

Once your account(s) have been established you will receive your login information on a form similar to the one below.

Hosted Exchange Information Sheet

Client Name		Support	Toucan Support Desk
Contact		Technical	T: 08450 260222
Details		Contact	E: support@

Outlook Web Access

<i>Access your email on the go...</i>	
Access URL:	
Username:	
Password:	

Toucan ActiveSync Service

<i>Sync your mail to Mobile devices...</i>	
Server:	
Username:	
Password:	

User List

Standard Users			
Username	Email Address	Password	Additional Aliases
			n/a

Please follow these easy steps exactly to configure Microsoft Outlook 2003 to work with our Hosted Exchange.

First, click on your Start button

Then click on Control Panel.

When the Control Panel opens, double-click on Mail.

You will see this window.



Click "Show Profiles"

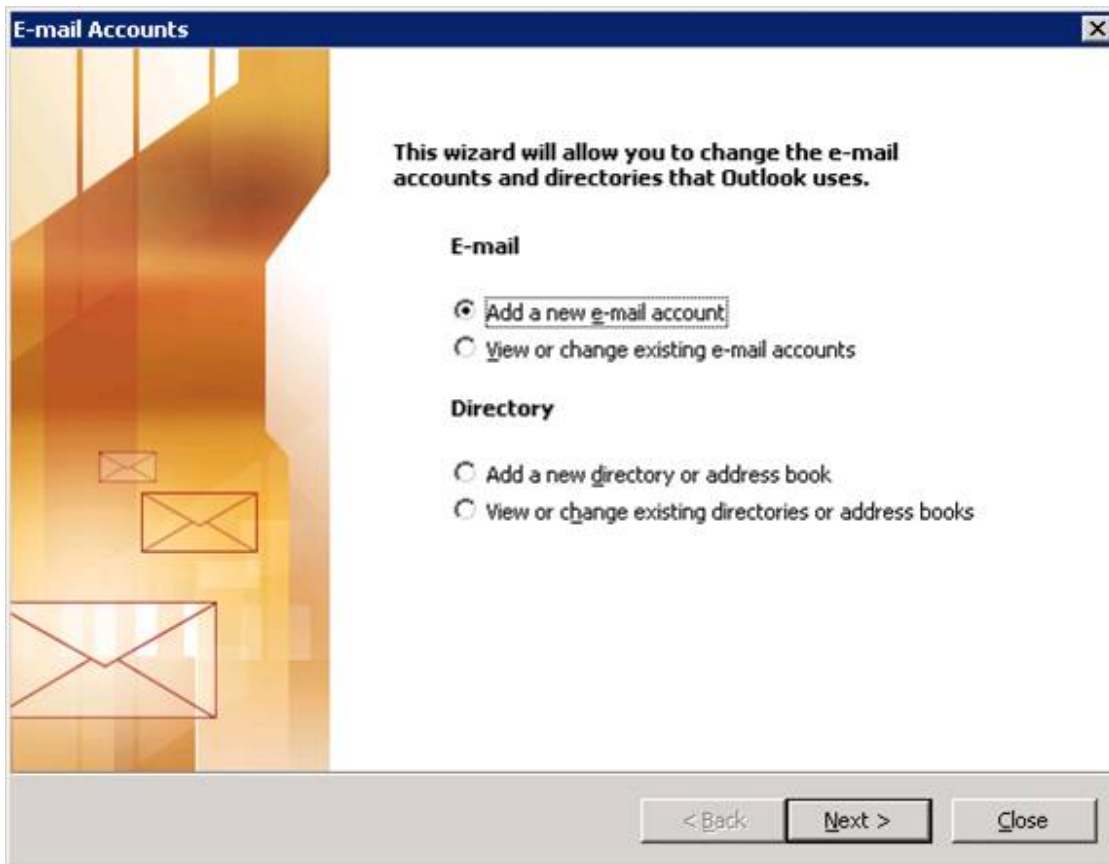
You will see this window:



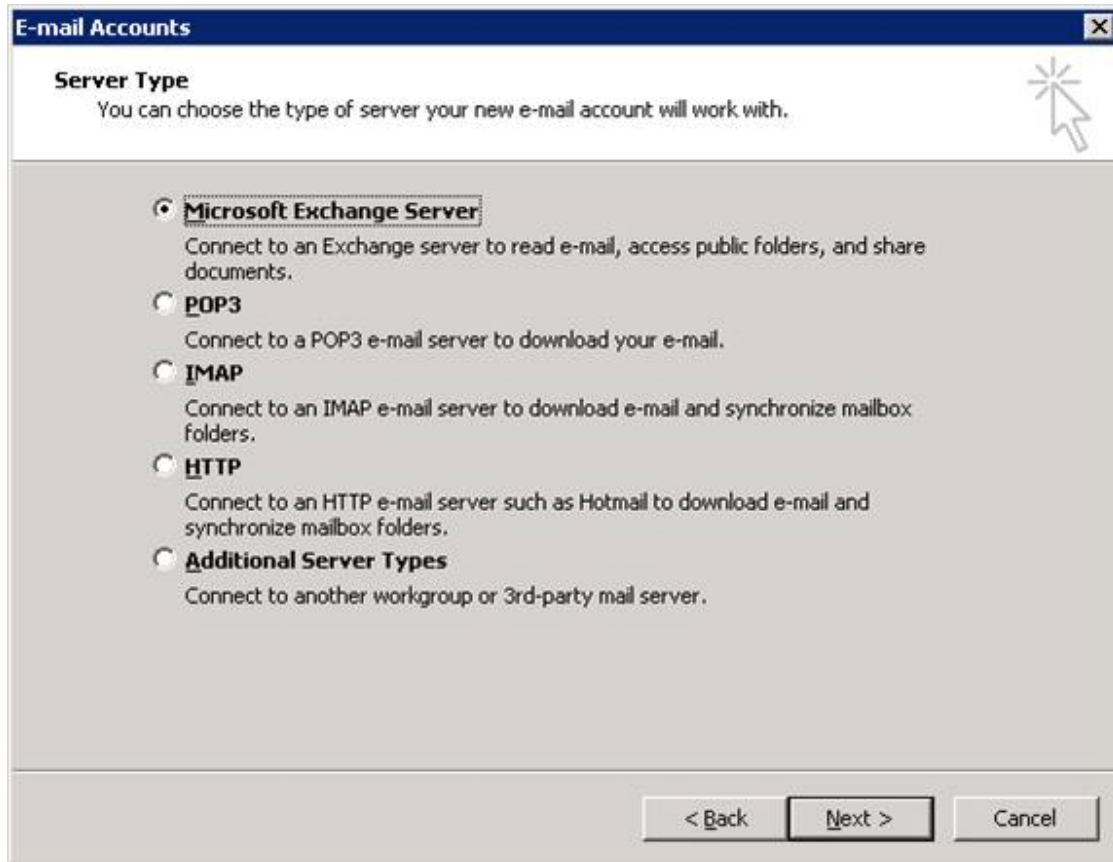
Click "Add"



Enter in your email address, and click OK.



Select "Add a new e-mail account" then click Next.



Select "Microsoft Exchange Server" and then click Next.

Add New E-mail Account

Microsoft Exchange Settings
You can enter the required information to connect to Microsoft Exchange.

Type the name of your Microsoft Exchange server. For information, see your system administrator.

