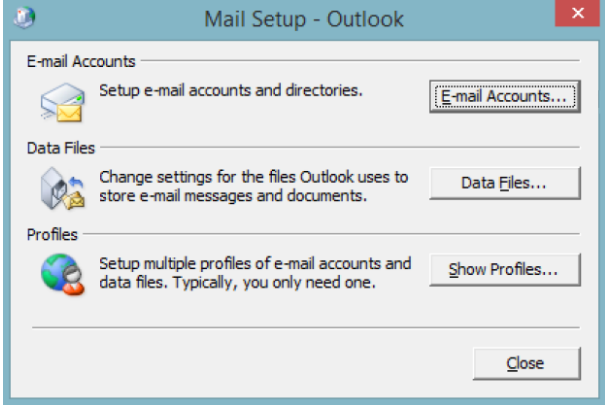
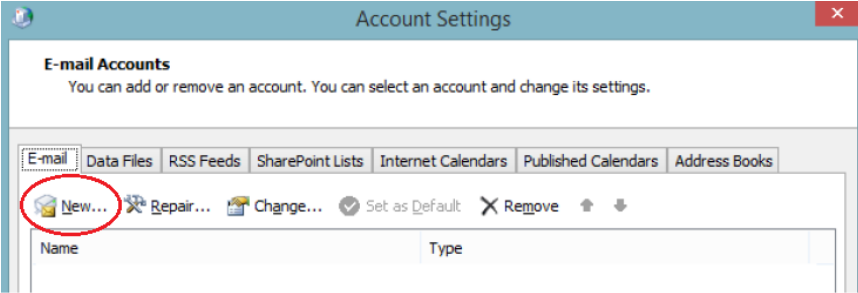
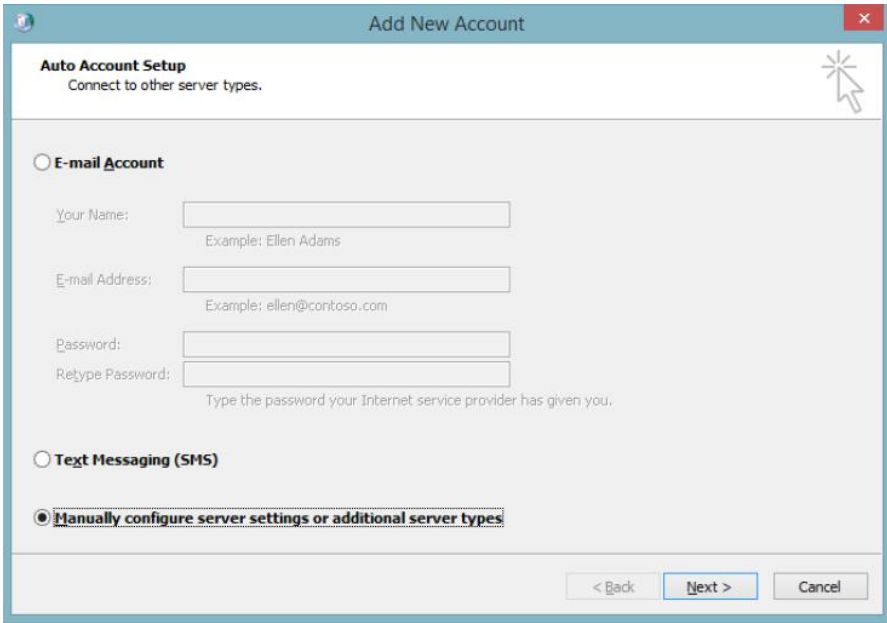


# Local Outlook Setup

Please see below procedure to help with the usage/setup of the various aspects of the system.

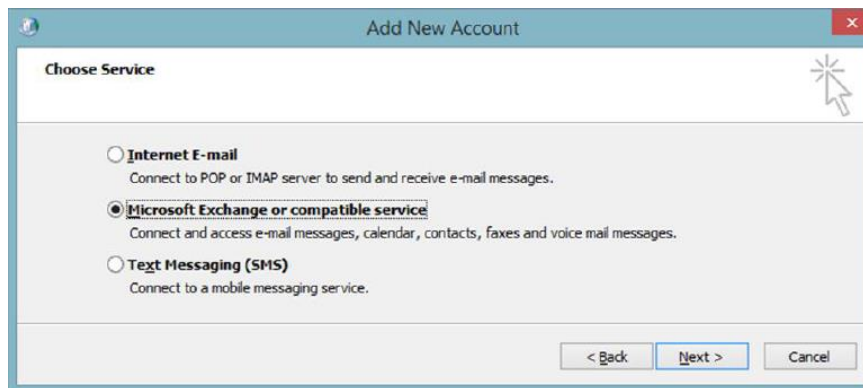
If you have any issues, please feel free to contact support for further assistance and we will do what we can to help. Support can be reached on “00 44 (0)1534 844000”

