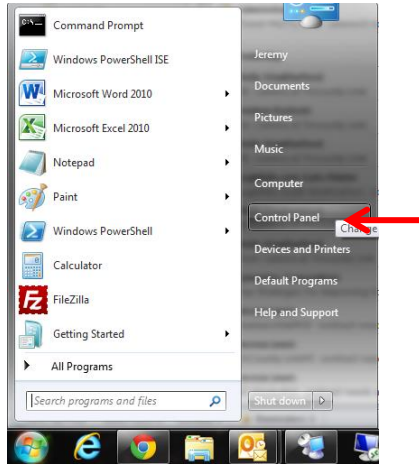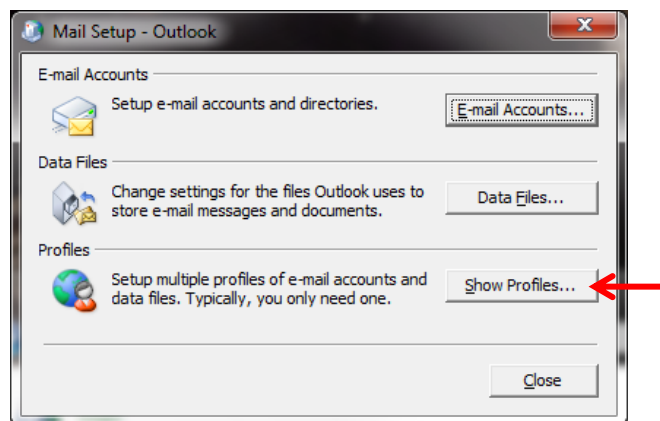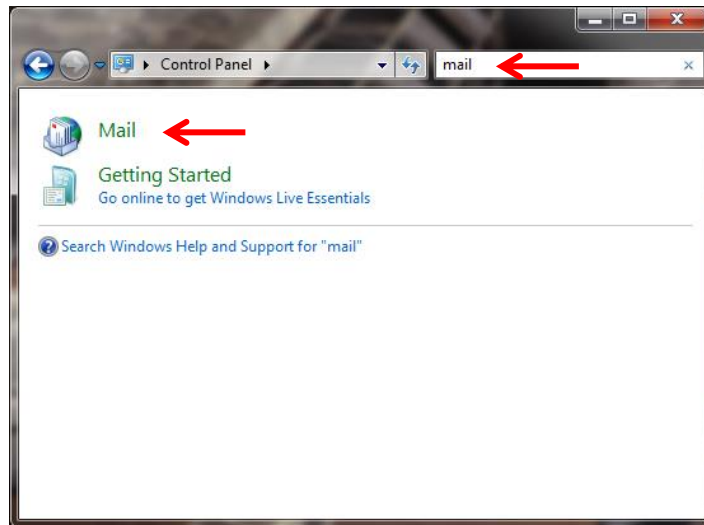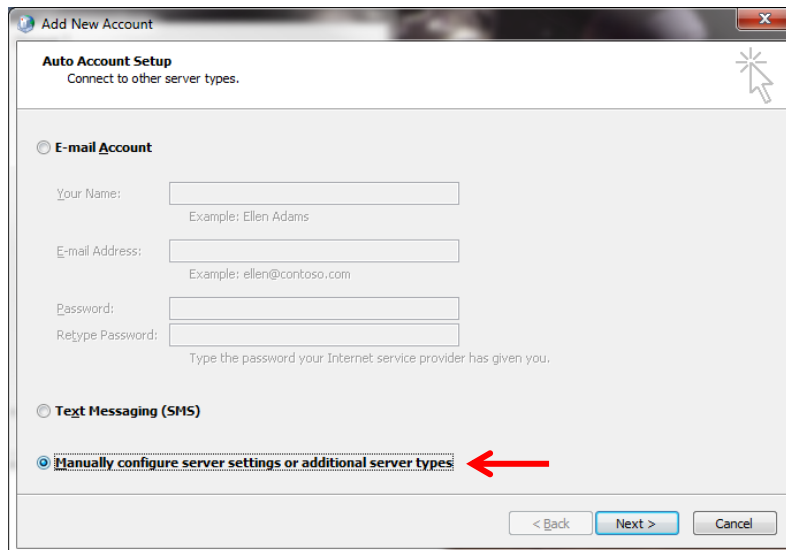