



Outlook Anywhere 2007 & 2010

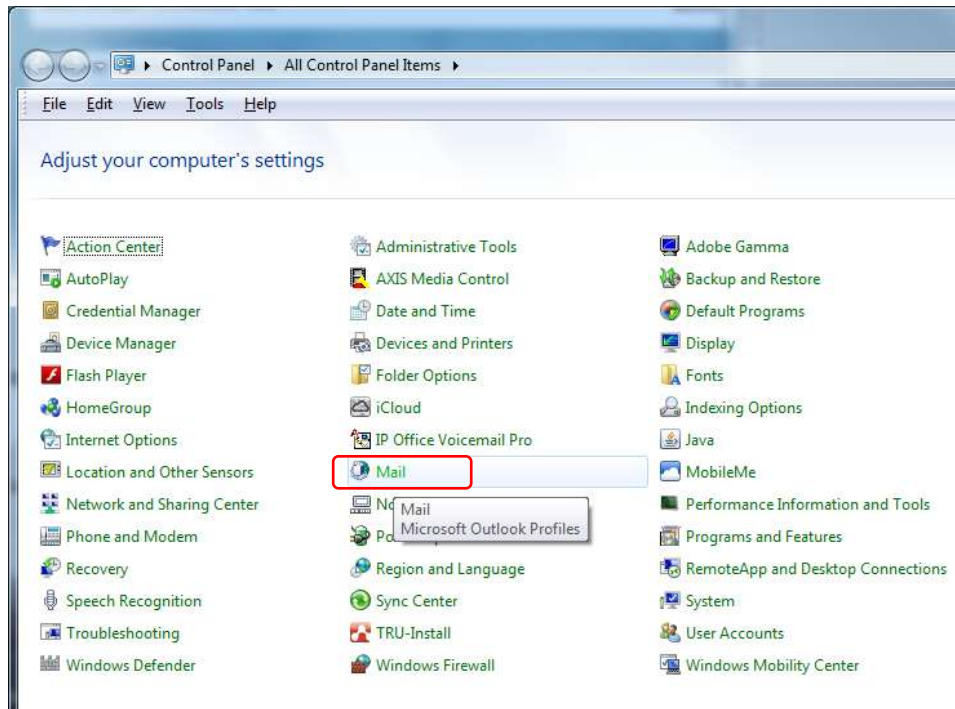
Setup Guide

Outlook 2007 / 2010 Setup

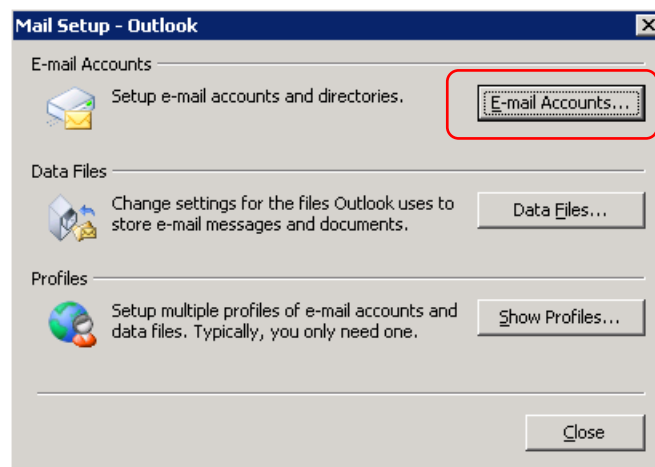
To access the hosted email accounts a connection can be configured in Outlook 2007 or 2010 that will provide full access to the hosted mailbox.

On your Windows Workstation, select the Start Menu and open the Control Panel.

