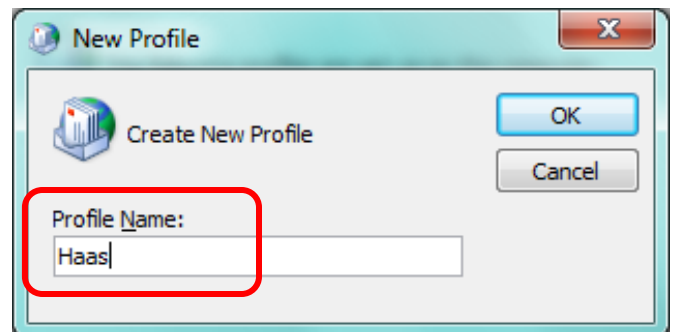
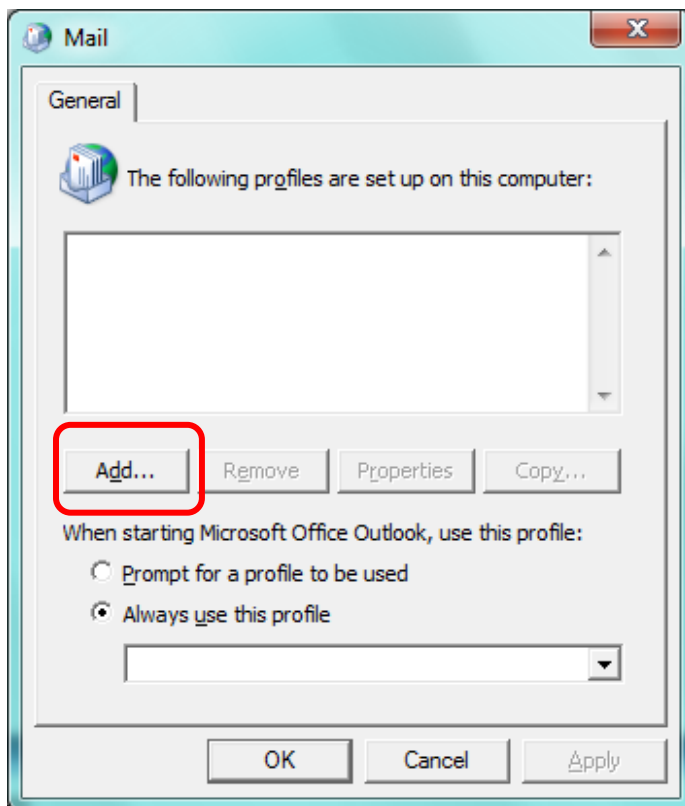


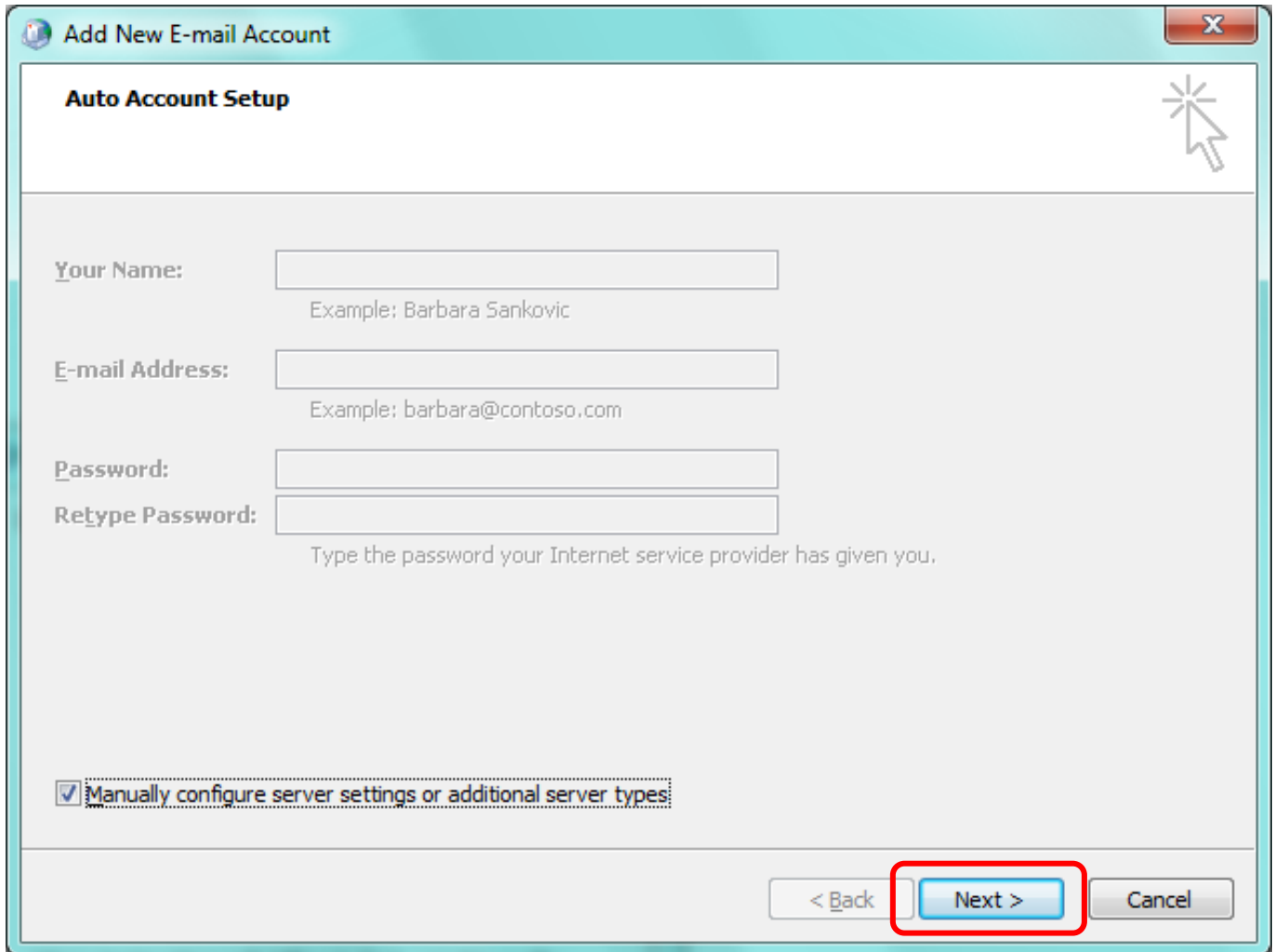
How do I Manually Configure my Haas Exchange Account in Outlook 2007/2010?

These instructions are intended for computers that are not on the Haas domain, and which have a new installation of Office 2007 or 2010 where Outlook has never been used before.