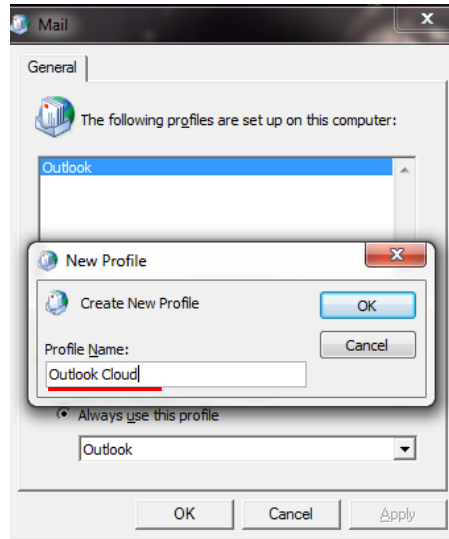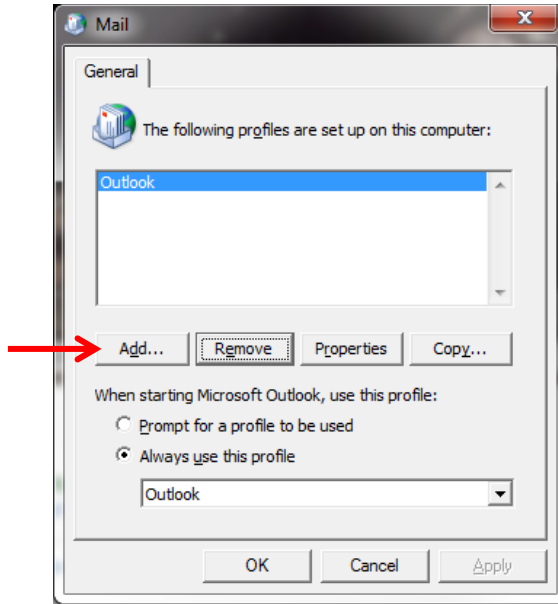# Outlook Setup with Emailinacloud
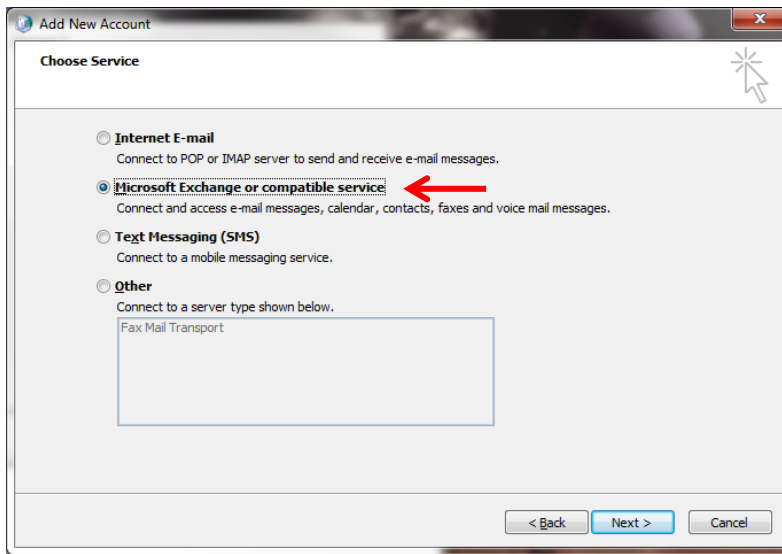
Open Control Panel from the start menu

