

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.

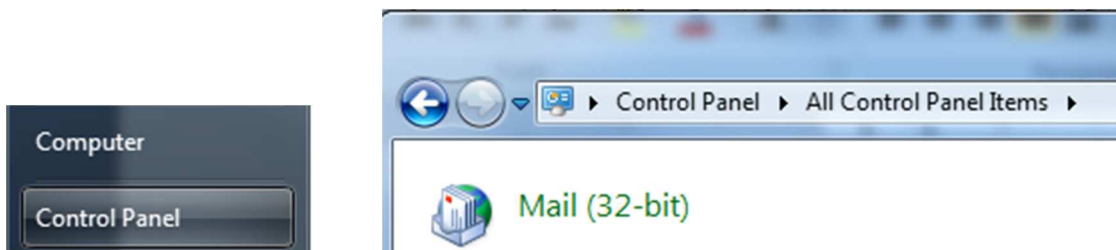
1. Get Started

1.1 Start from Setting up an Email account

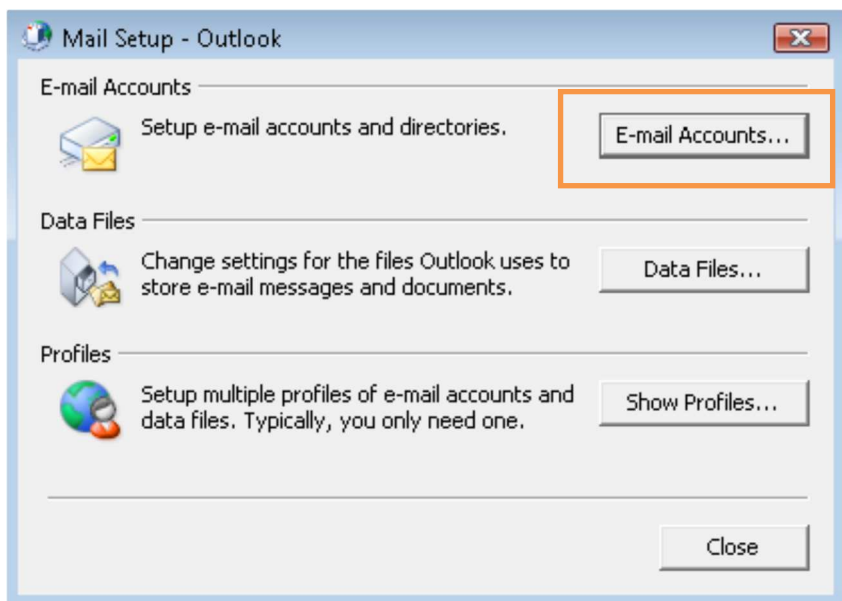
If you start from setting up an Email account, please go through the following steps. If you start from setting up a Profile of email accounts, please go to **1.2**.

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

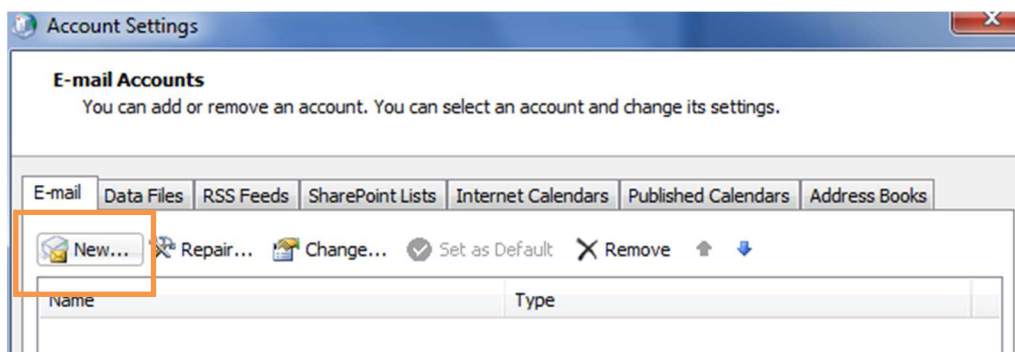
NOTE: If you do not see the **Mail** icon, click **Control Panel**. There is a **View By** selection box on the top right corner. Change the View from **Categories** to **Small Icons**. Then you will find the **Mail (32-bit)** icon. Alternatively, click **Start > Control Panel**, and type **Mail** in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



