

Manually Setting Up Outlook 2011 With Microsoft Exchange 2010

The following article will get your Microsoft Exchange 2010 Mailbox setup with your Outlook 2011 email client:

1. Open Outlook and from the Outlook drop-down menu, select **Preferences**. In the Outlook Preferences menu, select **Accounts**.



000	Outlook Preferences						
Show All							
Personal Settings							
General	Accounts	Notifications & Sounds	Categories	Fonts	AutoCorrect		
E-mail							
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Reading	Composing	Signatures	Rules	Schedules			
Other							
Calendar	Contacts	Sync Services	Feedback				

2. On the Accounts screen, select **Exchange Account**.

0	Add an Account To get started, select an account type.
	Exchange Account
	Microsoft Exchange accounts are used by corporations and other large organizations.
	E-mail Account
	POP or IMAP e-mail accounts include those from Internet service providers, or from e-mail services such as AOL, Gmail, MobileMe, Windows Live Hotmail, Yahoo!, and others.
<u>Learn about addin</u>	<u>g_accounts</u>

- 3. Enter in the following information:
 - Email address enter in your entire email address (e.g., myname@mydomain.com)
 - Method select User Name and Password

- Username arafura-asp*username*
- Password enter the password associated with your email address
- Server Enter mail.arafuracloud.com.au

Enter your Exchange account information.					
E-mail address:	user@domain.com.au				
Authentication Method:	description: Rackspace User Name and Password				
User name:	arafura-asp\username				
Password: E-r	Configure automatically				
Server:	mail.arafuracloud.com.au				
	User name: rae.cabello Cancel Add Account Password				

4. Click **Add Account**, and confirm that Amber dot next to the account name turns from an amber color to a solid green (this may take a moment). Close all windows and you're done!



Note: The amber dot may take a minute or two to change from amber to green; If it doesn't, check the accounts settings and password and make sure you're using the correct EWS server address. Note: If you already have email on the server, your email will slowly begin to populate your inbox. This can take some time dependning on how much data you have.