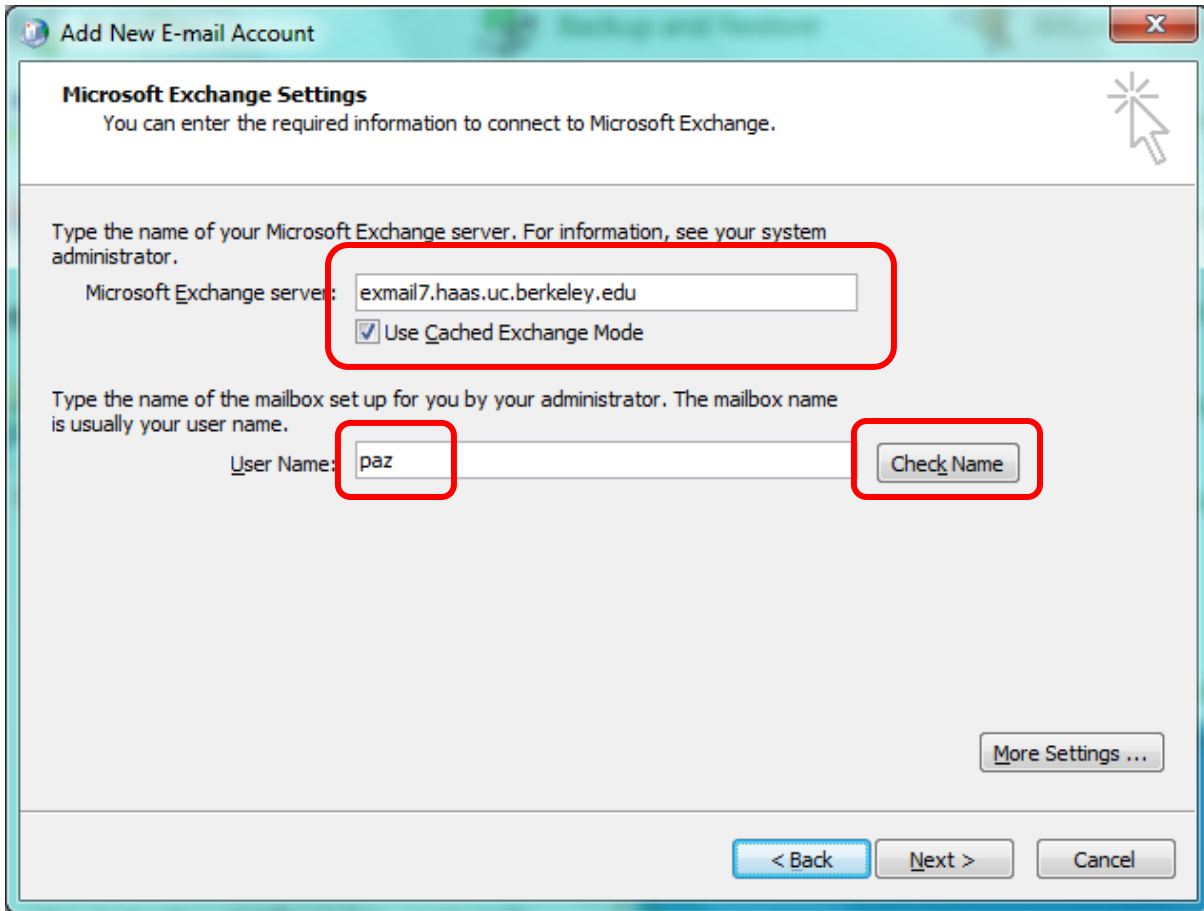
Step	Procedure
1	To set up Outlook: a. Go to Control Panel and double click on the Mail icon to open it. b. The Mail window will show up, click the Add button to add a new profile. c. Call the new profile " Haas ".



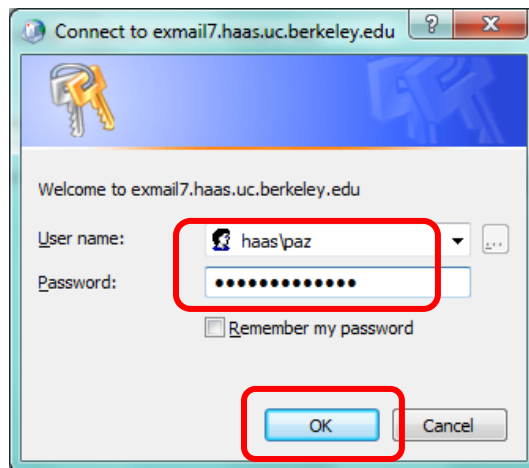
Step	Procedure