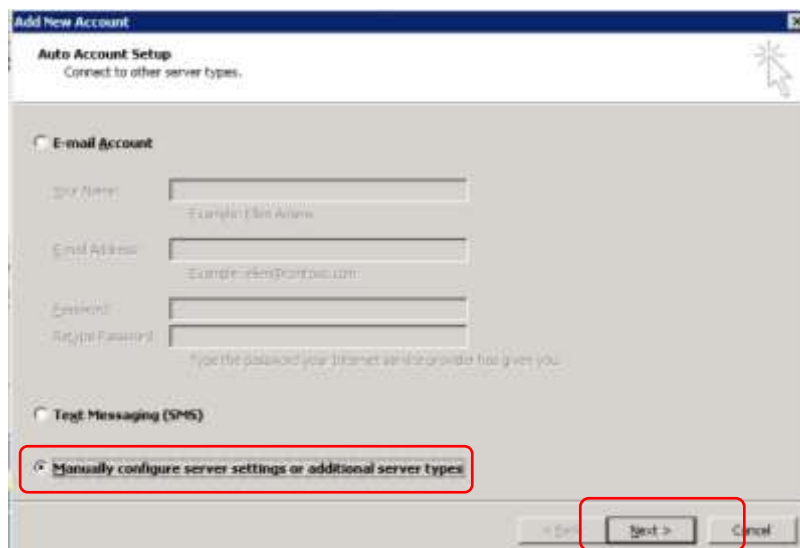
Select the Mail Icon as shown below. If the version of Windows is 64Bit the mail icon will be called Mail (32-bit).



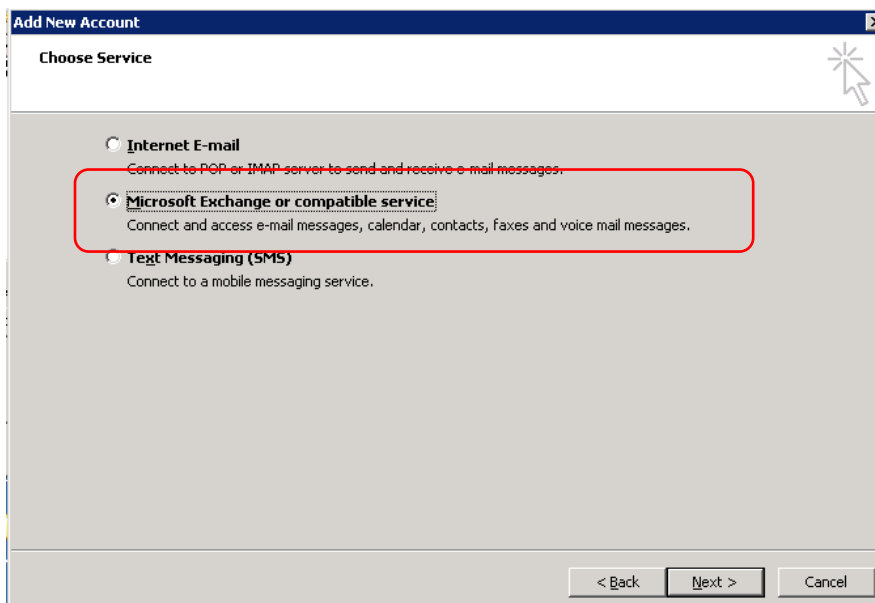
From this point a new account will be created to access the hosted mailbox. Select the Email Accounts Button to Create a new Account



Select the “Manually configure server settings or additional server types” option as shown and hit the Next button.



