

## Outlook Setup Tutorial (PC)

This tutorial is for setting up Microsoft Outlook 2010. Please note that these settings may be in slightly different locations for older versions of Outlook, but the information and processes used here will be very similar.

Start by opening Microsoft Outlook. You may have a desktop icon/shortcut, or you may have to go into the Start Menu\Programs (Program Files for XP)\Microsoft Office to find it. Once open, if it's your first time using Outlook, it will ask if you would like to setup an email address. Proceed to do so and make sure to choose Microsoft Exchange for the type of email account.

If you already use Outlook for your email, calendar or other needs, click on File in the upper left of the screen and click on +Add Account to start this process.

Type your name as you wish it to appear, your email address ([firstname.lastname@maninthemirror.org](mailto:firstname.lastname@maninthemirror.org)) and password in the appropriate blanks. Click Next.

Outlook will attempt to connect, however it will require a few more settings to be adjusted.

Click on File, then Account Settings, and double click on your email address under Name in the window that appears.

Under Server type: MIMSERVER.maninthemirror.local

Make sure Use Cached Exchange Mode is checked.

Under User Name, type: [firstname.lastname@maninthemirror.org](mailto:firstname.lastname@maninthemirror.org) (your MIM email address)

Click More Settings... in the bottom right of the window.

The Microsoft Exchange window will appear. Under the General Tab, make sure the blank under Exchange Account has your email address in it.

When Starting should be set to Automatically detect connection state.

Click on the Advanced Tab.

Under Cached Exchange Mode Settings, check all 3 boxes.

Click the Security Tab. Make sure the box under Encryption is checked.

Under Logon network security: select Negotiate Authentication.

Click the Connection Tab.

Under Connection, select Connect using my Local Area Network (LAN).

\*Note: if you use a dial up internet connection instead of broad band, select Connect using my phone line, and under Modem, select your internet service provider's dial up connection.

Under Outlook Anywhere, make sure the box is checked, then click the Exchange Proxy Settings... button.

The Microsoft Exchange Proxy Settings window appears.

Under Connection settings, type mail.maninthemirror.org in the blank.

Check the 2 boxes below the first blank, and in the second blank type

msstd:mail.maninthemirror.org

There are 2 boxes below the second blank. Check the second one.

Under Proxy authentication settings, select NTLM Authentication.

Click OK.

On the Microsoft Exchange Window click Apply and then click OK.

On the Change Account Window, click Next, and then click Finish.

You should now be all set!