2	<p>At the Auto Account Setup window, check the box “Manually configure server settings or additional server types” at the bottom.</p> <p>Click Next.</p>



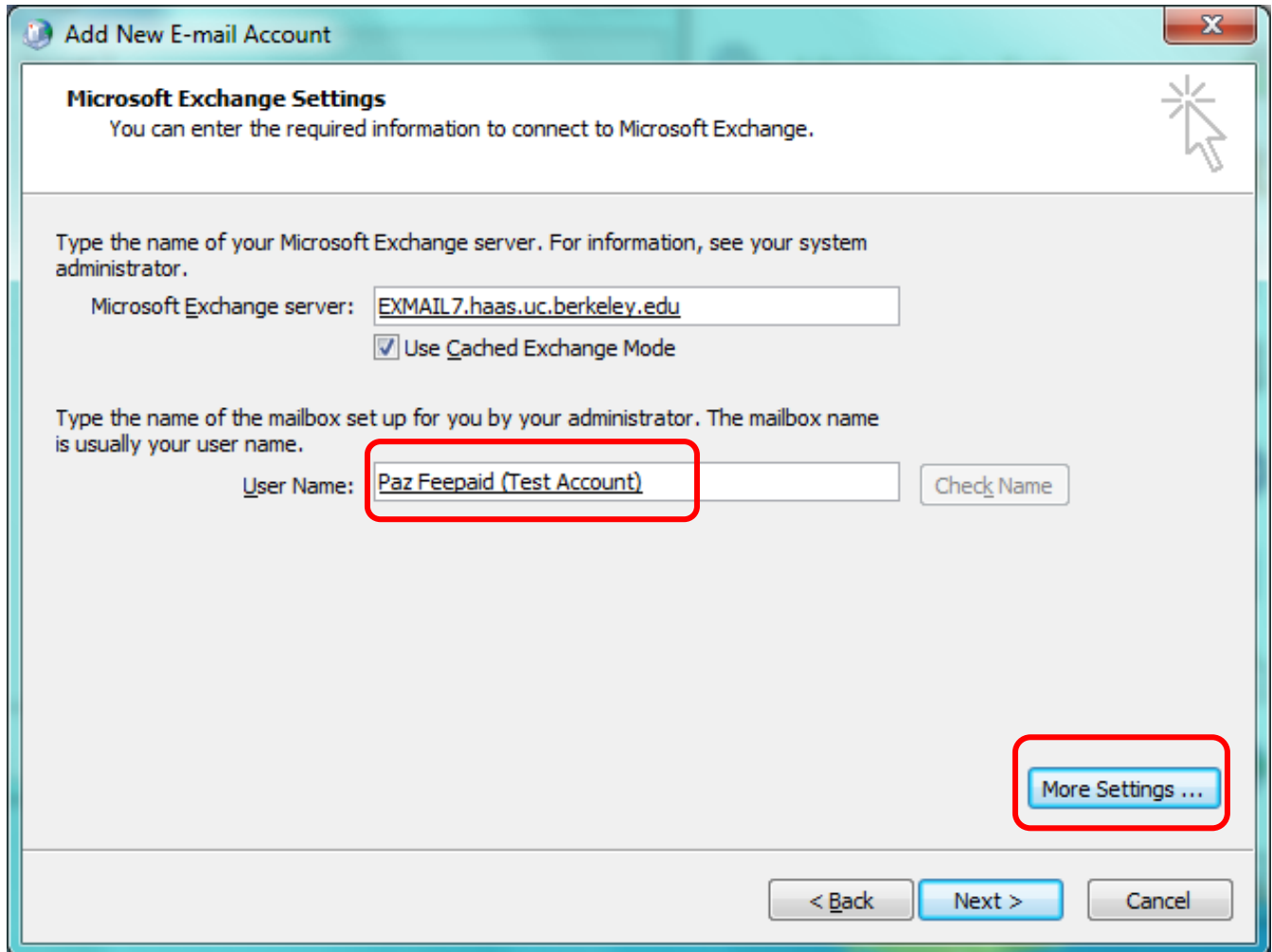
Step	Procedure
3	<p>At the Add New Email Account window enter the following settings:</p> <p>Microsoft Exchange server: exmail7.haas.uc.berkeley.edu Make sure the box “Use Cached Exchange Mode” is checked.