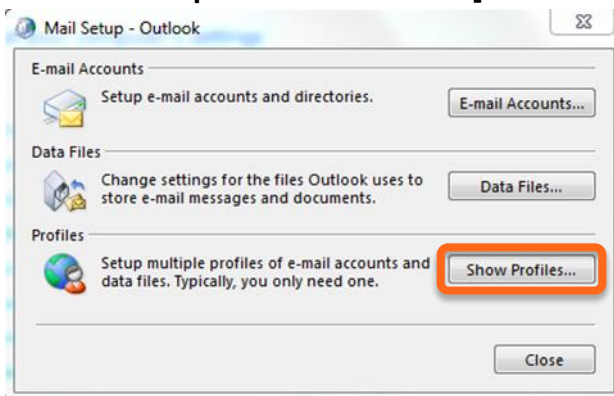BIRCH®
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Outlook 2010/2013 — Outlook Profile Configuration

This section provides a quick overview of the settings needed to access Outlook client software and configure Outlook to connect to your hosted Exchange mailbox.
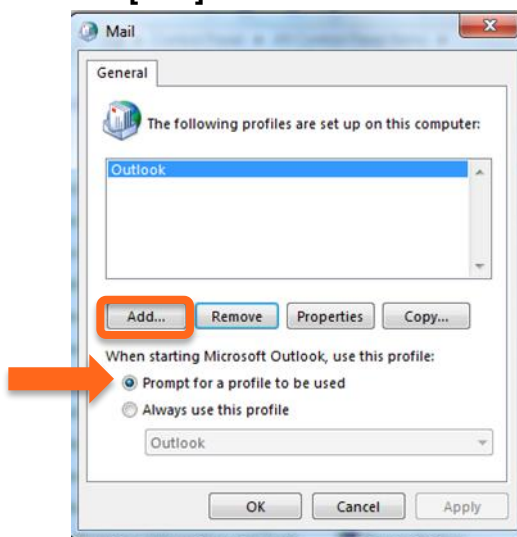
Manual Configuration instructions can be found in the section that follows.

Outlook Profile Configuration — Autodiscovery

1. From your PC: **Start | Control Panel | Mail**.
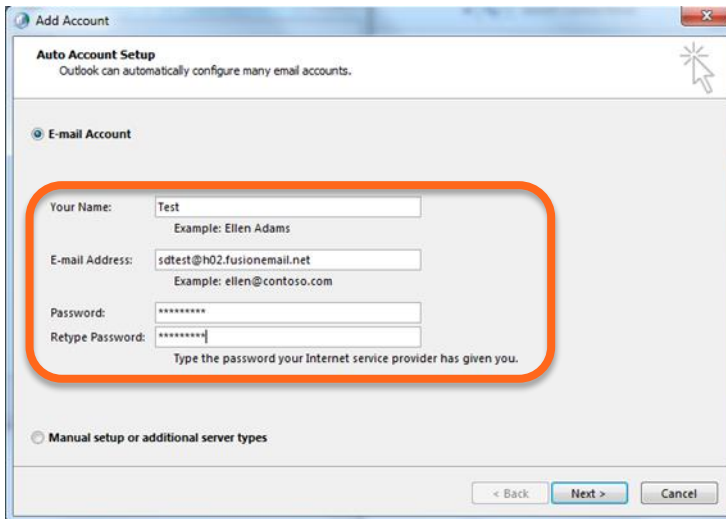   The **Mail Setup** wizard starts. Click **[Show Profiles].**

2. The **Mail** dialog displays. Make sure the **Prompt for a profile to be used** option is selected and click **[Add]**.
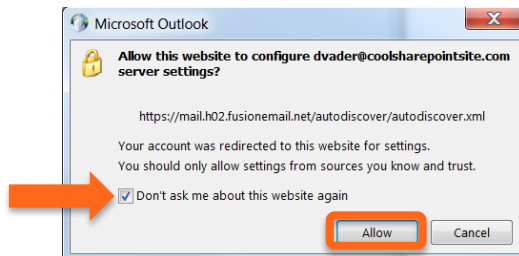

