

MANUAL INSTALL for

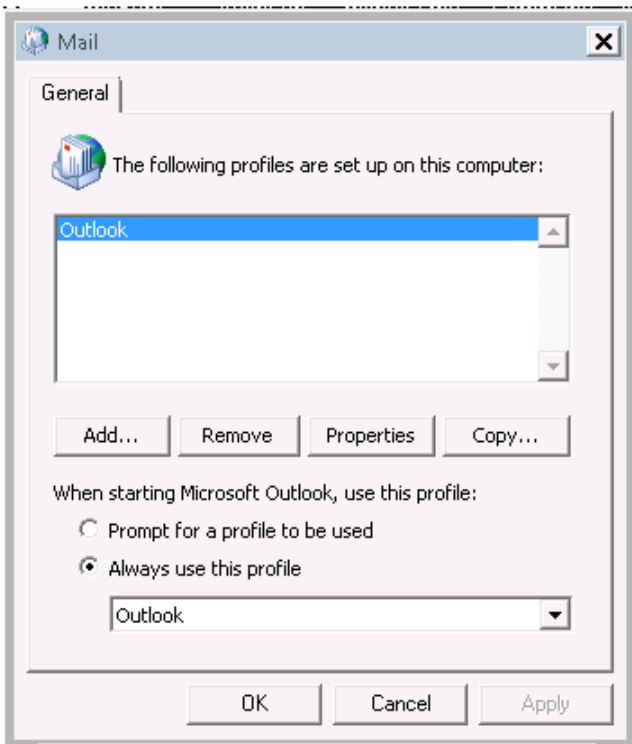
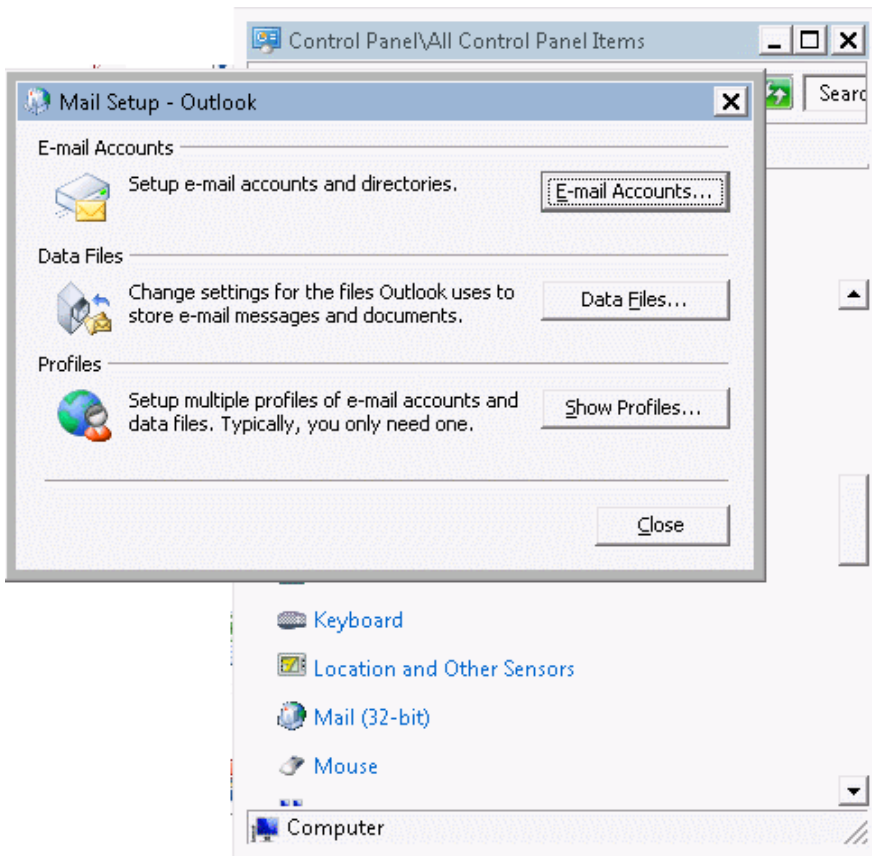
OFFICE 2007/2010 ONLY

In Control Panel Locate 'Mail' or 'Mail (32-bit)'

If necessary switch Control Panel to Classic View Icons / View by: Small Icons

In Mail, Select Show Profiles....

