



## How to Setup account in Outlook

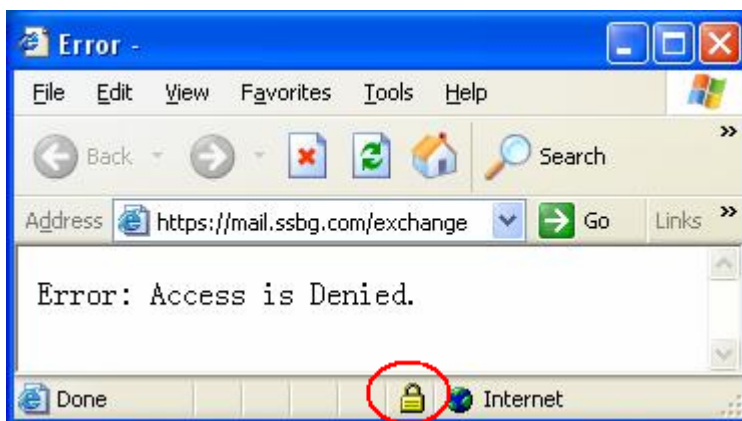
### ► Install Certificate in client PC

1. Go to Internet browser and login to: <https://mail.yourdomain/exchange>  
You can also use the link: <https://mail.ssbq.com/exchange>
2. Select **View Certificate** in **Security Alert** box, and install it.



Note1: if failed to show the Security alert dialog box in IE 7 press “view”, click “security report” and then “view certificate”

Note2: if failed to show the Security alert dialog box in IE 6 double click “lock”, to show “Install Certificate” box



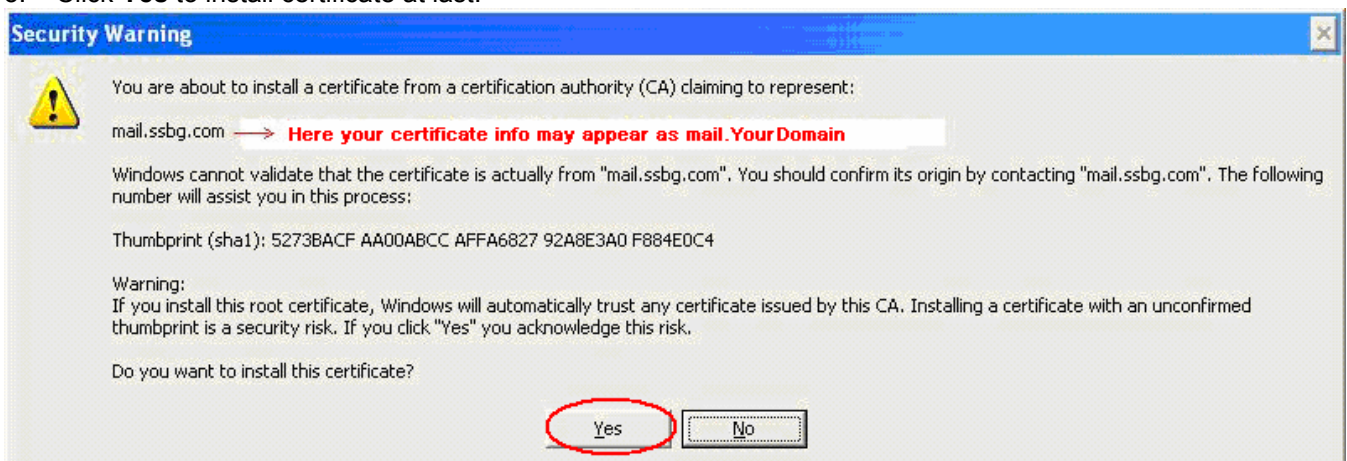


3. Install Certificate in **Certificate** dialog box



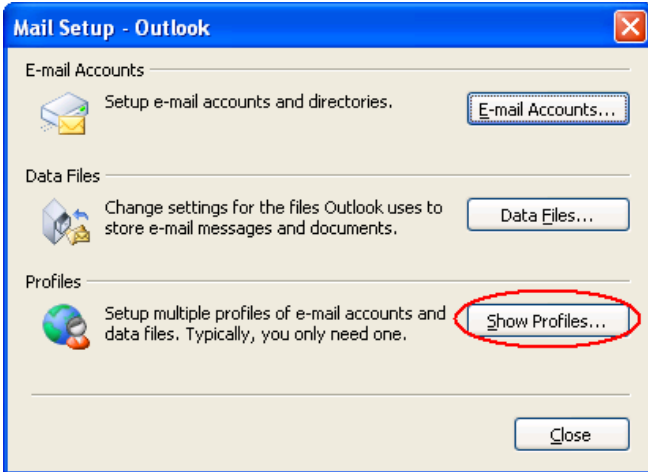
4. Click **Next** in **Welcome to the Certificate Import Wizard**, use all default select, then **Finish** wizard.

