

Configuring your E-Mail Account

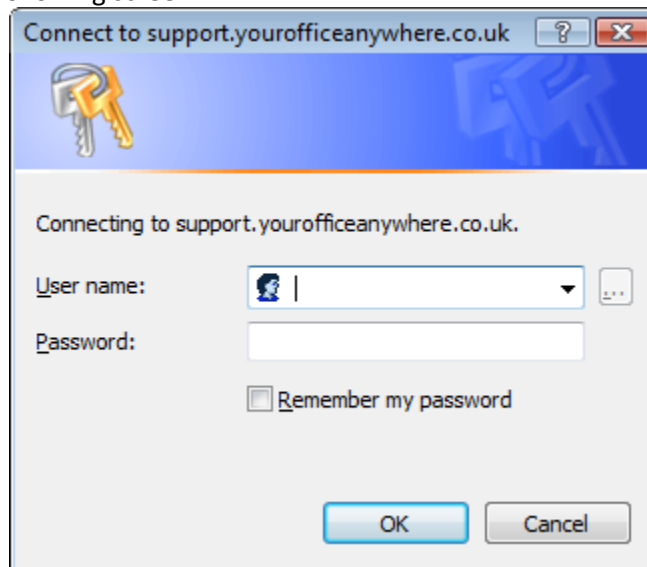
This document will guide you through the process of setting up your e-mail account. This article assumes you don't have any previous e-mail to import into your new YourOfficeAnyWhere mailbox. If you do need to import data then you should review the following article before you continue.

<http://support.yourofficeanywhere.co.uk/Customer/KBArticle.aspx?articleid=3>

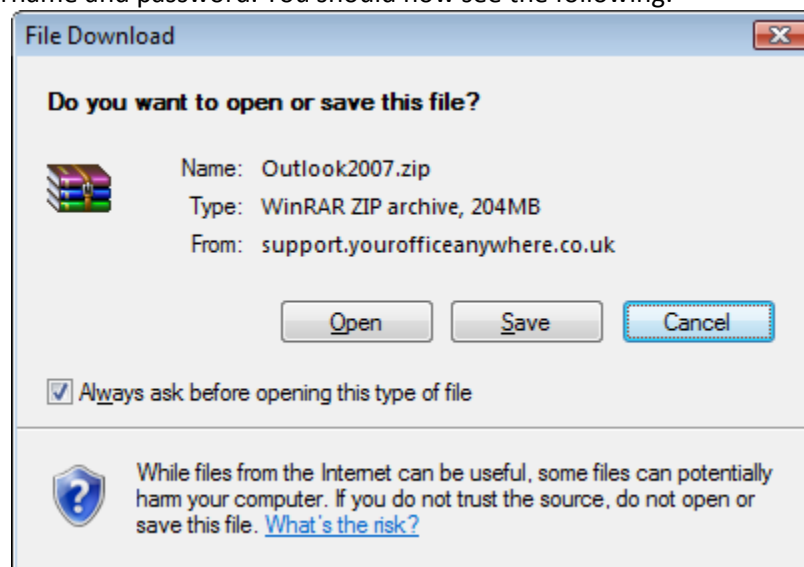
Download Outlook 2007

The first thing you will need to do is configure Outlook 2007. If you don't have a copy of this you will need to download it from our servers. To download Outlook you will need your username and password. This should have been sent to you or given to you by your primary technical contact.

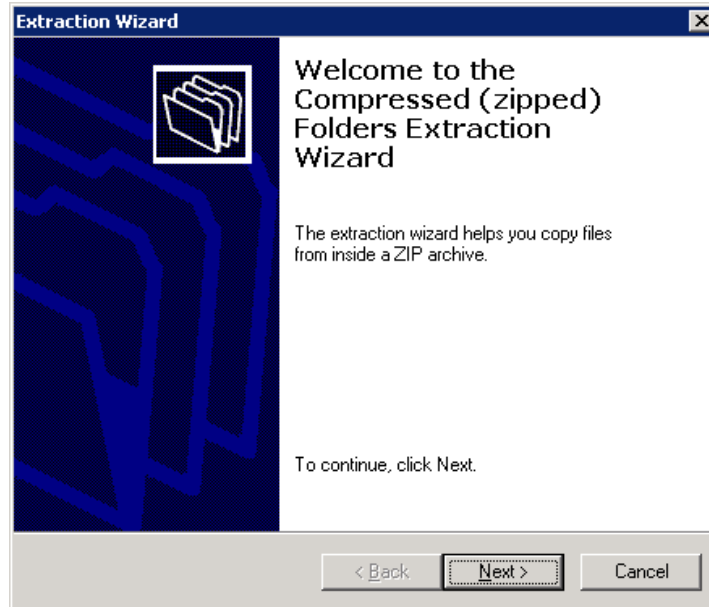
1. To download Outlook 2007 click on the following link.
2. <http://support.yourofficeanywhere.co.uk/yoa-help/outlook2007/install/Outlook2007.zip> you should now see the following screen.



