

Microsoft Outlook Manual Configuration

These instructions assist you with manually setting up Microsoft Outlook. The examples shown are from Outlook 2003, but all settings will work in later versions of Outlook.

Create a new GridWay Profile - A

Click **Start** and select **Control Panel**



Continue to Next Step...

Create a new GridWay Profile - B

Click on the **Mail** icon in the *Control Panel* window



Continue to Next Step...

Create a new GridWay Profile - C

In the *Mail Setup - Outlook* window:

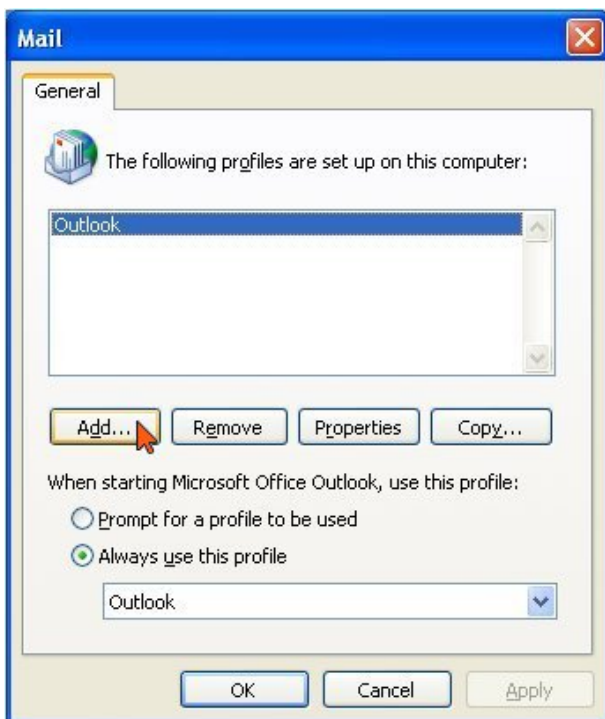


- Click the **Show Profiles** button

Continue to Next Step...

Create a new GridWay Profile - D

A new *Mail* window will pop up:



- Click on the **Add...** button to create a new GridWay profile

Continue to Next Step...

Create a new GridWay Profile - E

In the *New Profile* window:

- Type **GridWay2010** in the **Profile Name** field



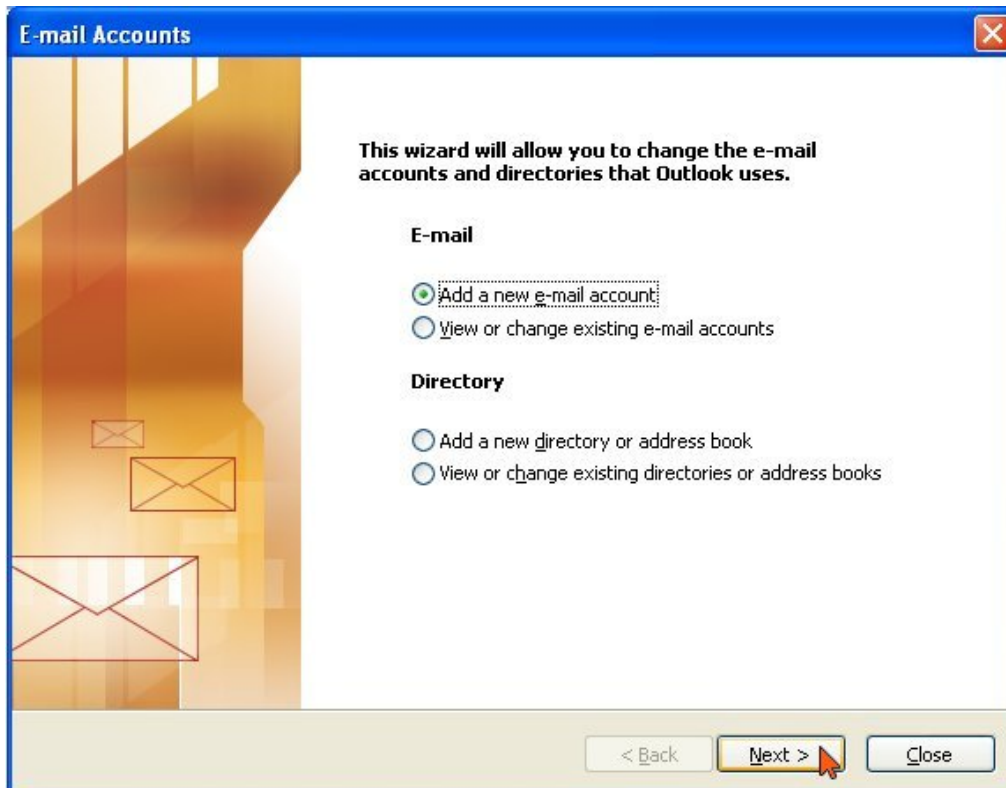
- Click **OK**

Continue to Next Step...

Create a new GridWay Profile - F

The *E-mail Accounts* window will pop up

- Check the **Add a new e-mail account** box



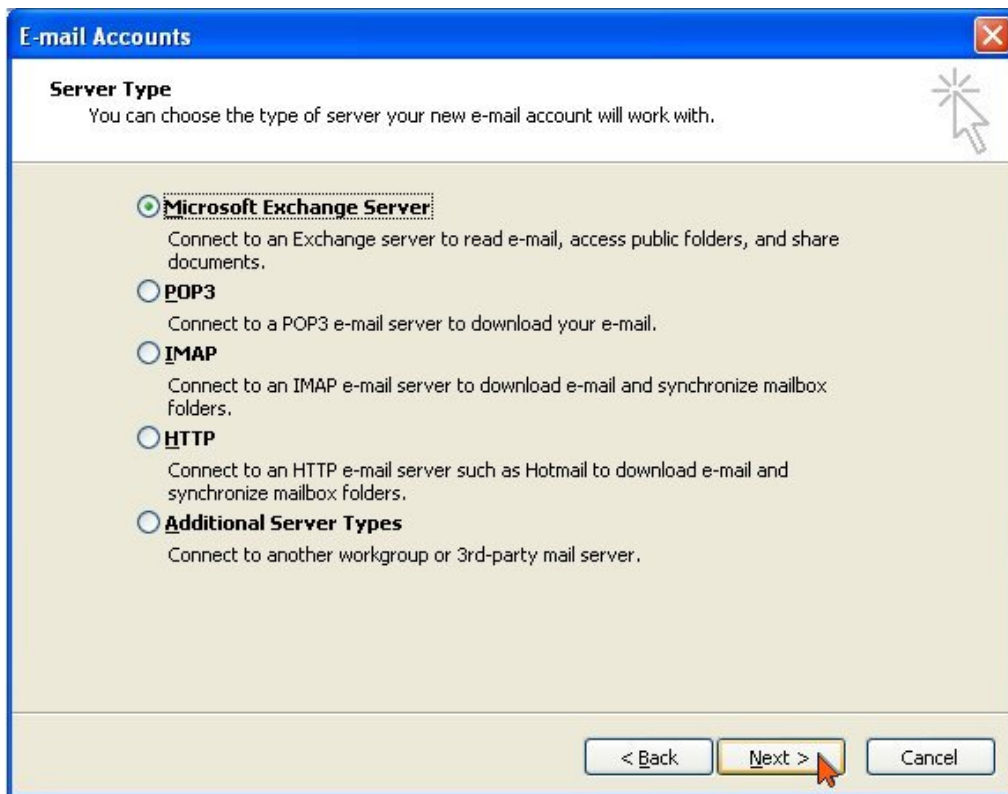
- Click **Next**

Continue to Next Step...

