

# HGC SUPERHUB HOSTED EXCHANGE EMAIL OUTLOOK 2010 – MAPI MANUALLY SETUP GUIDE MICROSOFT HOSTED EXCHANGE V2013.5

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The guide is to describe how to manually set up Outlook 2010 using MAPI by manually setup, i.e. Microsoft Exchange.



## 1. Get Started

## 1.1 Start from Setting up an Email account

If you start from setting up an **Email account**, please go through the following steps. If you start from setting up a **Profile** of email accounts, please go to **1.2**.

### Step 1: Click Start, Click Control Panel, and choose Mail (32-bit)

NOTE: If you do not see the **Mail** icon, click **Control Panel**. There is a **View By** selection box on the top right corner. Change the View from **Categories** to **Small Icons**. Then you will find the **Mail (32-bit)** icon. Alternatively, click **Start > Control Panel**, and type **Mail** in the **Start Search** box on the top right corner.

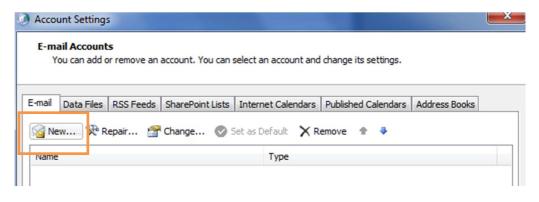


Step 2: In the Mail Setup dialog box, click **E-mail Accounts**.





Step 3: In the Account Settings windows, click **New**.



Step 4: Please skip point 1.2 and go to point 2. Add New Account.



## 1.2 Start from Setting up Multiple Profiles of Email accounts

If you start from setting up an <u>Email account</u>, please go to **1.1**. If you start from setting up a <u>Profile</u> of email accounts, please go through the following steps.

#### Step 1: Click Start, Click Control Panel, and choose Mail (32-bit)

NOTE: If you do not see the **Mail** icon, click **Control Panel**. There is a **View By** selection box on the top right corner. Change the View from **Categories** to **Small Icons**. Then you will find the **Mail (32-bit)** icon. Alternatively, click **Start > Control Panel**, and type **Mail** in the **Start Search** box on the top right corner.



Step 2: In the Mail Setup dialog box, click **Show Profiles**.

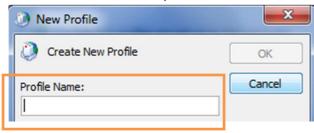




Step 3: In the Mail Setup dialog, click Add.

Mail			×
General			
The follow	wing pr <u>o</u> files a	are set up on this	computer:
			<u>^</u>
			~
A <u>d</u> d	Remove	Properties	Сору,.,
When starting N	licrosoft Out	ook, use this prof	ile:
C Prompt fo	or a profile to	be used	
Always <u>u</u>	se this profile		
			•
	ОК	Cancel	Apply

Step 4: Give it a New **Profile Name**, and then click **OK**.





## 2. Add New Account

#### Step 1: Choose Email Account. Then click Next.

Add N	New Account	×
Choo	se Service	×
	E-mail Account Connect to an e-mail account provided by your Internet service provider (ISP) or your organization.	
•	Text Messaging (SMS) Connect to a mobile messaging service.	
	Other Connect to a server type shown below.	
	Fax Mail Transport	
	< Back Next >	Cancel

### Step 2: Choose Manually configure server settings. Then click Next.

) E-mail Account			
Your Name:			
h	Example: Ellen Adams		
E-mail Address:			
	Example: ellen@contoso.com		
Password:			
Retype Password:			
	Type the password your Internet service provider has	given you.	
Text Messaging (SM	15)		



Step 3: Choose Microsoft Exchange or compatible service. Then clic	k Next.
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Add New Account		specified)	×
Choose Service			×
O Internet E-mail Connect to POP or IM	AP server to send and receive e-mail messag	jes.	
	e or compatible service -mail messages, calendar, contacts, faxes a	nd voice mail messages.	
Text Messaging (SI Connect to a mobile m			
Other Connect to a server to	ype shown below.		
Fax Mail Transport			
		< Back Next >	Cancel
		< Back Next >	Cancel

- Step 4: **1** Fill in the Server name "az10excas31.hosting.local" and check the box for Use Cached Exchange Mode.
  - **2** Fill in the company email address.
  - **3** Click More Settings.

Add New Account		×
Server Settings Enter the information rec	uired to connect to Microsoft Exchange or a compatible service.	ž
Type the server name for you account provider.	account. If you don't know the server name, ask your	
Server:	az10excas31.hosting.local	
	✓ Use <u>C</u> ached Exchange Mode	
Type the user name for your a	ccount. 2	
User Name	Check Name	
		2
		3
		More Settings
	< gadk	Next > Cancel
and the second sec		

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- Step 5: **1** Choose **Connection**.
  - 2 Select Connect using my Local Area Network.
  - **3** Check the **Connect to Microsoft Exchange using HTTP** box.
  - 4 Click Exchange Proxy Setting.