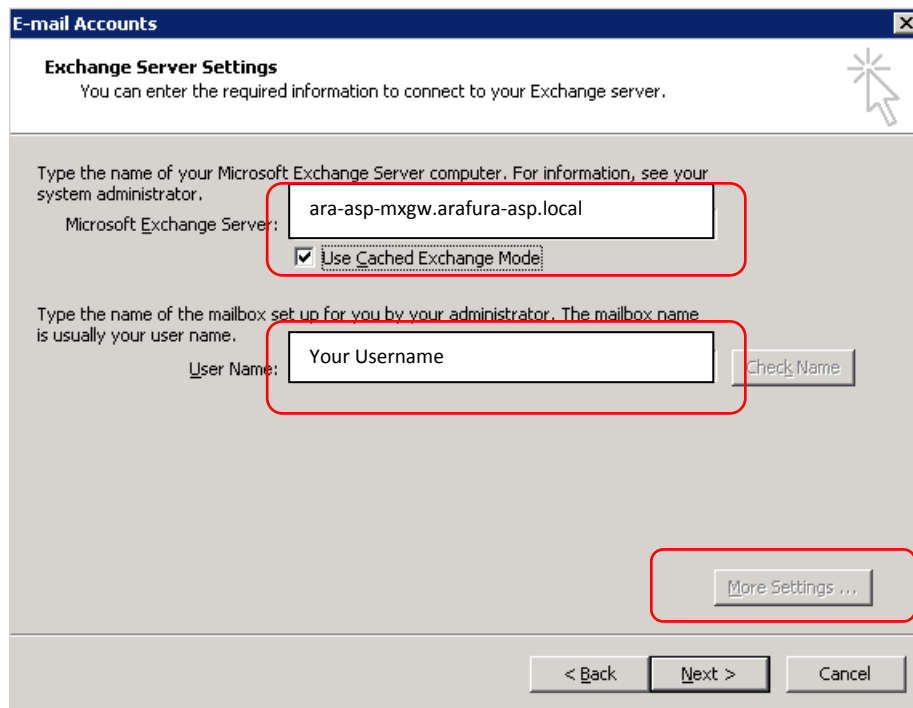
Select the Microsoft Exchange Server as the Account Type and hit the Next Button to proceed.



The following account setup window will appear, in the Microsoft Exchange Server dialog box enter the details as shown –

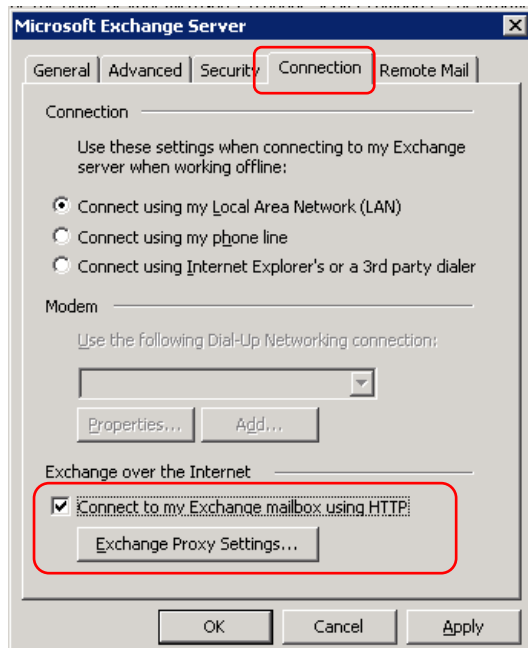
Microsoft Exchange Server: ara-asp-mxgw.arafura-asp.local
User Name : Supplied User Name

In the User Name dialog box enter the username that you have been assigned for your Arafura Cloud Account.



Select the More Settings Button to enter the connection details, the following dialog box will appear.

Select the Connection Tab, tick the Connect to my Exchange mailbox using HTTP box at the bottom of the form and then hit the Exchange Proxy Settings button.