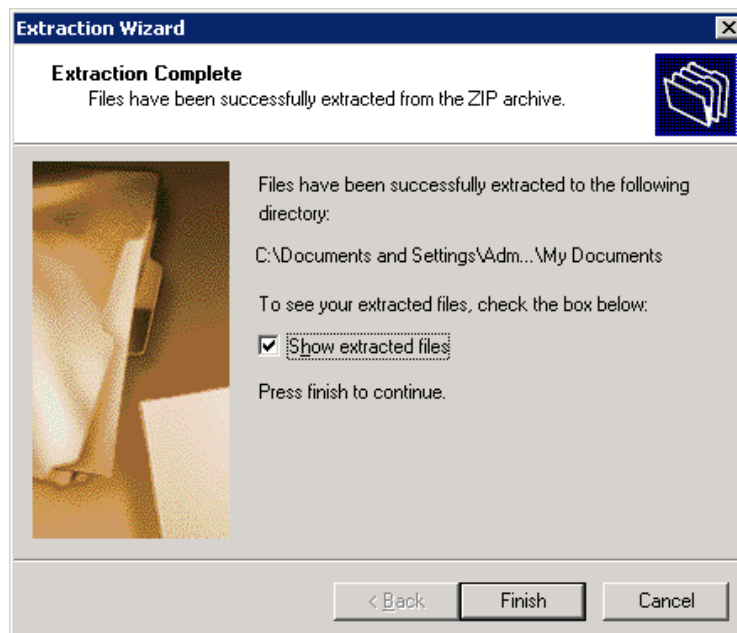
3. Enter you username and password. You should now see the following:



4. Click the **Save** button and save the file to **My Documents (Documents folder on Vista)**.
5. When the download has completed click the **Open Folder** button or open Windows Explorer and browse to your Documents folder. Select the Outlook2007.zip file (if you used the open folder button the file will be selected for you).
6. Right click and select **Extract All** this will launch the extraction wizard.