Micros	oft Exchang	le		×	1
General	Advanced	Security	Connection		٦٢.
Connec	tion				
	e these settir change when		onnecting to I ffline:	Microsoft	<b></b> 2
<ul> <li>Cor</li> </ul>	nnect using m	ny Local Ar	ea Network (L	AN)	
Cor	nnect using m	ny p <u>h</u> one li	ne		
Cor	nnect using <u>I</u>	nternet Ex	plorer's or a 3	rd party dialer	
Modem					
Us	e the followin	ig Dial-Up f	Vetworking co	nnection:	
			Ŧ	]	
P	roperties	Add.			
Outlool	Anywhere				2
		osoft Exch	ange using H <u>T</u>	ТР	٦
	Exchange Pro				<b>٦</b> 4
L					
		OK	Cancel	Apply	



Step 6: **1** Fill in the URL as **"outlook.hgcbizmail.com"**.

- **2** Fill in the box as "msstd:outlook.hgcbizmail.com".
- 3 Check the two boxes:

On fast networks, connect using HTTP first, then connect using TCP/IP On slow networks, connect using HTTP first, then connect using TCP/IP

- 4 Choose Basic Authentication.
- 5 Click OK.

nesting Re identity ve	Dutlook can communicate with Microsoft Exchange over the Internet by mote Procedure Calls (RPC) within HTTP packets. Select the protocol and the rification method that you want to use. If you don't know which options to stact your Exchange Administrator.	
Connectio	on settings	
Use this L	JRL to connect to my proxy server for Exchange:	
https://	outlook.hgcbizmail.com	
Conne	ect using SSL only	T
_	ly connect to proxy servers that have this principal name in their certificate:	
	msstd:outlook.hgcbizmail.com	
-	st networks, connect using HTTP first, then connect using TCP/IP w networks, connect using HTTP first, then connect using TCP/IP	
Proxy au	thentication settings	
	authentication when connecting to my proxy server for Exchange:	
USE UTIS 6		



## Step 7: Click **Apply** and then click **OK**.

Microsoft Exchange				
General Advanced Security Connection				
Connection				
Use these settings when connecting to Microsoft Exchange when working offline:				
Onnect 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:				
Properties Add				
Outlook Anywhere				
Connect to Microsoft Exchange using HTTP				
Exchange Proxy Settings				
1				
2 OK Cancel Apply				

Step 8: Click **Check Name** (SKIP this step if the service is not on yet).

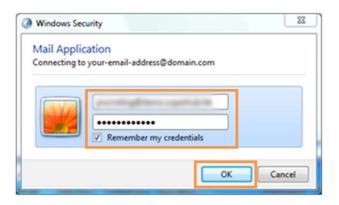
Add New Account		×
Server Settings Enter the information rec	juired to connect to Microsoft Exchange or a	compatible service.
Type the server name for your account provider.	account. If you don't know the server name	t, ask your
Server:	az10excas31.hosting.local	
	Use Gached Exchange Mode	
Type the user name for your a	ccount.	
User Name:	production contractly	Check Name
		More Settings
		(Bade Next) Cased
		< gadk Next > Cancel
and the second se		



Step 9: A Login window will be prompted up.

Fill in the email address and password and check **Remember my credentials box**. Then click **OK**.

(SKIP this step if the service is not on yet).



#### Step 10: Click Next.

Add New Account	and the second state	••••
Server Settings Enter the information rec	aured to connect to Microsoft Exchange or a compatible ser	vice.
Type the server name for you account provider.	account. If you don't know the server name, ask your	
Server:	AZ10EXCAS34.hosting.local	
	Use Gached Exchange Mode	
Type the user name for your a	ccount.	
User Namel	and the second s	Check Name
		More Settings
		< gack Next > Cancel
		< Back Next > Cancel



Step 11: Congratulations! The account has been successfully setup in Outlook 2010. Click **Finish**.

Add New Account	
	Congratulations! You have successfully entered all the information required to setup your account. To dose the wizard, dick Finish.
	Add another account

Step 12: Click **OK** to close the Mail window.

🥥 Mail			×		
General					
The following profiles are set up on this computer:					
Outlook			*		
			-		
A <u>d</u> d	Remove	Properties	Сору		
When starting Microsoft Outlook, use this profile:					
C Prompt for a profile to be used					
Always use this profile					
Outlook 💌					
	ОК	Cancel	Apply		



## 3. Get Help and Support

We are glad to assist you with any enquiry or issue on the setup and use of service. Please contact our Support team via phone at 3160 3160.