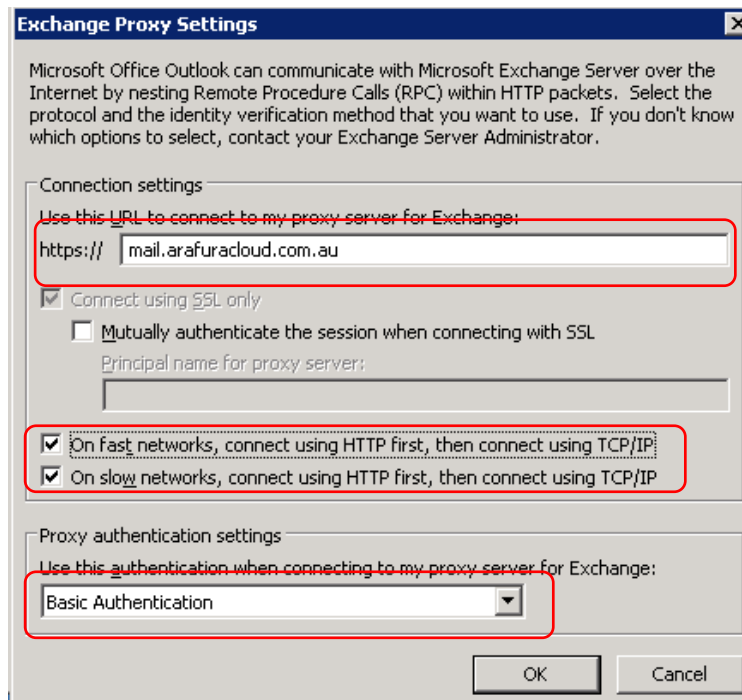


Once you have pressed the Exchange Proxy Settings button the following window will appear. Enter the details as follows;

Https:// mail.arafuracloud.com.au

Tick both check boxes as shown

Select the Authentication type as Basic from the drop down list.

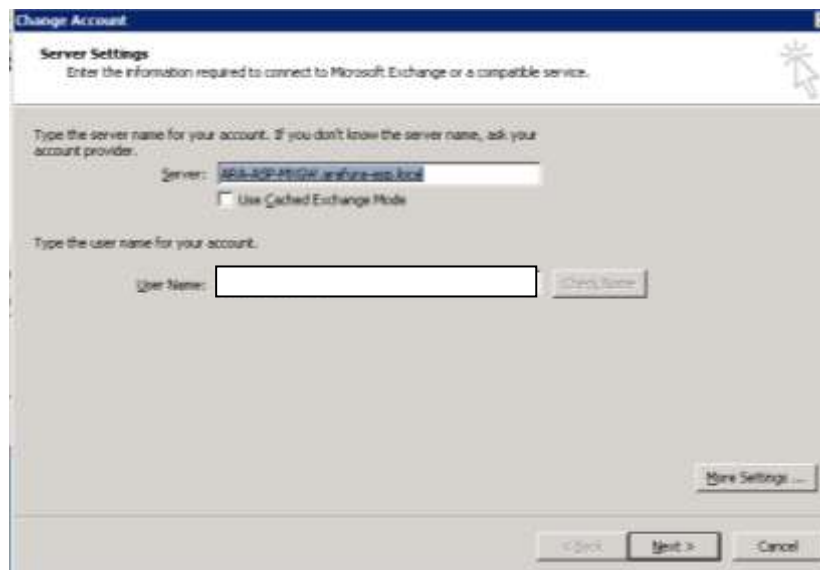


Hit the OK Button to complete the configuration.

You will be returned to the previous configuration screen as shown below.

If you wish to have a copy of all your mail stored locally on the workstation the Use Cached Exchange Mode option should be ticked.

If you are unsure about this please consult Arafura Connect for clarification as it may impact on your internet traffic.

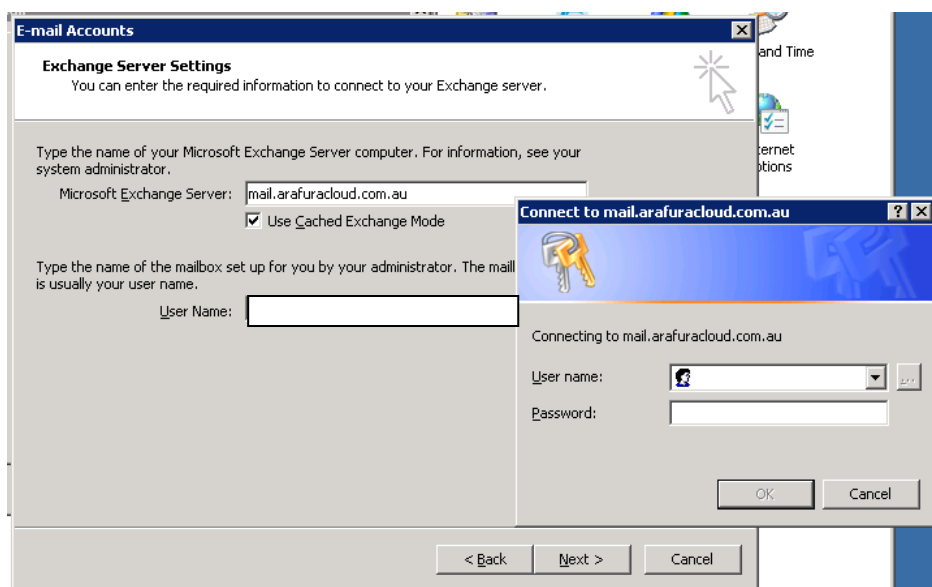


Select the Next Button to proceed with the configuration, you will then be prompted to enter your username and password to access the account.