</p> <p>Enter your “user name” under User Name, then click the Check Name button.</p>



Step	Procedure
4	<p>You will be prompted for your Haas credentials. Enter them in the following format then click OK:</p> <p>User Name: haas\your username Password: your password</p>

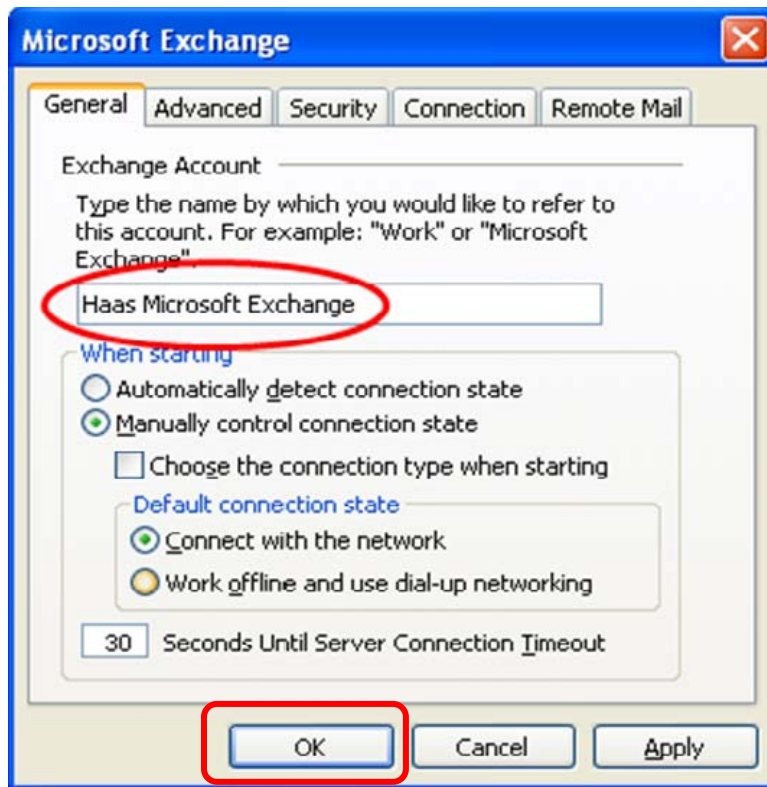


Step	Procedure
