HOW TO Guide:
Setting Up Outlook 2010 and 2013 Exchange

Version History

Version	Date	Changes
V1.0	25/11/2013	Initial release

Table of Contents

Important information:

- It is recommended that you have your office and windows updates up to date to ensure proper functionality

If you've previously set up email accounts in Microsoft Outlook 2010 or 2013
In the main Outlook window click the File tab. Then click the Add Account button, then continue starting at Step 1 below on page 4.
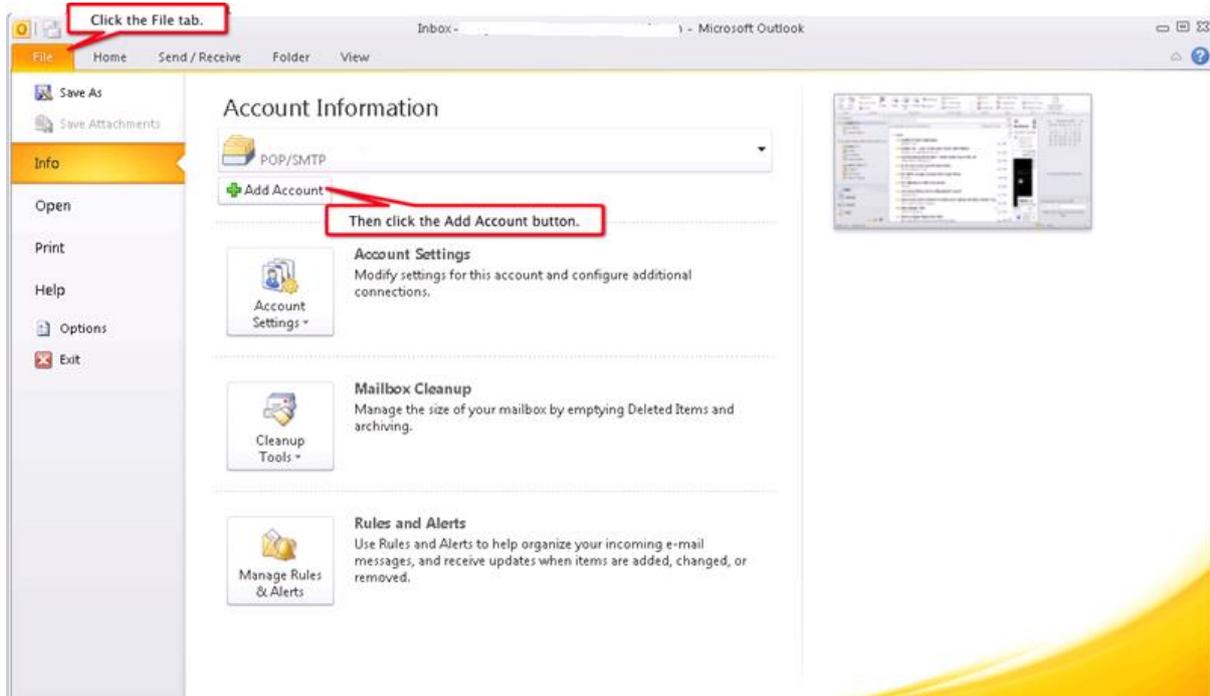
Setting up Email on PC:

If you're opening Microsoft Outlook 2010/2013 for the first time:

Open Microsoft Outlook 2010/2013. You'll see the Microsoft Outlook 2010/2013 Start-up window. Click the Next button.
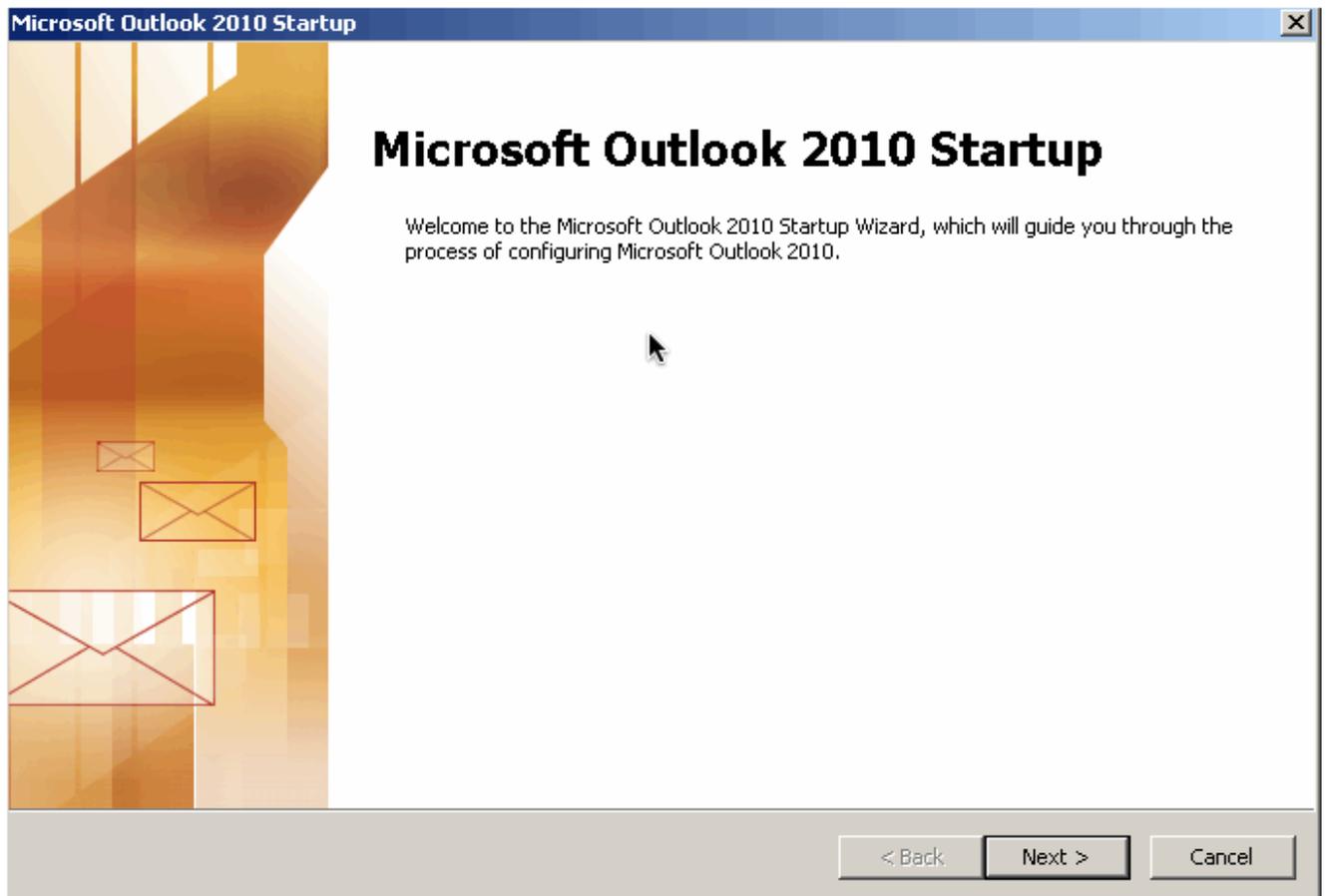
You'll see the Account Configuration window. This window asks if you'd like to configure an E-mail account. Click the