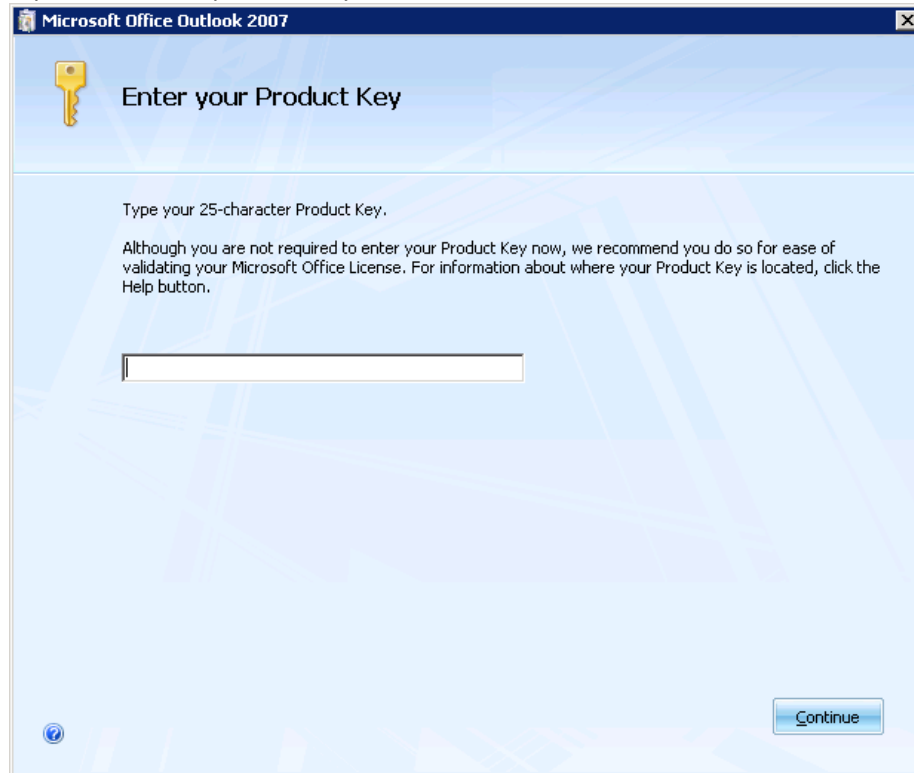


7. Click **Next**
8. Click **Browse** and select the **My Documents** folder then click **Next**. This will extract the installation files for Outlook 2007.
9. When the extraction has completed ensure the **Show Extracted Files** box is ticked and click **Finish**



Install Outlook 2007

1. Open the **Office12** folder and double click **setup.exe** this will start the Outlook 2007 installation Wizard.
2. You will need the product key for Outlook 2007 before you can complete the installation. This can be downloaded here <http://support.yourofficeanywhere.co.uk/yoa-help/outlook2007/install/productkey.txt> (you will need your username and password to view it).
3. When prompted enter the product key in the box show on screen and click continue.



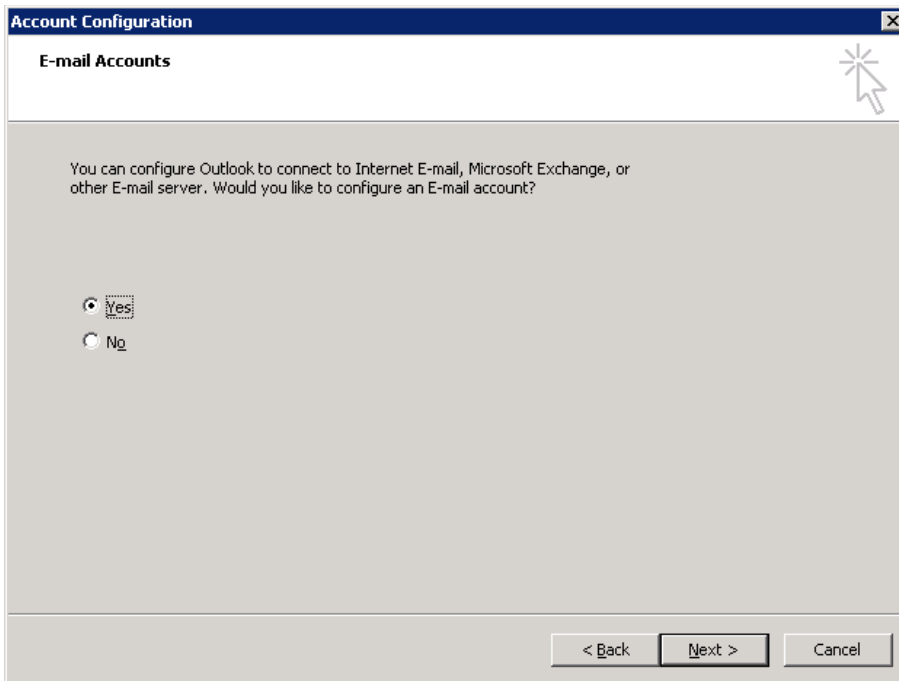
4. Accept the license agreement and click continue.
5. Click **Install Now**. This will install Outlook using the default settings.