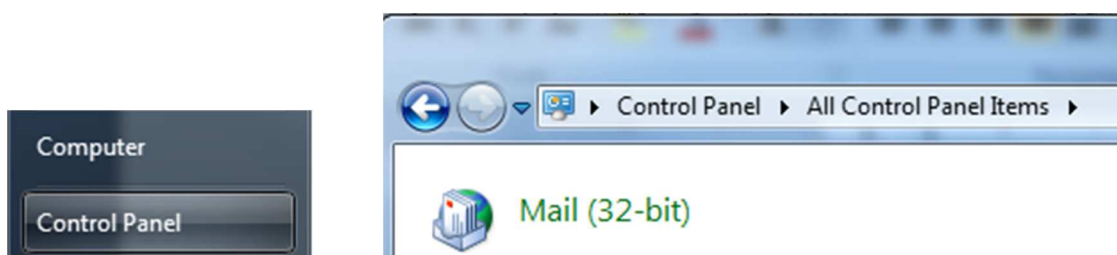
Step 4: Please skip point 1.2 and go to point **2. Add New Account**.

1.2 Start from Setting up Multiple Profiles of Email accounts

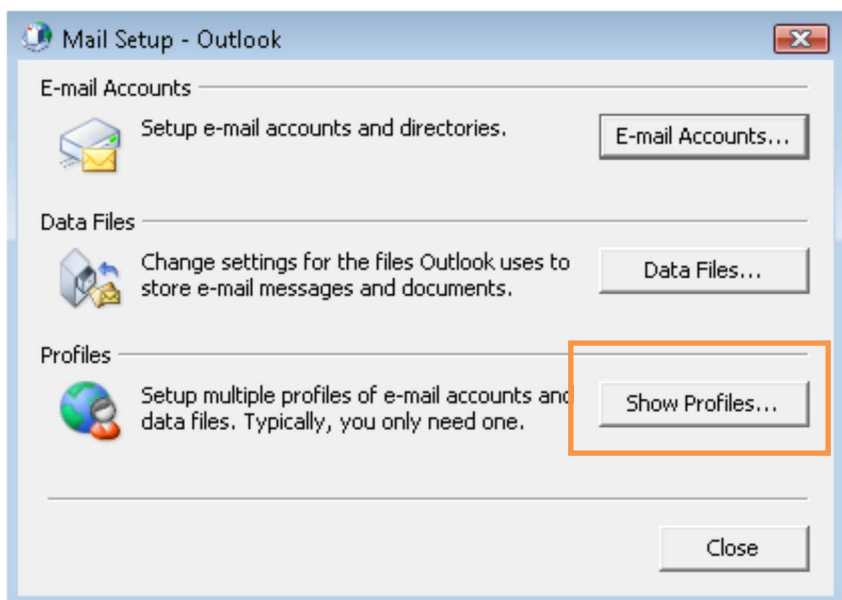
If you start from setting up an **Email account**, please go to **1.1**. If you start from setting up a **Profile** of email accounts, please go through the following steps.

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

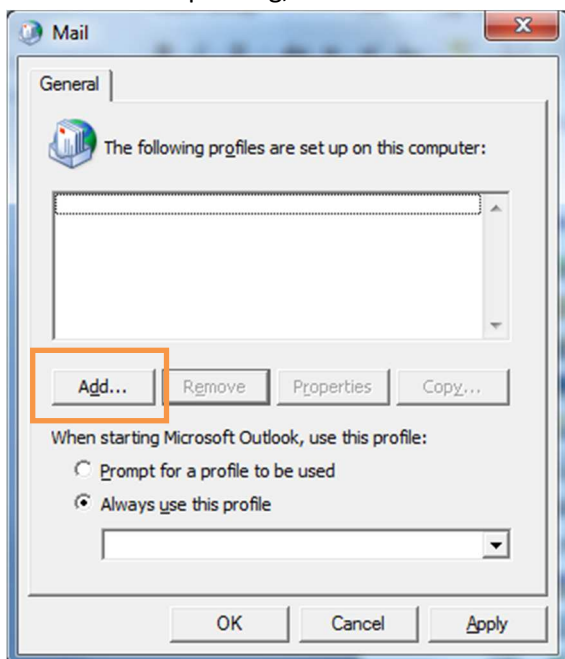
NOTE: If you do not see the **Mail** icon, click **Control Panel**. There is a **View By** selection box on the top right corner. Change the View from **Categories** to **Small Icons**. Then you will find the **Mail (32-bit)** icon. Alternatively, click **Start > Control Panel**, and type **Mail** in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