5	<p>Once you enter your Haas credentials your Haas username will be underlined. This shows that you have been authenticated to the server.</p> <p>Click the More Settings... button.</p>



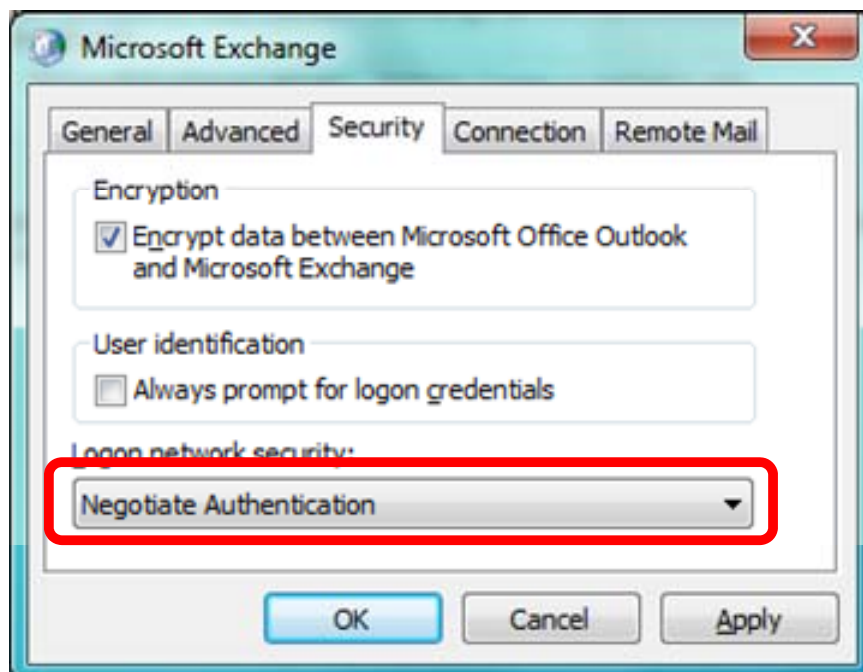
Step	Procedure
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6	Under the General Tab, enter Haas Microsoft Exchange as the name for this account, then click the Security tab.
