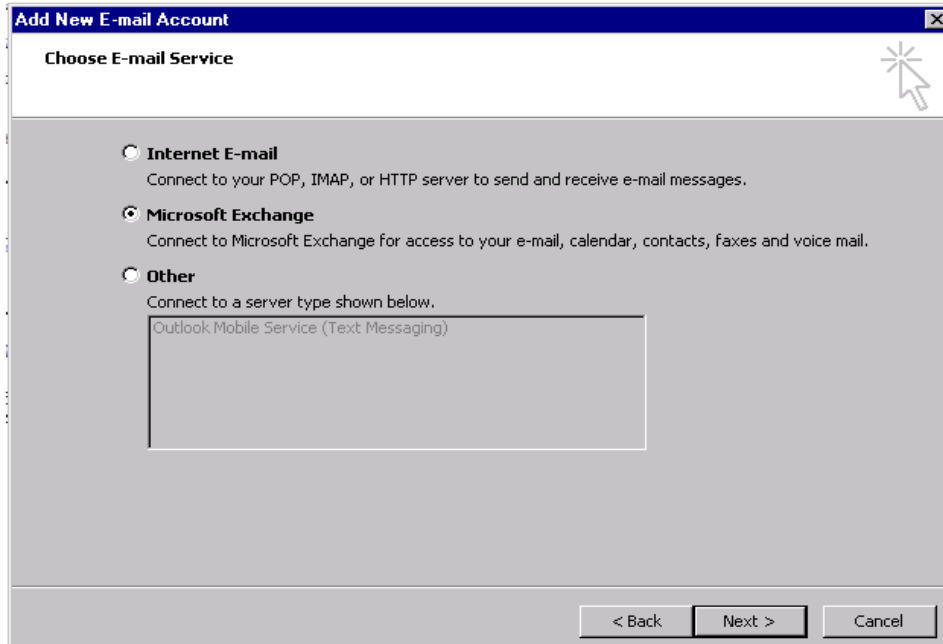


The screenshot shows the 'Add New E-mail Account' dialog box with the 'Auto Account Setup' tab selected. The dialog contains the following fields and options:

- Your Name:** Text input field with the example 'Barbara Sankovic'.
- E-mail Address:** Text input field with the example 'barbara@contoso.com'.
- Password:** Text input field.
- Retype Password:** Text input field with the instruction 'Type the password your Internet service provider has given you.'
- Manually configure server settings or additional server types**

At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.

- 2.2 Choose “Microsoft Exchange” and then choose “Next”.

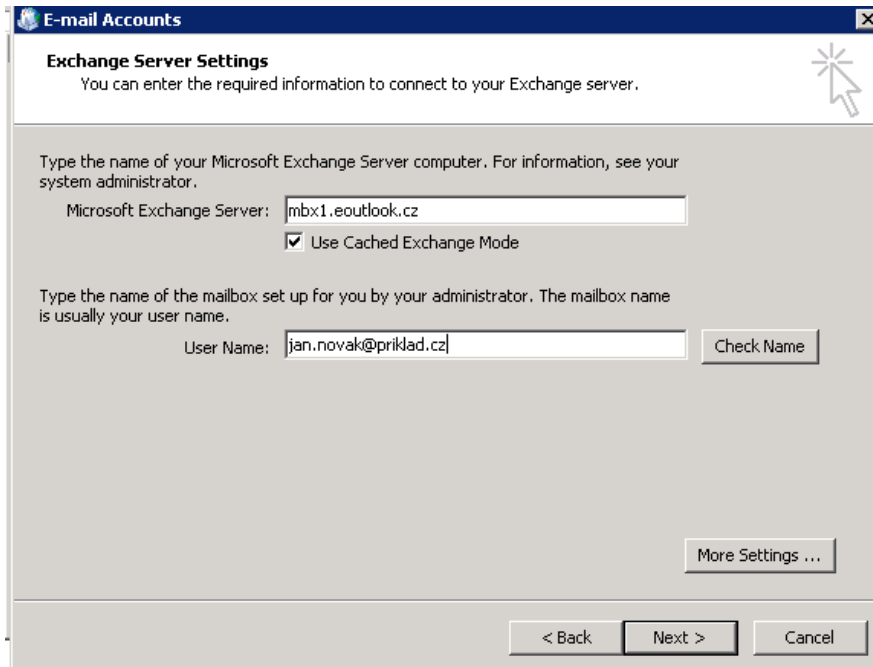


The screenshot shows the 'Add New E-mail Account' dialog box with the 'Choose E-mail Service' tab selected. The dialog contains the following options:

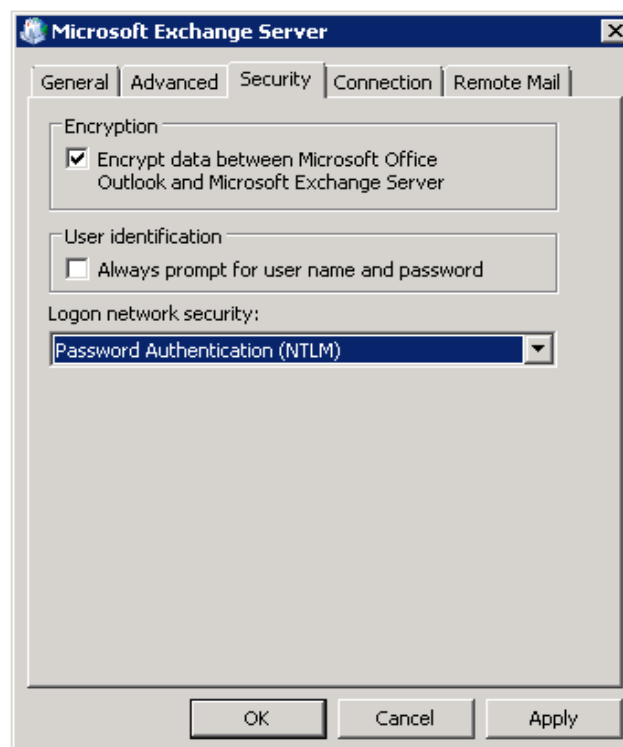
- Internet E-mail**
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.
- Microsoft Exchange**
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.
- Other**
Connect to a server type shown below.
Outlook Mobile Service (Text Messaging)

At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.

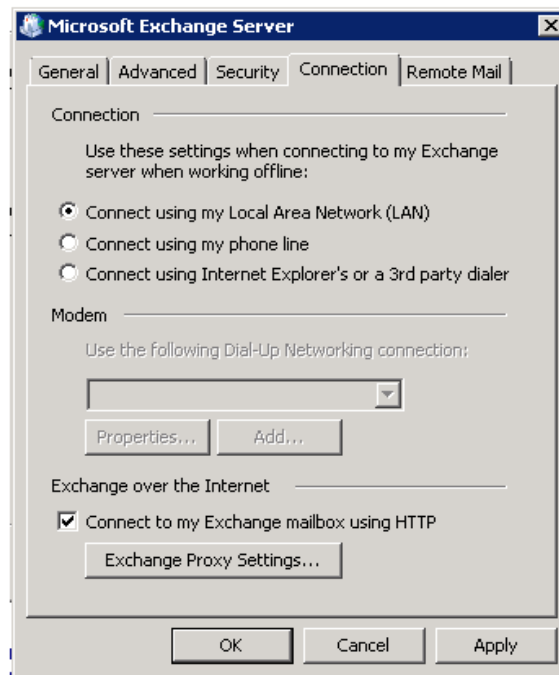
- 2.3 Fill the field "Microsoft Exchange Server": 'mbx1.eoutlook.cz' and "User name" in format user.name@domain.xx (user name was sent to you in first activation e-mail). Then choose "More settings..." It could happen that other window as the window on the screenshot will be displayed. If so, close dialog window by using "Cancel" button and continue with the next point.