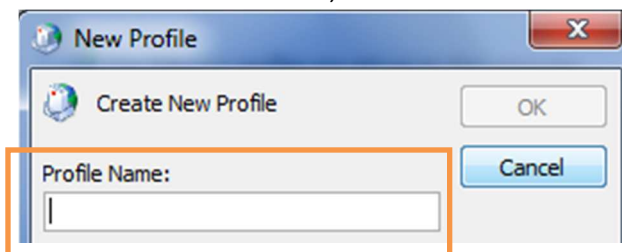
Step 2: In the Mail Setup dialog box, click **Show Profiles**.



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

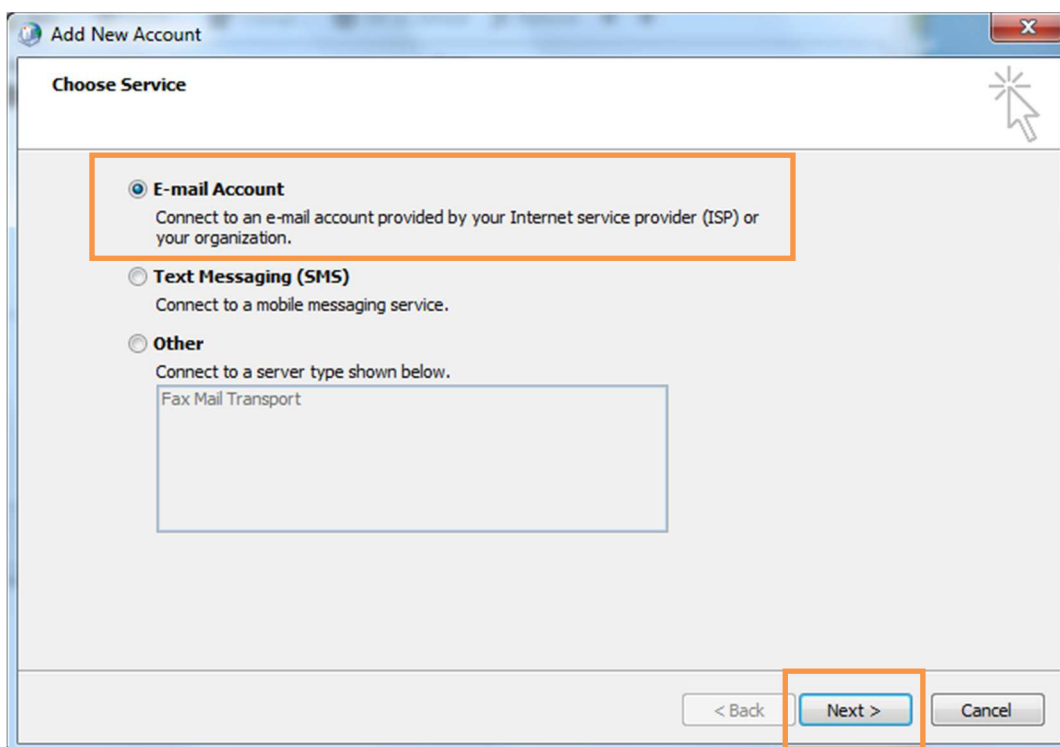


Step 4: Give it a New **Profile Name**, and then click **OK**.