Create a new GridWay Profile - G

The *E-mail Accounts* -> *Server Type* window will pop up

- Check the **Microsoft Exchange Server** box



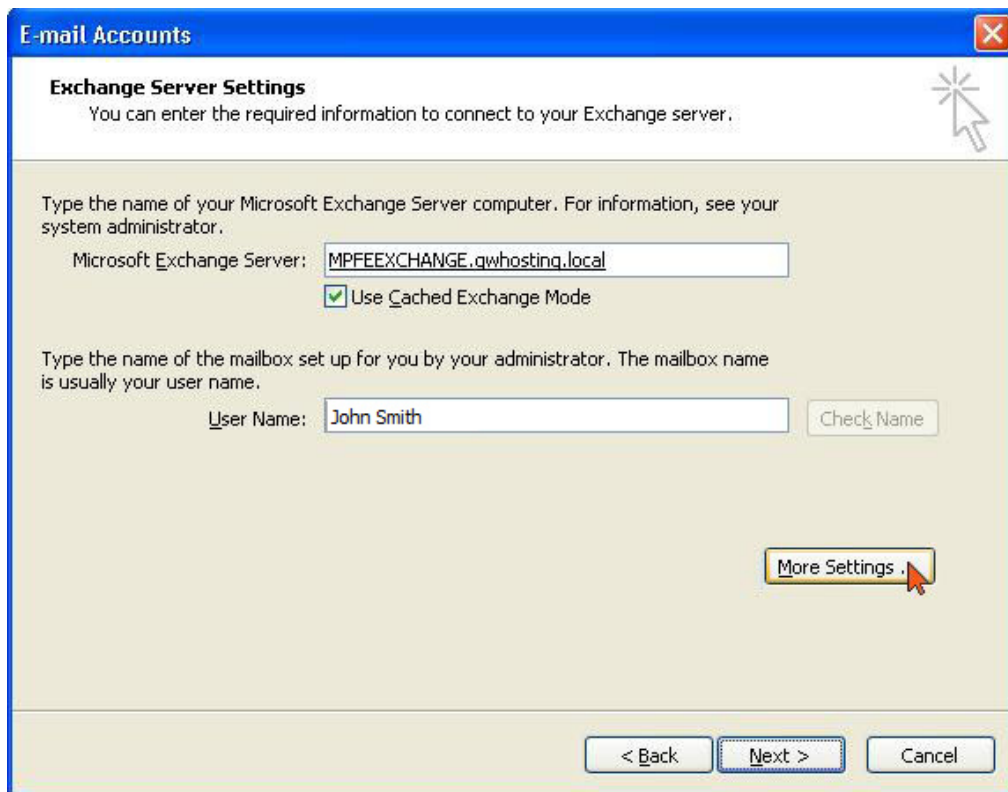
- Click **Next**

Continue to Next Step...

Configure E-mail Account Information - A

A new *E-mail Accounts - Exchange Server Settings* window will pop up

- Type **MPFEEXCHANGE.gwhosting.local** in the **Microsoft Exchange Server** field
- Check the **Use Cached Exchange Mode** box
- Type your *First* and *Last* name in the **User Name** field



Example: *John Smith from Widgets Corp, whose login is john.smith@widgets.com*

- Click the **More Settings...** button

Continue to Next Step...

Configure E-mail Account Information - B

The system will now try to communicate with the Exchange server and fail since we are not finished yet.



- Click **OK** on the *The action could not be completed* window



- Click **OK** on the *Microsoft Exchange Server* window too

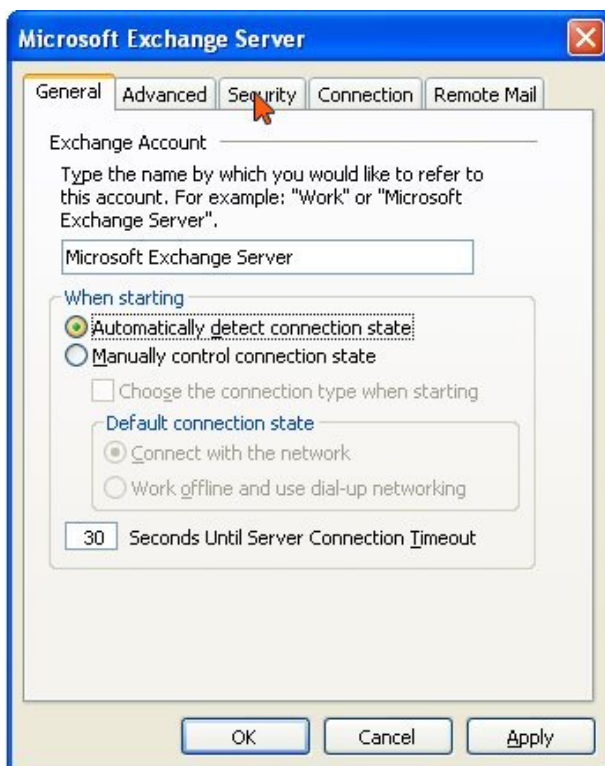
Continue to Next Step...