5. Click **Yes** to install certificate at last.

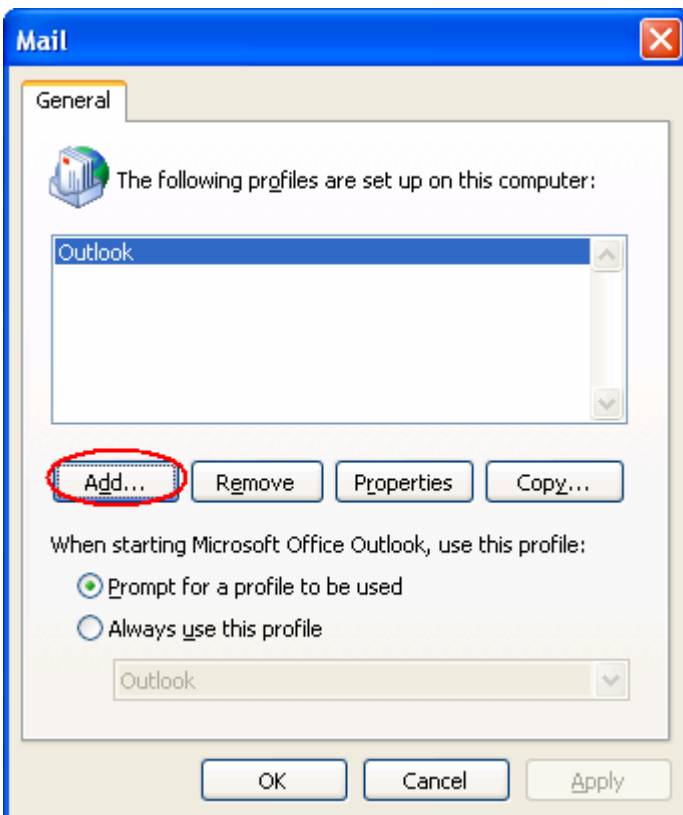


▶ **Create an Outlook profile for users to use with RPC over HTTP**

1. On the client computer, click **Start**, open **Control Panel**.
2. In **Control Panel**, perform 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**.
3. In **Mail Setup**, under **Profiles**, click **Show Profiles**.

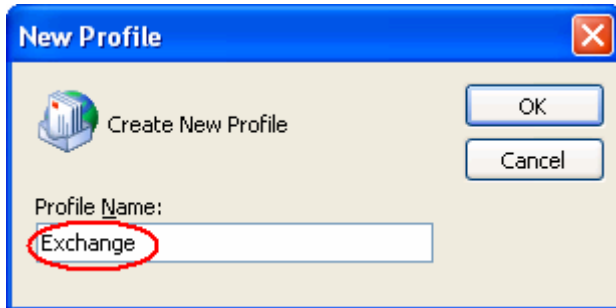


4. In **Mail**, click **Add**.

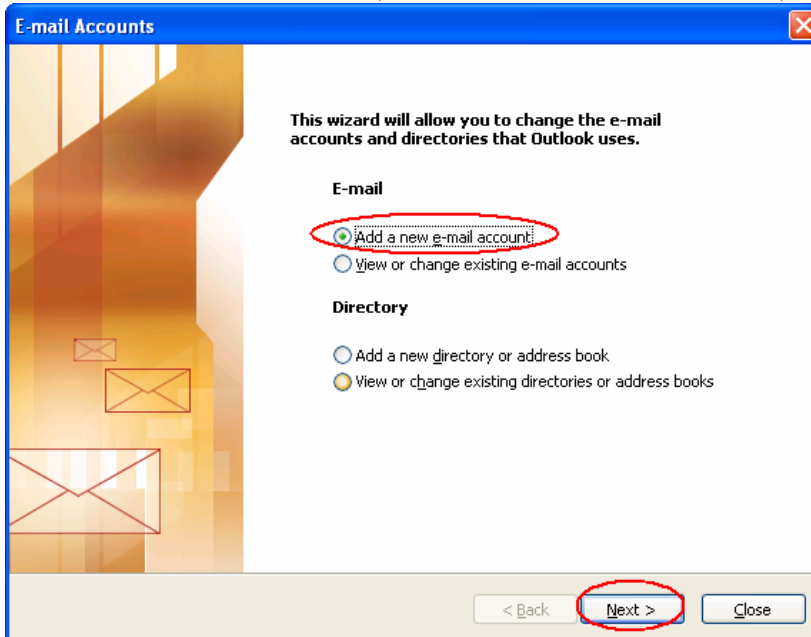




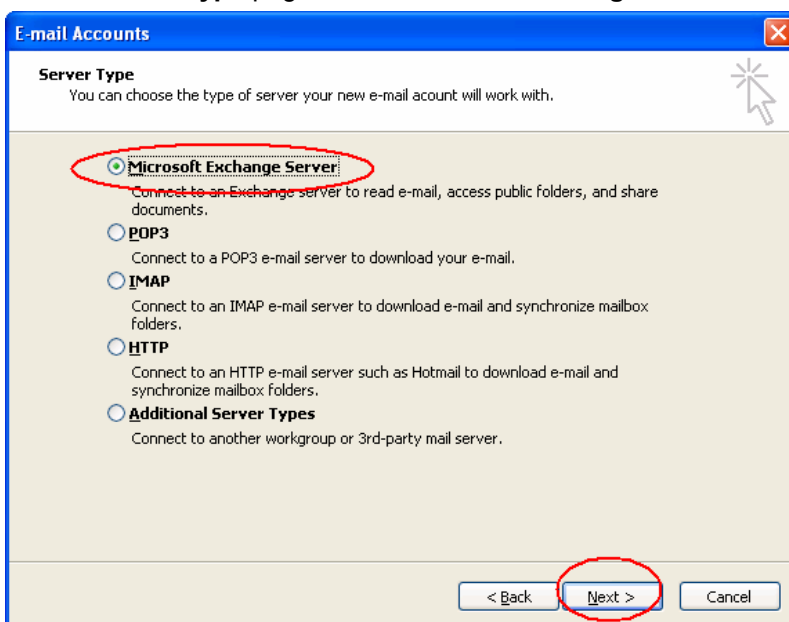
5. In **New Profile**, in the **Profile Name** box, type a name (Exchange) for this profile, and then click **OK**.



6. In the **E-mail Accounts** wizard, click **Add a new e-mail account**, and then click **Next**

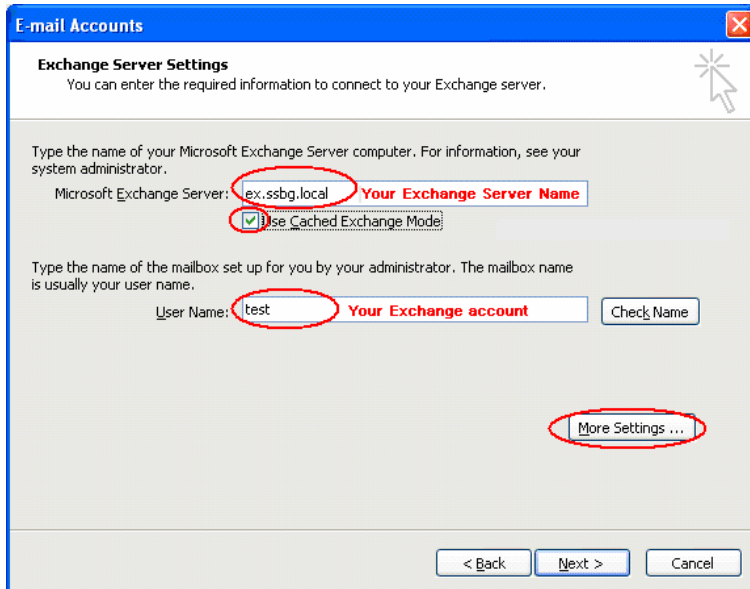


7. On the **Server Type** page, click **Microsoft Exchange Server**, and then click **Next**.



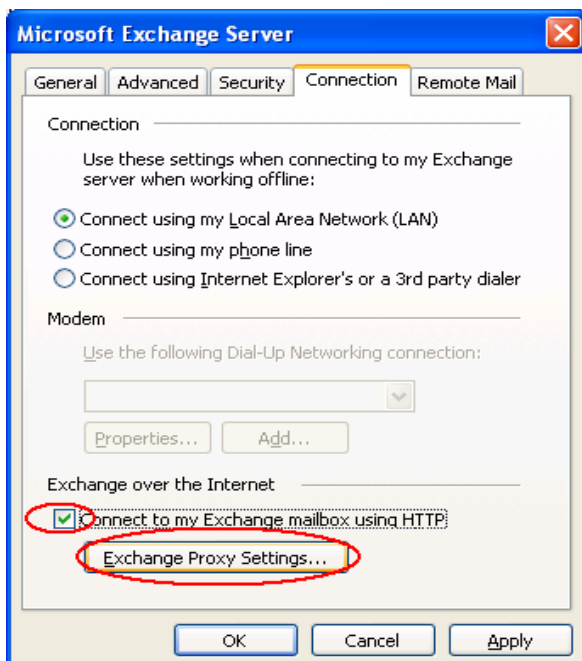


8. On the **E-mail Accounts** page, do the following:
  - a. In the **Microsoft Exchange Server** box, type **ex.ssbg.local**
  - b. Check **Use Cached Exchange Mode** box.
  - c. In the **User Name** box, type the name of the user account that you want to use.
  - d. Click **More Settings**.



**Note:** At this stage, the client application attempts to resolve the user name on the Exchange server. If you cannot access your Exchange back-end server directly by using TCP/IP, this operation will time out and present a dialog box that prompts you to confirm your user name and mailbox. Click **Cancel** on this dialog box.

9. In the **Microsoft Exchange Server** dialog box, do the following:
  - a. On the **Connection** tab, in the **Exchange over the Internet** pane, select the **Connect to my Exchange mailbox using HTTP** check box.
  - b. Click **Exchange Proxy Settings**.



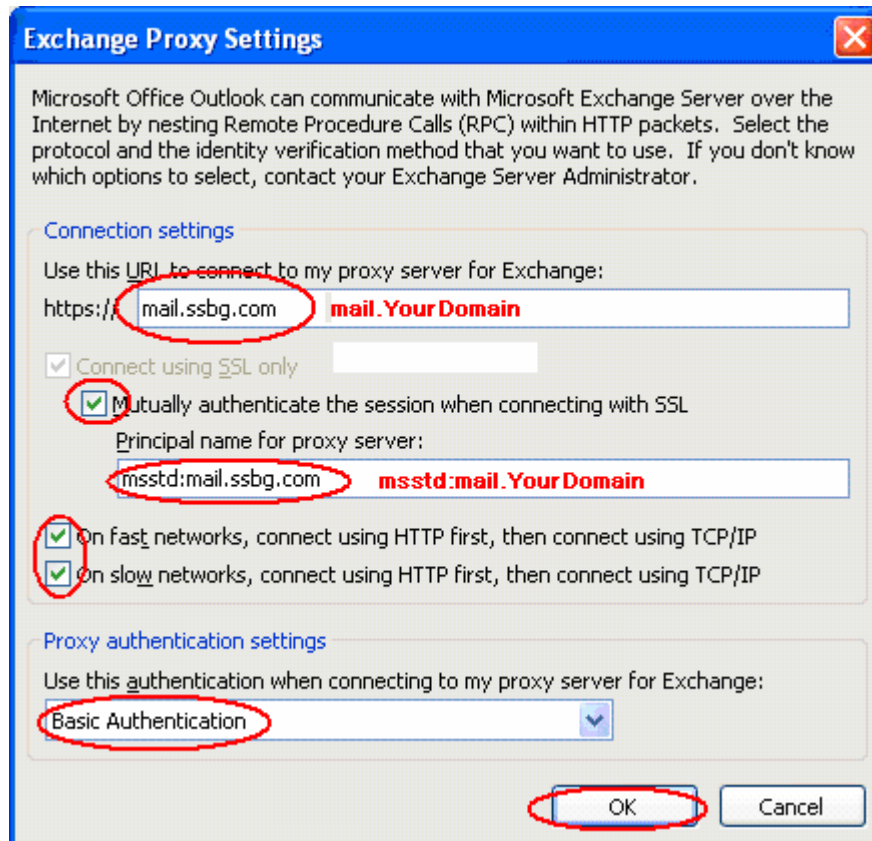


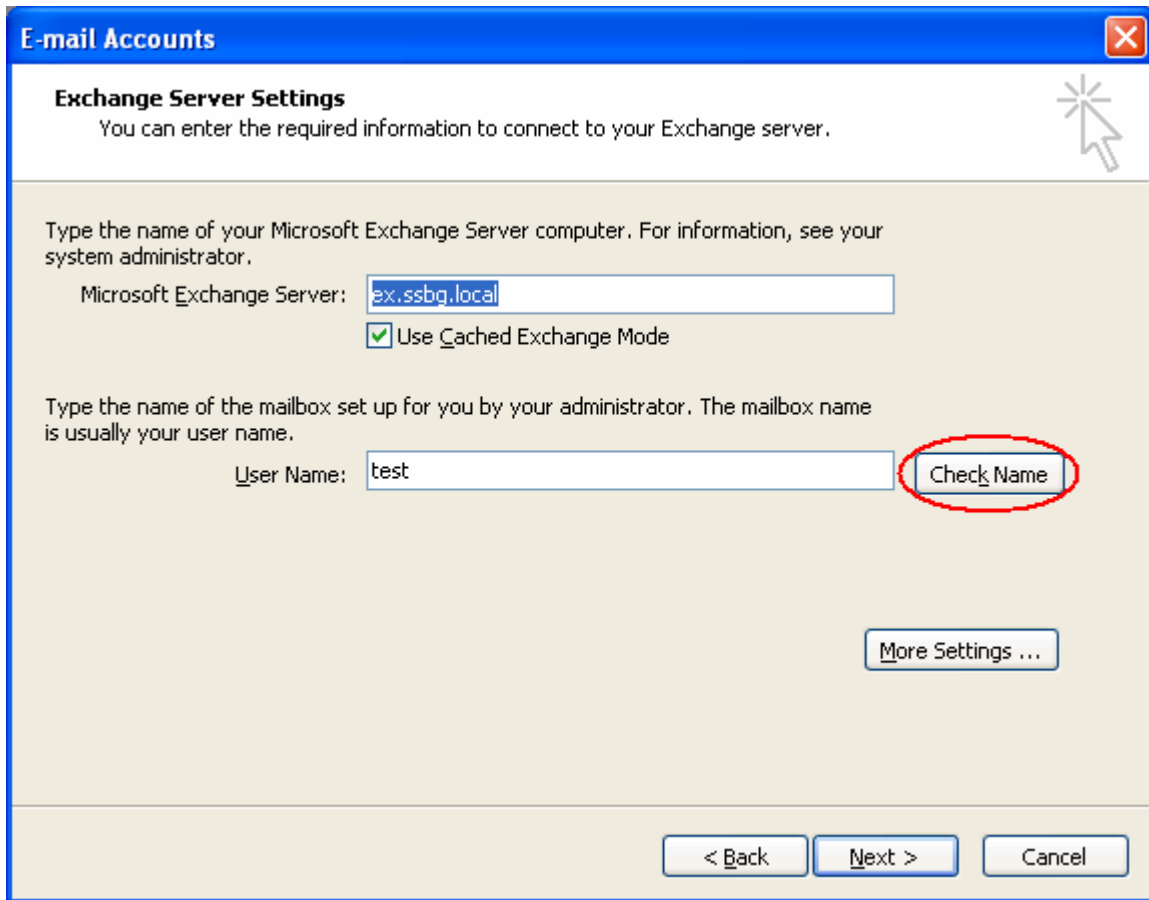
10. In the **Exchange Proxy Settings** dialog box, in the **Connections Settings** pane, perform the following steps:
  - a. Enter the FQDN of the RPC proxy server in the **Use this URL to connect to my proxy server for Exchange** box. The RPC proxy server is the Exchange server that users can connect to on the Internet. For example, type mail.**YourDomain**
  - b. Select the **Connect using SSL only** check box.
  - c. Select the **Mutually authenticate the session when connecting with SSL** check box.
  - d. Enter **msstd:mail.****YourDomain** in the **Principal name for proxy server** box.
  - e. Select both the check boxes next to **On fast (& slow) networks, connect to Exchange using HTTP first, then connect using TCP/IP**.

**Note:**

Outlook defines a fast connection as a connection that is faster than 128 kilobits per second (Kbps). Outlook defines a slow connection as a connection that is slower than or equal to 128 Kbps.