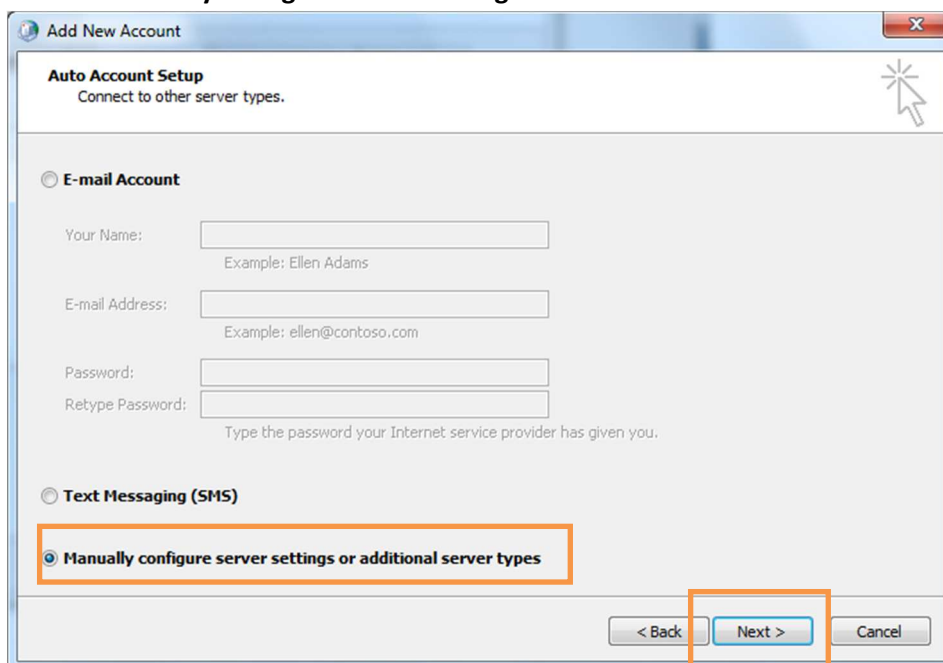


2. Add New Account

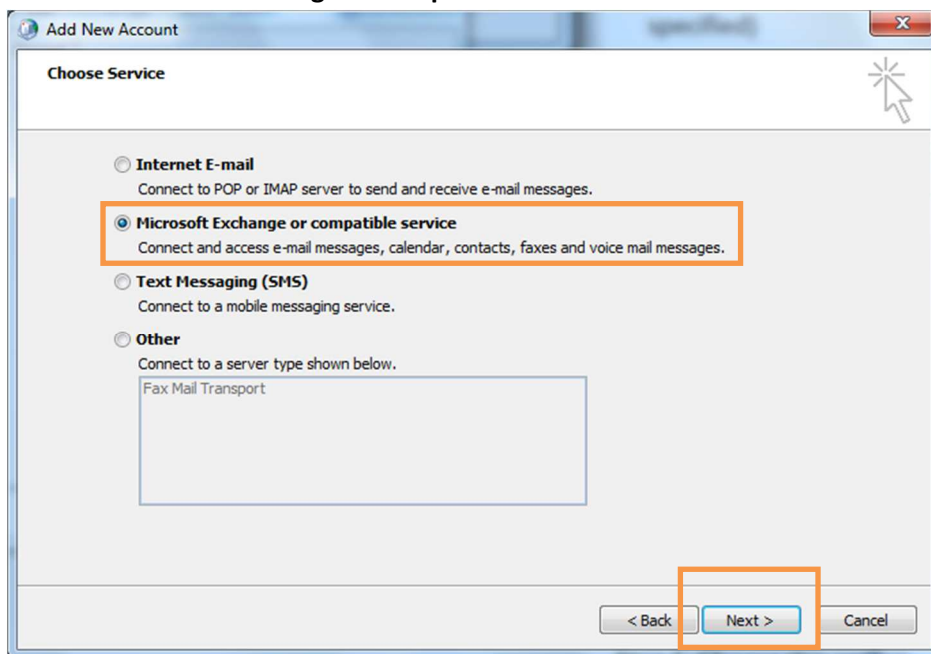
Step 1: Choose **Email Account**. Then click **Next**.



