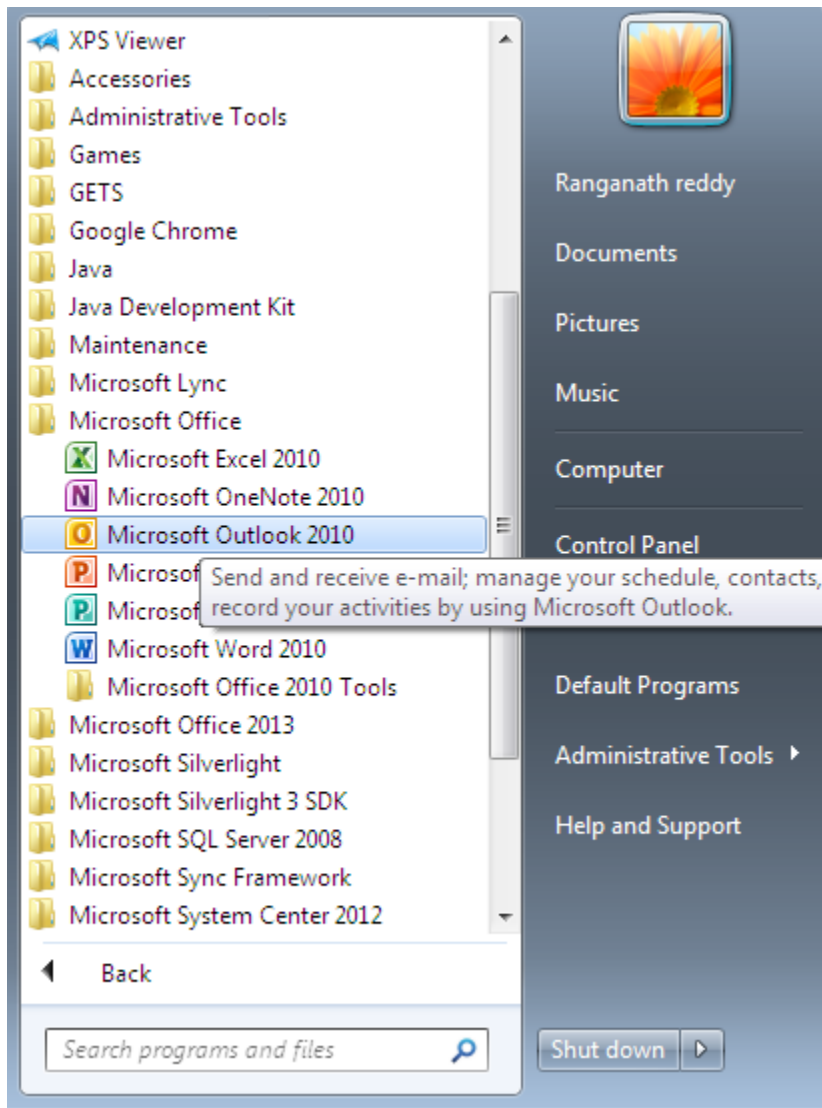


The following article will get your Microsoft Exchange 2010 Mailbox setup with your Outlook 2010 email client. Let's take a look at the instructions below

1. First thing you'll want to do is click the **Windows Start** button, select **All Programs**, and then click on the Microsoft office > select Mail icon outlook 2010.



2. Welcome to Outlook 2010 Startup window will appear automatically. Click Next twice and continue the below step.

Select manually configure server settings or additional server types and click Next.

Add New Account

Auto Account Setup
Connect to other server types.

☐ **E-mail Account**

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

☐ **Text Messaging (SMS)**

☒ **Manually configure server settings or additional server types**

< Back Next > Cancel

3. In Choose Email services Window select Microsoft exchange and click Next

Add New Account

Choose Service

☐ **Internet E-mail**
Connect to POP or IMAP server to send and receive e-mail messages.

☒ **Microsoft Exchange or compatible service**
Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.

Next >

4. Enter the below information in server settings window

- Enter **blrmail.igate.com** in the Microsoft Exchange server field.
- Enter your **AD username** (IGATECORP) in the User Name field.

Please click on the Check Name and Enter the Credentials as igatecorp\username and Mail Password.

Add New Account

Server Settings
Enter the information required to connect to Microsoft Exchange or a compatible service.

Type the server name for your account. If you don't know the server name, ask your account provider.

Server:


☒ Use Cached Exchange Mode

Type the user name for your account.

User Name:

Once you done with Name check Please click on More settings in the same server settings window and do the following (screen shots available below)

- Click **More Settings**.
- Click the **Connection** tab.
- Select **Connect to Microsoft Exchange using HTTP** under Outlook Anywhere.
- Click **Exchange Proxy Settings**.

 Add New Account ✕

Server Settings
Enter the information required to connect to Microsoft Exchange or a compatible service.

Type the server name for your account. If you don't know the server name, ask your account provider.

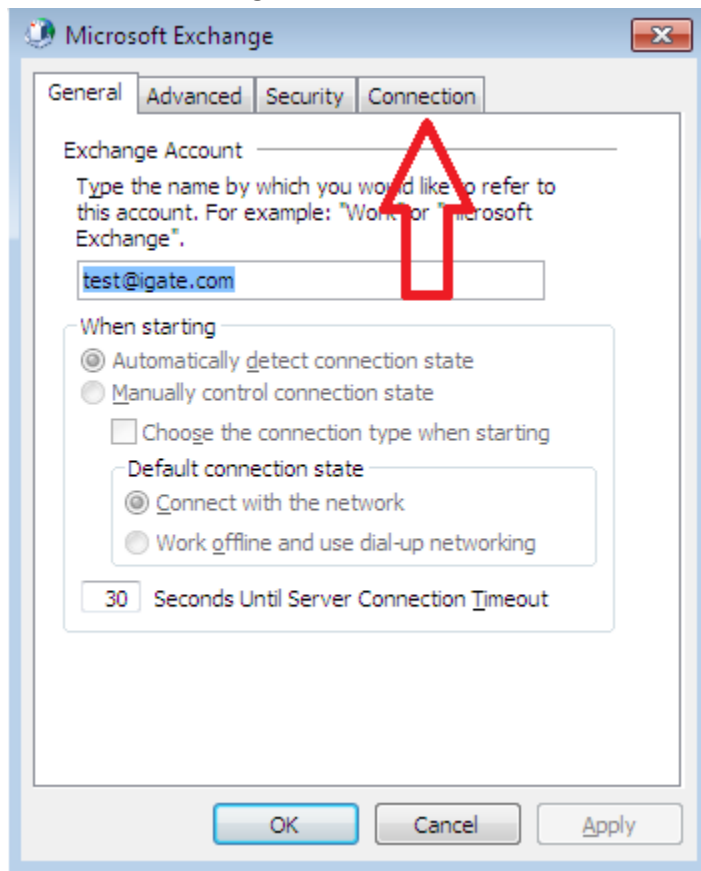
Server:

☒ Use Cached Exchange Mode

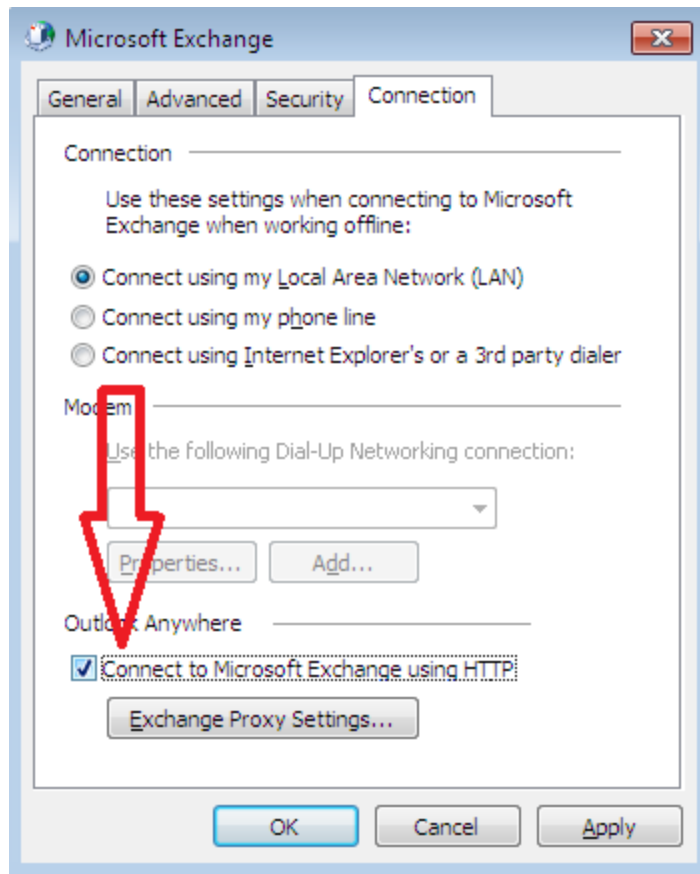
Type the user name for your account.