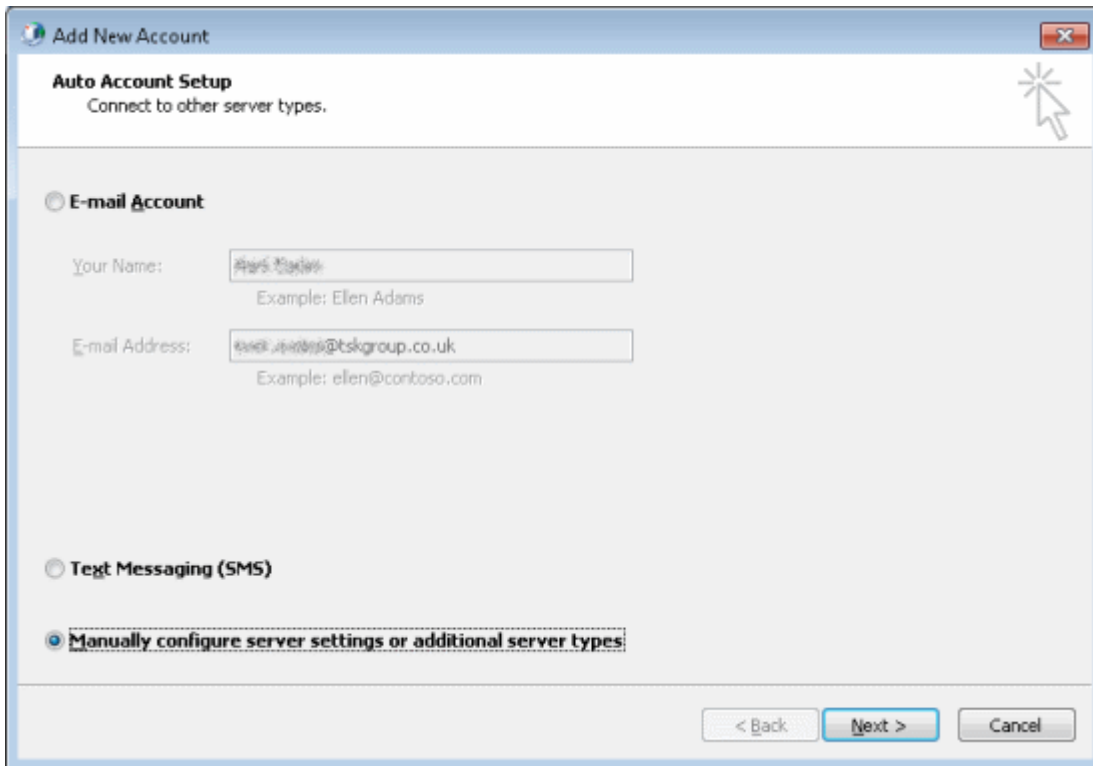
If you are using office 2003 or earlier you will have no choice but to use Web Mail until it can be replaced



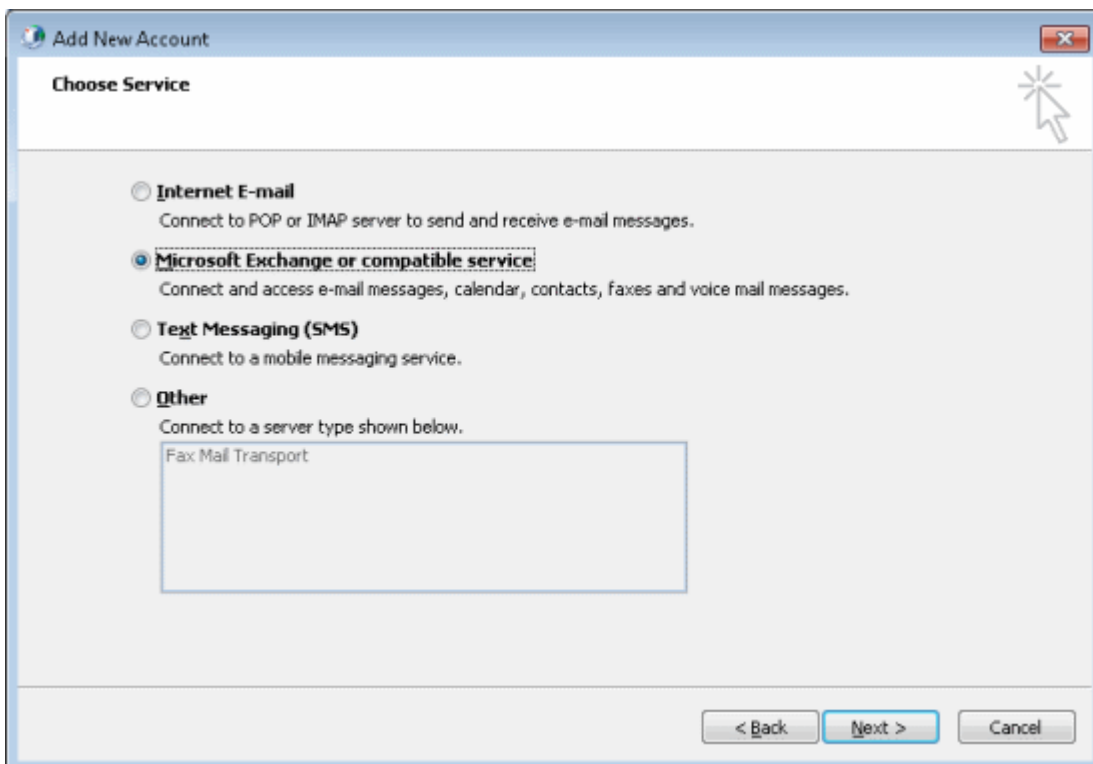
We need to Add.... a new profile.
You can call it anything but the best is your

User Name !



