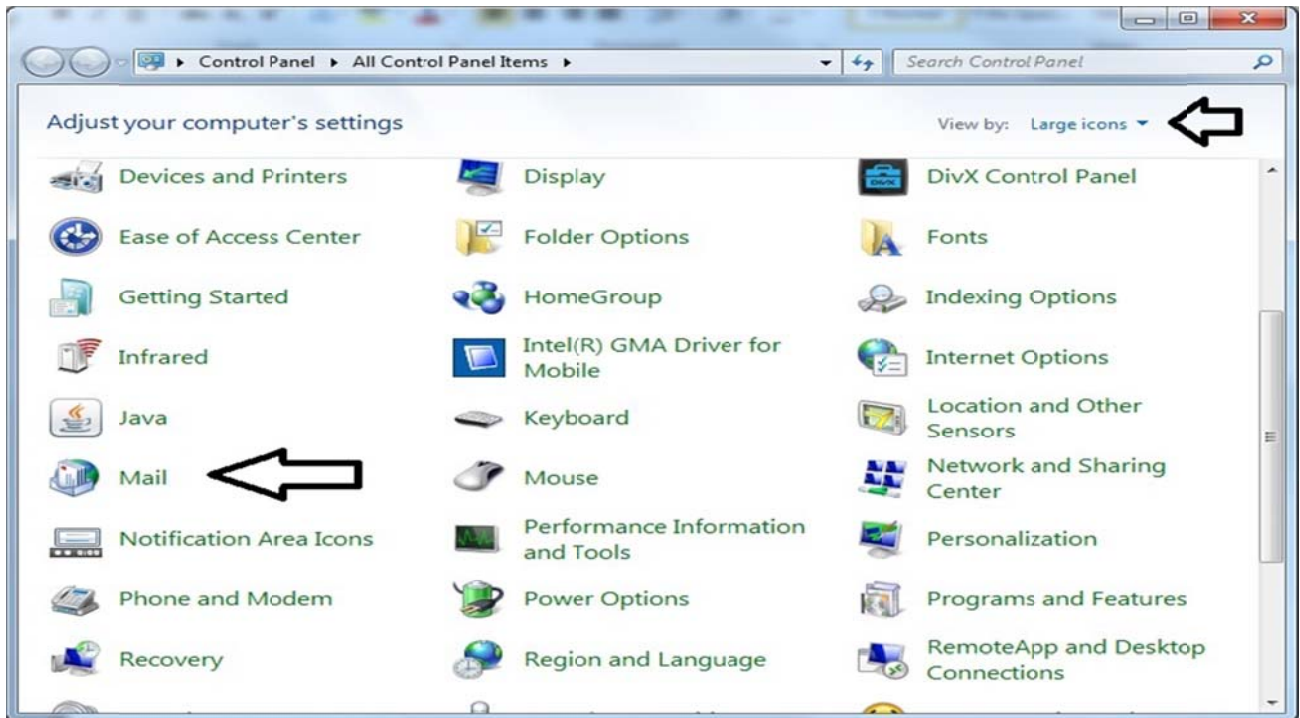


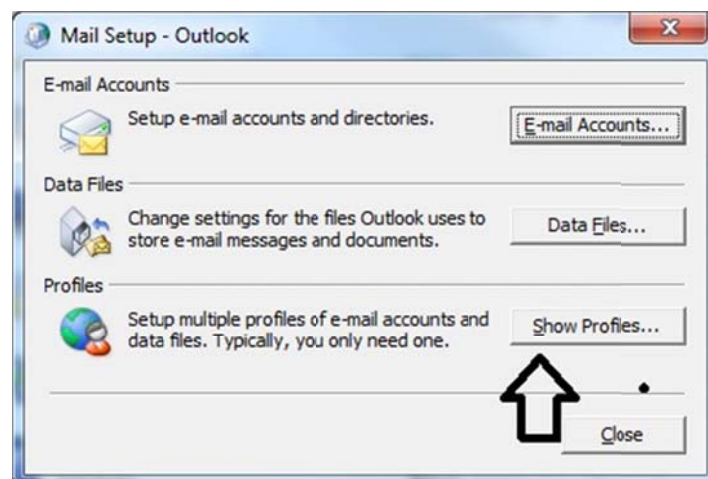
How to setup new profile in Outlook

The following document defines a step-by-step guide to setup Outlook 2007/2010 to synchronize from our Exchange Server.