Microsoft Exchange server:
 Use Cached Exchange Mode

Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name:

Enter your details as follows:

Microsoft Exchange Server: mail.networkhosting.co.uk

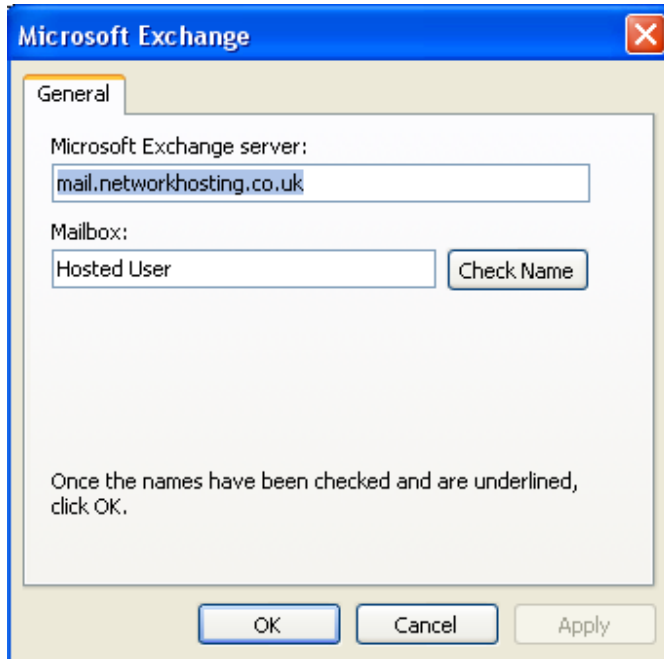
User Name: See table at the start of this document

Click "More Settings"

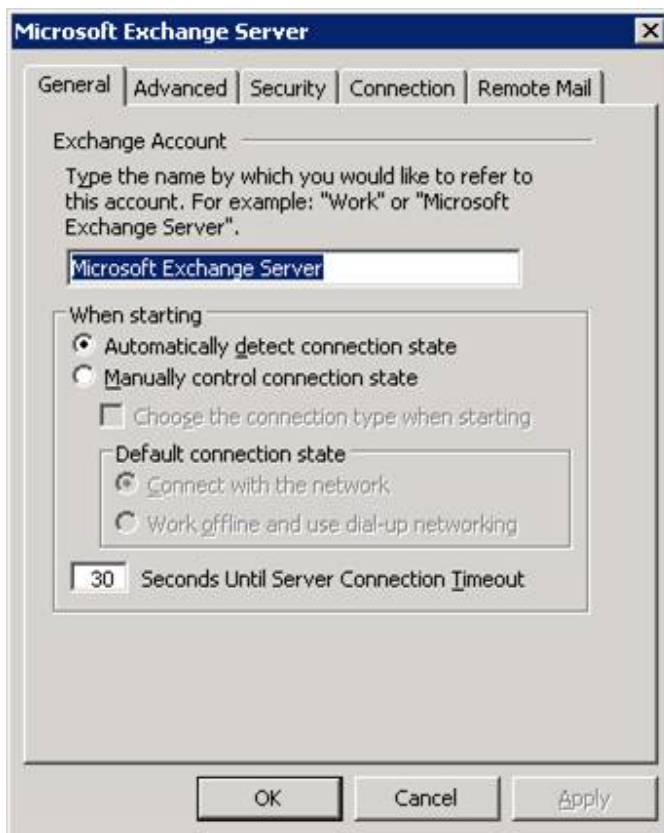
You may experience an approximately one-minute delay followed by this window:



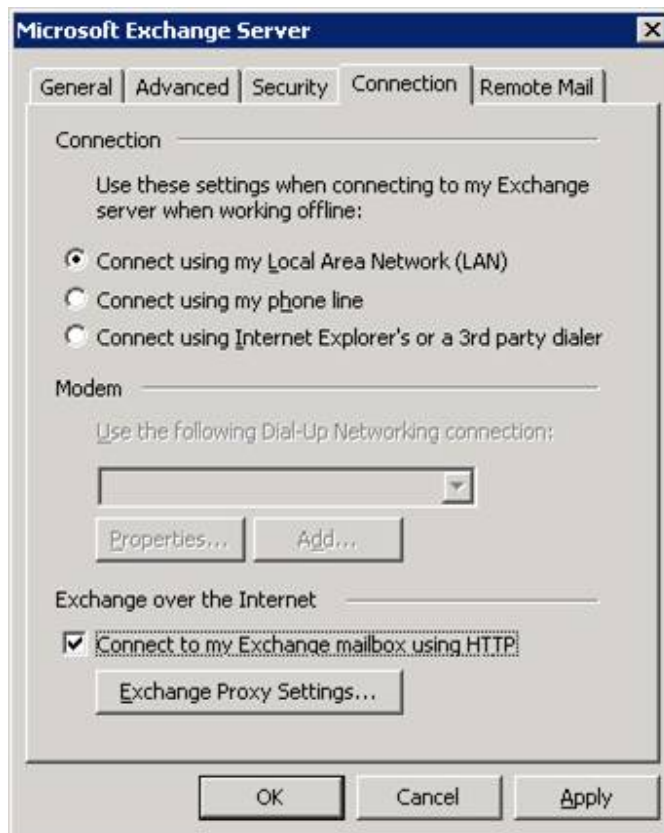
Simply click OK and then "Cancel on this window:



Now, this dialog is displayed:

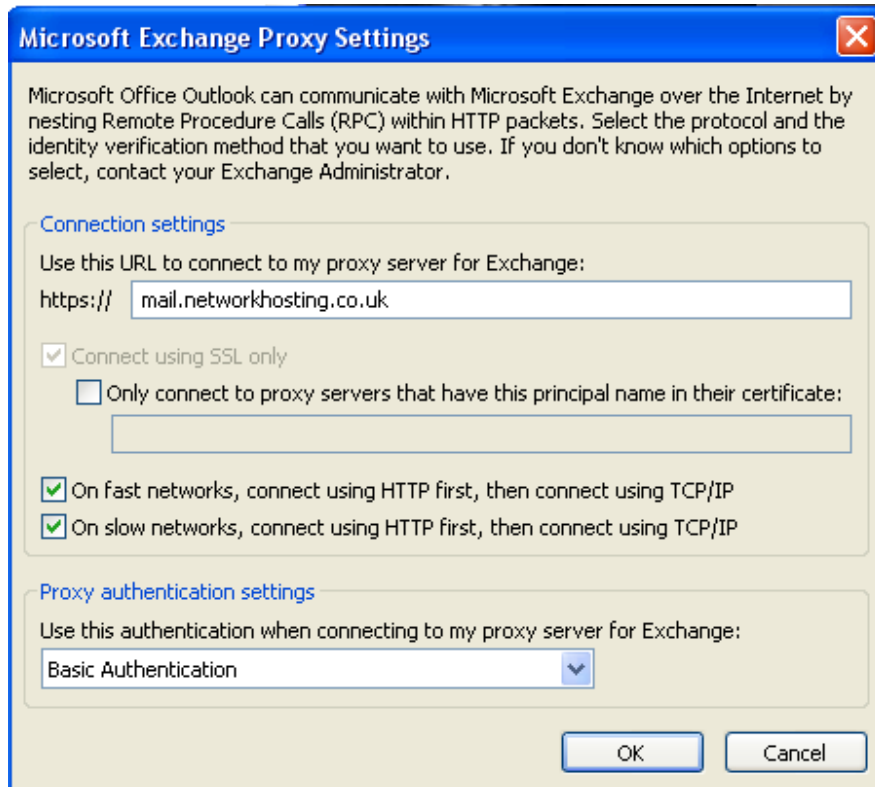


Click on the tab named Connection:



Check the box beside “Connect to my Exchange mailbox using HTTP” and then click the button labelled

“Exchange Proxy Settings”.