The following figure shows the Exchange Proxy Settings dialog box.





Select check name and then



In user name add **YourDomain\UserID**

Example: **ssbg\test**

Enter password then press ok



**E-mail Accounts**

**Exchange Server Settings**  
You can enter the required information to connect to your Exchange server.

Type the name of your Microsoft Exchange Server computer. For information, see your system administrator.

Microsoft Exchange Server:   Use Cached Exchange Mode

Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name:

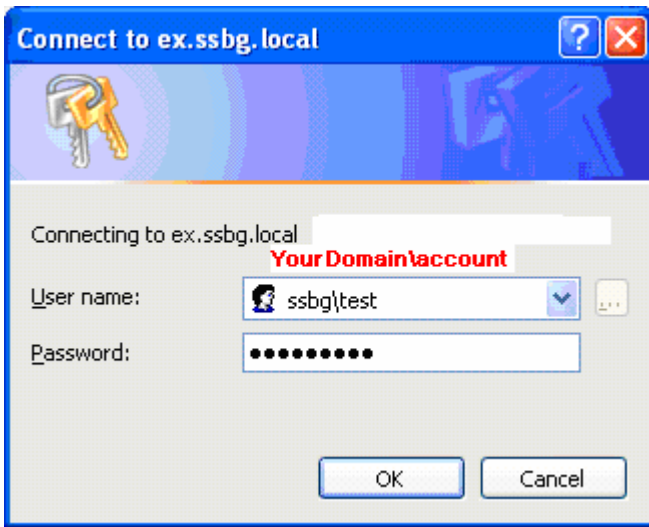
If you enter the account correctly the "Microsoft Exchange Server will change to **EX.SSBG.local** and the user name will change to the actual user's Name

Click next and finish.

11. Click **OK** in the **Exchange Proxy Settings** box, click **OK** in the **Microsoft Exchange Server** box, click **Next** on the **E-mail Accounts** page, click **Finish** to close the wizard, and then click **OK**.
12. Open Outlook and choose profile "**Exchange**". You will need to enter password and then the outlook will start synchronizing with exchange server.

**Choose Profile**

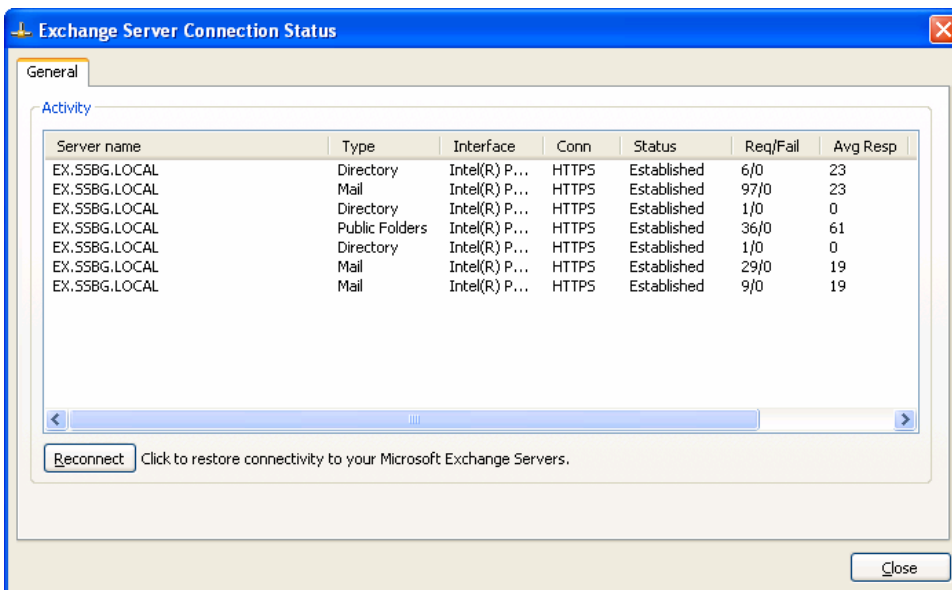
Profile Name:



Enter the password and press ok

### 13. Exchange server Connection status

To check the status, CTRL-left click the Outlook icon in the system tray and choose Connection status....



### 14. Download Email setup

Default configuration for downloading email is "Download Full Items". You can click the red square below to change the other options such as Download only Headers or download Headers and then Full Items.