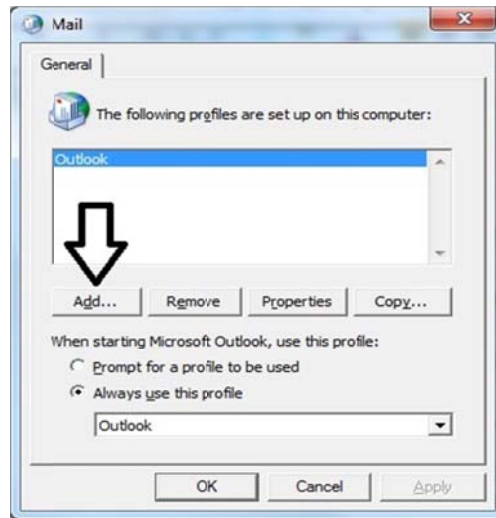
1. Under **Start Menu -> Control Panel**
2. Make sure your Control Panel is in detail view (Large/Small icon view)
3. Click **Mail**



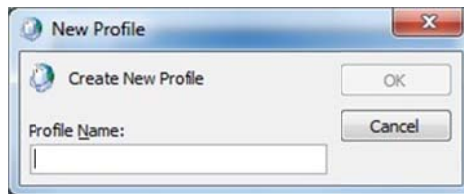
4. Click **Show Profiles**



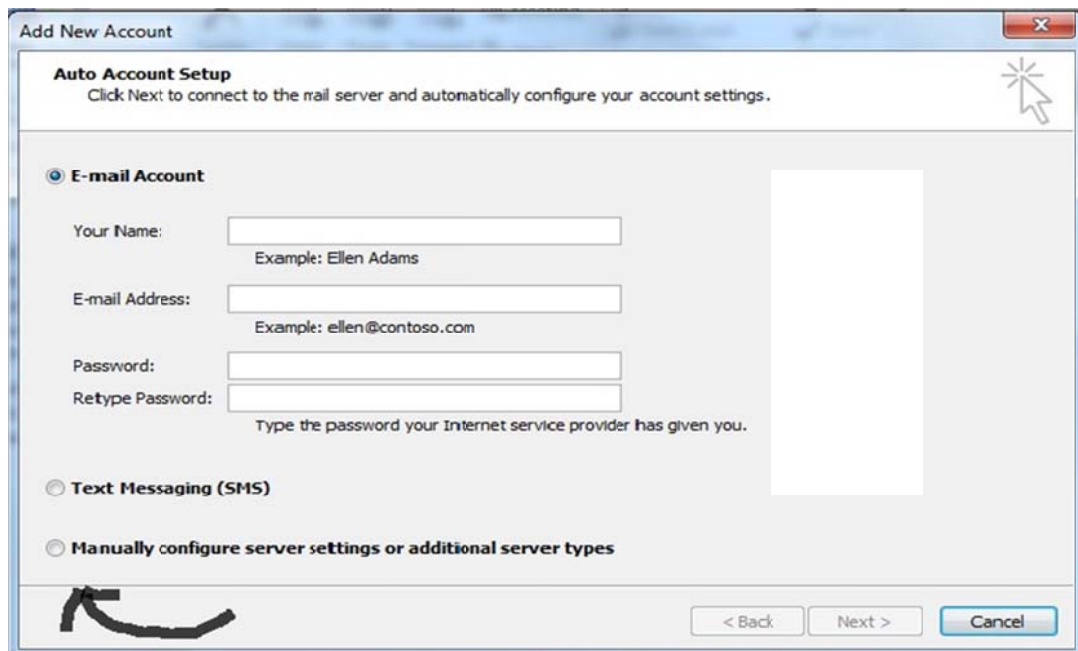
5. Click **Add Profile** (**DO NOT REMOVE OR MODIFY THE EXISTING PROFILE**)