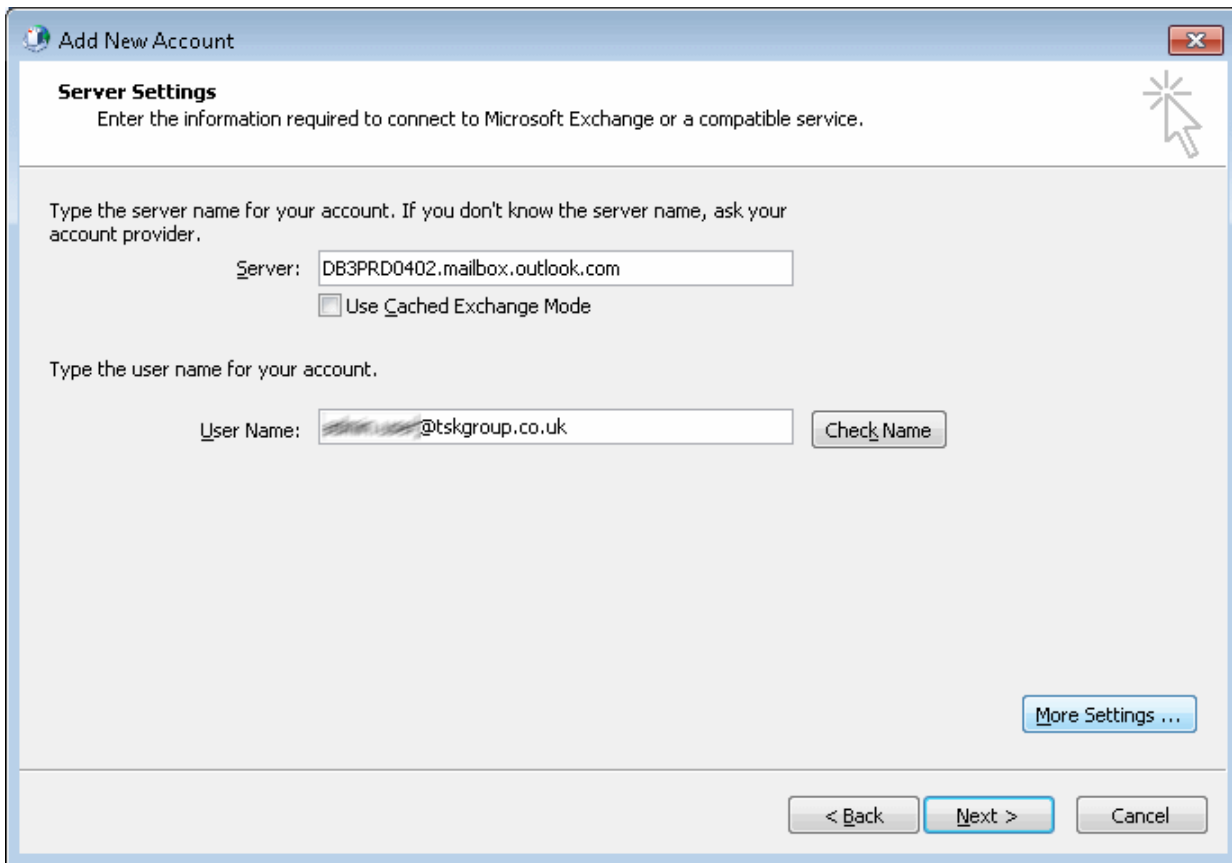


To Manually Configure the connection you need to override the auto-discovered settings by selecting 'Manually configure...'