Configure Outlook 2007

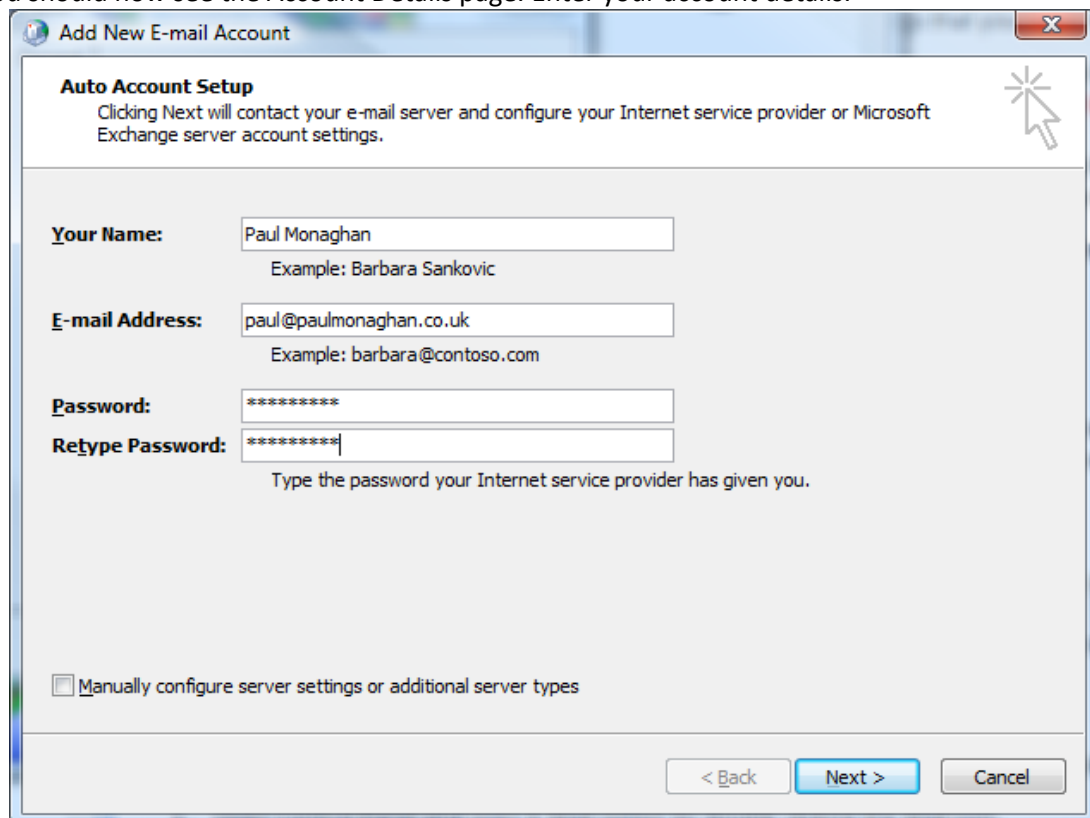
Automatic Configuration

Once Outlook has been installed you then need to configure it to connect to your mailbox.

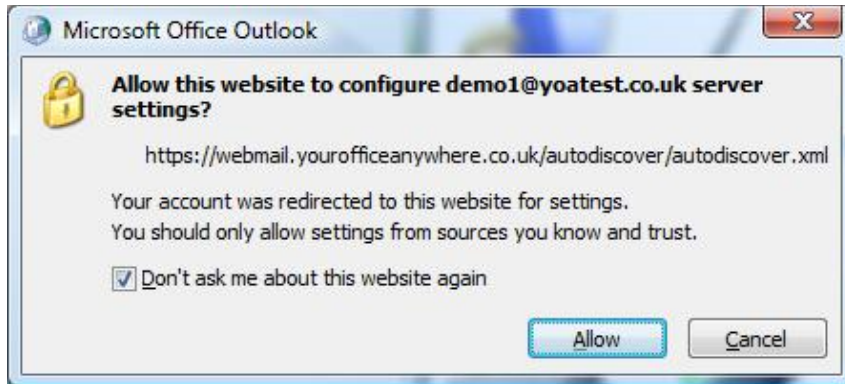
1. Launch Outlook (Start -> Programs -> Microsoft Office -> Microsoft Outlook 2007)
2. Click **Next** at the Outlook Startup Page.



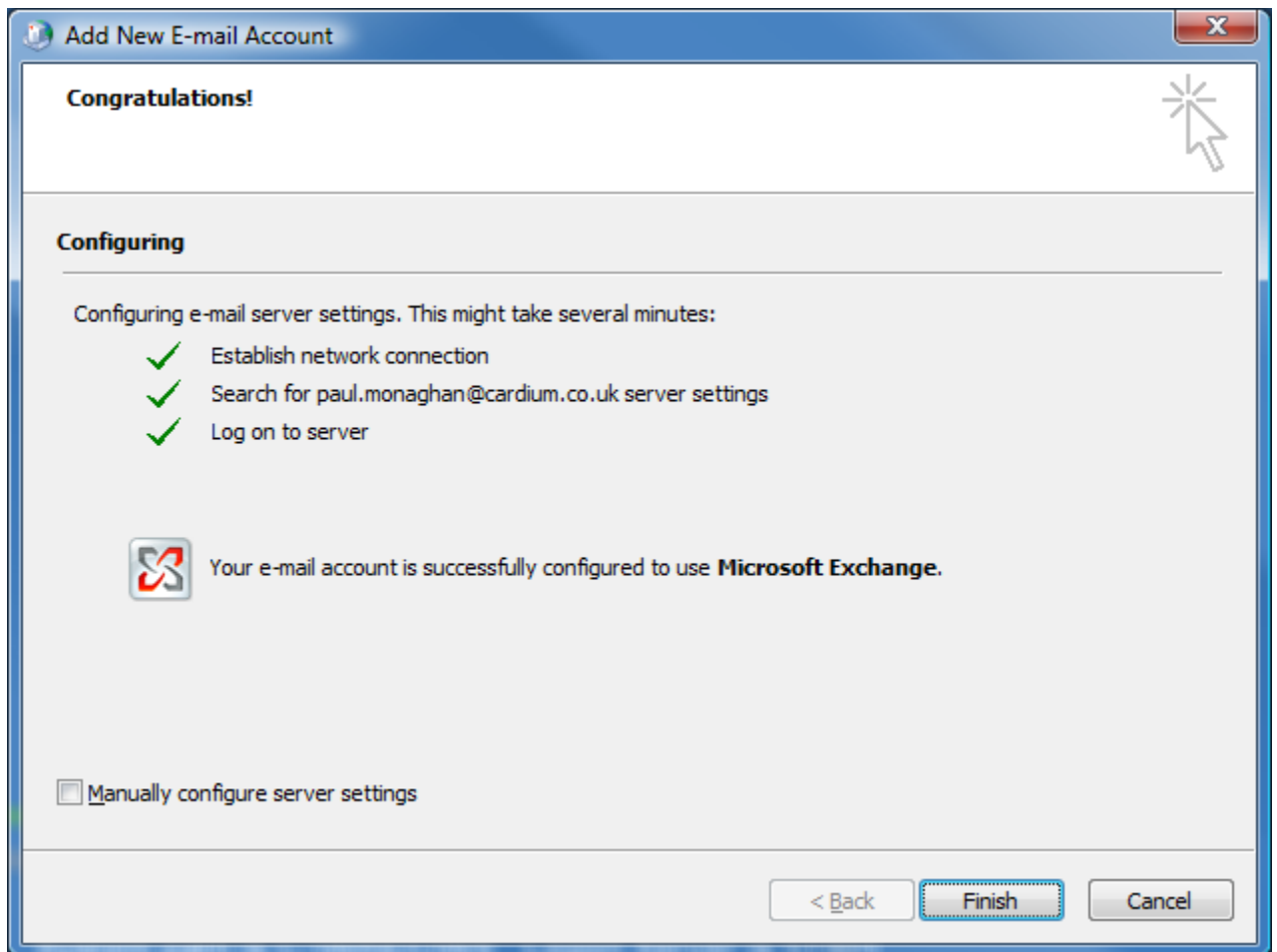
3. Click **Yes** and then **Next**
4. You should now see the Account Details page. Enter your account details.