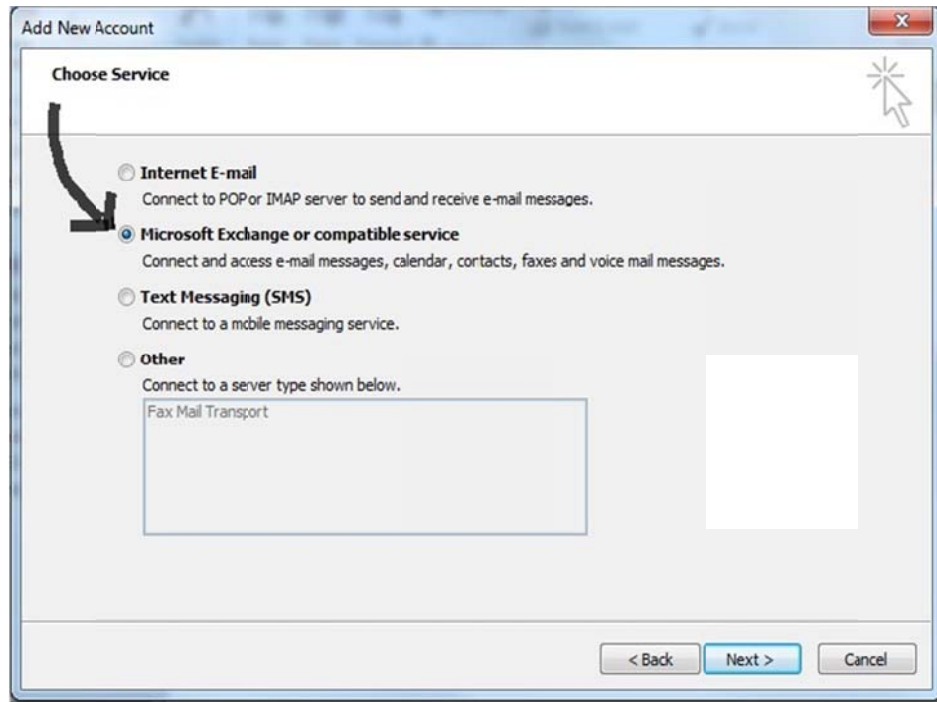
6. Give your new profile a name (Example: New Profile)



7. From Add New Account wizard, select **"Manually configure server settings or additional server types"** and click Next.