Yes button, then click the Next button, then continue starting at Step 1 below.
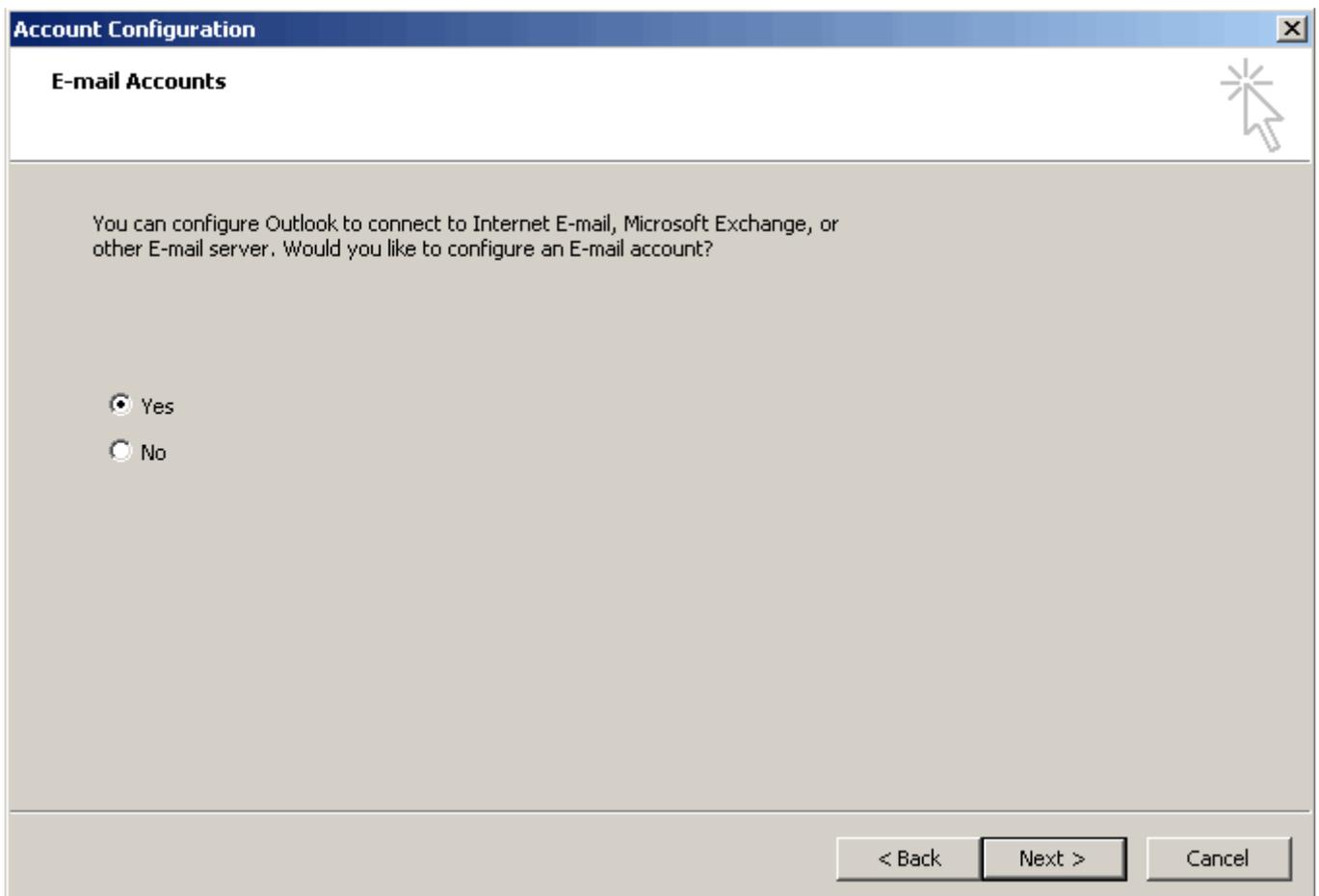
1. You'll see the Auto Account Setup window. Click the button for manually configure server settings or additional server types, then click the Next button.

