





Configuring Outlook Profile with Microsoft Exchange

Pre-requisites: Windows XP Service Pack 2 and Outlook 2003 or higher.

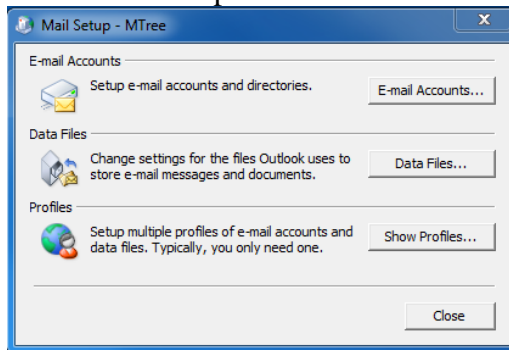
1. Click Start  on Windows XP or the Windows icon  on Vista or 7 machines. Then click Control Panel.
2. In Control Panel, do one of the following tasks:
 - If you are using Category View, in the left pane, under See Also, click Other Control

Panel Options, and then click Mail .

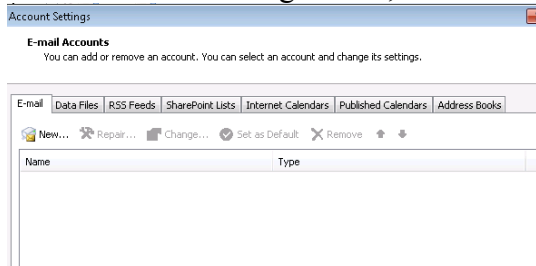
- If you are using Classic View, double-click Mail .
- If you are using Windows Vista or 7, click on User Accounts, and then click on Mail



3. In the Mail Setup menu click on E-mail Accounts...



4. In the Account Settings menu, click on New...



5. In the E-mail Accounts wizard check, “Manually configure server settings or additional server types”. Then click on Next.

The screenshot shows the 'Add New E-mail Account' wizard, 'Auto Account Setup' screen. It contains the following fields and options:

- Your Name: (Example: Barbara Sankovic)
- E-mail Address: (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
- Navigation buttons: < Back, Next >, Cancel

6. Select Microsoft Exchange, and then click Next.
7. On the Exchange Server Settings page, do the following steps:
 - a. In the Microsoft Exchange Server box, type **4mail.mergertree.com**.
 - b. Select the check box next to Use Cached Exchange Mode.
 - c. In the User Name box, type the user name. Then click on More Settings...

The screenshot shows the 'Add New E-mail Account' wizard, 'Microsoft Exchange Settings' screen. It contains the following fields and options:

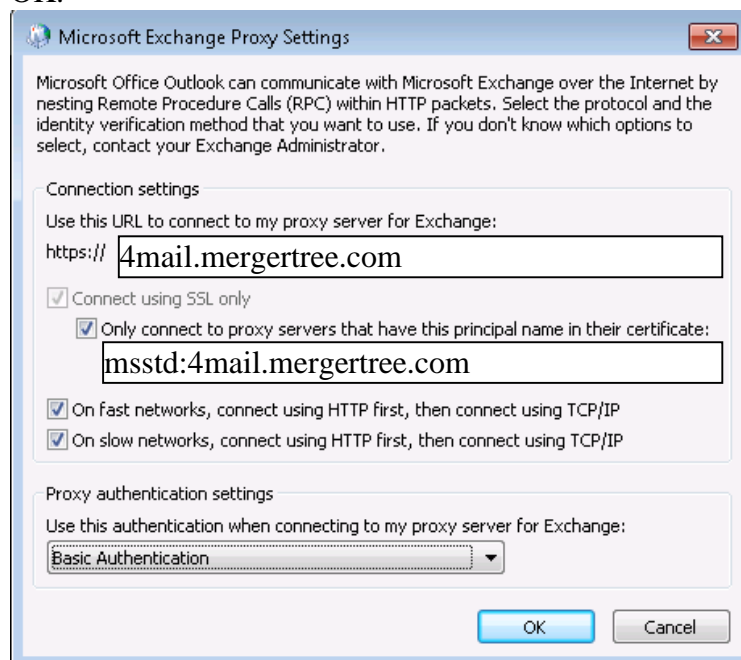
- Microsoft Exchange server: (4mail.mergertree.com)
- Use Cached Exchange Mode
- User Name: (Your Name) [Check Name]
- More Settings ...
- Navigation buttons: < Back, Next >, Cancel

- d. Click on More Settings.
- e. On the Connection tab, select the Connect to my Exchange mailbox using HTTP check box. Click Exchange Proxy Settings.

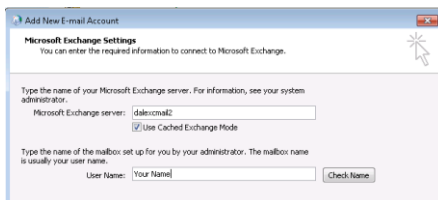
The screenshot shows the 'Microsoft Exchange' dialog box, 'Connection' tab. It contains the following options:

- Connection: Use these settings when connecting to Microsoft Exchange when working offline:
 - Connect using my Local Area Network (LAN)
 - Connect using my phone line
 - Connect using Internet Explorer's or a 3rd party dialer
- Modem: Use the following Dial-Up Networking connection:
 - (dropdown)
 - Properties... Add...
- Outlook Anywhere: Connect to Microsoft Exchange using HTTP [Exchange Proxy Settings...]
- Buttons: OK, Cancel, Apply

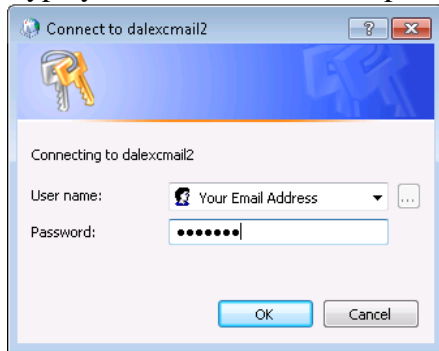
8. On the Exchange Proxy Settings page, under Connections Settings, do the following steps:
 - a. Under “Use this URL to connect to my proxy server for Exchange,” enter:
4mail.mergertree.com
 - b. Select the Connect using SSL only check box.
 - c. Select “Only connect to proxy servers that have this principal name in the their certificate:”
 - d. Underneath enter: **msstd:4mail.mergertree.com**
 - e. Check the next two boxes.
 - f. Underneath “Proxy authentication settings”, select Basic Authentication. Then click OK.



9. Click OK.
10. Then click on Check Name.



11. Type your email address and password



12. Click Finish.

13. Open Outlook, and authenticate with your email address and password.