8. From Choose service, select “**Microsoft Exchange or compatible service**” and click Next

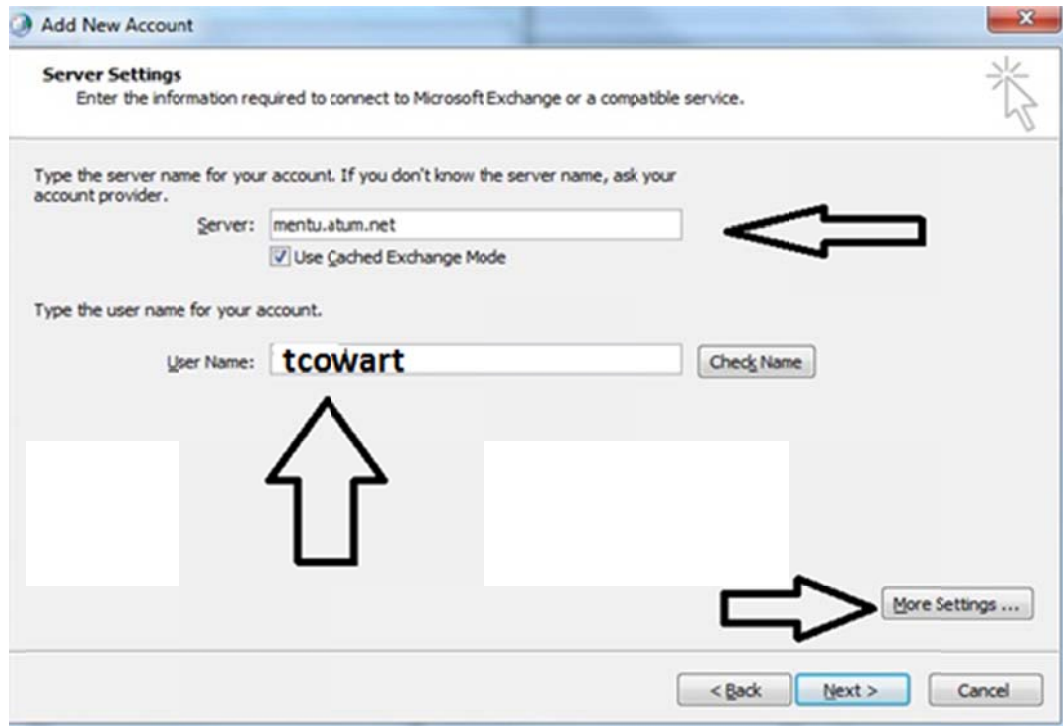


9. In Server Settings, type your Exchange server address and the user name of account holder.

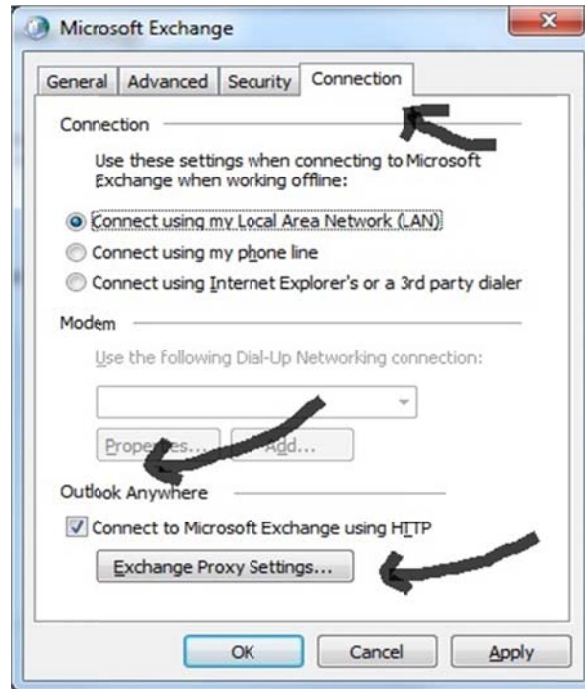
Server: **mentu.atum.net**

User Name: **finitial+lastname** for (example: TCowart)

Then click **More Settings**



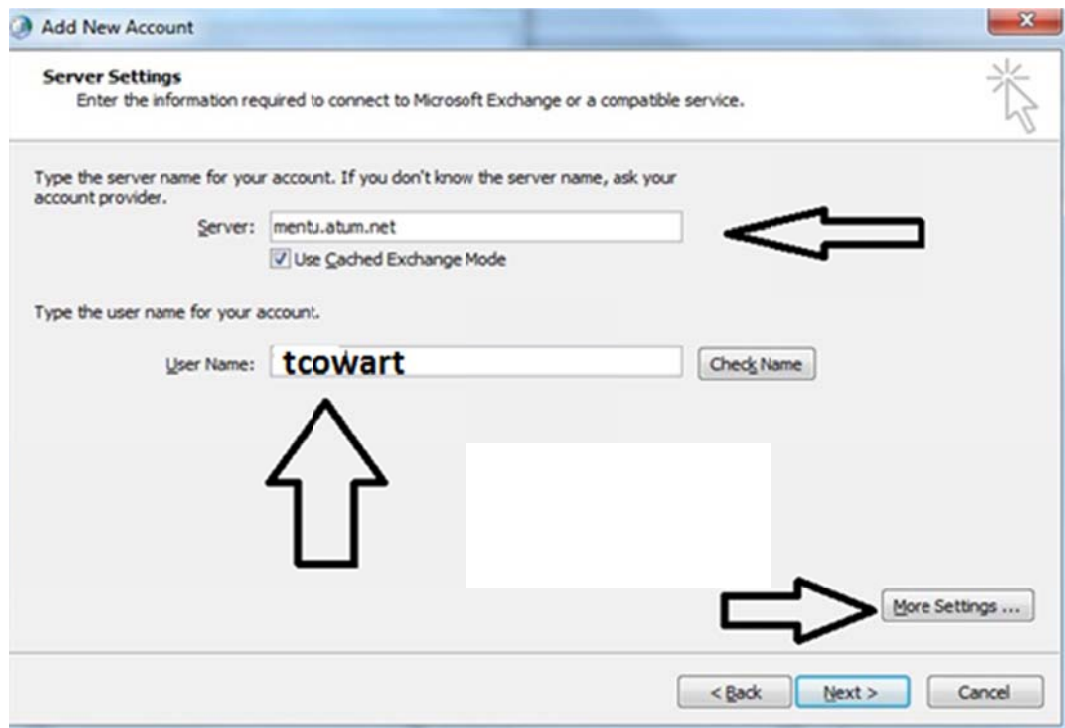
10. In More Settings, under Connection tab select “**Connect to Microsoft Exchange using HTTP**” and click ‘**Exchange Proxy Settings**’.