2. You'll see the Choose Service window. Click the button for Microsoft Exchange, then click the Next button.
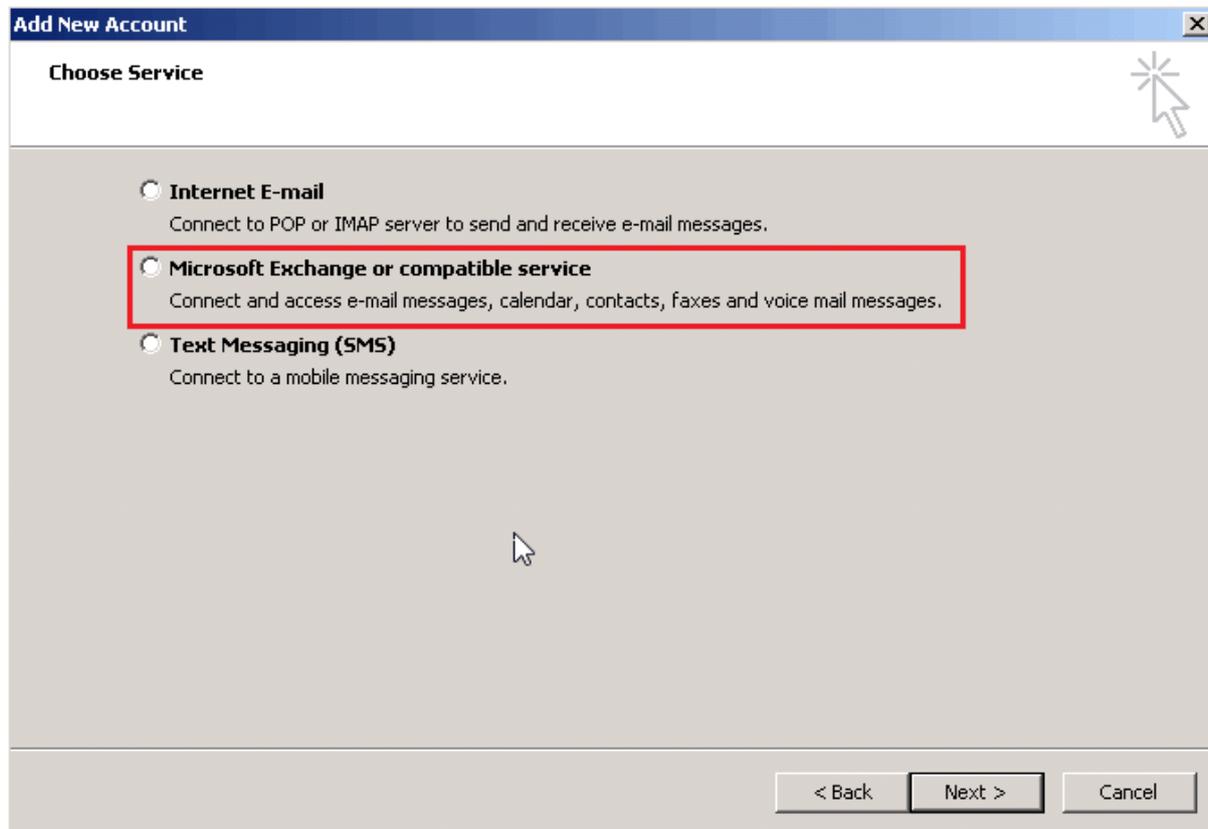
3. In the Server field put **"exchnage.vm.xi.com.au"**
Username field: Enter you Username your Username will be provided
to you and then click the More Settings button

4. Click the tab called "Connection" on the top menu and tick the box Connect to Microsoft Exchange using HTTP and click Exchange Proxy Settings…
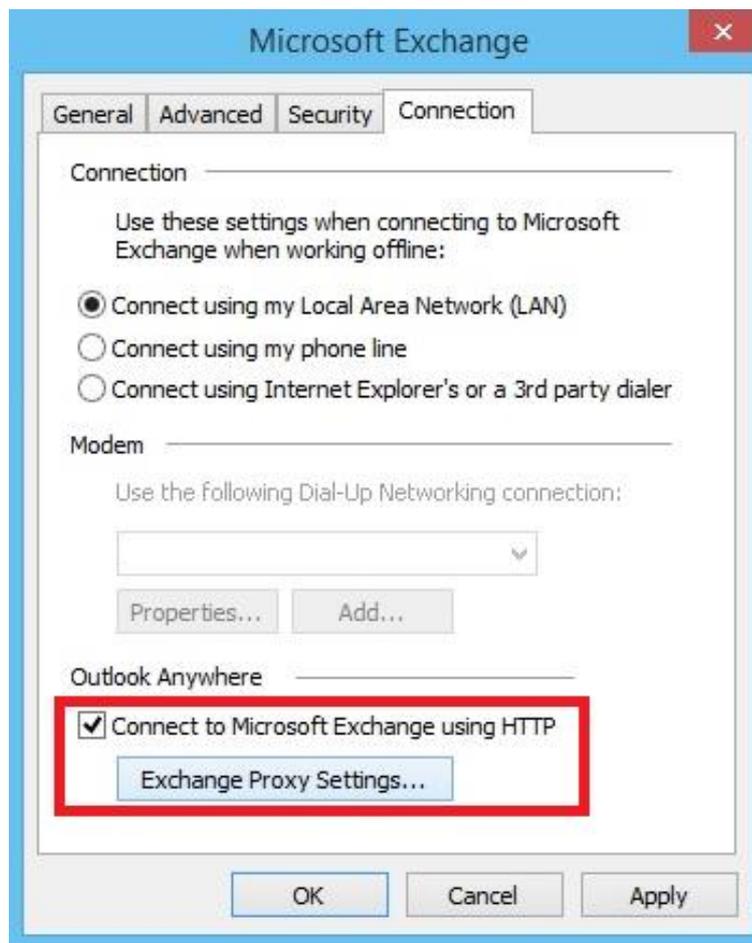
5. Under Connection settings enter exchange.vm.xi.com.au then under Proxy Authentication settings select "Basic Authentication" Then click ok then click ok again.
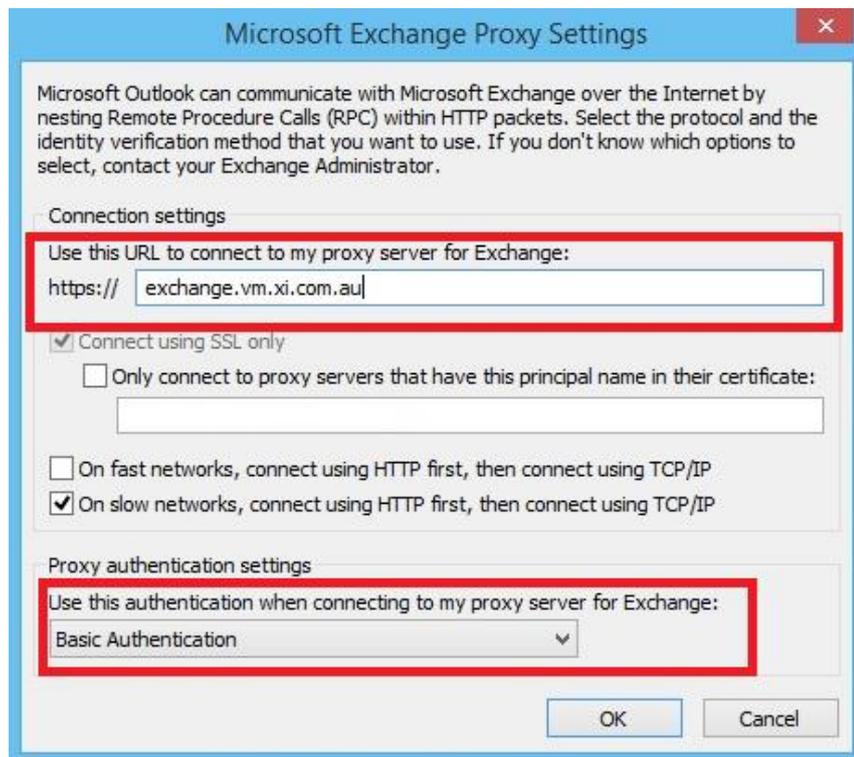
6. Click Check Name
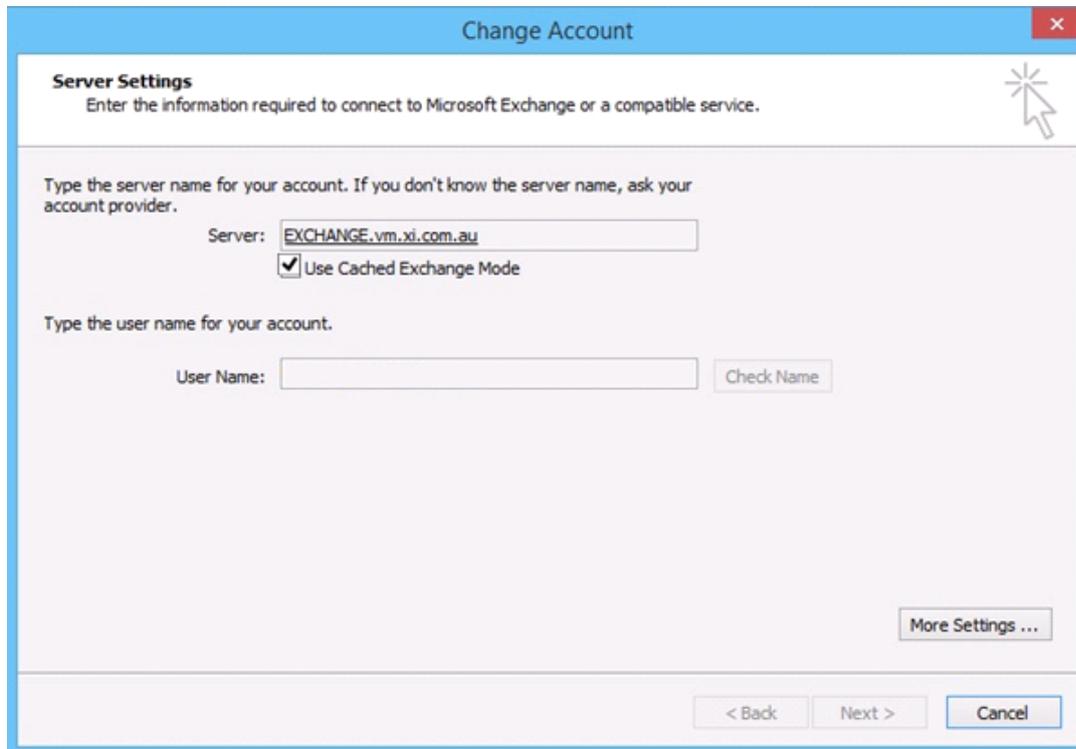
Enter your username that was provided and the password and tick Remember my Credentials then click on ok then Next,

7. Click Finish and open your Outlook client

DONE!