Enter the account details that you have been supplied.

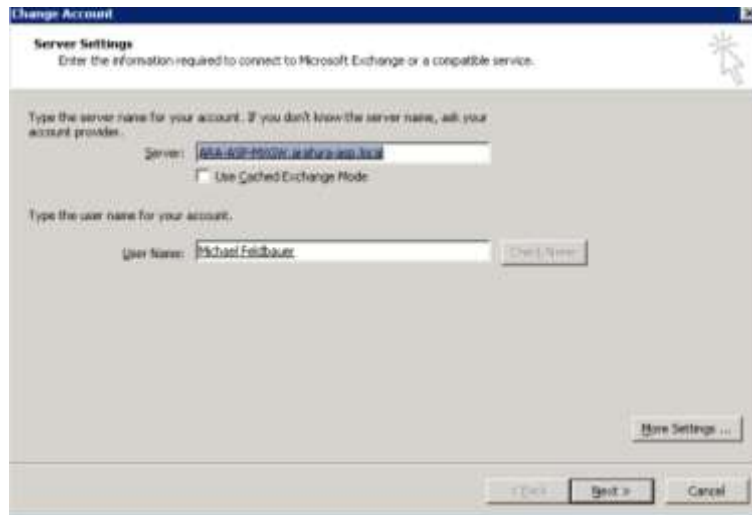
The format of the details should be as follows;

Username arafura-asp\Supplied Username
Password Supplied Password

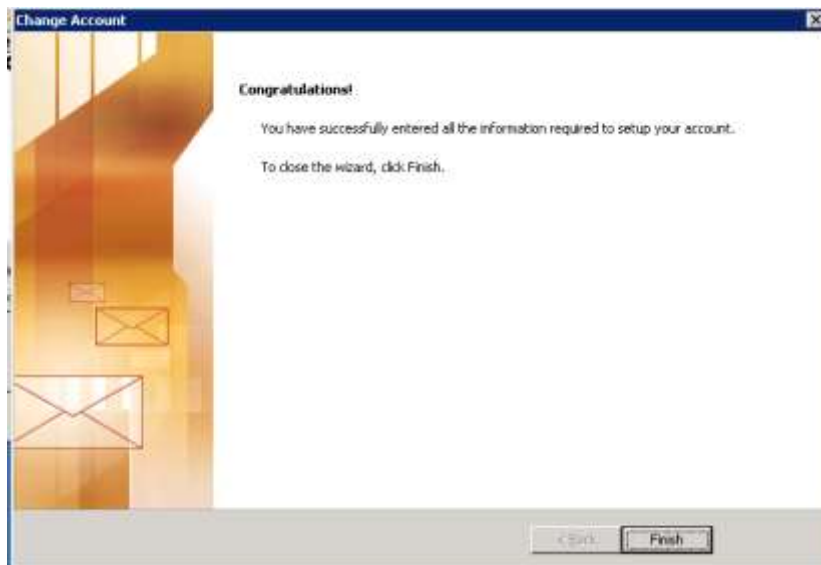


Once the username and password has been entered hit the OK button to verify the details.

If successful the details will be underlined as shown below, hit the Next button to complete the setup of the account.



Hit the Finish Button to finalise the setup, close the Control Panel and open your Microsoft Outlook Application.



The first time you open Outlook the system will setup the mailbox, this may take several minutes before the mail begins to appear.

In some instances you may be prompted for the username and password of the hosted email account. Enter the details that you have been provided as shown and select the Remember my password check box to have the system save the password details.



If you experience any issues during the setup phase of the account please contact Arafura Connect on 08 89442244 to speak with the technical support team.