## Local Outlook Setup

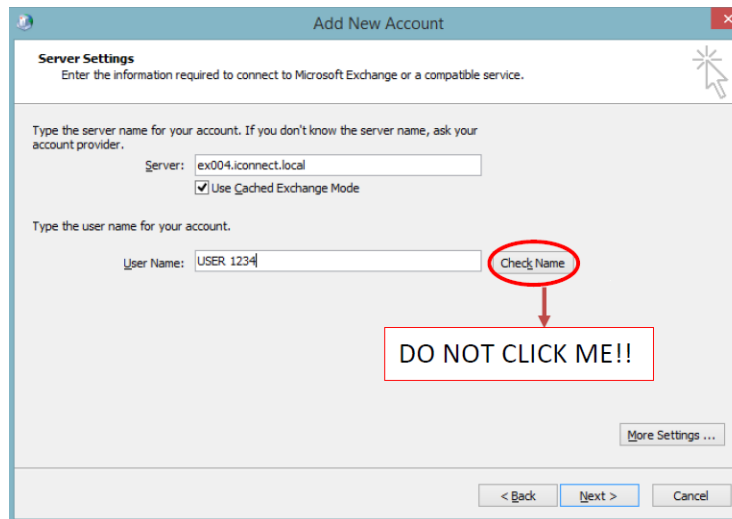
Step	Action
1.	<p>Open <b>‘Control Panel’</b> and double click on <b>‘Mail’</b> and select <b>‘Email Accounts’</b>.</p>  <p>The screenshot shows the 'Mail Setup - Outlook' dialog box. It has three sections: 'E-mail Accounts' with a 'Setup e-mail accounts and directories' button and an 'E-mail Accounts...' button; 'Data Files' with a 'Data Files...' button; and 'Profiles' with a 'Show Profiles...' button. A 'Close' button is at the bottom right.</p>
2.	<p>This will bring up the <b>‘Account Settings’</b> window, from here select <b>‘New’</b>.</p>  <p>The screenshot shows the 'Account Settings' window. The 'E-mail' tab is selected. In the toolbar, the 'New...' button is circled in red. Other buttons include 'Repair...', 'Change...', 'Set as Default', and 'Remove'. Below the toolbar is a table with columns for 'Name' and 'Type'.</p>
3.	<p>Check the option that reads <b>‘Manually configure server settings or additional server types’</b> and click <b>‘Next’</b>.</p>  <p>The screenshot shows the 'Add New Account' window. Under 'Auto Account Setup', there are three radio button options: 'E-mail Account', 'Text Messaging (SMS)', and 'Manually configure server settings or additional server types'. The 'Manually configure server types' option is selected. Below the options are input fields for 'Your Name', 'E-mail Address', 'Password', and 'Retype Password'. At the bottom are '&lt; Back', 'Next &gt;', and 'Cancel' buttons.</p>

## Local Outlook Setup

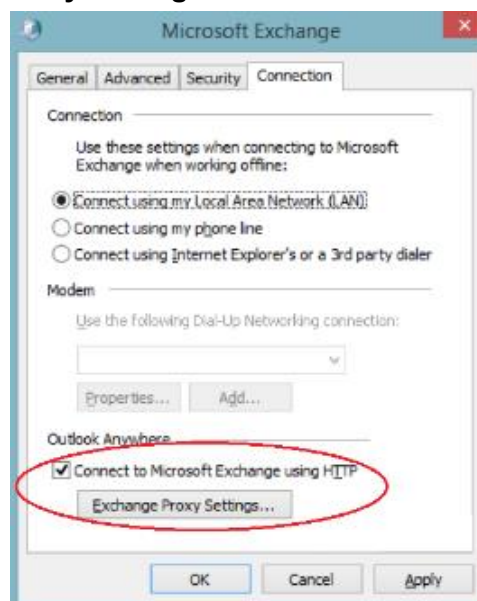
4. Check the option **'Microsoft Exchange'** and press **'Next'**.