3. Enter **Profile Name** in the next dialog and click **[OK]**. *Note: Profile Name is simply a way of identifying your Outlook profile.*
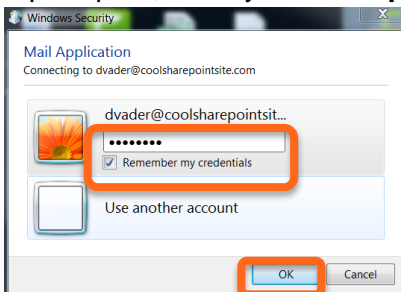
4. Enter **Your Name** (display name), **E-mail Address** (*user@domain)* and **Password,** then click **Next**:
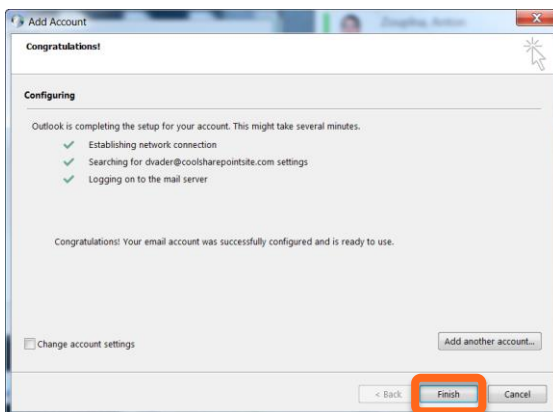

5. Outlook attempts to discover your mailbox settings over a secure Internet connection. Select **Don't ask me about this website again** and click **Allow:**
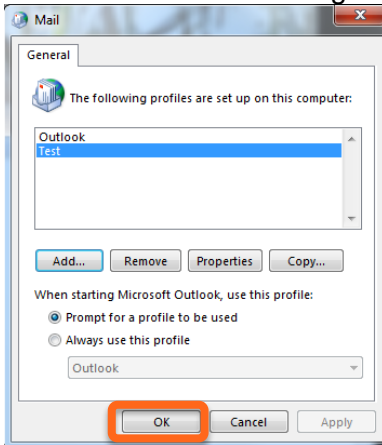

6. If prompted, enter your email **password**, select **Remember my credentials** and click **OK:**
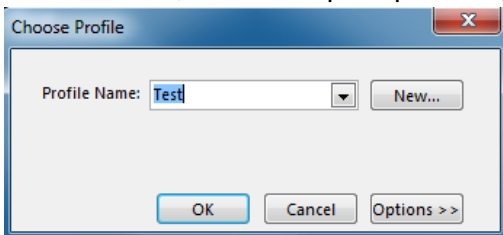

7. Click **Finish:**

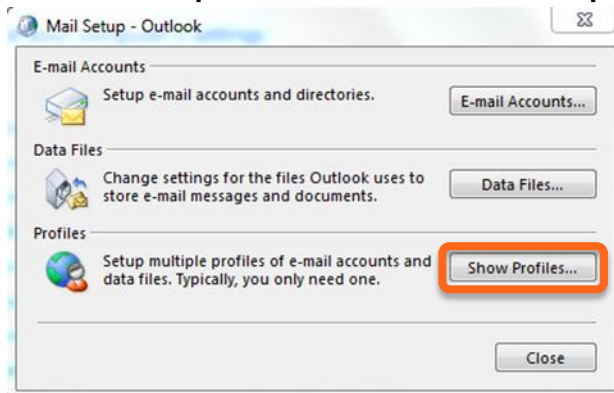8. Click OK in the Mail dialog box to close.