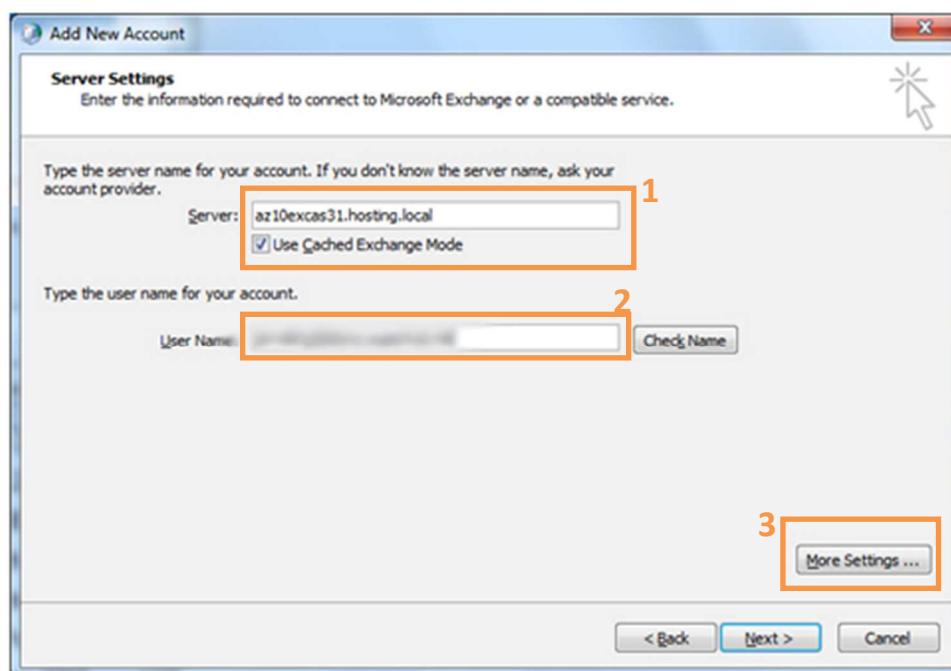
Step 2: Choose **Manually configure server settings**. Then click **Next**.



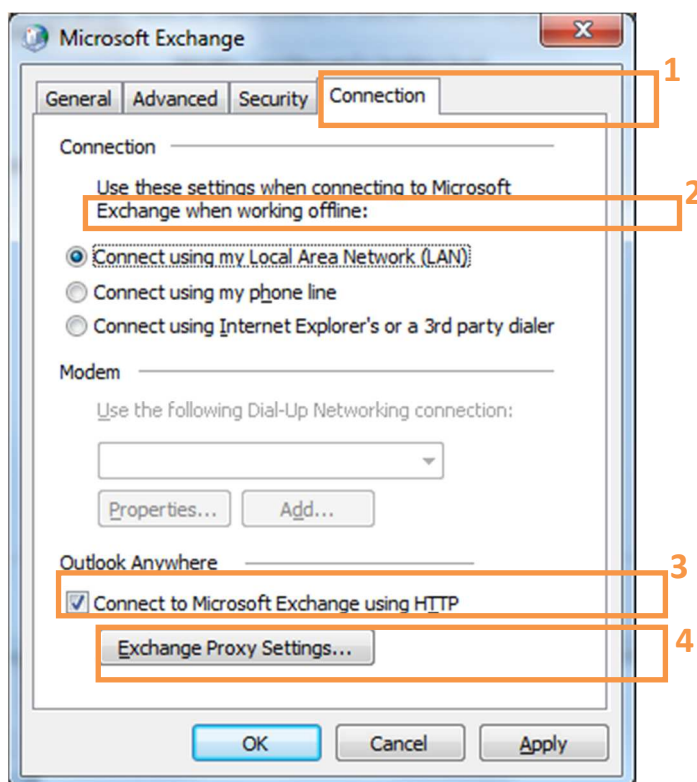
Step 3: Choose **Microsoft Exchange or compatible service**. Then click **Next**.