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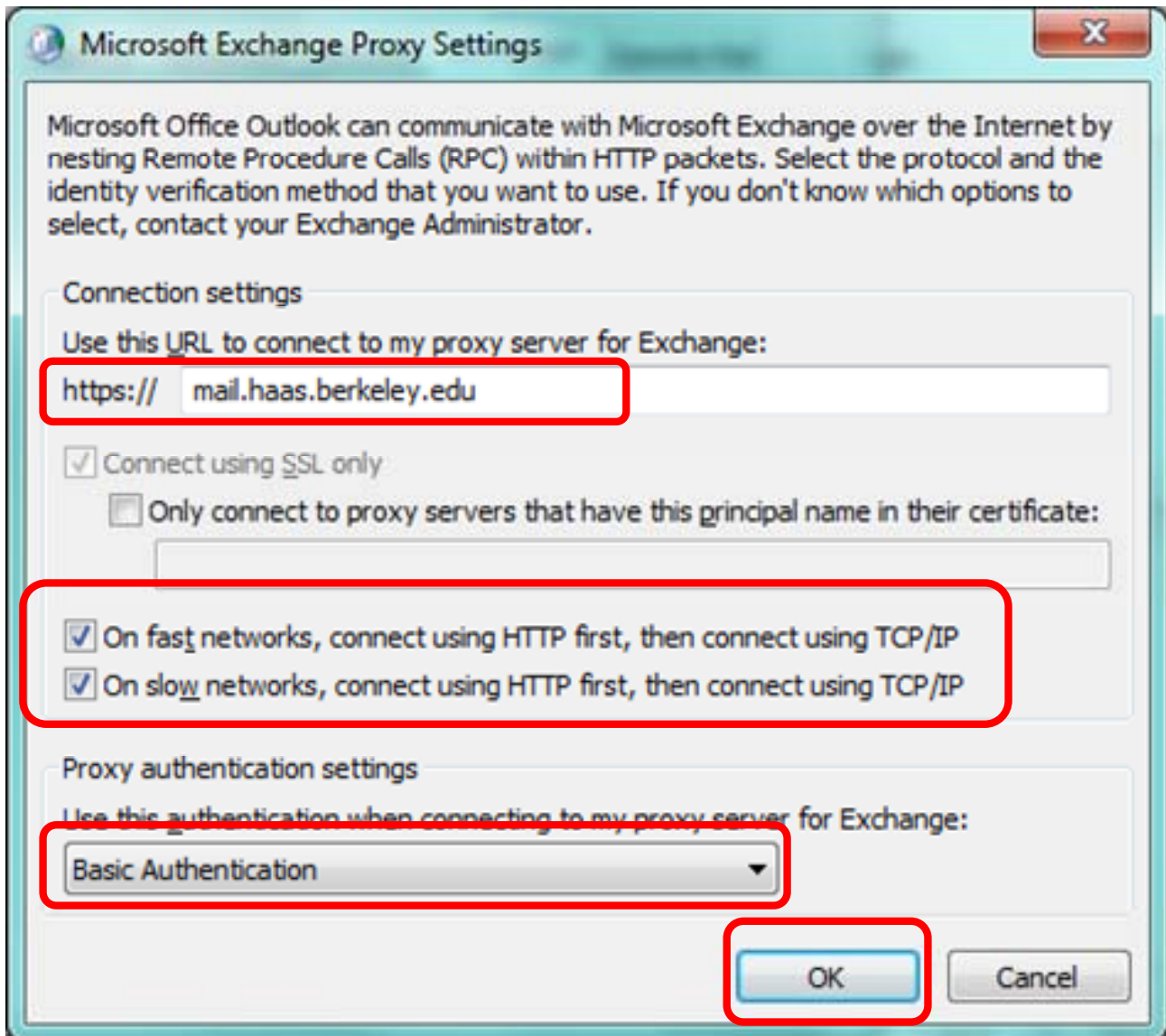


Step	Procedure
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