9. Start Outlook, and when prompted for your Profile, select the new profile you just created.
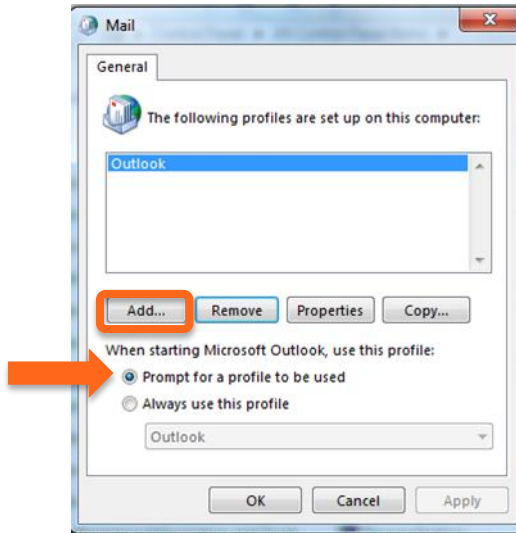

Outlook Manual Profile Configuration

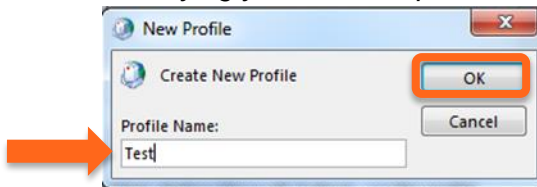To manually configure your Outlook profile, perform the following steps:

1. From your PC: **Start | Control Panel | User Accounts | Mail**.
   The **Mail Setup** wizard starts. The **Mail Setup** wizard starts. Click **[Show Profiles].**
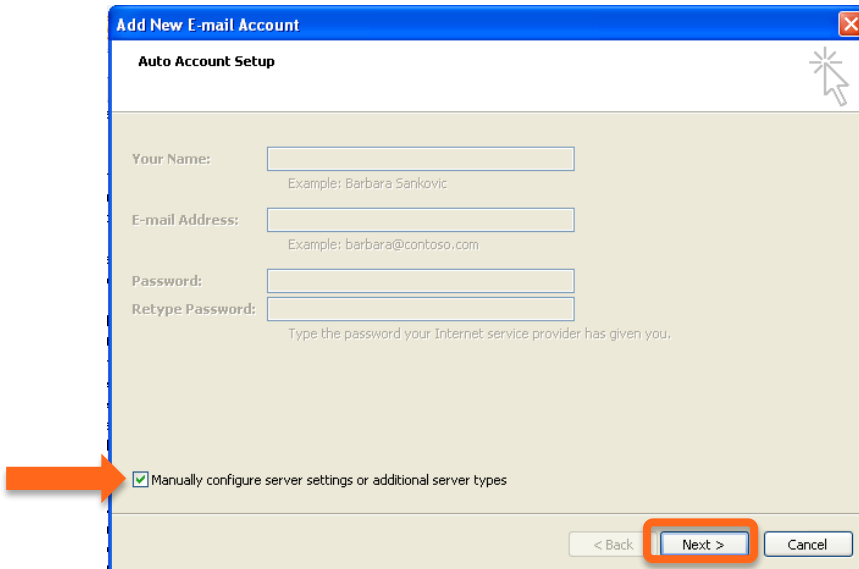
2. The **Mail** dialog displays. Make sure the **Prompt for a profile to be used** option is selected and click **[Add]**.
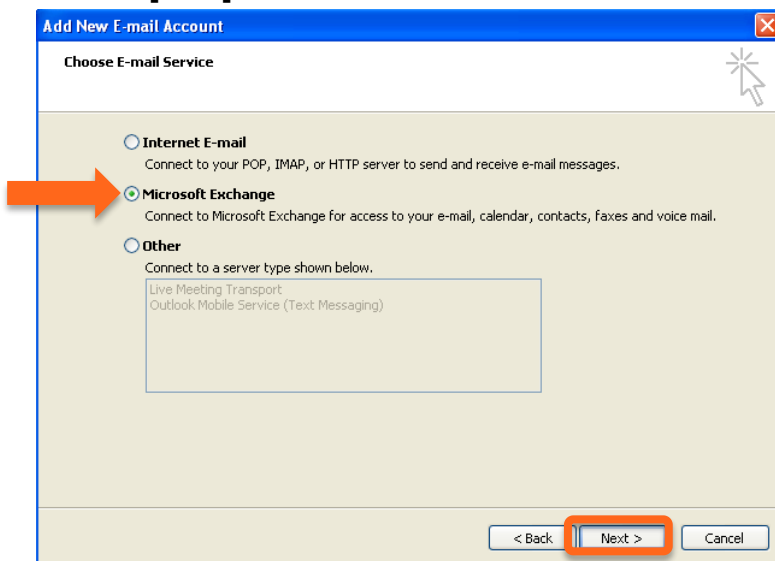