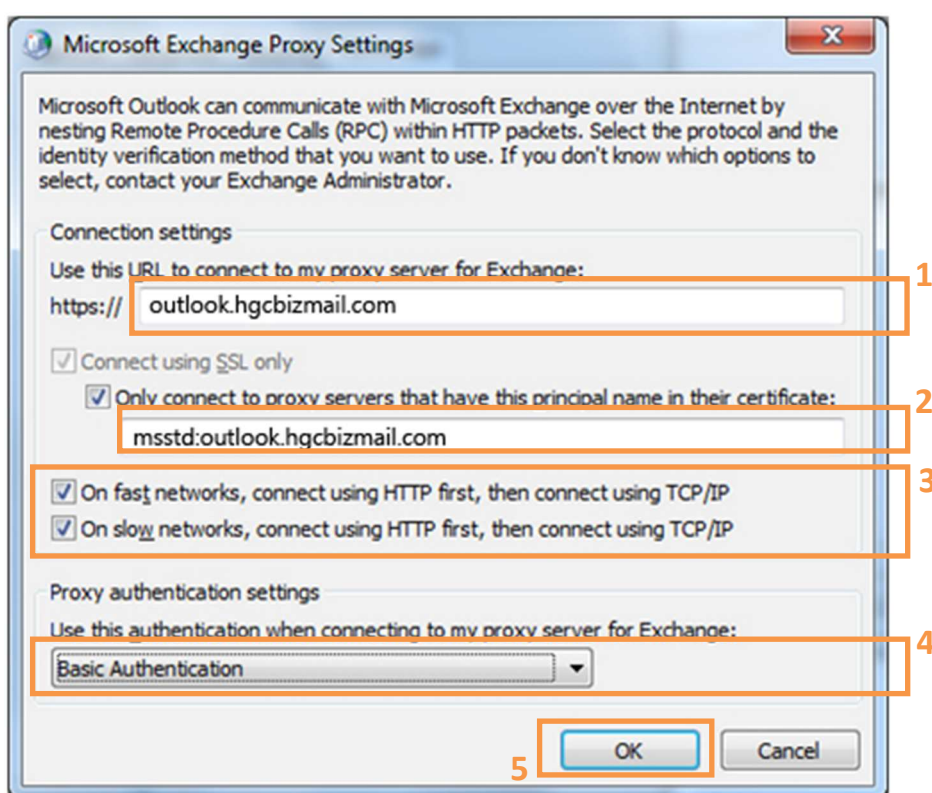
Step 4: **1** Fill in the Server name “az10excas31.hosting.local” and check the box for **Use Cached Exchange Mode**.
2 Fill in the company email address.
3 Click **More Settings**.



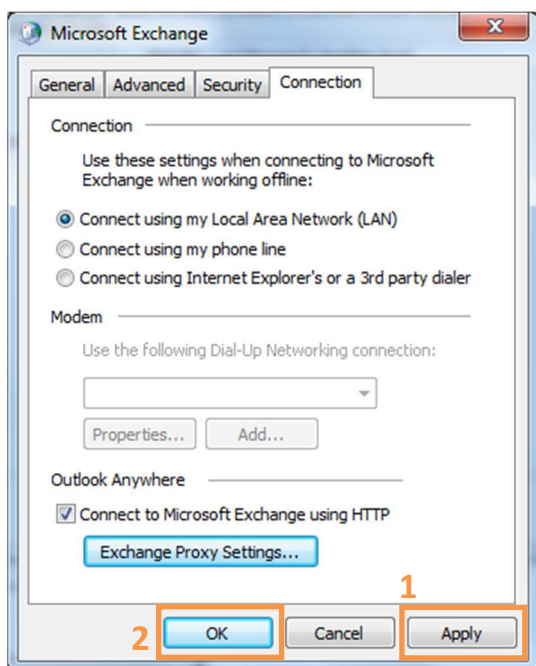
- Step 5:
- 1 Choose **Connection**.
 - 2 Select **Connect using my Local Area Network**.
 - 3 Check the **Connect to Microsoft Exchange using HTTP** box.
 - 4 Click **Exchange Proxy Setting**.