User Name:

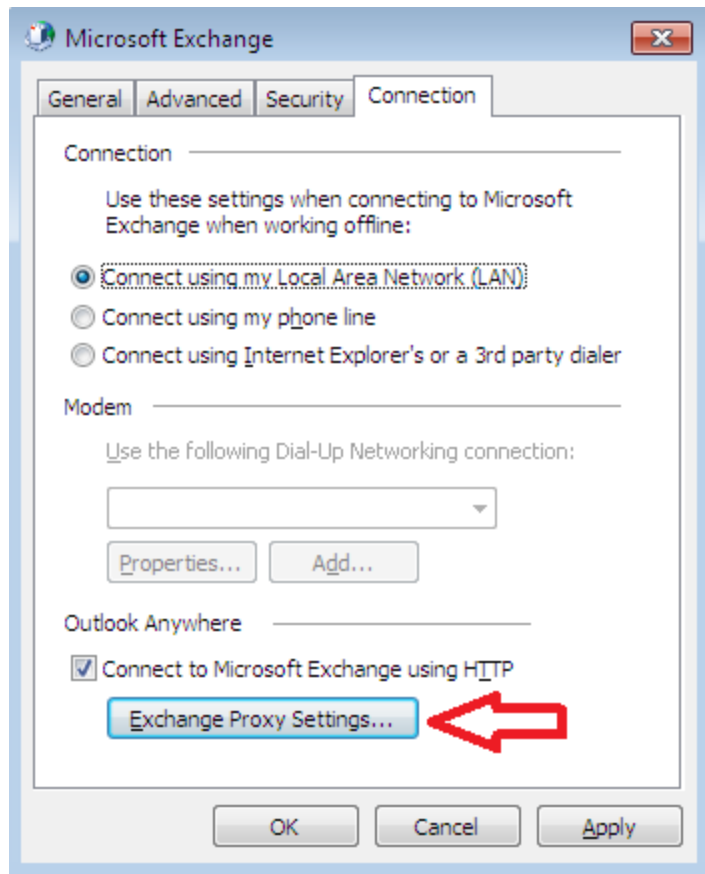
Click on **More Settings**, and then select the **Connection** tab of the settings dialog box that appears.



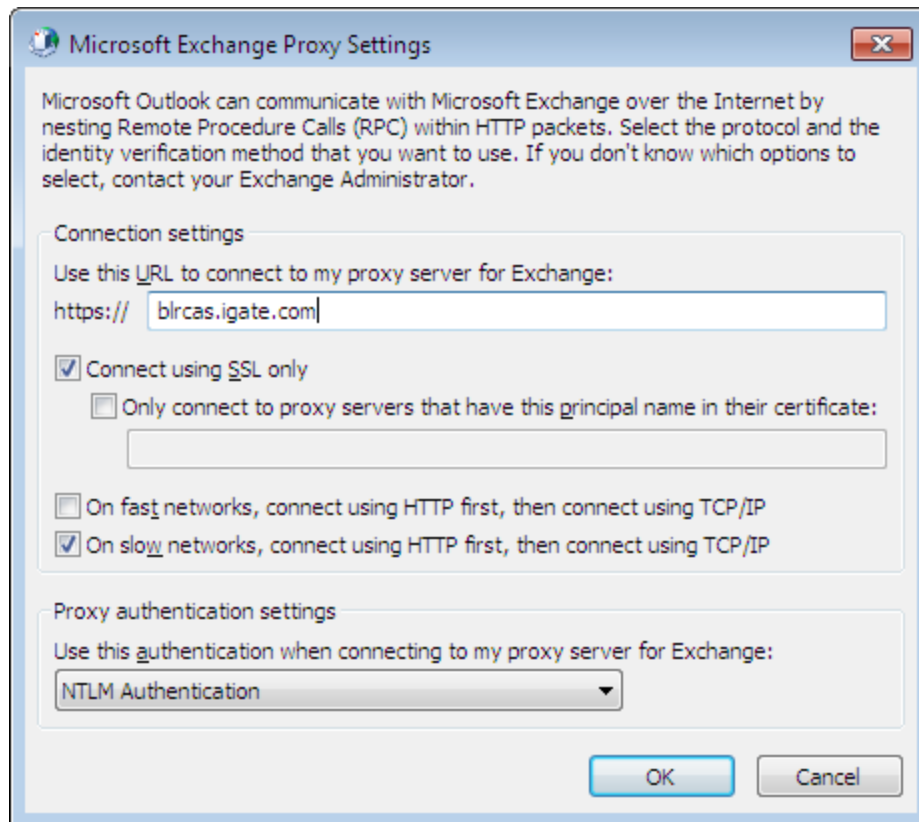
Please select the Outlook Anywhere > and click on Enable the connect to Exchange using HTTP



In the next step Click on Exchange Proxy settings and enter the below information



Enter the Connection settings information as below

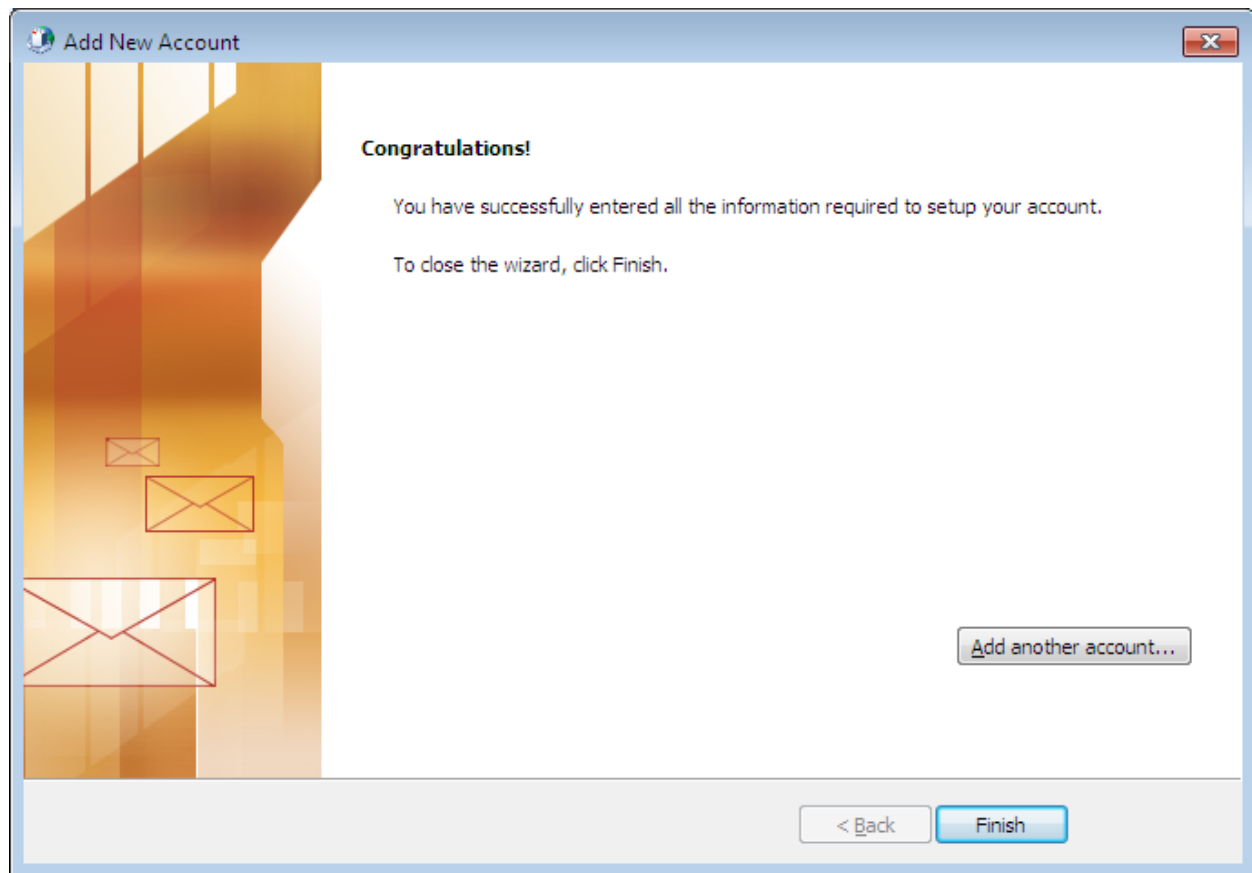


You are almost done, Please click on Ok > in the next window Do apply the settings > select ok

Please click on the Next to finish the outlook setup

Outlook setup is complete

You're finished! Try sending yourself a test e-mail message to make sure it works.



Thank you please get back to us if you finding any difficulties.

Email: GEBLRIT@igate.com