3. Enter a **Profile Name** in the next dialog and click **[OK]**. *Note: Profile Name is simply a way of identifying your Outlook profile.*
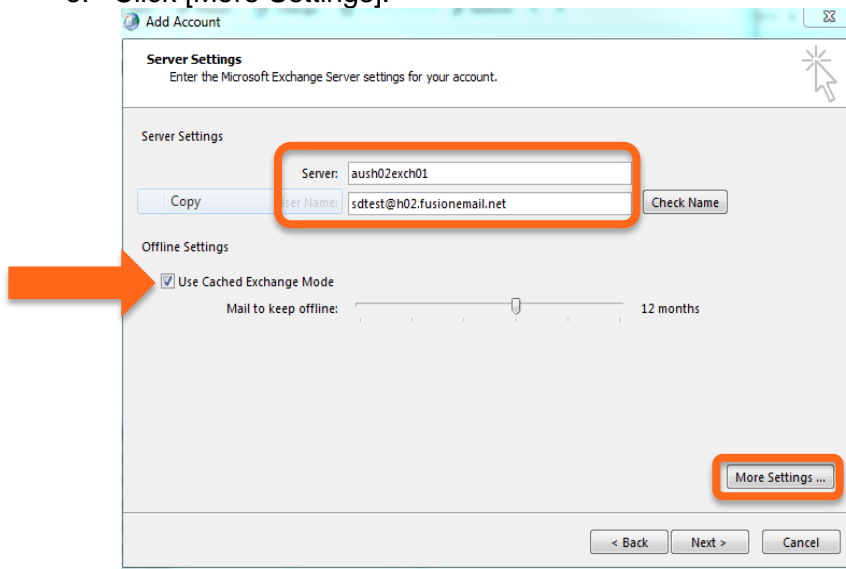
4. Click the checkbox at the bottom of the screen to **Manually configure server settings or additional server types** and click **[Next]:**
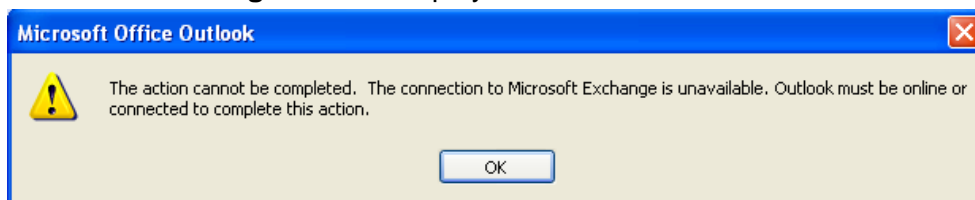

