arafura virtualcloud

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).

<u>File E</u> dit <u>V</u> iew <u>T</u> ools <u>H</u> elp		
Adjust your computer's settin	gs	
P Action Center	🖏 Administrative Tools	Adobe Gamma
AutoPlay	AXIS Media Control	Backup and Restore
Credential Manager	骨 Date and Time	🛞 Default Programs
🖀 Device Manager	Bevices and Printers	🕎 Display
🗾 Flash Player	Folder Options	The Fonts
🚜 HomeGroup	🖾 iCloud	🔏 Indexing Options
🔁 Internet Options	📳 IP Office Voicemail Pro	الله Java
🚾 Location and Other Sensors	Mail	MobileMe
Network and Sharing Center	Mail	Performance Information and Tools
Phone and Modem	Po Microsoft Outlook Profiles	Programs and Features
P Recovery	🔗 Region and Language	🐻 RemoteApp and Desktop Connection
Speech Recognition	Sync Center	🕎 System
Troubleshooting	🔀 TRU-Install	용 User Accounts
Windows Defender	Windows Firewall	Windows Mobility Center

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



Select the "Manually configureserver settings or additional server types" option as shown and hit the Next button.

Connect to other	server types.	R
C E-mail Account		
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EndAtion	Samte desPortonian	
Series .	E	
Region Parameters	Type the parameter provide an electronic transport you	
Test Messaging	(\$245)	
Manually config	ure server settings or additional server types	

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

dd New Accoun	:		>
Choose Servi	ce		Ť
01	iternet E-mail		
	ennect to POP or IMAP server to send and receive o mail messages. Ii crosoft Exchange or compatible service onnect and access e-mail messages, calendar, contacts, faxes and voice mail messages.		
	ext Messaging (SMS) onnect to a mobile messaging service.		
	< Back	lext >	Cancel

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.

E-mail Accounts	×
Exchange Server Settings You can enter the required information to connect to your Exchange server.	1 AL
Type the name of your Microsoft Exchange Server computer. For information, see your system administrator. Microsoft Exchange Server: Image: Server:	Chec <u>k</u> Name
< <u>B</u> ack <u>N</u> ext >	Cancel

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 Exchnage Proxy Settings button.

General Advanced Security Connection Remote Mail Connection Use these settings when connecting to my Exchange server 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 Exchange over the Internet Connect to my Exchange mailbox using HTTP Exchange Proxy Settings	Microsoft	t Exchange Server	×		
Connection Use these settings when connecting to my Exchange server 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 Exchange over the Internet Connect to my Exchange mailbox using HTTP! Exchange Proxy Settings	General	Advanced Security Connection Remo	ote Mail		
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Properties Add Exchange over the Internet Image: Second Se	Use the following Dial-Up Networking connection:				
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Exchange over the Internet	P	Properties Add			
Exchange over the Internet Connect to my Exchange mailbox using HTTP: Exchange Proxy Settings					
Connect to my Exchange mailbox using HTTP Exchange Proxy Settings	Exchan	nge over the Internet			
Exchange Proxy Settings	Col	onnect to my Exchange mailbox using HTTP			
	Ē	Exchange Proxy Settings			
		OK Cancel	Apply		

Once you have pressed the Exchnage Proxy Settings button the following window will apear. 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.

Exchange Proxy Settings
Microsoft Office Outlook can communicate with Microsoft Exchange Server 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 Server Administrator.
Connection settings
Use this URL to connect to my proxy server for Exchange:
https:// mail.arafuracloud.com.au
Connect using SSL only
Mutually authenticate the session when connecting with SSL
Principal name for proxy server:
 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

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 inpact on your internet traffic.

C	hange Account			×
	Server Settings Enter the information re	quied to correct to Microsoft Exchange or a corpatible :	8162.	Ť
	Type the server name for you account provider.	a account. If you don't know the server name, ask your		
	Server:	ARA-ASPATIGH and an esta kick		
		T Lise Ceched Exchange Mode		
	Type the user name for your	account.		
	User Name:		interatives	
		·		
				Bare Settings
			(15)(A. 196	> Cancel

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

Enter the account details that you have bee supplied.

The format of the details should be as follows;

Username arafura-asp\Supplied Username Password Supplied Password

in:	1				
	-mail Accounts			×	
	Exchange Server Settings You can enter the required	information to connect to your Exchange se	rver.	and Tim	e
	Type the name of your Microsoft system administrator.	Exchange Server computer. For information	i, see your	ternet ptions	
	Microsoft Exchange Server:	mail.arafuracloud.com.au			
		✓ Use <u>Cached Exchange Mode</u>	Connect to mai	il.arafuracloud.com.au	? ×
	Type the name of the mailbox set is usually your user name.	up for you by your administrator. The mail			
	<u>U</u> ser Name:				
			Connecting to m	hail.arafuracloud.com.au	
			User name:	£	▼
			Password:		
				OK	Cancel
		< <u>B</u> ack	<u>N</u> ext >	Cancel	

Once the username and password has been entered hit he 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.

Server Settings Enter the eformation re	quired to connect to Microsoft Exchange or a conpatible	service.	书
ype the server name for you count provides.	$\mathbf r$ account. If you don't hnow the server mane, ask your		
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	T Use Gathed Exchange Mode		
ype the user name for your i	NDOFR.		
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			Hore Settings
			- St

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.