Configure E-mail Account Information - C

A new *Microsoft Exchange Server* window pops up. It has five tabs, we have to change settings on three of them.

On the *General* tab:

- You can change name of the *Exchange Account* if you wish from **Microsoft Exchange Server** (optional)
- Check the **Automatically detect connection state** box
- Leave the **Seconds Until Server Connection Timeout** as the default 30



- Click the **Security** Tab

Continue to Next Step...

Configure E-mail Account Information - D

The *Microsoft Exchange Server* window is still displayed. It has five tabs, we have to change settings on three of them.

On the *Security* tab:

- Check the **Encrypt data between Microsoft Office Outlook and Microsoft Exchange Server** box
- Leave the **Always prompt for user and password** box unchecked
- Set the **Login network security** to **Kerberos/NTLM Password Authentication**



- Click the **Connection** Tab

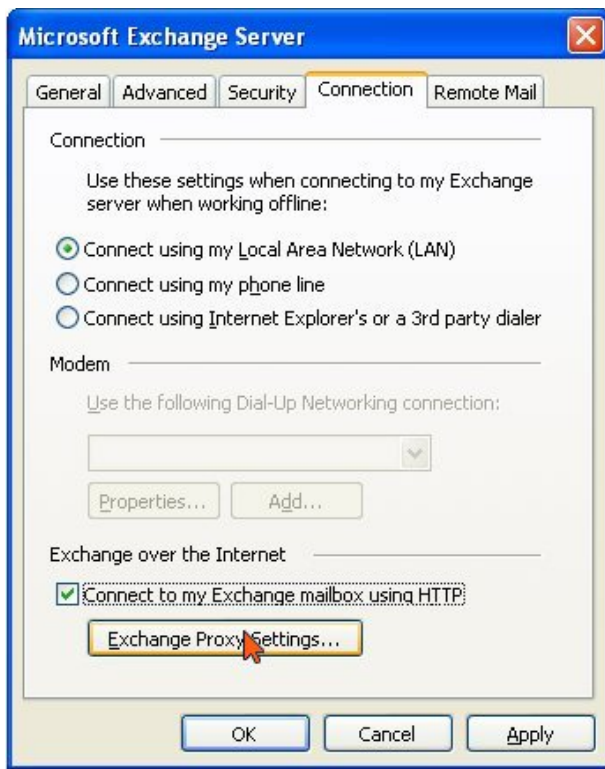
Continue to Next Step...

Configure E-mail Account Information - E

The *Microsoft Exchange Server* window is still displayed. It has five tabs, we have to change settings on three of them.

On the *Connection* tab:

- Check the **Connect using my Local Area Network (LAN)** box
- Check the **Connect to my Exchange mailbox using HTTP** box