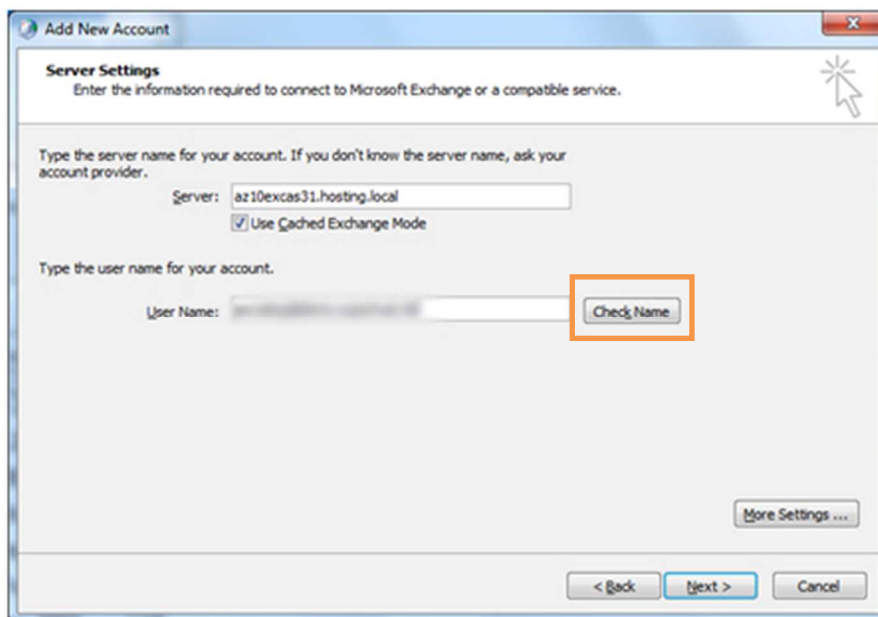
- Step 6:
- 1 Fill in the URL as “**outlook.hgcbizmail.com**”.
 - 2 Fill in the box as “**msstd:outlook.hgcbizmail.com**”.
 - 3 Check the two boxes:
On fast networks, connect using HTTP first, then connect using TCP/IP
On slow networks, connect using HTTP first, then connect using TCP/IP
 - 4 Choose **Basic Authentication**.
 - 5 Click **OK**.



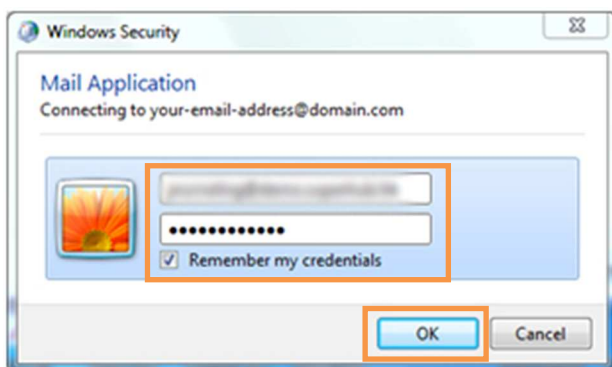
Step 7: Click **Apply** and then click **OK**.



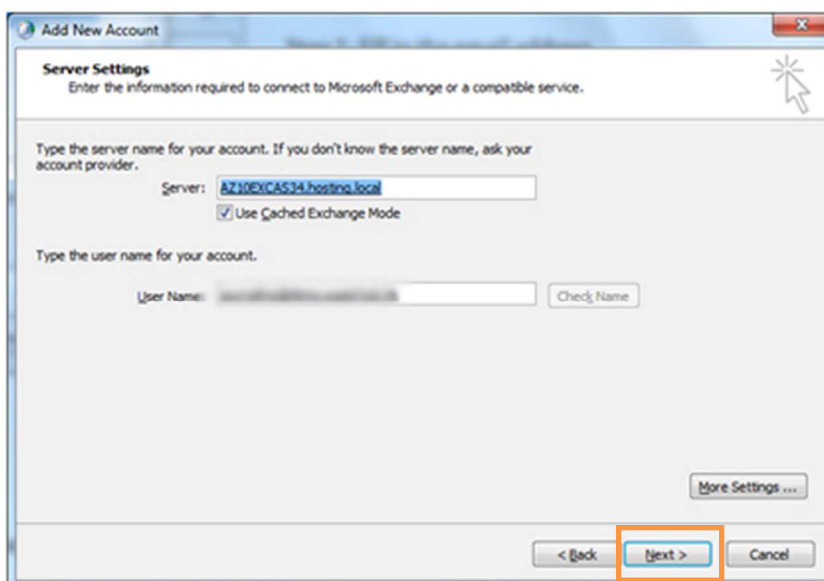
Step 8: Click **Check Name** (**SKIP** this step if the service is not on yet).



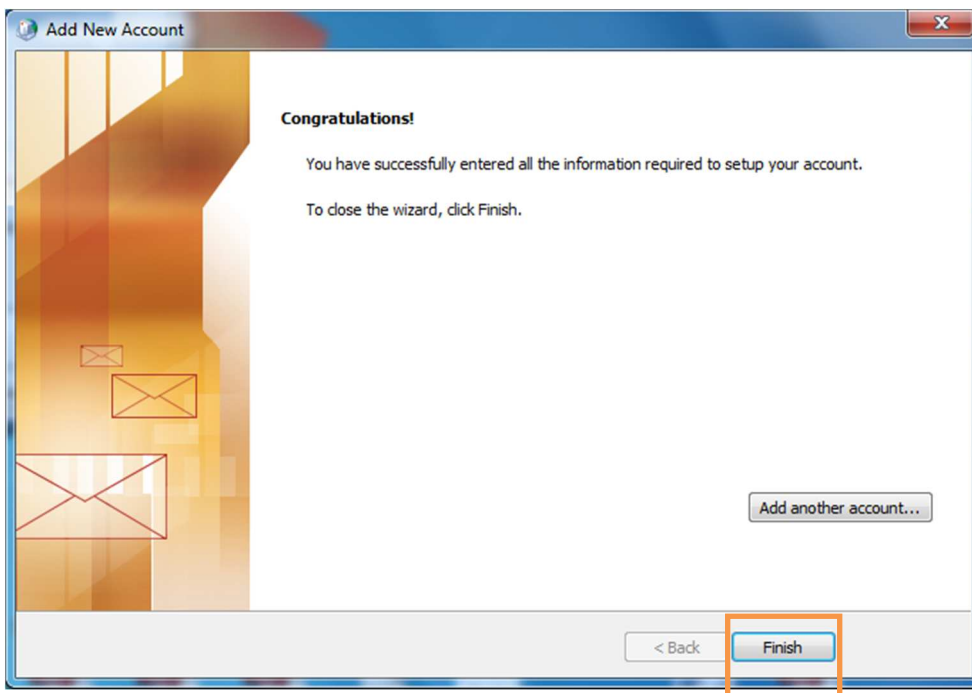
- Step 9: A Login window will be prompted up.
Fill in the email address and password and check **Remember my credentials** box.
Then click **OK**.
(**SKIP** this step if the service is not on yet).



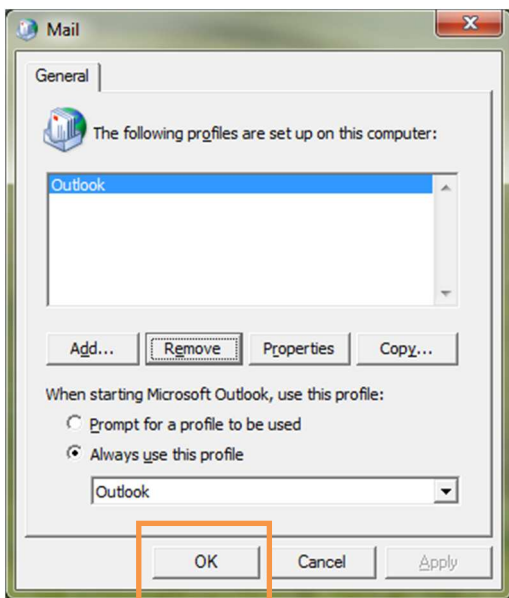
- Step 10: Click **Next**.



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



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



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.