5. The **Choose E-mail Service** dialog displays. Select the **Microsoft Exchange** radio button option and click the **[Next]** button.
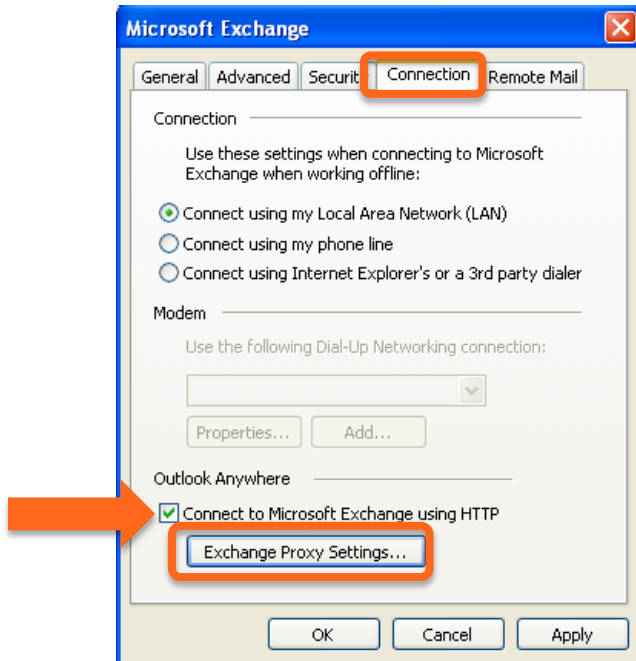
6. The **Microsoft Exchange Settings** dialog displays, on which you can enter server settings to begin setup.
    a. **Server: aush02exch01**
    b. **User Name:** Enter your user name (for example, firstname.lastname@yourdomain.com)
    c. Make sure to keep the **Use Cached Exchange Mode** checkbox checked (that's the default).
    d. **NOTE**: Do NOT click [Check Name] at this time.
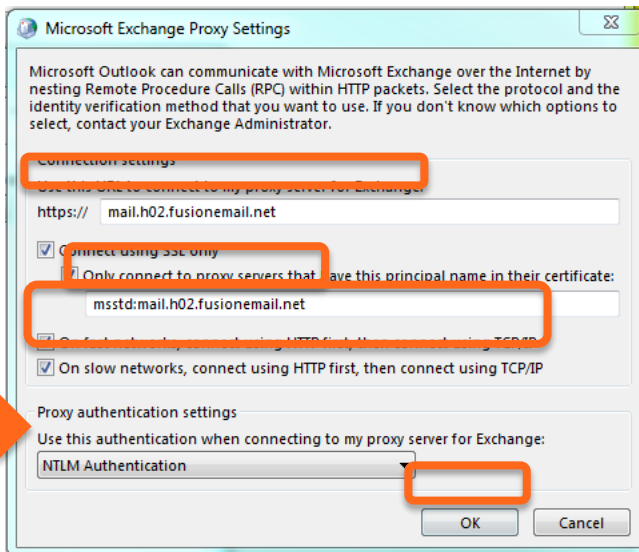   e. Click [More Settings].

