



Outlook Configuration Guide for Hosted Exchange

Thank you for choosing Berkeley IT as your Hosted Exchange provider. In order to fully utilize all the benefits offered by Exchange throughout your organisation, please ensure that you are running Microsoft Outlook 2003, and follow this simple guide to configuring your mailboxes.

1. When first starting Outlook you will be presented with the following screen, click next.



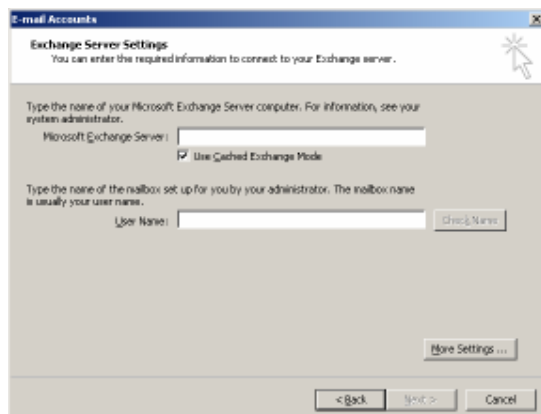
If you are not presented with this configuration screen click on “**Tools**” then “**E-Mail Accounts**”.

2. If you were presented with the screen above, select “**Yes**” and click “**Next**” to;

“You can configure Outlook to connect to a Microsoft Exchange Server, Internet, E-mail, or other E-Mail server. Would you like to configure an E-mail account?”

If you were not presented with the screen above, select “**Add a new e-mail account**” and click “**Next**”

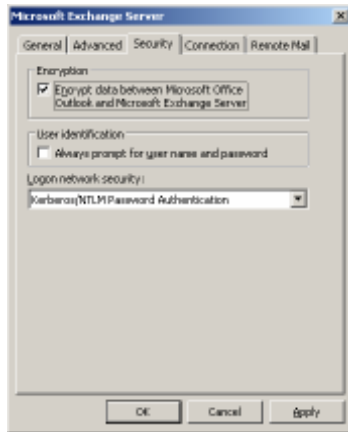
3. Select “**Microsoft Exchange Server**” and click on “**Next**”.



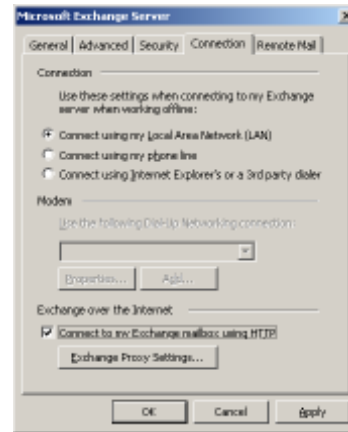
4. Within your welcome email you will have received your, **Microsoft Exchange Server** address and **User Name**. Enter these into the corresponding boxes and click on “**More Settings**”.



5. Select the “**Security**” tab, and select the option “**Encrypt data between Microsoft Office Outlook and Microsoft Exchange Server**”.



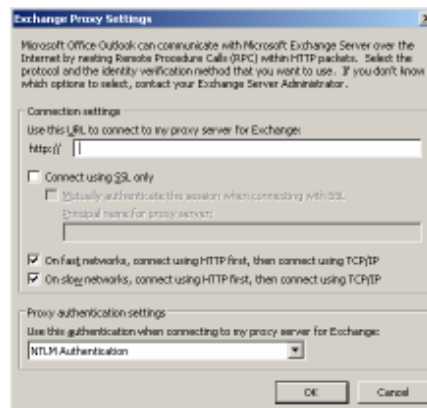
(5)



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6. Select the “**Connection**” tab, select “**Connect to my Exchange mailbox using HTTP**”, then click “**Exchange Proxy Settings**”.

7. Enter your assigned “**Proxy URL**”, select “**Connect using SSL only**”, click “**OK**”.



8. Enter your assigned “**Password**” and click “**OK**” to continue, for security reasons you will be asked to enter your password each time you start Outlook or connect to the Hosted Exchange service, regardless of whether or not you select the “**Remember my password**” option or not.

That’s it, you are configured and ready to go. If you require help or support please submit a support ticket by emailing support@berkeleyit.co.uk or calling us on +44 (0)870 762 2424.

Remember that you can access Outlook Anywhere using a standard web browser from anywhere, with your USERNAME and PASSWORD. Simply navigate to;

<https://YOUR-PROXY-URL/exchange>