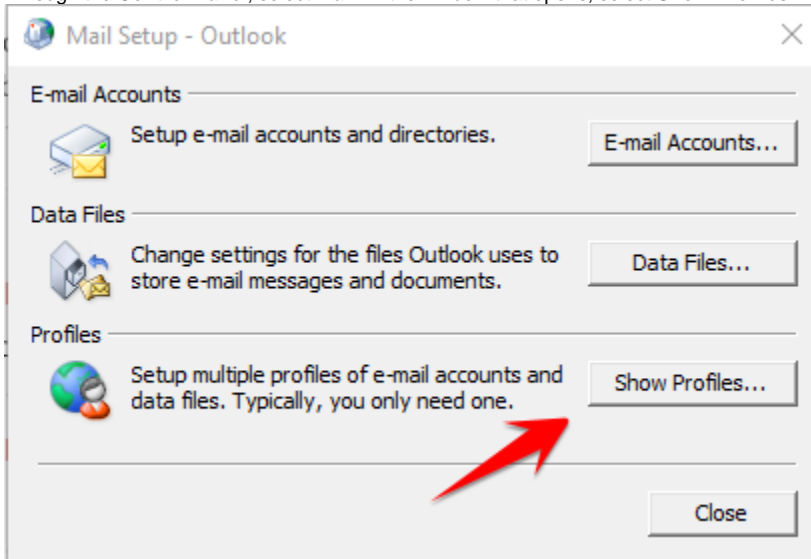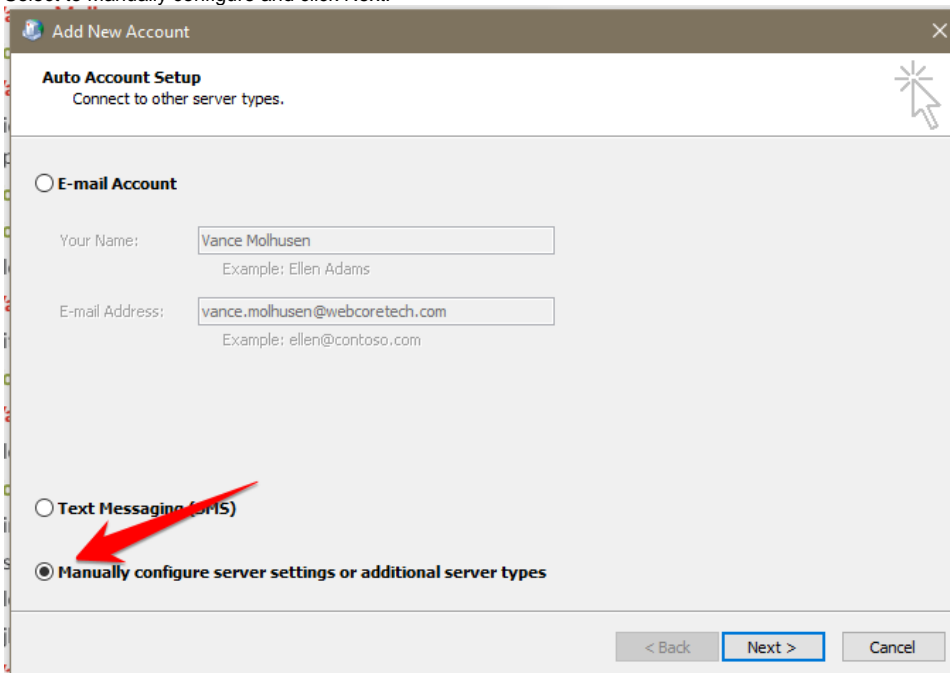# Manual Outlook Email Configuration

Outlook settings

Sometimes Outlook requires a manual configuration in order to connect properly to the mail server. This document represents what you can expect to see when working with Outlook 2013 or older. Outlook 2016 will not allow you to manually configure the connection to the server, and requires proper Autodiscovery records to be created within their DNS records.
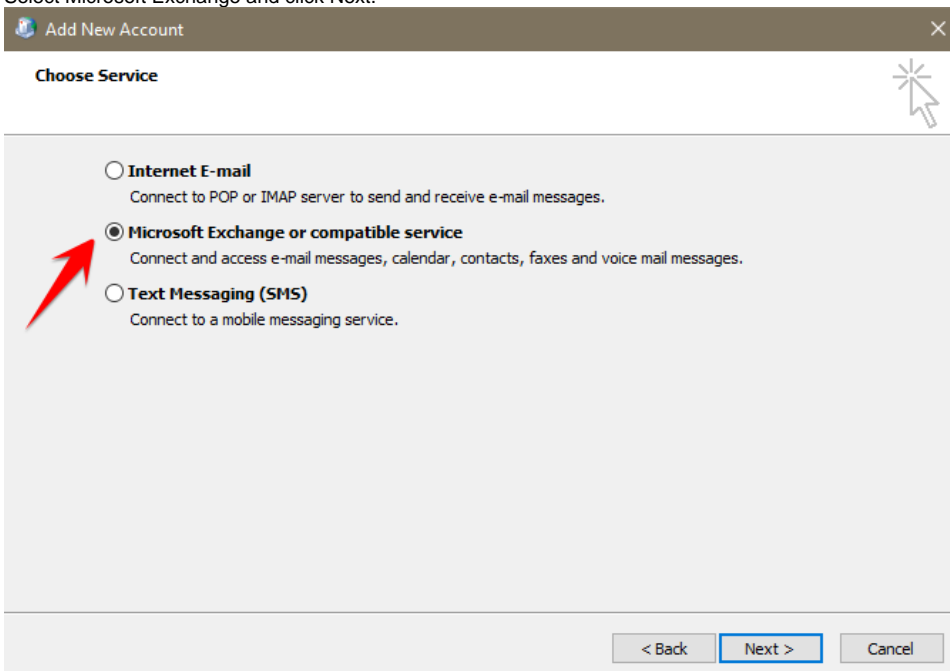
1. Through the **Control Panel**, select **Mail**. In the window that opens, select **Show Profiles**.

