

Configure Outlook Anywhere

User manual

4net AG
Wehrstrasse 2
CH-9015 St. Gallen

You can connect the locally installed Microsoft Outlook with the Exchange Server and access your Files. A synchronisation of public folders is also possible.

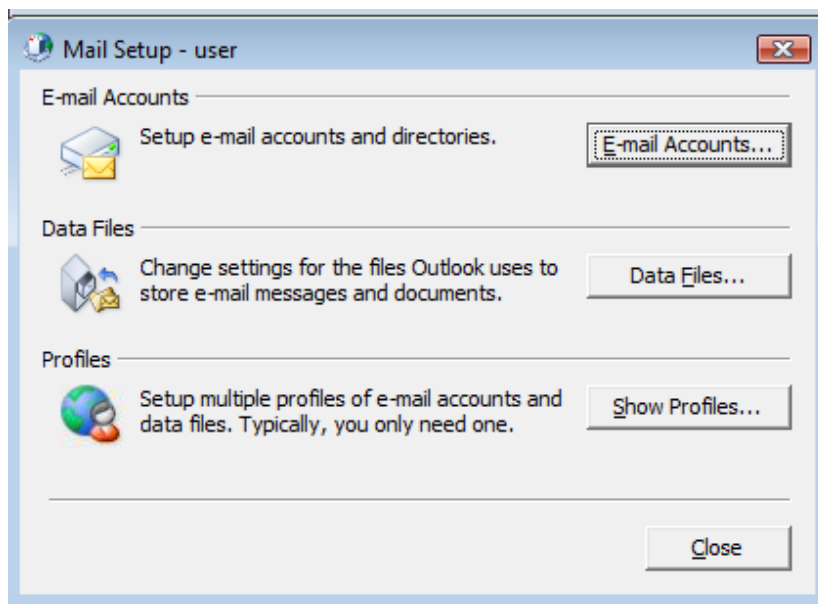
Requirements

- Windows XP with the latest service pack and the latest security updates.
- Outlook 2003 with Office-service pack SP2 and the latest security updates.

Einrichten von Outlook

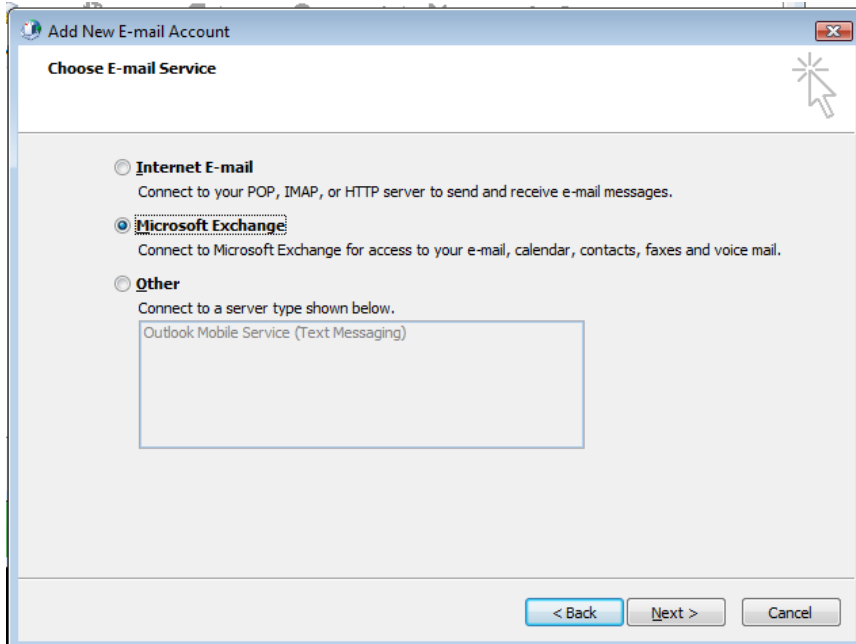
This Manual assumes that no Exchange account is configured in Microsoft Outlook.

1. Close Microsoft Outlook
2. Go to Start > Control Panel > Mail
3. Chose **Email-Accounts**



4. Chose: **Add a new email account**

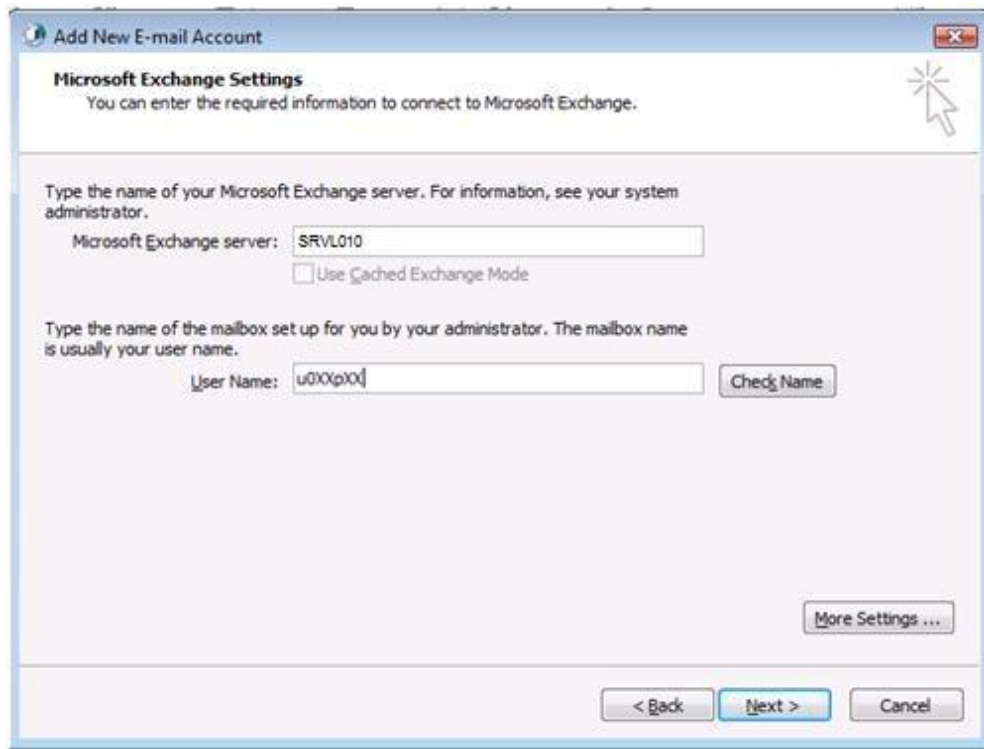
5. Chose **Exchange-Server**



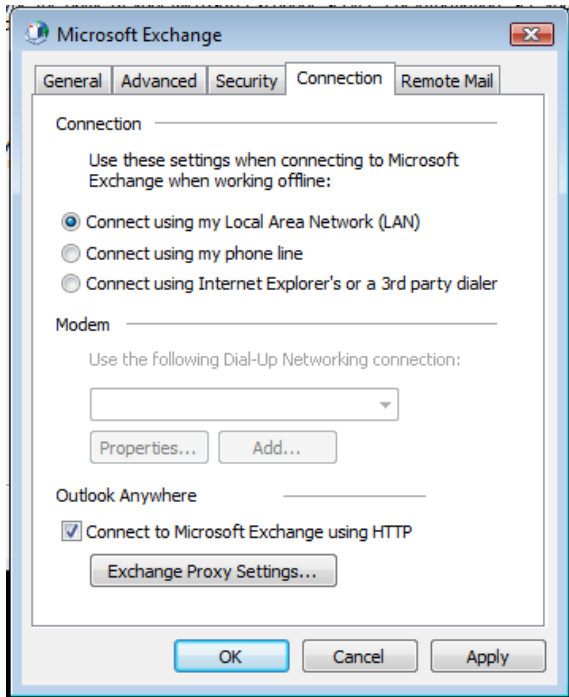
6. Server and User details

- Exchange Server: **ASC003**
- Username: Your Username UxxxPxx

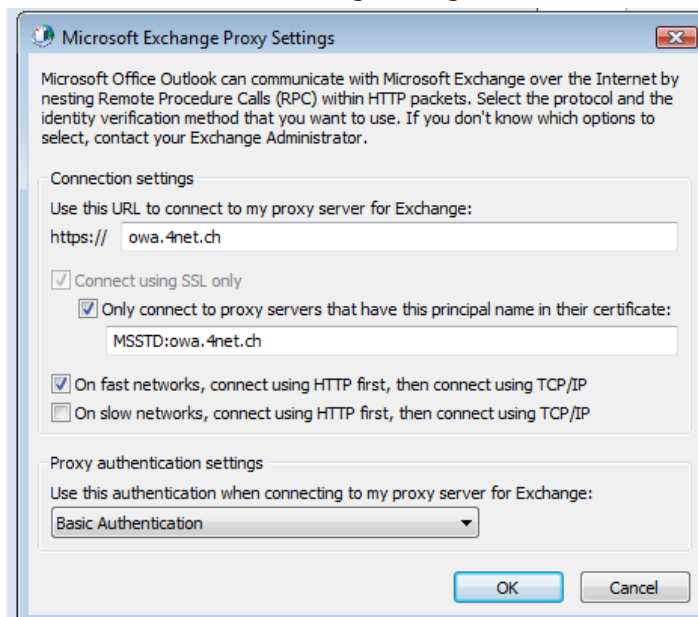
Also make sure to check "Use Cached Exchange Mode" unlike in the Picture below!!!



- Now chose **More Settings** and then **Connection** and activate: **Connect the Microsoft Exchange using HTTP**

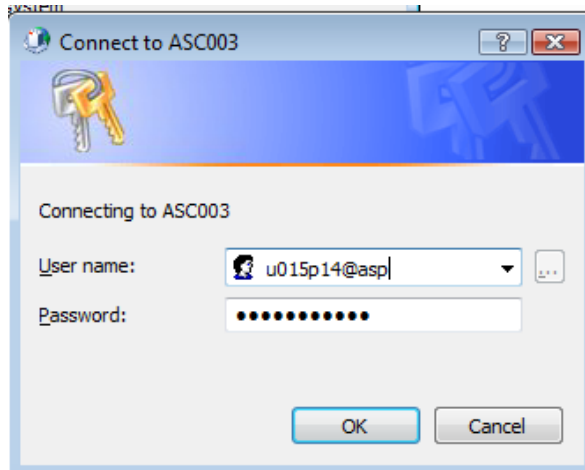


- Now chose **Exchange-Proxy-Settings**
Make sure to set the following Settings:



Confirm the settings with OK. Close the Window and Open Outlook

9. Now you have to enter your username and password.



Important: add **@asp** behind your username for this login

For Windows Vista: Enter username in following format: asp\u00xxp

Now the settings have been made and you can use Microsoft Outlook.