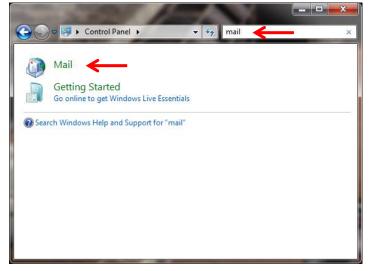
## **Outlook Setup with Emailinacloud**

Open Control Panel from the start menu



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



🧶 Mail Se	etup - Outlook	
E-mail Acc	counts	
	Setup e-mail accounts and directories.	E-mail Accounts
Data Files	3	
(Ø2)	Change settings for the files Outlook uses to store e-mail messages and documents.	Data <u>Fi</u> les
Profiles -		
	Setup multiple profiles of e-mail accounts and data files. Typically, you only need one.	Show Profiles
		Close

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

4	Mail
	General
	The following profiles are set up on this computer:
	Outlook
	-
	Add
	When starting Microsoft Outlook, use this profile:
	C Prompt for a profile to be used
	Always use this profile  Outlook
	Outlook
	OK Cancel Apply
	🕼 Mail 🗶
	General
	The following profiles are set up on this computer:
	Outlook
	🖉 New Profile
	Create New Profile
	Profile Name:
	Outlook Cloud
	Always use this profile     Outlook
	OK Cancel Apply
Add New Account	
Auto Account Setup Connect to other s	
	7
) E-mail <u>A</u> ccount	
Your Name:	Example: Ellen Adams
E-mail Address:	Example: ellen@contoso.com
Password:	
Retype Password:	Type the password your Internet service provider has given you.
Te <u>x</u> t Messaging (!	SMS)
	re server settings or additional server types
	< Back Next > Cancel

Add New Account Choose Service	<b>■</b> * *
<ul> <li>Internet E-mail Connect to POP or IMAP server to send and receive e-mail messages</li> <li>Microsoft Exchange or compatible service Connect and access e-mail messages, calendar, contacts, faxes and</li> <li>Text Messaging (SM5) Connect to a mobile messaging service.</li> <li>Other Connect to a server type shown below.</li> </ul>	
	< Back Next > Cancel

# Server: [ casarray.emailinacloud.com ]

Username: [ firstname.lastname ]

Server Settings Enter the information r	equired to connect to Microsoft Exchange or a comp	atible service.	K
Type the server name for yo account provider.	our account. If you don't know the server name, ask	your	
Server	casarray.emailinacloud.com		
$\rightarrow$	Use <u>C</u> ached Exchange Mode		
Type the user name for your	account.		
User Name	: firstname.lastname	Check Name	
		More Settings	··· 👎
		< Back Next > Cance	

## For Outlook 2003

General	Advanced S	Security	Connection	1	
Encryp Encryp Mig	tion rypt data betv osoft Exchan	ween Mic ge	osoft Outle	ok and	
-User id	entification				
Alw	ays prompt fo	r logon <u>c</u>	redentials		
Logon ne	twork security	y:			
Negotia	te Authenticat	tion			<b>-</b>

	Advanced Security Connection
Conne	ction
	e these settings when connecting to Microsoft change when working offline:
() Co	nnect using my <u>L</u> ocal Area Network (LAN)
© Co	nnect using my p <u>h</u> one line
© Co	nnect using <u>I</u> nternet Explorer's or a 3rd party diale
Moden	1
<u>U</u> s	e the following Dial-Up Networking connection:
Г	~
	Properties
Outloo	k Anywhere
	nnect to Microsoft Exchange using HTTP
	Exchange Proxy Settings
	Exchange Proxy Setungs

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

nesting R identity \	t Outlook can communicate with Microsoft Exchange over the Internet by Remote Procedure Calls (RPC) within HTTP packets. Select the protocol and the verification method that you want to use. If you don't know which options to ontact your Exchange Administrator.
Connec	tion settings
Use this	URL to connect to my proxy server for Exchange:
https://	mail.emailinacloud.com
	nect using <u>S</u> SL only Dely sensest to prove conversition that have this principal name in their contification
	Only connect to proxy servers that have this <u>p</u> rincipal name in their certificate msstd:mail.emailinacloud.com
🔲 On f	ast networks, connect using HTTP first, then connect using TCP/IP
🗸 On s	low networks, connect using HTTP first, then connect using TCP/IP
Drovera	uthentication settings
Proxy a	
	authentication when connecting to my proxy server for Exchange:

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

Windows Security
Mail Application Connecting to firstname.lastname
first.last@company.com         •••••••         Domain: company.com         Remember my credentials
OK Cancel

Select to always u	ise the new	profile y	you created.
--------------------	-------------	-----------	--------------

Mail	×
General	
The following profiles are set up on this computer	:
Outlook Outlook Cloud	*
	Ŧ
Add Remove Properties Copy	
When starting Microsoft Outlook, use this profile:	
C Prompt for a profile to be used	
<ul> <li>Always use this profile</li> </ul>	
Outlook	•
Outlook Outlook Cloud	
	pply

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.