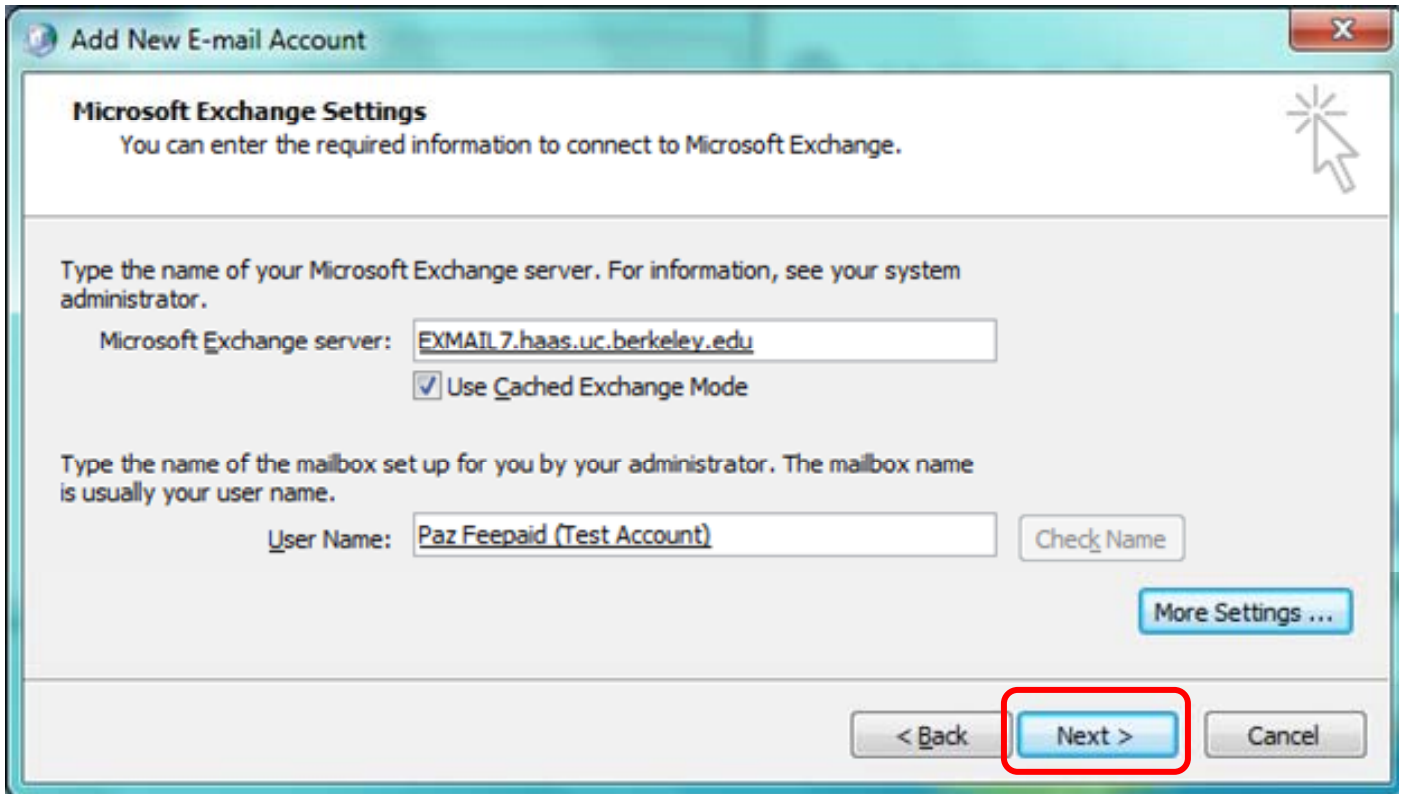
7	At the Security Tab, make sure Negotiate Authentication is selected for Logon network security . Click the Connection tab next.