In the Control Panel search Pane Type "mail", then click the mail icon.

Click "Add" to add a new profile
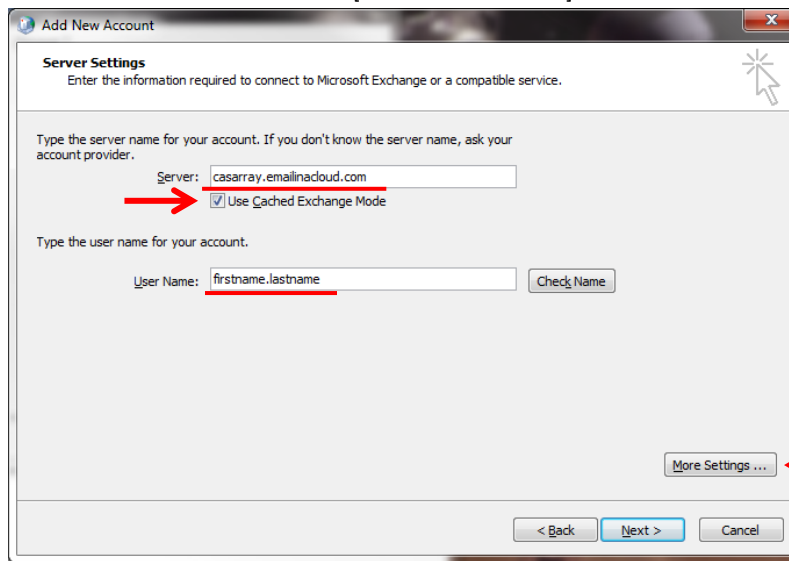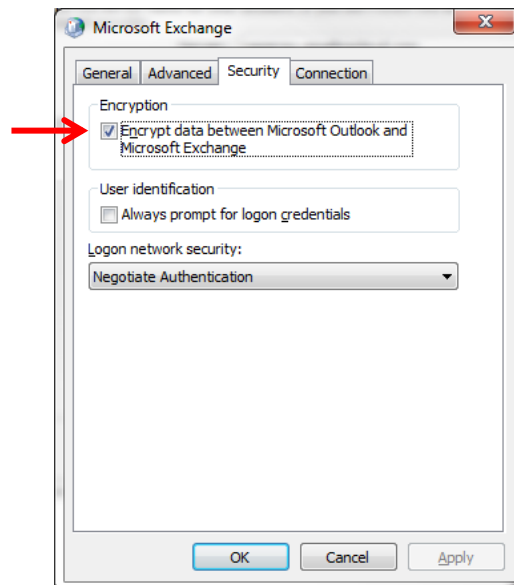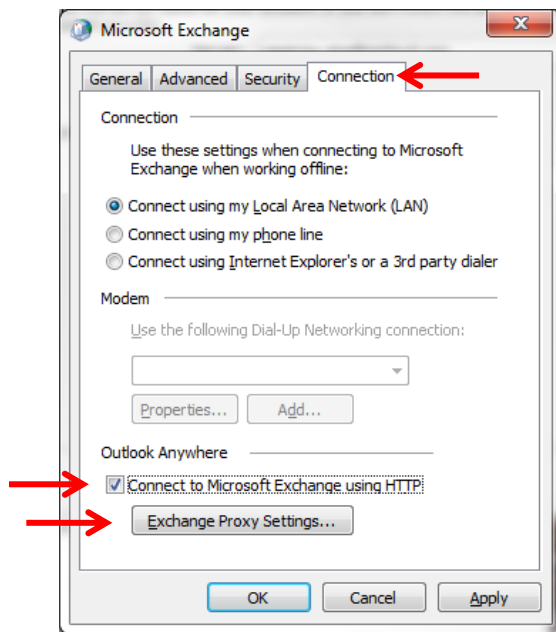Do not remove the old profile.

Add New Account

Choose Service

- Internet E-mail
  Connect to POP or IMAP server to send and receive e-mail messages.
- **Microsoft Exchange or compatible service**
  Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.
- Text Messaging (SMS)
  Connect to a mobile messaging service.
- Other
  Connect to a server type shown below.

  Fax Mail Transport

< Back   Next >   Cancel

Server: [**casarray.emailinacloud.com**]
Username: [**firstname.lastname**]

Add New Account

Server Settings
Enter the information required to connect to Microsoft Exchange or a compatible service.

Type the server name for your account. If you don't know the server name, ask your account provider.

Server: casarray.emailinacloud.com
☑ Use Cached Exchange Mode

Type the user name for your account.

User Name: firstname.lastname   Check Name

More Settings ...