7. Outlook could display a warning dialog (example below). Click **[OK]** on each warning dialog until the **Microsoft Exchange** window displays.
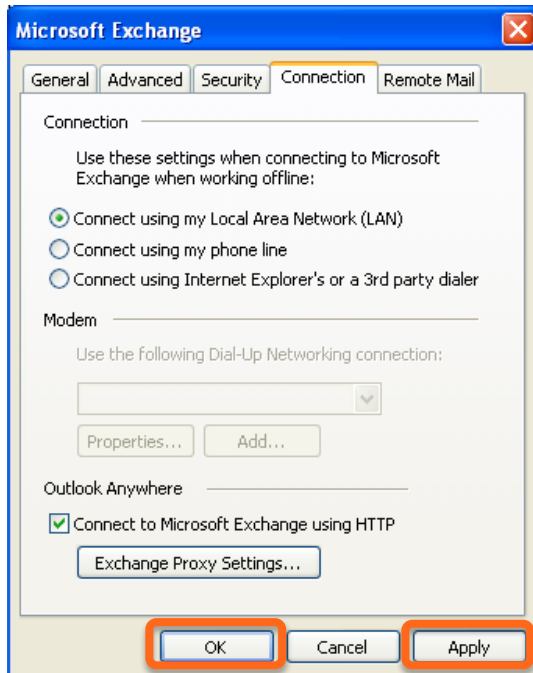
8. On the **Connection** tab, click the **Connect to Microsoft Exchange using HTTP** checkbox.
This activates the **[Exchange Proxy Settings]** button. Click the **[Exchange Proxy Settings]** button to access the **Microsoft Exchange Proxy Server Settings** dialog.
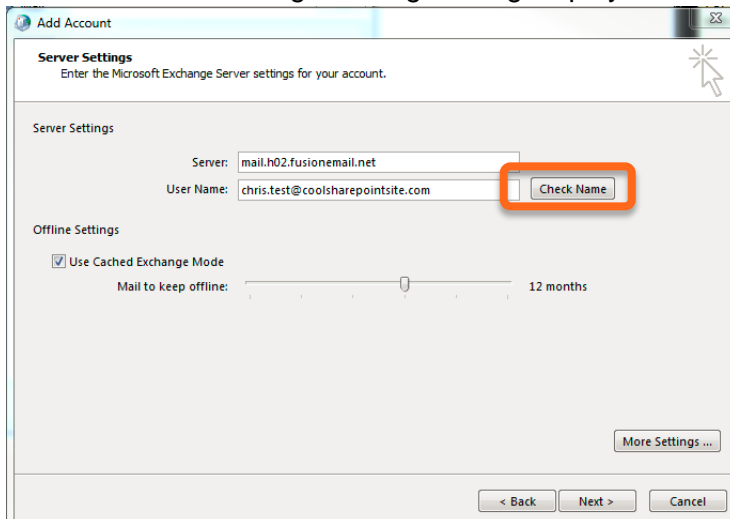
9. Enter all of the following settings:

   f. **Use this URL…proxy server for Exchange: mail.h02.fusionemail.net**
   g. **Only connect…certificate: msstd:mail.h02.fusionemail.net**
   h. Check the checkbox for **On fast networks…using TCP/IP**.
   i. Check the checkbox for **On slow networks… using TCP/IP** (default).
   j. Select **NTLM Authentication** from the **Proxy authentication settings** drop-down
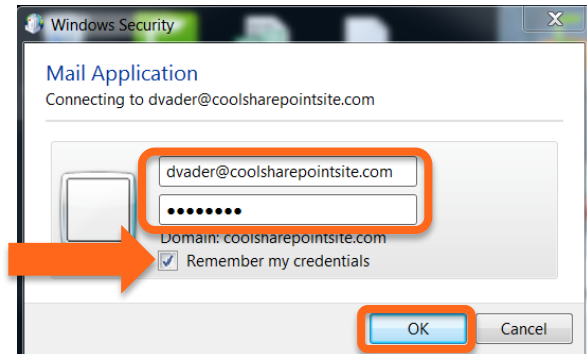   k. Click **OK**

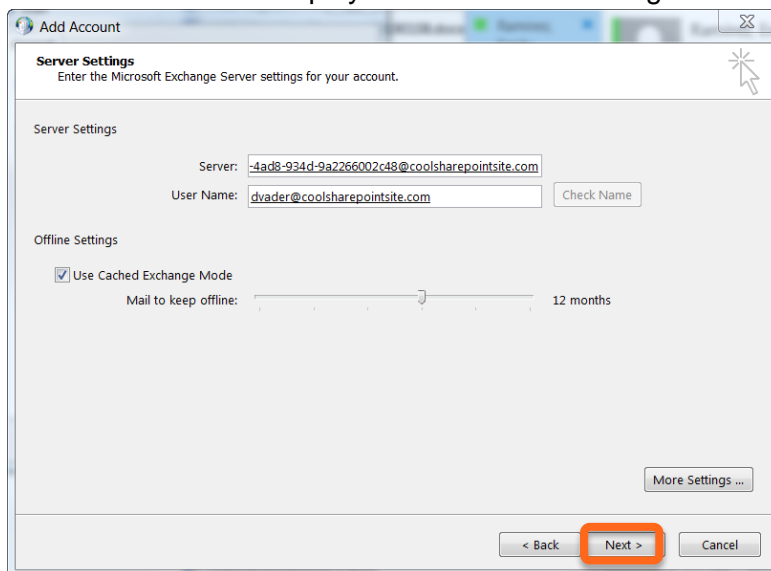10. The **Microsoft Exchange** dialog displays. Click [Apply], then click [OK].