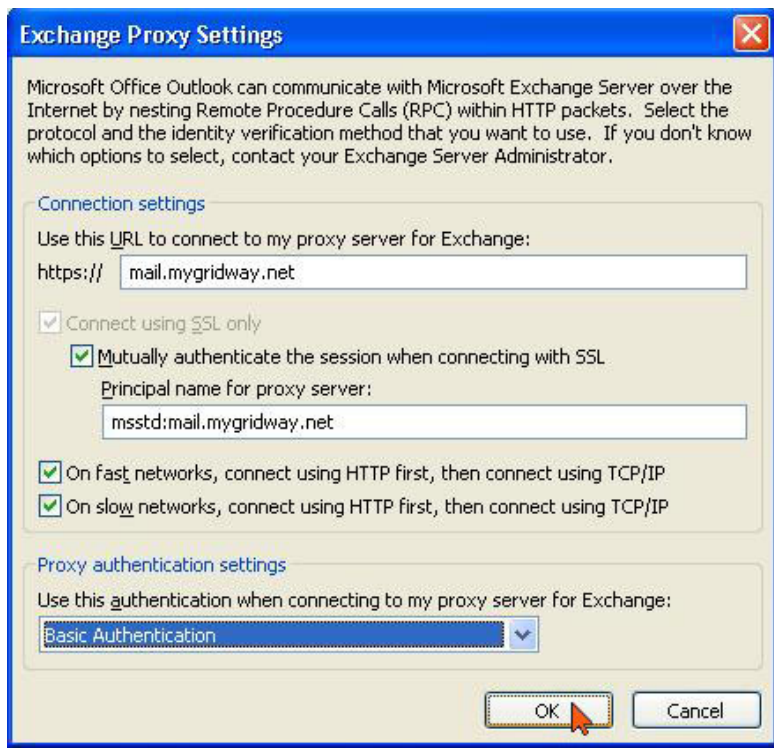
- Click the **Exchange Proxy Settings...** Button

Continue to Next Step...

Configure E-mail Account Information - F

The *Exchange Proxy Settings* window pops up.

- Type **mail.mygridway.net** in the **https://** field
- Check the **Connect using SSL only** box
- Check the **Mutually authenticate the session when connecting with SSL** box
- Type **msstd:mail.mygridway.net** in the **Principal name for proxy server** field
- Check the **On fast networks, connect using HTTP first, then connect using TCP/IP** box
- Check the **On slow networks, connect using HTTP first, then connect using TCP/IP** box
- Set the **Proxy authentication settings** to **Basic Authentication**



- Click **OK**

Continue to Next Step...

Configure E-mail Account Information - G

Close the configuration windows....

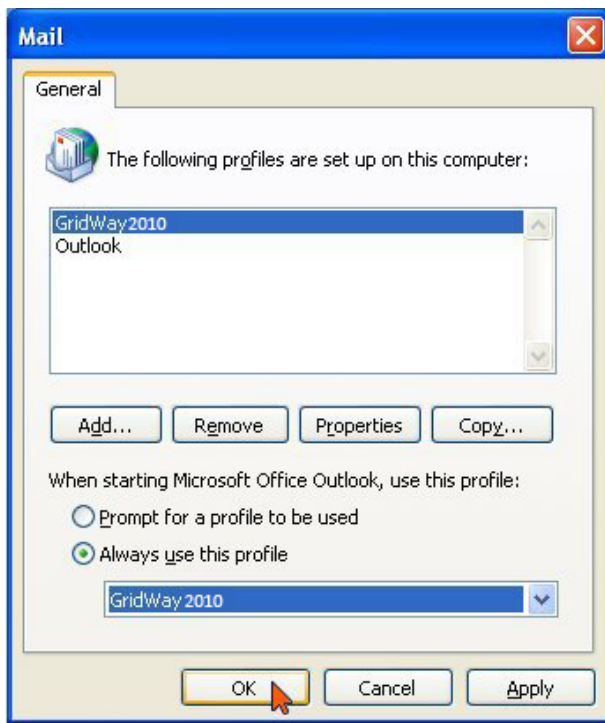
Click **OK** on *Microsoft Exchange Server* window

Click **Next** on the *E-mail Accounts* window

Click **Finish** on the *E-mail Accounts* window

On the *Mail* window:

- Check the **Always use this profile** box
- Select the **GridWay2010** profile



- Click **OK**

Outlook 2003 is now configured and ready to use.

Start Outlook.

Enter your e-mail address to log in, along with the temporary password that was provided.

Configuration Completed...