2. In the prompt that follows, type in the name of the Profile that you wish to create.
3. Select to Manually configure and click Next.

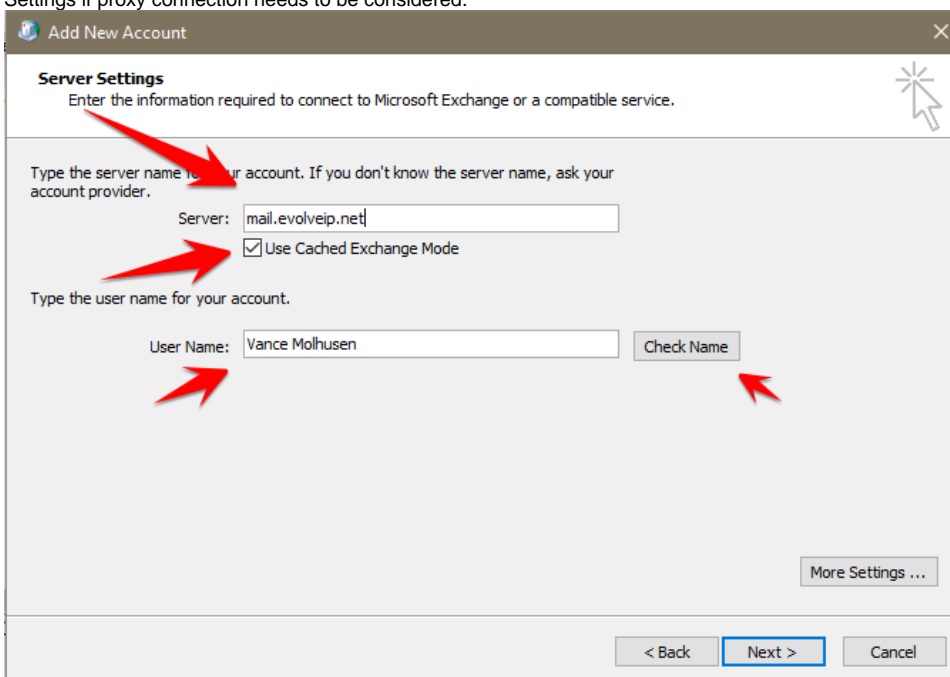4. Select Microsoft Exchange and click Next.

5. Type in the **Server Address**, check the box for **Cached Exchange Mode**, type in the **User name** and click **Check Name**. (Optional) Click More Settings if proxy connection needs to be considered.

- **(Optional)** Some connections require proxy settings to be configured. See the example below.

Microsoft Exchange

General | Advanced | Security | **Connection**

Connection

Use these settings when connecting to Microsoft Exchange when working offline:

◉ Connect using my Local Area Network (LAN)
○ Connect using my phone line
○ Connect using Internet Explorer's or a 3rd party dialer

Modem

Use the following Dial-Up Networking connection:

[▾]

[Properties...] [Add...]

Outlook Anywhere

☑ Connect to Microsoft Exchange using HTTP

[Exchange Proxy Settings...]

Microsoft Exchange Proxy Settings

Microsoft Outlook can communicate with Microsoft Exchange over the Internet by nesting Remote Procedure Calls (RPC) within HTTP packets. Select the protocol and the identity verification method that you want to use. If you don't know which options to select, contact your Exchange Administrator.

Connection settings

Use this URL to connect to my proxy server for Exchange:

https:// [mail.wavelandventures.com]

☑ Connect using SSL only

☑ Only connect to proxy servers that have this principal name in their certificate:

[msstd:mail.wavelandventures.com]

☑ On fast networks, connect using HTTP first, then connect using TCP/IP
☑ On slow networks, connect using HTTP first, then connect using TCP/IP

Proxy authentication settings

Use this authentication when connecting to my proxy server for Exchange:

[Basic Authentication ▾]

[OK] [Cancel]