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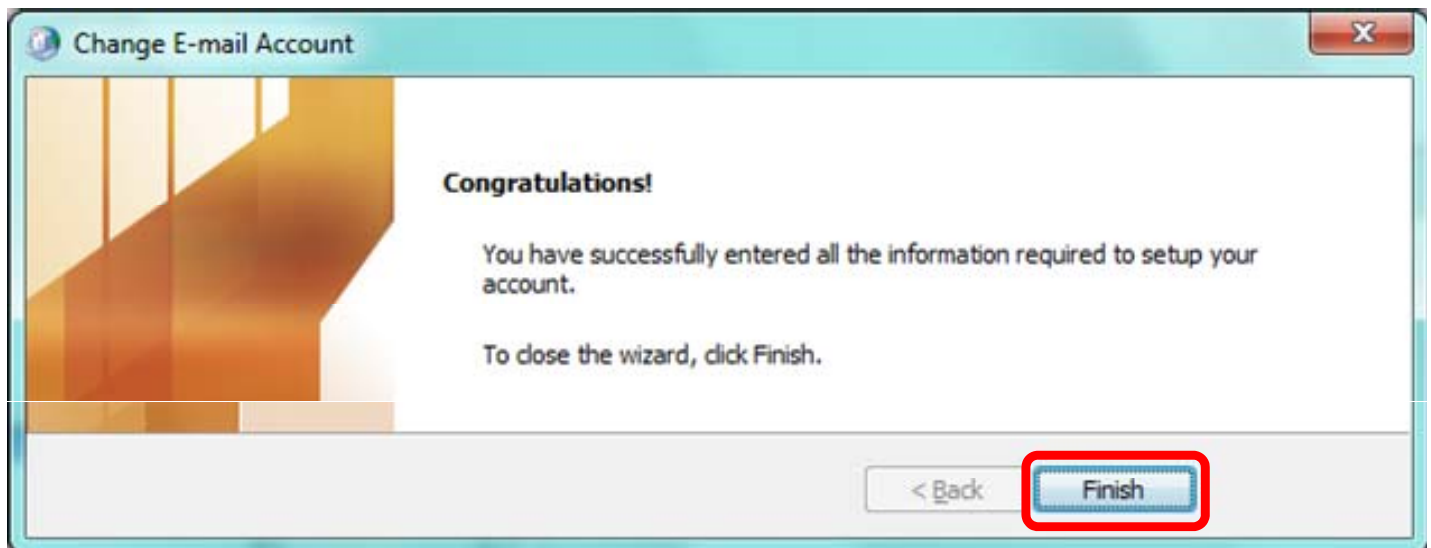
Step	Procedure
8	<p>On the Microsoft Exchange Proxy Settings window enter the following:</p> <p>Under Connection settings: https:// mail.haas.berkeley.edu</p> <p>Check the box “On fast networks, connect using HTTP first, then connect using TCP/IP”, the “On slow networks, connect using HTTP first, then connect using TCP/IP” box should already be checked.</p> <p>Under Proxy authentication settings, choose “Basic Authentication”.</p> <p>Click Ok and then OK again.</p>



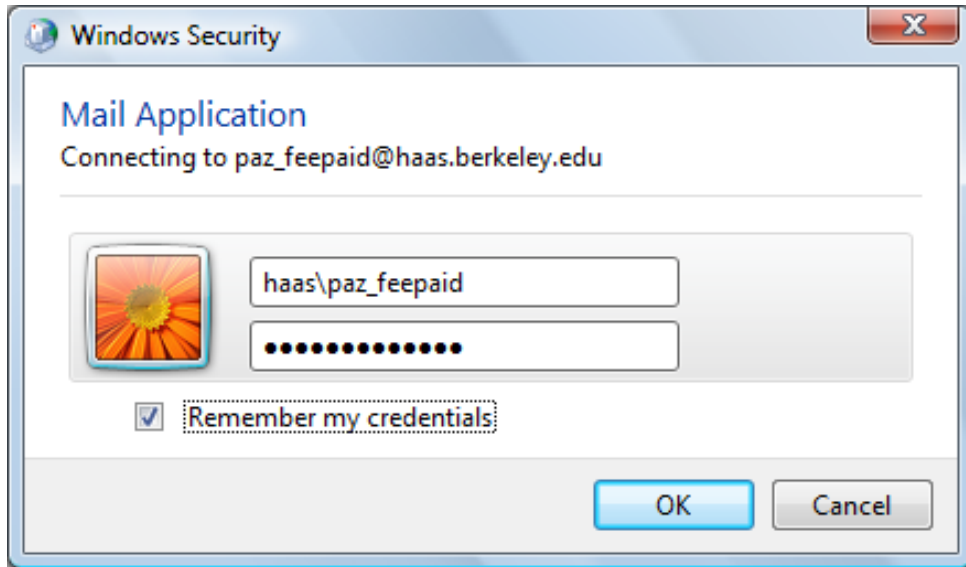
Step	Procedure
9	<p>You'll be back at the "Add New E-Mail Account" window.</p> <p>Click Next to continue.</p>



Step	Procedure
10	<p>Click Finish, and then Ok at the Mail window.</p>



Step	Procedure
11	<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
12	<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>