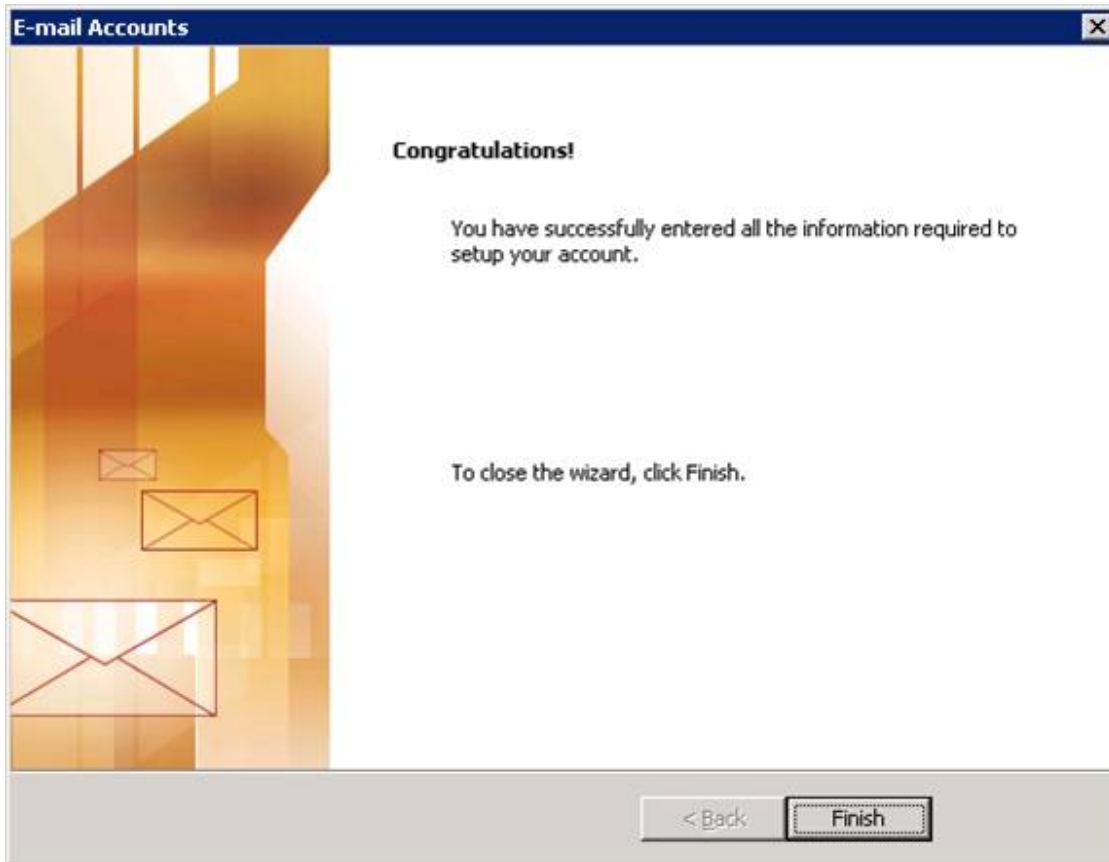
Fill out the dialog exactly as shown above and then click OK.

You will be returned to this dialog:

The screenshot shows a Windows-style dialog box titled "Add New E-mail Account". The "Microsoft Exchange Settings" section is active, with a mouse cursor pointing to a star icon in the top right corner. The dialog contains the following fields and controls:

- Microsoft Exchange Settings**
You can enter the required information to connect to Microsoft Exchange.
- Instruction: "Type the name of your Microsoft Exchange server. For information, see your system administrator."
- Field: "Microsoft Exchange server:" with the value "mail.networkhosting.co.uk".
- Checkbox: "Use Cached Exchange Mode" (checked).
- Instruction: "Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name."
- Field: "User Name:" with the value "Hosted User|".
- Button: "Check Name" (disabled).
- Button: "More Settings ..." (disabled).
- Navigation buttons: "< Back", "Next >", and "Cancel".

Click Next.



Click Finish.

You will return to the Mail control panel applet.



