



Configuring Outlook for use with OPENHIVEmail

Version 1.1



Introduction

The guide will show you how to connect your e-mail account to Microsoft Outlook 2003 Service Pack 2 or greater. This will allow you to do the following:

- Receive and send e-mails
- Manage your contacts
- Manage your calendar
- Manage shared calendars
- Leave yourself notes

Configuring Outlook

1. On the client computer where Microsoft Outlook 2003 SP2 or greater is installed, click Start, and then click Control Panel.
2. If Control Panel is in Category view, click Switch to Classic View.
3. Double-click Mail, and then click Show Profiles.
4. Click Add, type a descriptive name for the profile (e.g. OPENHIVEmail) and then click OK.
5. Click Add a new e-mail account, and then click Next.
6. Click Microsoft Exchange Server, and then click Next.
7. Tick the Manually Configure the Server option.
8. In the "Microsoft Exchange Server" box, type the fully qualified domain name of your Exchange computer, which is HMS-ND4-VEM-01.Resource.Hive.Local
9. To speed up future connections to the OPENHIVE mail system, and to be able to view your mail offline, ensure the Use Cached Exchange Mode is ticked.
10. In the "User Name" box, type your user name (e.g., hive.demo), and then click More Settings. Outlook will now try to connect to the server name. If you receive an error message or if a Check Name dialog box appears, click OK and then Cancel.

Type the name of your Microsoft Exchange server. For information, see your system administrator.

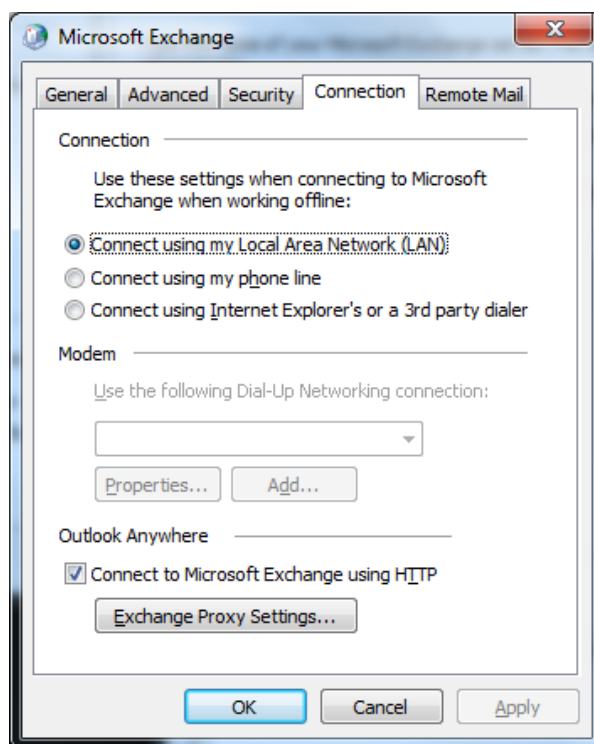
Microsoft Exchange server:

☒ Use Cached Exchange Mode

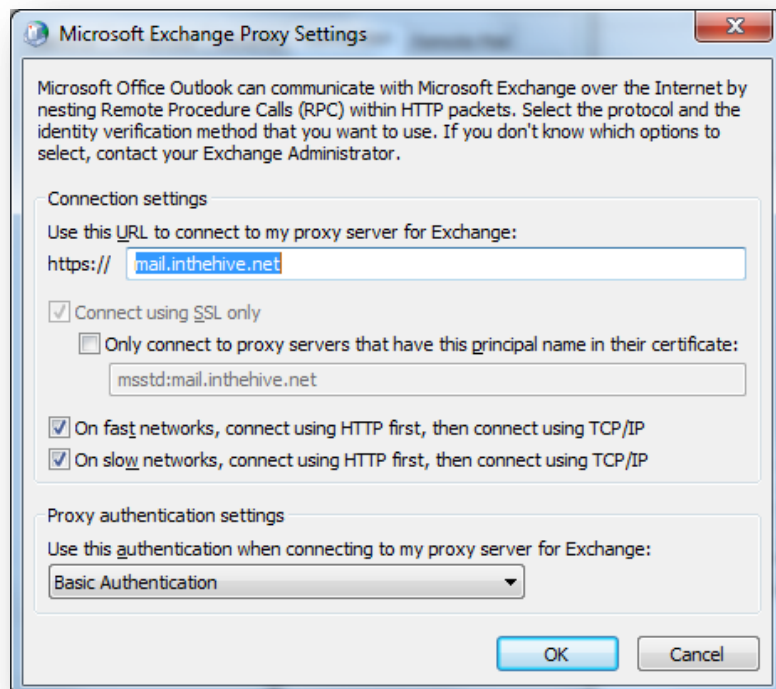
Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name:

11. In the “Microsoft Exchange Server” dialog box, click the Connection tab.
12. Click Connect using my Local Area Network (LAN).
13. Select the Connect to my Exchange mailbox using HTTP check box, and then click the Exchange Proxy Settings button.



14. In the Use this URL to connect to my proxy server for Exchange box, type the URL for the OPENHIVE - mail.inthehive.net.
15. If available, ensure the Connect using SSL only check box is selected.
16. Click both the On fast networks, connect to Exchange using HTTP first, then connect using TCP/IP check box and the On slow networks, connect to Exchange using HTTP first, then connect using TCP/IP check box.
17. In the Use this authentication when connecting to my proxy server for Exchange list, click Basic Authentication.

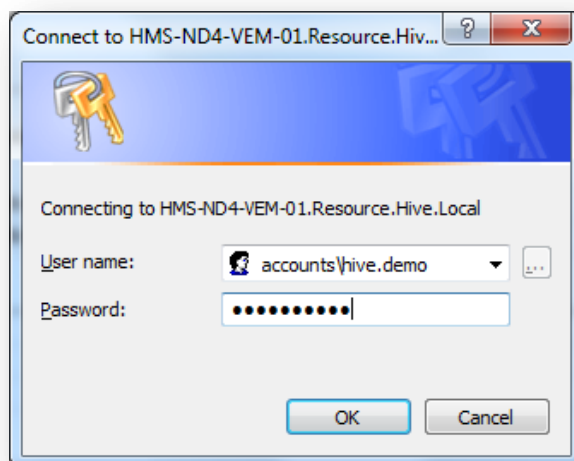


18. Click OK, and then OK again.
19. Click Next, and then Finish.
20. On the “Mail” dialog, select whether you would like Microsoft Outlook to always load with the OPENHIVE profile, or whether you would prefer to choose a profile when starting Microsoft Outlook on your machine. If Microsoft Outlook is not being used for any other mail connection, it is recommended that you select the Always use this profile option, selecting the OPENHIVE mail profile to be used.

Using Outlook with OPENHIVE

1. Start Microsoft Outlook on your computer.
2. Type your OPENHIVE user name and password in the User name and Password boxes, and then click OK.

Important: Your user name **MUST** be typed in the format accounts\username, e.g. accounts\hive.demo



Client requirements

The client computer must be running on either Microsoft Windows XP Professional Service Pack 3 (SP3) or Windows Vista Service Pack 1 or higher. The client computer must also be running on Microsoft Office Outlook 2003 with Service Pack 2 or greater with the latest service packs installed.