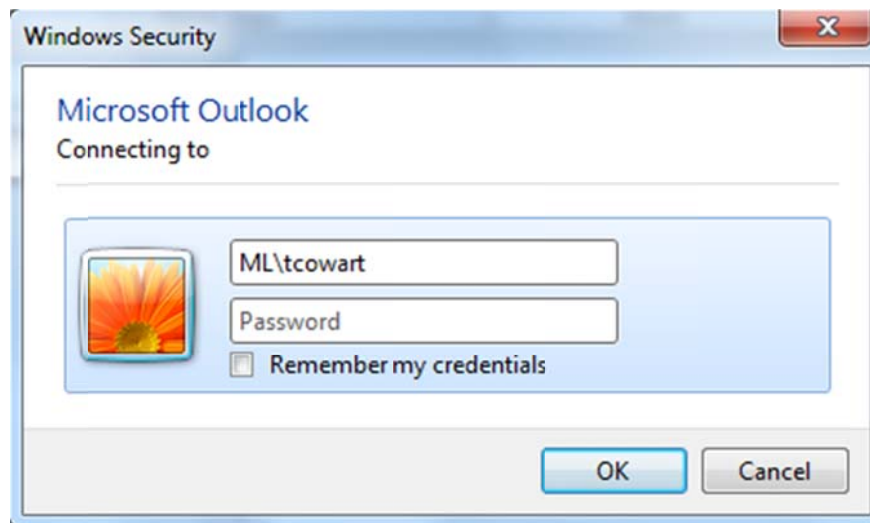
11. In Microsoft Exchange Proxy Settings, enter the Exchange Server address. i.e. **mentu.atum.net**. In Proxy authentication settings, select “**Basic Authentication**” and click OK.



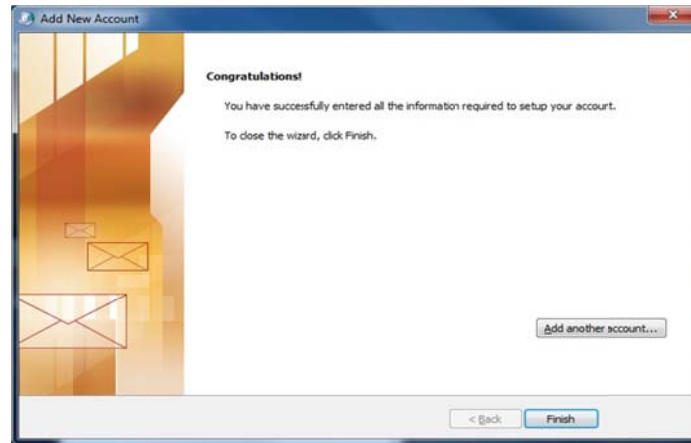
12. Once you click OK, you will be return to the main screen. Click **Check Name**



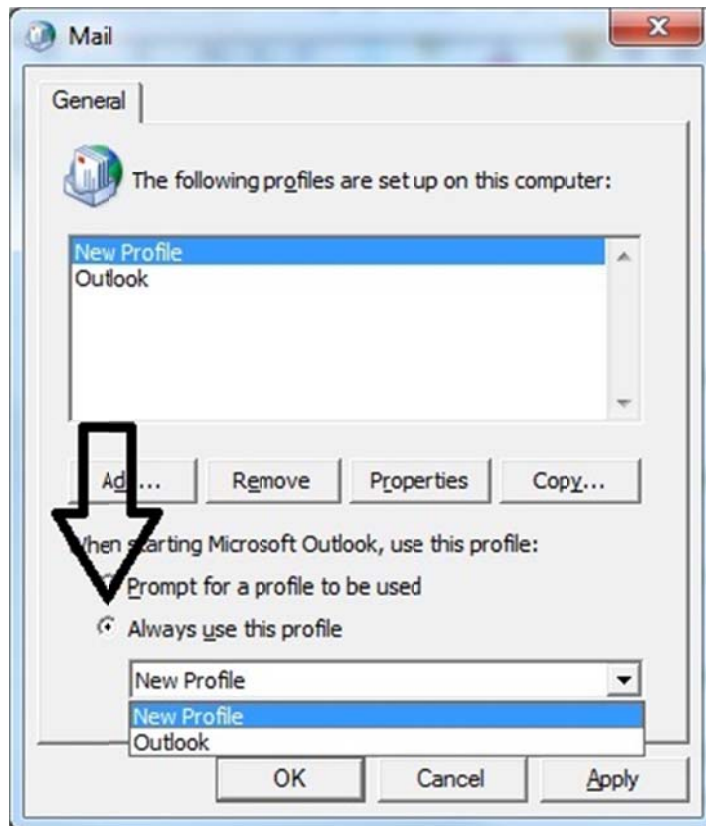
13. You will be prompt to enter your domain\login name(example: ML\tcowart) and email password. Enter your credentials and click OK.



14. Click **Finish** to complete the New Account Adding process.



15. Once you Click Finish, you will be back on main Mail window, make sure you select your new profile which you just added as **Always use this profile**



16. Click **Apply** and then **OK (DO NOT REMOVE YOUR OLD PROFILE)**