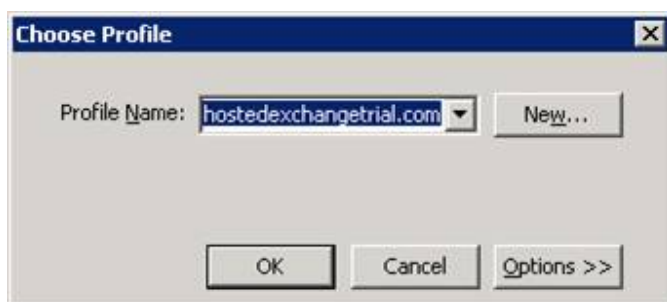
Either select the profile you just created for permanent use (“Always use this profile”) or leave the default setting of “Prompt for a profile to be used”.

Now Microsoft Outlook 2003 is set up to use our Hosted Exchange service!

To open Outlook, click on your Start button.

Click on All Programs then hover over Microsoft Office. Finally click on Outlook.

Select a profile if necessary:

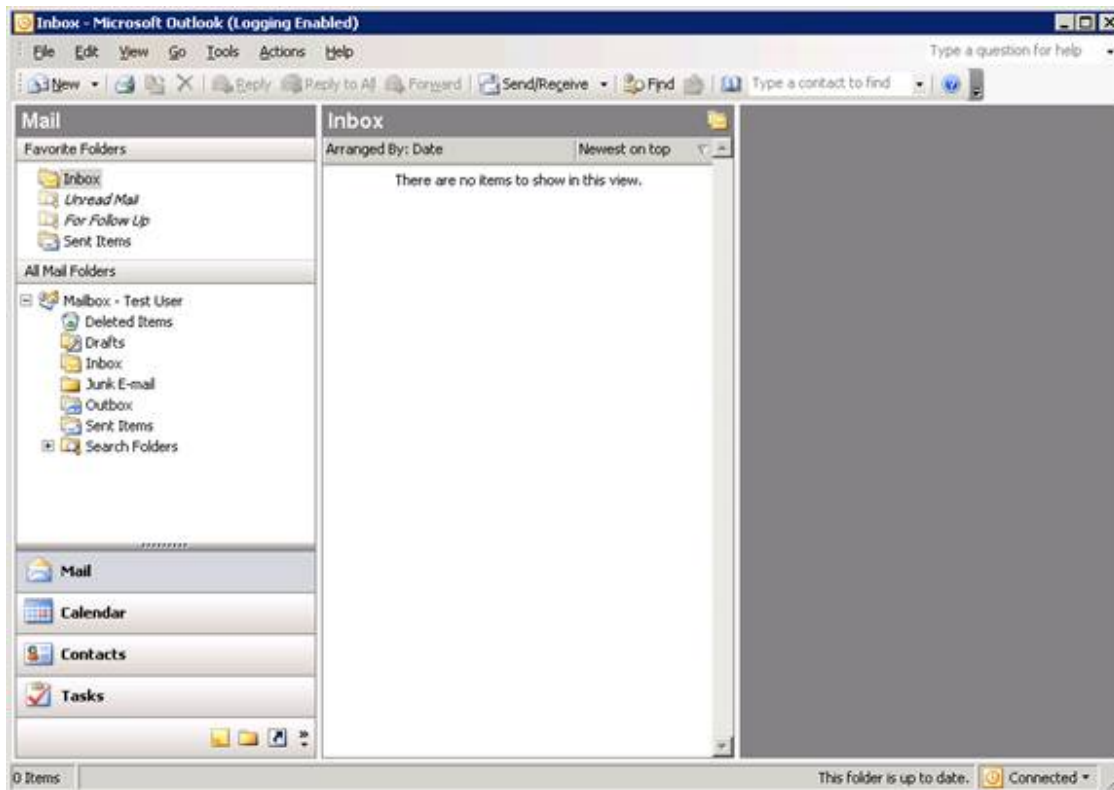


And then click OK.



Enter your Email Address as your User Name, and enter your password when prompted.

The main Outlook window will open and Outlook will begin to synchronize to your mailbox. Depending on the size of your mailbox, this may take quite a while. If it's empty, it'll happen in seconds:



Notes: