

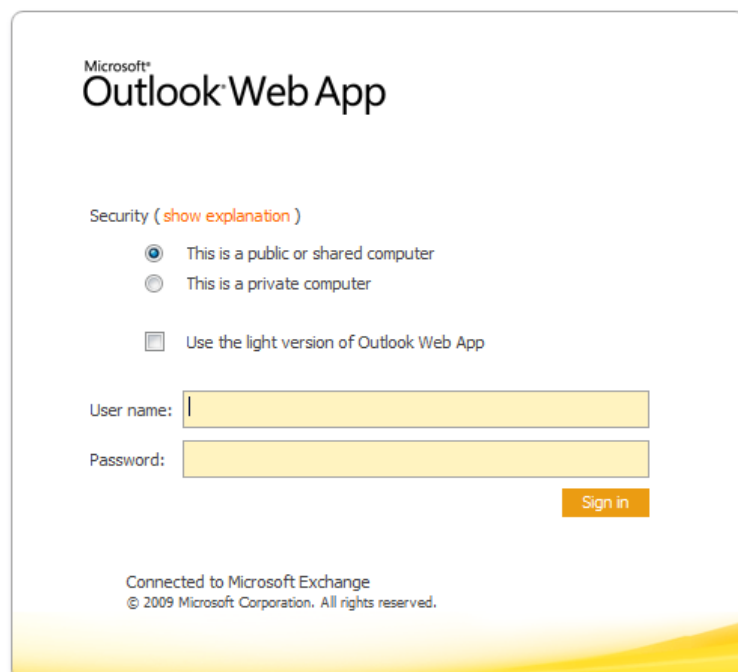
Exchange 2010 Client Access

Client Access Roles

1. WEB mail

To access emails via WEB browser.

- Load internet explorer
- Type URL
<https://fmgexg01.wearefmg.net/owa>

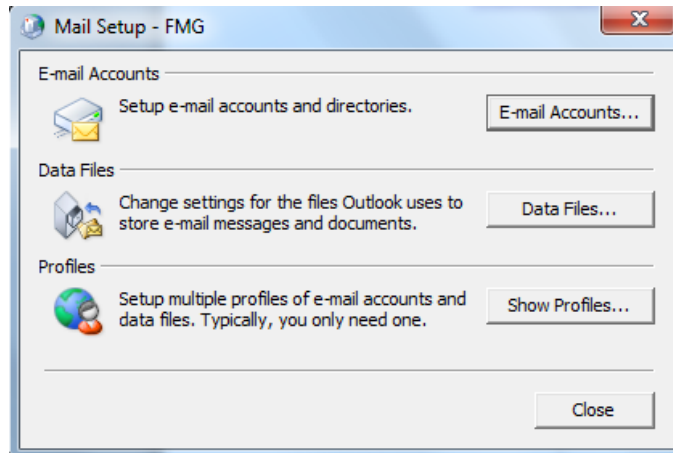


The screenshot shows the Microsoft Outlook Web App login interface. At the top, it says "Microsoft® Outlook® Web App". Below this, there is a "Security (show explanation)" section with two radio buttons: "This is a public or shared computer" (selected) and "This is a private computer". There is also a checkbox for "Use the light version of Outlook Web App". Below these options are two input fields: "User name:" and "Password:". To the right of the password field is a "Sign in" button. At the bottom, it says "Connected to Microsoft Exchange" and "© 2009 Microsoft Corporation. All rights reserved."

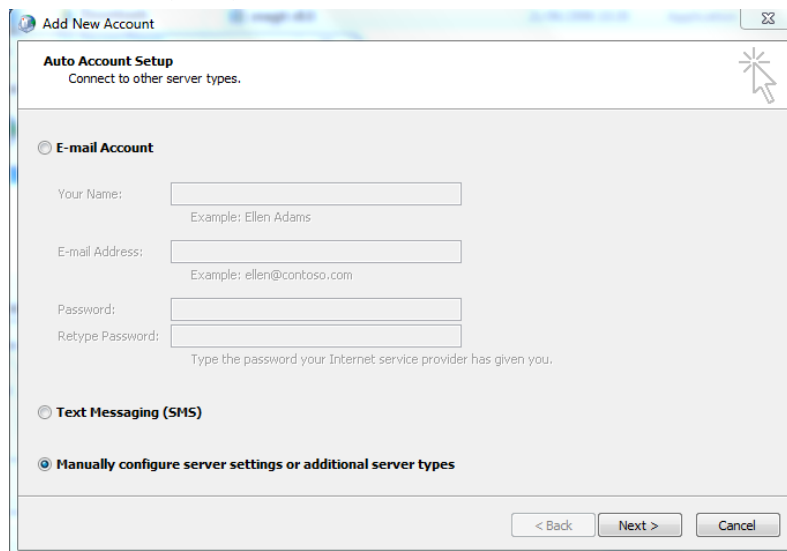
- Type your domain\username and password.

2. Microsoft Outlook 2010 / 2007 Configuration

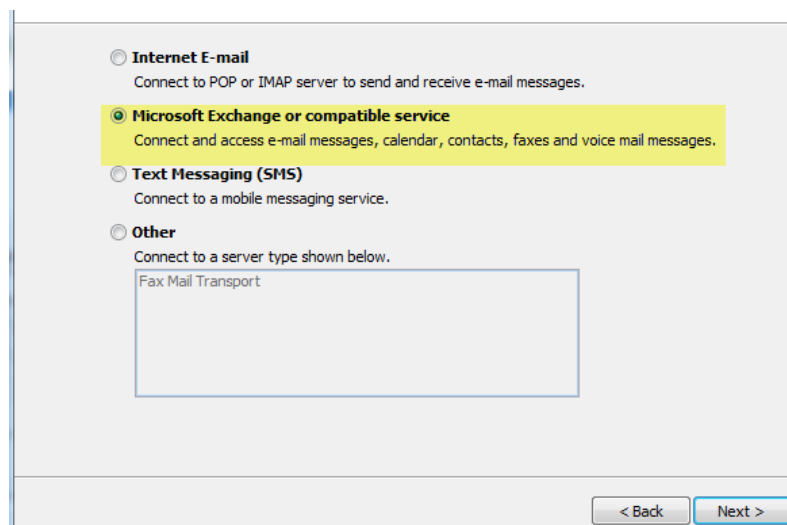
- Go to Control Panel, user accounts and Mail



- Show Profiles, Add, Name as "FMG"



- Select Manually configure server settings and select Next



- Select Microsoft Exchange and Select Next

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:

- Type exchange server “fmgegx01.wearefm.net” username “firstname lastname” and select more settings.

General Advanced Security **Connection**

Connection

Use these settings when connecting to Microsoft Exchange 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:

Outlook Anywhere

☒ Connect to Microsoft Exchange using HTTP

- Go to tab connections, select connect to exchange using http select exchange proxy settings

Connection settings

Use this URL to connect to my proxy server for Exchange:

https://

☒ Connect using SSL only

☐ Only connect to proxy servers that have this principal name in their certificate:

☐ 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:

- Type URL fmgexg01.wearefmg.net, select Basic Authentication, select OK until you get below screen and select check name.

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:

- Enter your username and password on following format and select OK
Domain\username and password

Windows Security

Mail Application

Connecting to rasika arukgoda

☐ Remember my credentials

- Before selecting next note the server name and username validated and underlined

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:

- Select Finish. If you have more than one outlook profiles use the option prompt for the profile and select OK on the profile window. Now load Microsoft Outlook with FMG profile.

3. Iphones, Nokia windows Mobile

Depend on your mobile phone type you can use following options.

Iphones – Microsoft Exchange

Nokia – Mail for Exchange

Windows Mobile (HTC) – ActiveSync

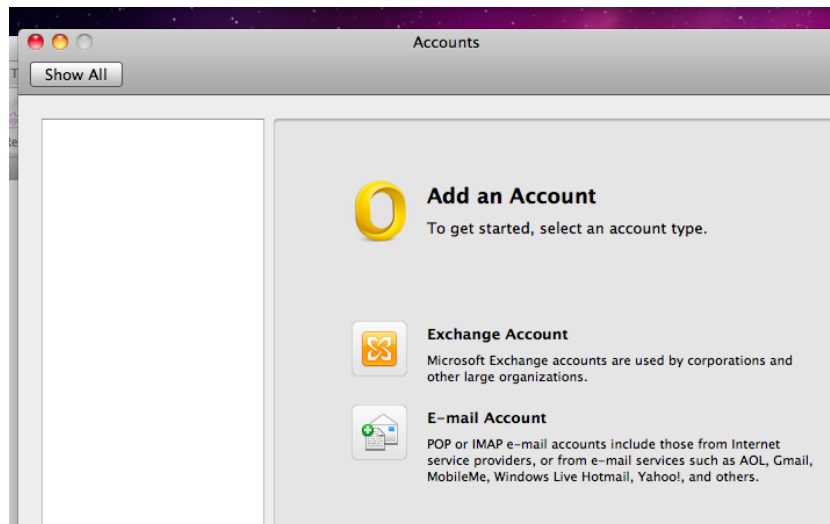
Exchange Server name: fmgexg01.wearefmq.net

Username: domain\firstname.lastname

Password: will be the same domain/email access password

4. Mac Outlook 2011

- Load Mac Outlook 2011
- Go to Tools from the top menu go to Accounts, Select Exchange Account



- Type email address, username with domain and password. Un-select Configuration Automatically and type server "fmgexg01.wearefmg.net". Select add account.

Enter your Exchange account information.

E-mail address:

Authentication

Method:

User name:

Password:

☐ Configure automatically

Server:

- Change following details and type the password to connect to server

Wearefmg
Exchange Account

Account description:

Personal information

Full name:

E-mail address:

Authentication

Method:

User name:

Password:

Enter your account information for "Wearefmg"

User name:

Password:

☐ Remember this password in my keychain

5. Mac Mail Configuration

- Open MAC Mail

- Go to File – Add account
- Type Full name, Email address and password

Add Account

You'll be guided through the steps to set up an additional account.

To get started, provide the following information:

Full Name: Rasika Arukgoda

Email Address: rasika.arukgoda@wearefm.net

Password:

Cancel Go Back Continue

- Select Account Type as Exchange 2007, Change Description to FMG Exchange, type incoming mail server "fmgexg01.wearefm.net", type domain followed by username and select continue.

Incoming Mail Server

Account Type: Exchange 2007

Description: FMG Exchange

Incoming Mail Server: fmgexg01.wearefm.net

User Name: wearefm\rasikaarukgoda

Password:

Also set up: ☒ Address Book contacts ☒ iCal calendars

Cancel Go Back Continue