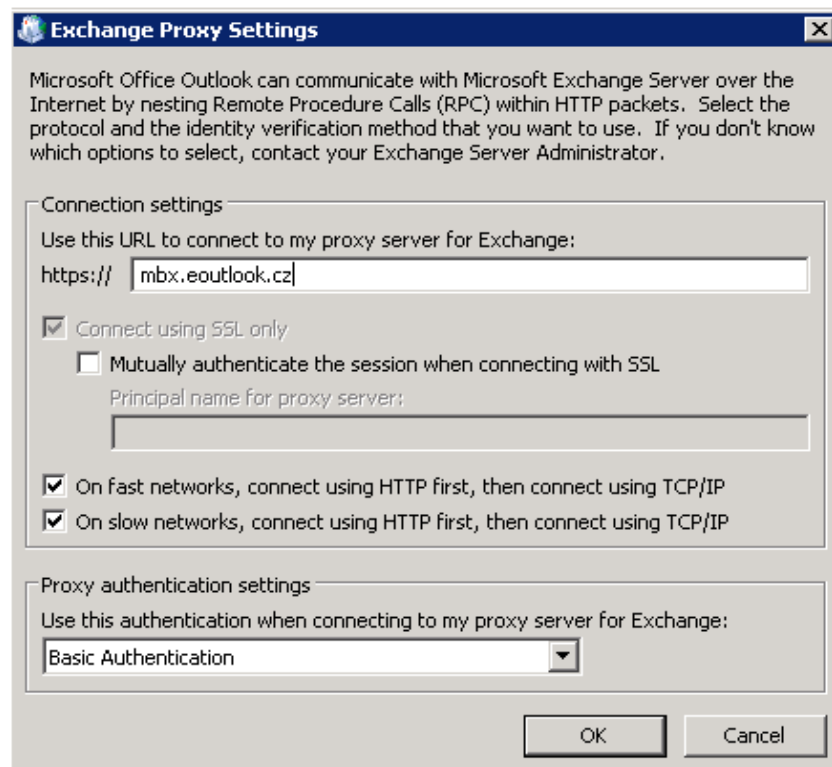
- 2.4 Window with tabs will appear. On tab "Security" tick "Encrypt data..." and in section "Logon network security" choose "Password authentication NTLM". (The following screenshot was created during Outlook 2007 configuration. If you configure Outlook 2010, you can not see the tab "Remote Mail", this tab is not important for configuration).



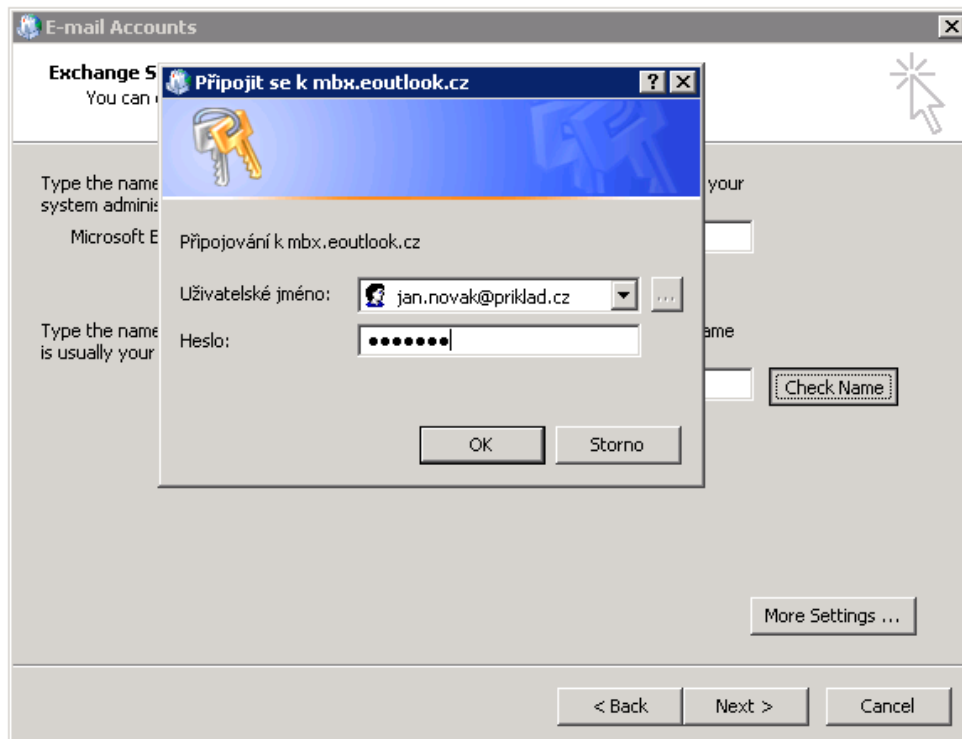
2.5 On tab “Connection” choose “Connect to my Exchange mailbox using HTTP”. Then choose “Exchange Proxy Settings...”



2.6 In section “Connection settings“ complete “mbx.eoutlook.cz” and tick “On fast networks ...” and “On slow networks ...” In section “Proxy authentication settings” choose “Basic authentication”.



2.7 Choose “Check name”, dialog window will appear, complete “User name” for authentication and “Password”.



2.8 If the connection between Outlook and Exchange server have been successfully established, the user name will appear underlined. Choose “Next” and “Finish”. Your account have been successfully configured!

