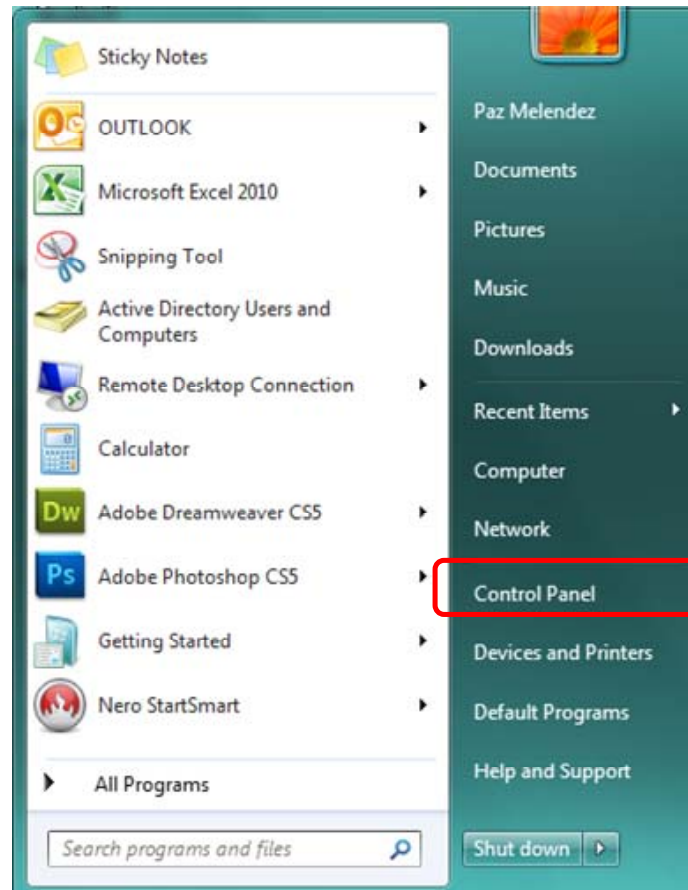
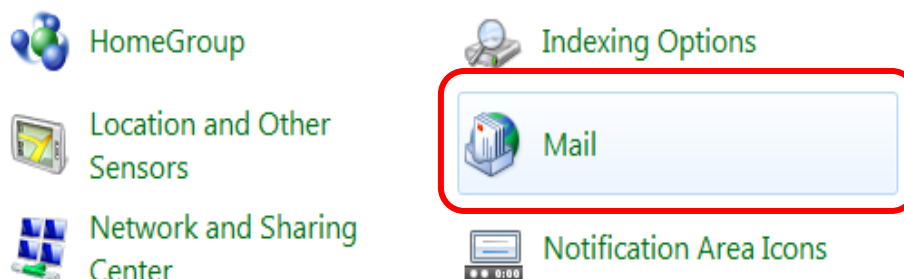


How do I Automatically Configure Outlook 2010/2007 for Exchange?

Step	Procedure
1	Go to your Start menu and click Control Panel

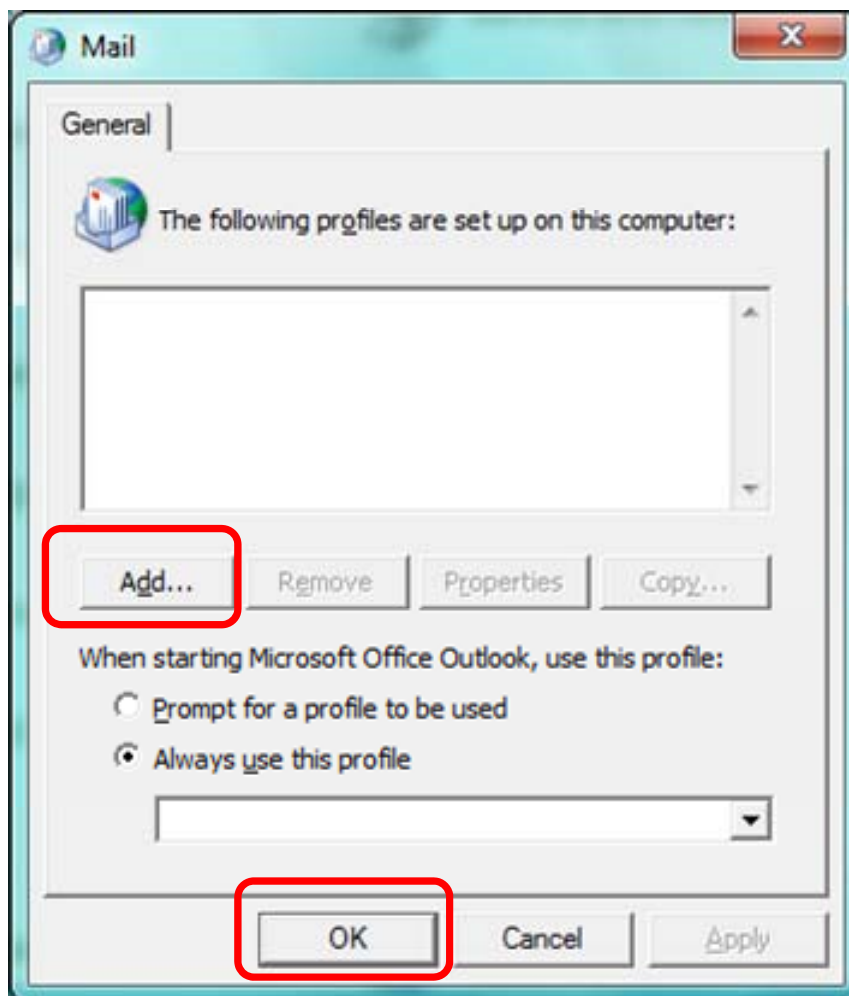


Step	Procedure
2	When the Control Panel window opens find the Mail icon and double-click it.



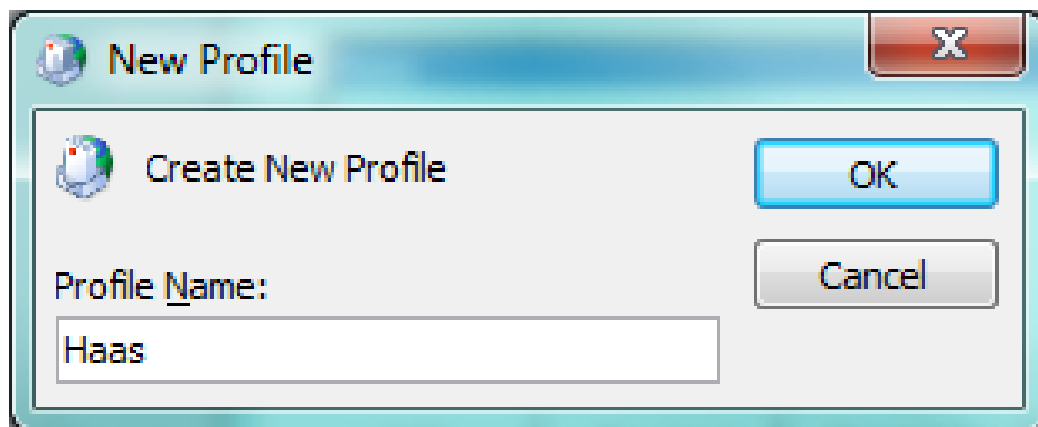
Step	Procedure
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3	Click the Add... button to add a new profile. Click OK to continue.
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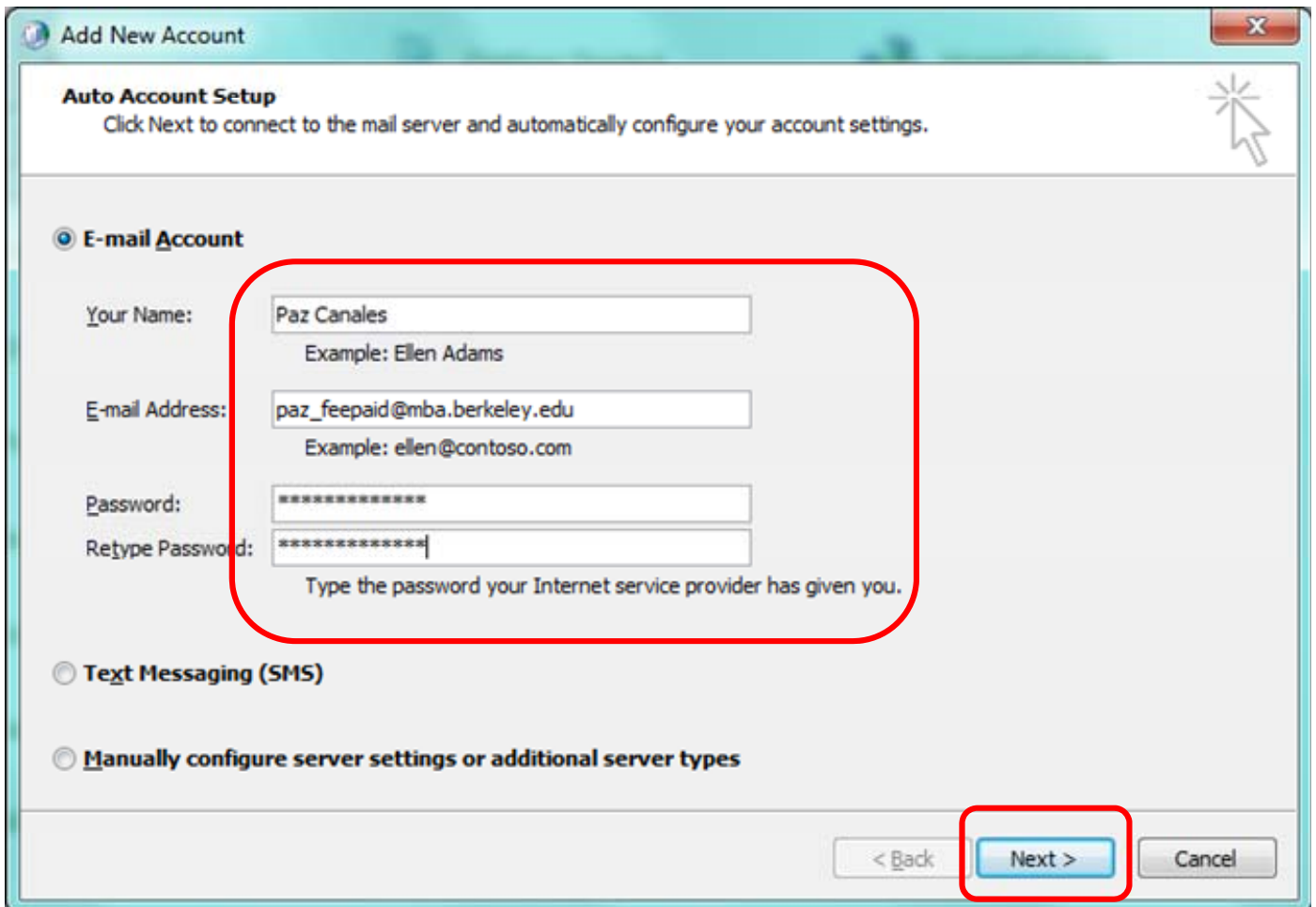
Step	Procedure
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4	Name the New Profile Haas , then click OK to continue.
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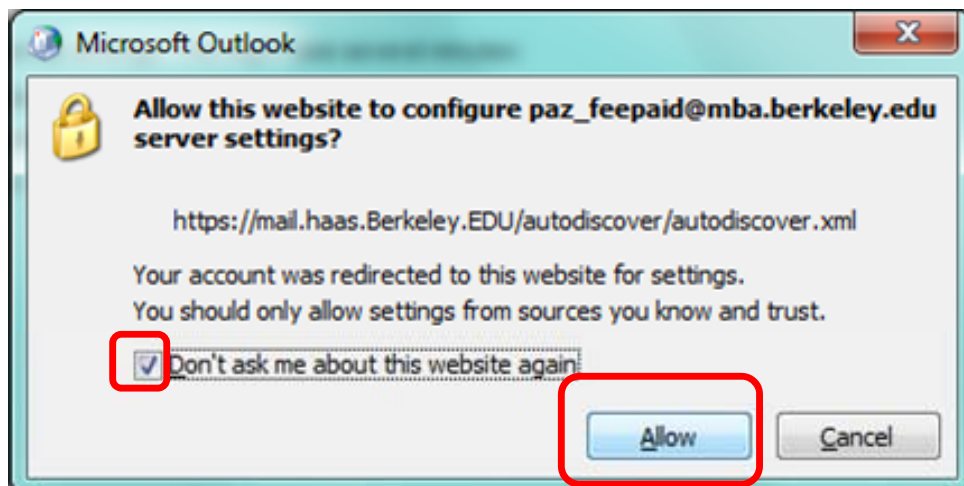
Step	Procedure
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5	Enter your name , email address and Haas password in the appropriate boxes, and then click Next .
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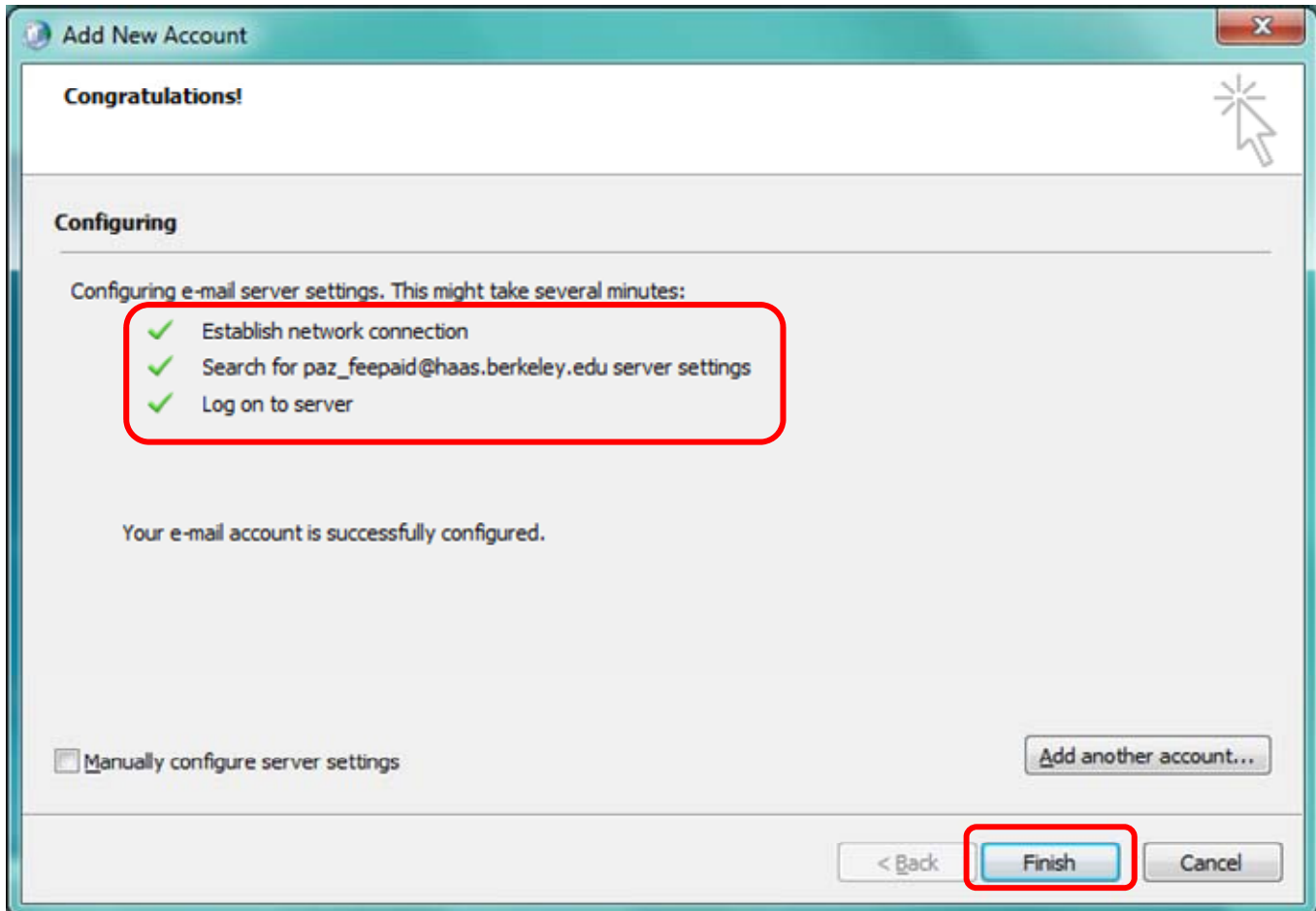


Step	Procedure
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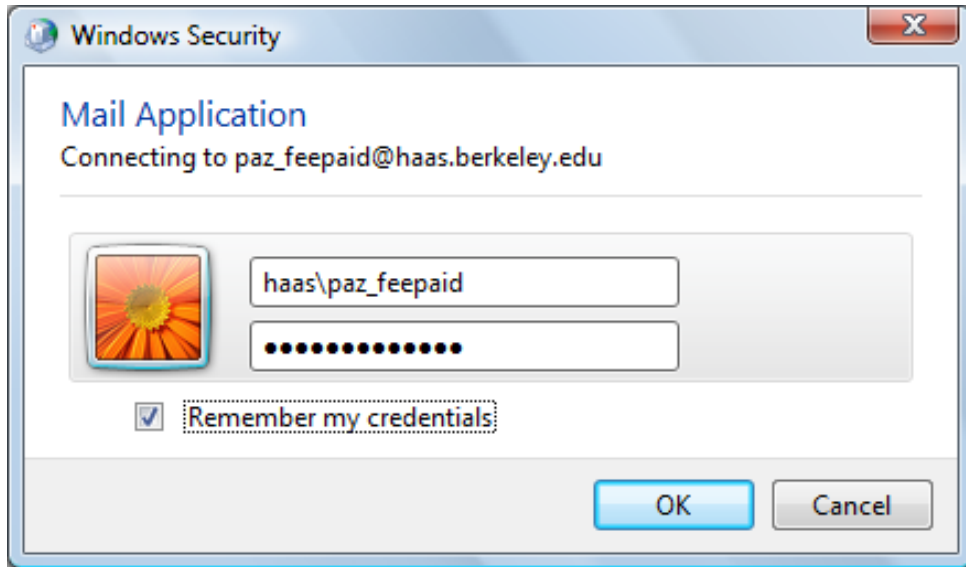
6	You will then see the security dialogue screen below. Check the box “Don’t ask me about this website again” , and click the button “Allow” .
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Step	Procedure
7	It will take a few minutes for your mail account settings to be brought down from the server to the computer that you are setting up with Outlook Exchange. When you see the three green check marks as in the sample below, your account is set up. Click Finish , and then open Outlook .



Step	Procedure
8	<p>Next Open Outlook. You will be asked to enter your Haas username and password, make sure to click on the link “Use another account”, and/or make sure to remove your email address from the username field and enter your credentials in the following format:</p> <p>Username: haas\your haas username (enter all in lower case) Password: Your Haas password (case sensitive)</p> <p>See the screenshot below.</p> <p>Select the box “Remember my credentials” so that your username and password are remembered the next time.</p>



Step	Procedure
9	<p>Once your credentials are accepted Outlook will take a few minutes to synchronize the mail that is currently on the server with your local computer. How long this takes will depend on how much mail you have in your inbox and mail folders, but this usually takes only a few minutes. Please be patient and let this process run until a copy of all your mail is downloaded to your computer. Otherwise Outlook may freeze and not respond. This will be only for the first time you synchronize your account, the next time you open Outlook from your computer it will only synchronize the new mail that is on your inbox and folders, so it will take considerably less time. Outlook will tell you when all your mail folders are synchronized on the lower right hand corner of the screen.</p>