5. Click **Next**
6. At this point Outlook will attempt to automatically configure you settings for you. You may be asked for your username and password again. If so enter the correct details and click OK
7. When you see the following click "Don't Ask..." And click **Allow**



8. After a few seconds you should see the following screen:

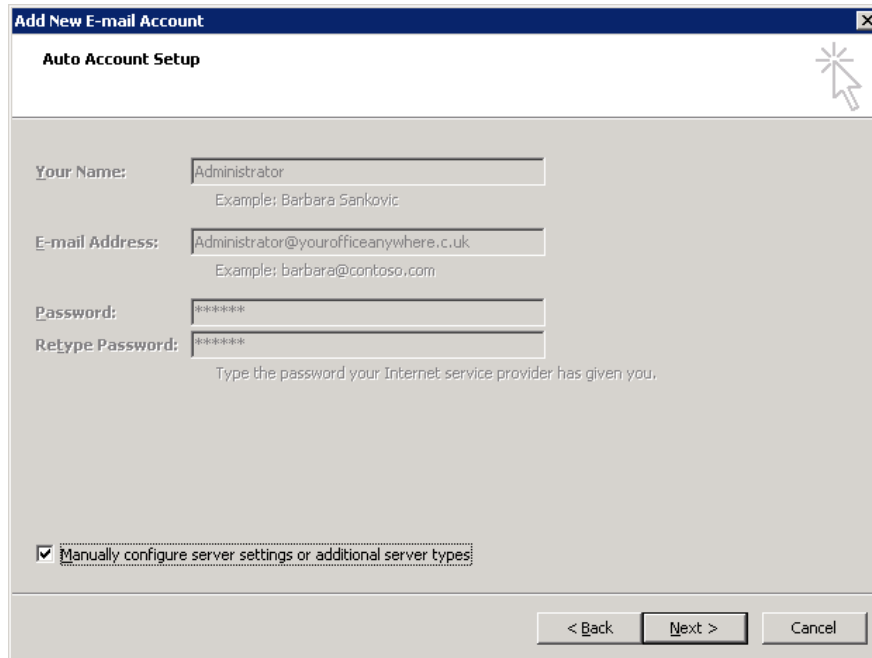


9. Click **Finish**
10. Outlook will now configure you mailbox.

Manual Configuration

This process should be used if you received any errors during the automatic configuration of your mailbox.

1. Launch Outlook as detailed in the automatic configuration process.
2. When you reach the Account Settings screen tick the box **Manually configure server settings...** and click **Next**

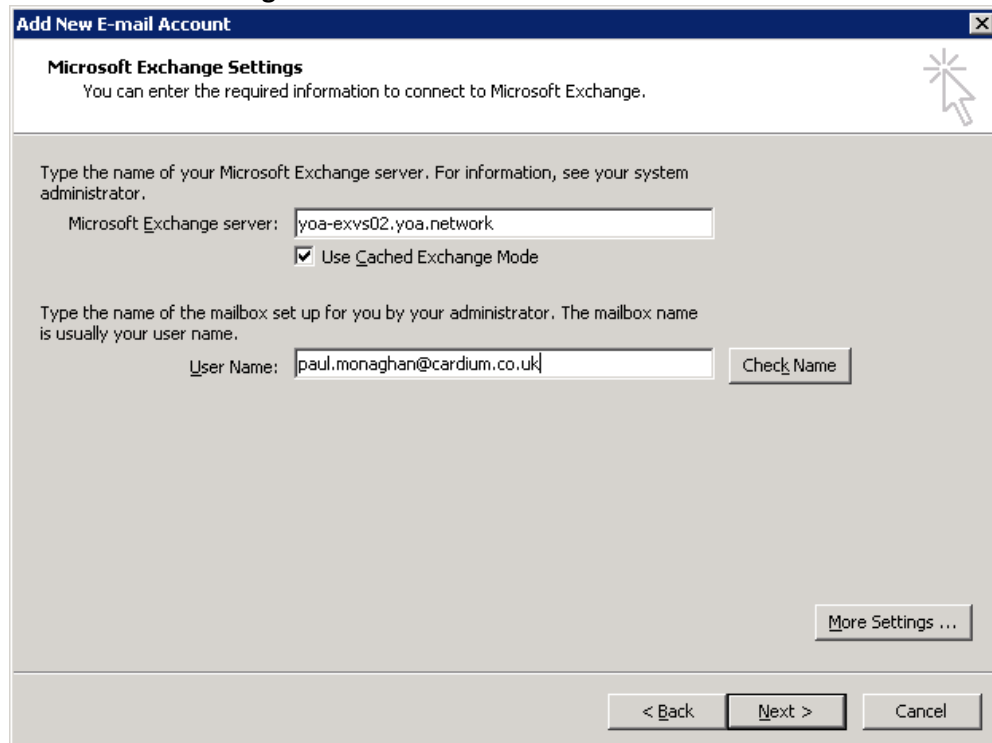


The screenshot shows the 'Add New E-mail Account' dialog box with the 'Auto Account Setup' tab selected. The fields are filled with the following information:

- Your Name: Administrator (Example: Barbara Sankovic)
- E-mail Address: Administrator@yourofficeanywhere.c.uk (Example: barbara@contoso.com)
- Password: *****
- Retype Password: ***** (Type the password your Internet service provider has given you.)

The checkbox **Manually configure server settings or additional server types** is checked. At the bottom, there are buttons for '< Back', 'Next >', and 'Cancel'.

3. Select **Microsoft Exchange** and click **Next**
4. Enter **YOA-EXVS02.YOA.NETWORK** in for the servername
5. Enter your e-mail address for the username
6. Tick the **Use Cached Exchange Mode**

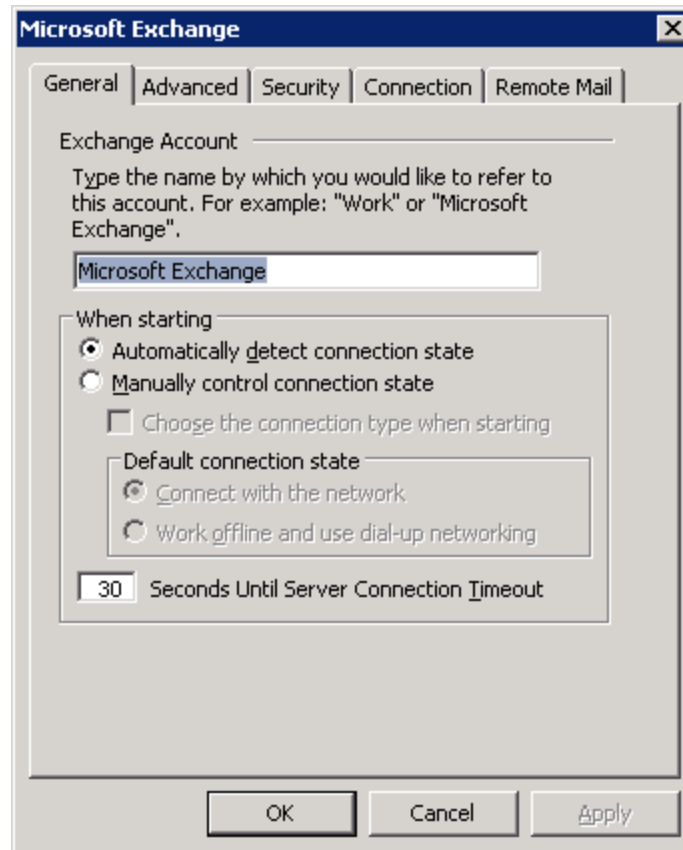


The screenshot shows the 'Add New E-mail Account' dialog box with the 'Microsoft Exchange Settings' tab selected. The fields are filled with the following information:

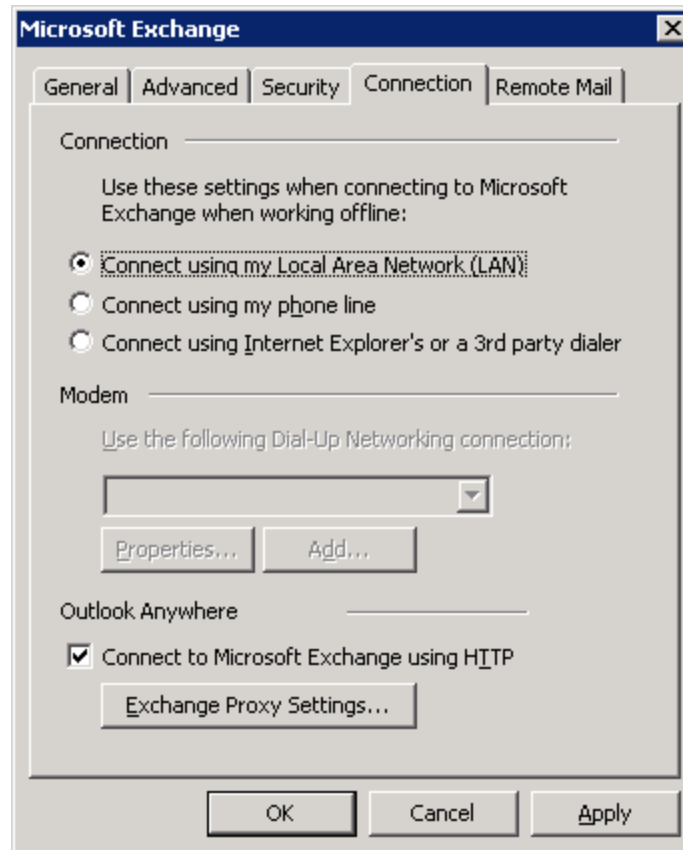
- Microsoft Exchange server: yoa-exvs02.yoa.network
- Use Cached Exchange Mode
- User Name: paul.monaghan@cardium.co.uk (with a 'Check Name' button next to it)

At the bottom right, there is a 'More Settings ...' button. At the bottom, there are buttons for '< Back', 'Next >', and 'Cancel'.

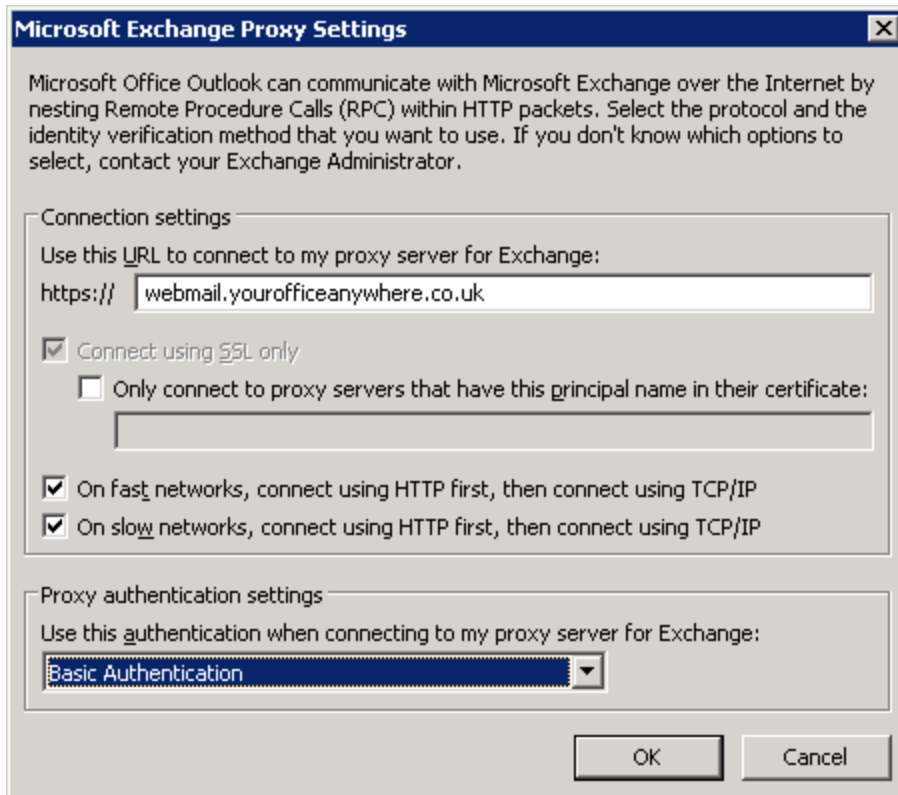
7. Click **More Settings**
8. Click **OK** at the error you should now see the following screen



9. Click the **Connection** tab
10. Tick the box **Connect using....** and click the **Exchange Proxy Settings** button



11. Enter **webmail.yourofficeanywhere.co.uk** in the field **Use this URL**
12. Tick the box **On fast networks.....**
13. Select **Basic Authentication** from the **Proxy Authentication Settings** drop down box



14. Click **OK** three times and click **Next**
15. Click **Finish**
16. You will now be prompted for your credentials. Enter your e-mail address and your password and click OK
17. You should see a message **“Now preparing Outlook for first time use”**

If you are still unable to connect to your mailbox contact the helpdesk via e-mail helpdesk@yourofficeanywhere.co.uk or by phone on 01282 425111.