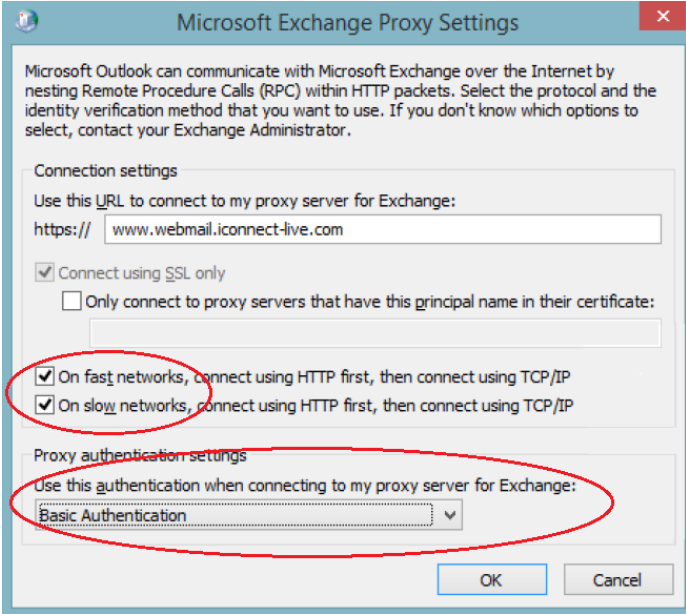
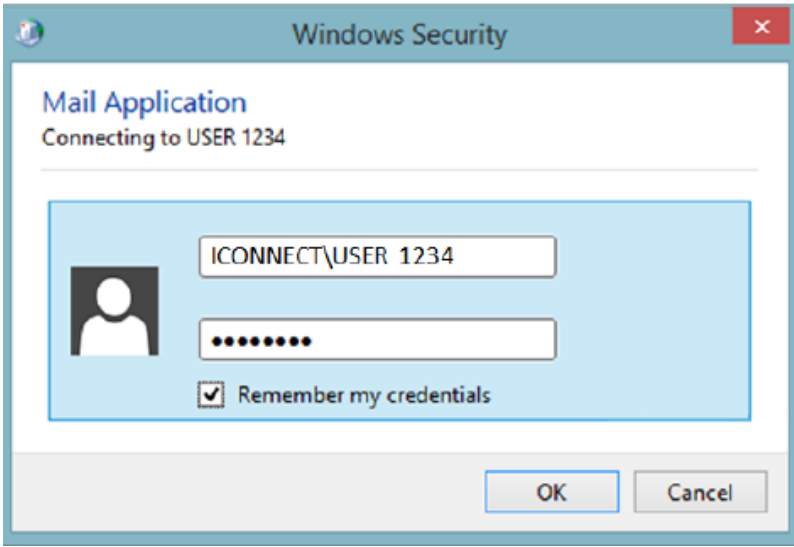
5. Enter the Exchange server address as: **ex004.icconnect.local**  
The username is your iConnect username.  
If you are using a laptop or want mail available to you offline, ensure **'Use Cached Exchange Mode'** is ticked.



6. Press **'More Settings'** and select the **'Connection'** tab.  
From here make sure to tick the **'Connect to Microsoft Exchange using HTTP'** box.  
Next, click **'Exchange Proxy Settings...'**



## Local Outlook Setup

7.	<p>Enter the Exchange Server URL as: <a href="https://www.webmail.icconnect-live.com">www.webmail.icconnect-live.com</a>          Ensure '<b>On fast networks...</b>' and '<b>On slow networks...</b>' are both checked.          Change the '<b>Proxy authentication settings</b>' to '<b>Basic Authentication</b>'.</p> 
8.	<p>You will now be asked for your username and password.          Please ensure that you have <b>ICCONNECT\</b> before your username.          If you wish for Outlook to remember your password, simply check the '<b>Remember my credentials</b>' box.</p> 
9.	<p>The exchange server should now be underlined and the username will change to your full name, also underlined.          Finally, please select '<b>Next</b>' and '<b>Finish</b>'.</p>
10.	<p>Now open up Outlook and it will begin to synchronise your mailbox.          The time required for the mailbox to sync will depend on the speed of your internet connection and the size of your mailbox.</p>