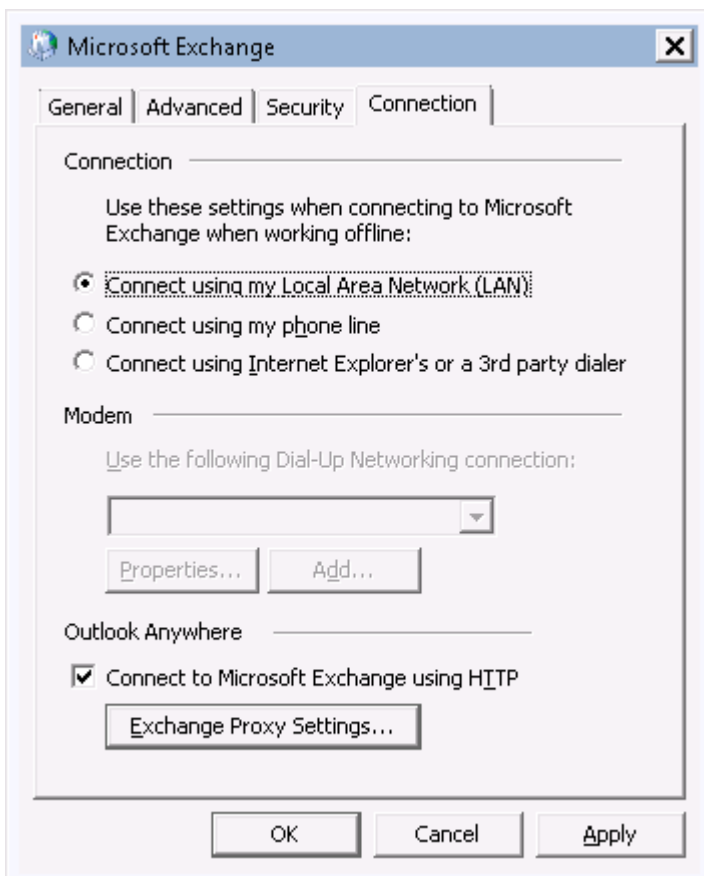
We use Microsoft Exchange to collect our Email.

Our mailbox server is **DB3PRD0402.mailbox.outlook.com** Enter it exactly as written. If you are using a laptop and want to carry a copy of your email with you then leave the 'Use Cached Exchange Mode' box ticked. Remember your User Name is your primary email address i.e. firstname.surname@tskgroup.co.uk



More Settings ...

Connection Tab



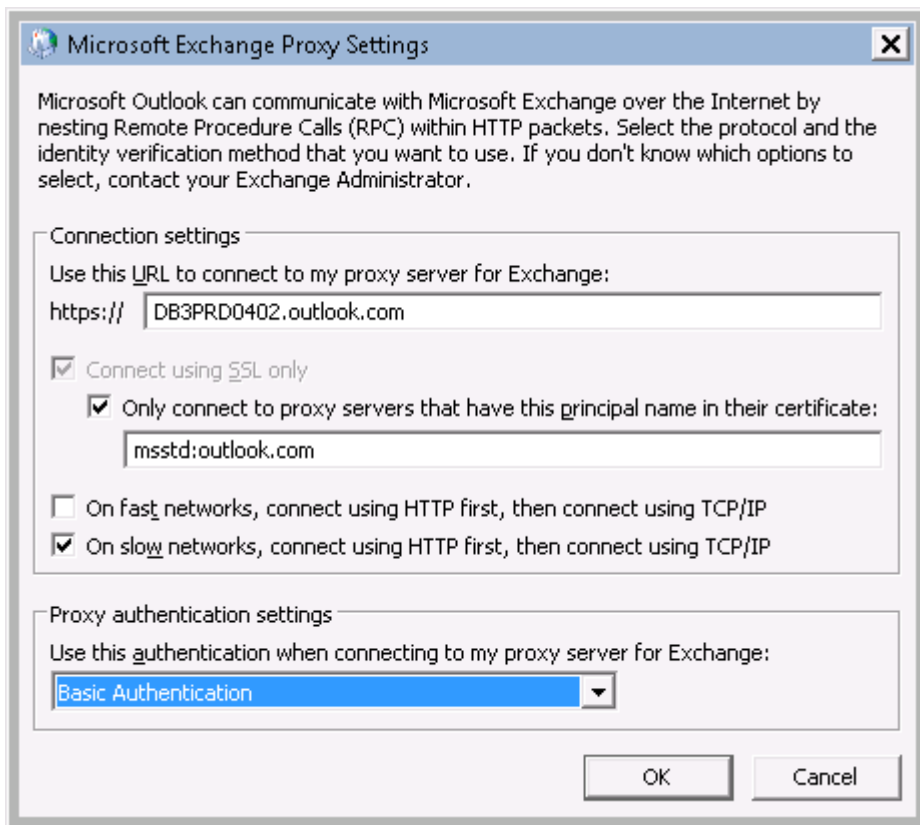
Outlook Anywhere =

Tick Connect to Microsoft Exchange using HTP

Select 'Exchange Proxy Settings...'

You must make sure you fill in these dialog boxes exactly as shown:

DB3PRD0402.outlook.com **msstd:outlook.com** Basic Authentication



OK **OK** **Next** to finish with the open dialog boxes from above...



If you enter the Correct password you get a **'Congratulations!'** dialog with a **'Finish'** button.

When you open Outlook you will get the above **Windows Security** dialog.

Ensure the user name is your **email** address and the password is typed correctly and **'Remembered'**