11. The Microsoft Exchange Settings dialog displays. Click the [Check Name] button.
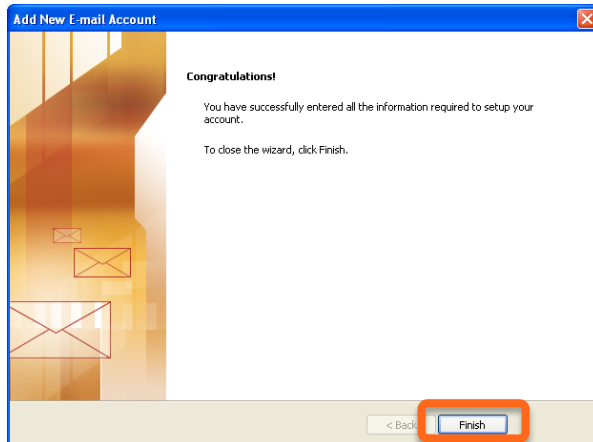
12. You are prompted to login. Enter your **User name** and **Password,** and select **Remember my credentials,** then click **[OK]**.
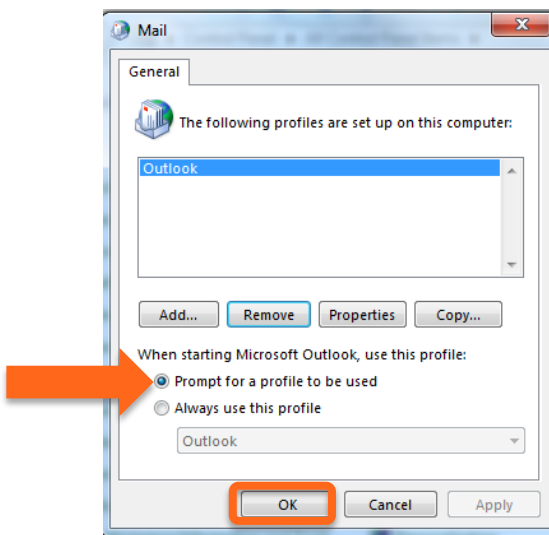

13. Outlook attempts to communicate with the Exchange server with the settings you have entered. It may take a few seconds (up to two minutes on slow Internet connections) before the Outlook profile resolves your mailbox settings. The setup is successful when the Microsoft Exchange Settings dialog is updated – the Microsoft Exchange server and the mailbox User Name inputs display as underlined (as in the graphic above). *NOTE: The Microsoft Exchange server name of the resolved location (which is underlined) may be different than what was entered in Step 5 above.* The User Name displays what was entered for the Display Name for the Exchange mailbox. Click the **[Next]** button.

14. A **Congratulations** dialog displays, indicating that the setup was successful. Click **[Finish]:**

15. The **Mail** dialog displays again. Make sure **Prompt for a profile to be used** option is selected. Click OK in the Mail dialog box to close.

16. Start Outlook, and when prompted for your Profile, select the new profile you just created. You have now successfully connected the Outlook profile to your Exchange mailbox using the manual server configuration settings. When connecting for the first time it could take time for Outlook to synchronize your data with the server.