< Back   Next >   Cancel

_____

For Outlook 2003

Microsoft Exchange

General | Advanced | Security | Connection

Encryption
☑ Encrypt data between Microsoft Outlook and Microsoft Exchange

User identification
☐ Always prompt for logon credentials

Logon network security:
Negotiate Authentication

OK   Cancel   Apply

_____
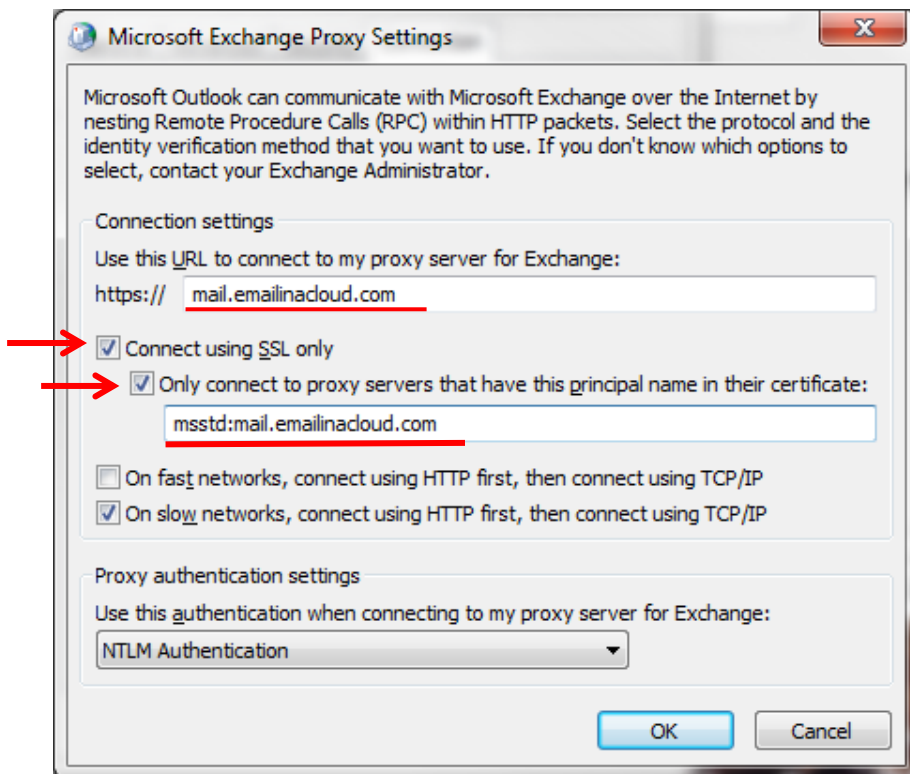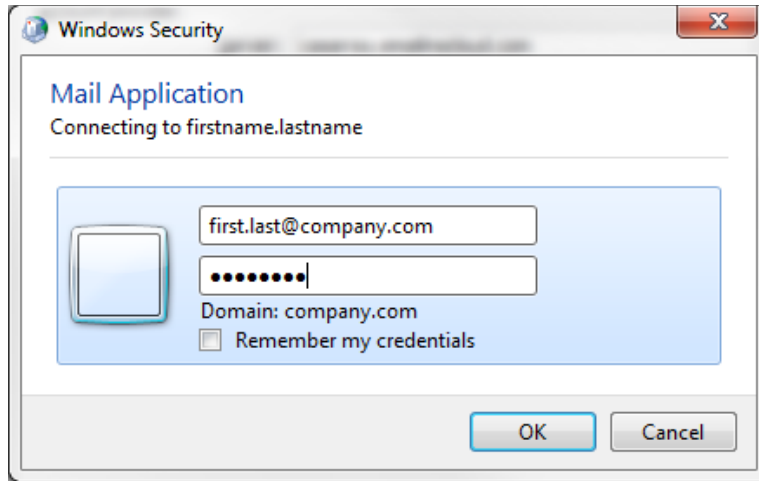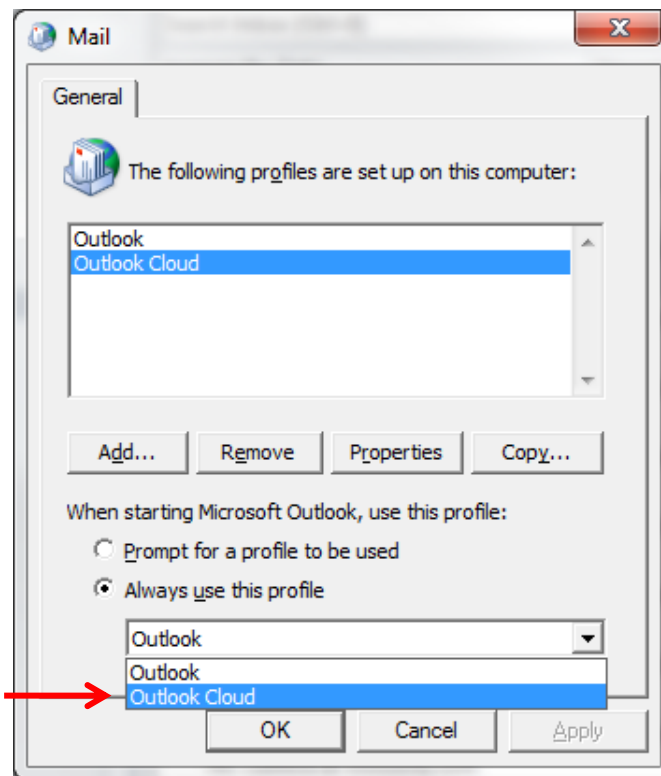
Enter this in the 2 fields
frist feild [**mail.emailinacloud.com**]
second field [**msstd:mail.emailinacloud.com**]

UserName: **firstname.lastname@company.com**

Select to always use the new profile you created.

You will notice when Outlook opens, it will take some time to download a copy of your mailbox.
At the Bottom right corner, it shows the status of this process.