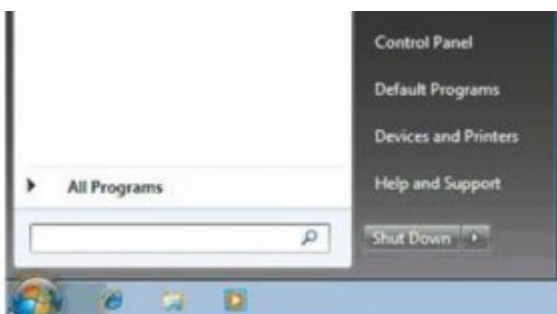


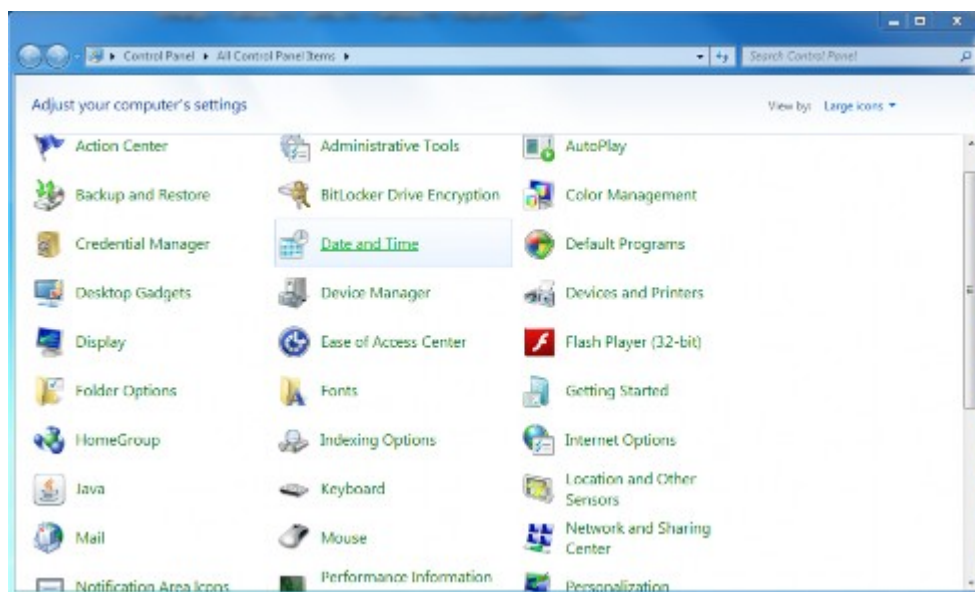
Configuring Exchange Manually in Outlook (Exchange 2010)

Last Modified on 11/03/2016 11:22 am GMT

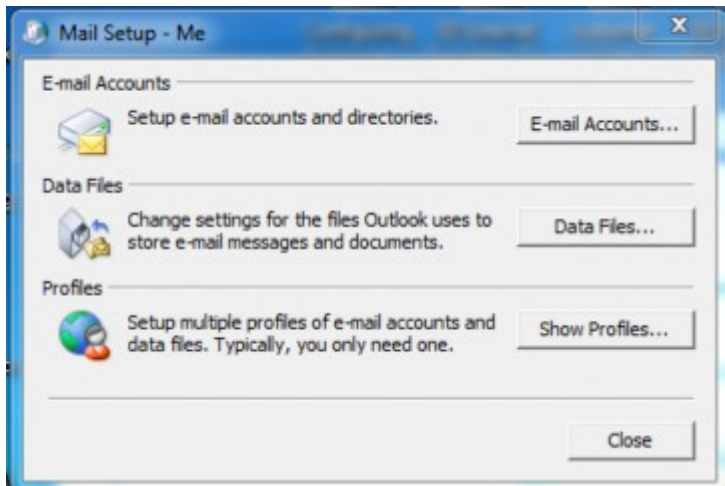
1. Click the **Start** logo roundel then click **Control Panel**.



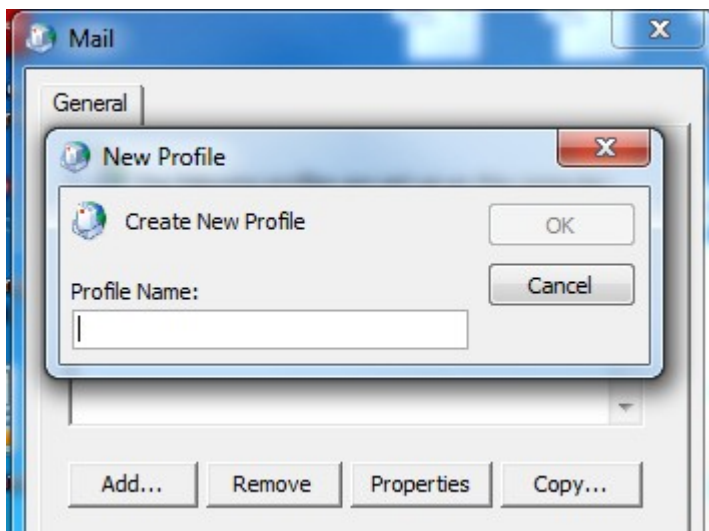
2. Ensure the Control Panel is set to *View by Small Icons* or *View by Large Icons* and then select the **Mail** icon.



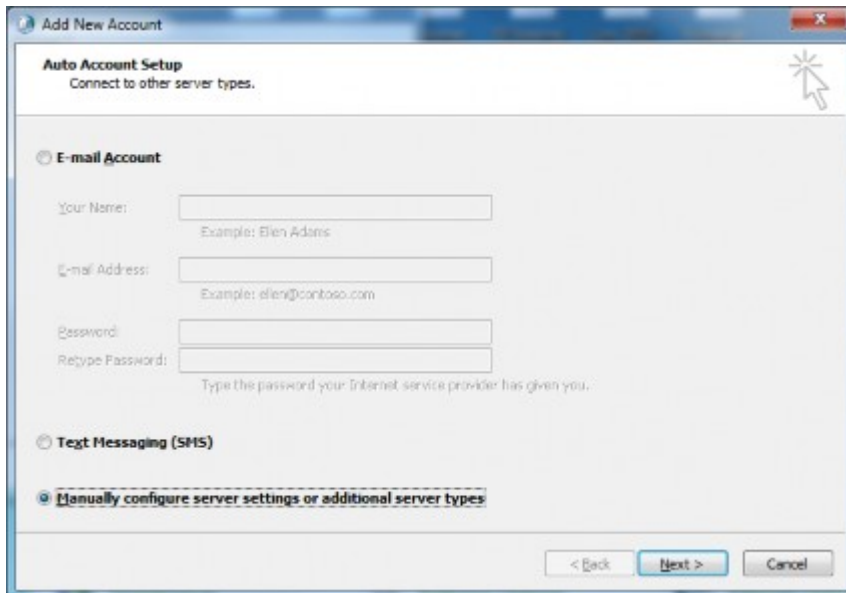
3. Select **Show Profiles...**



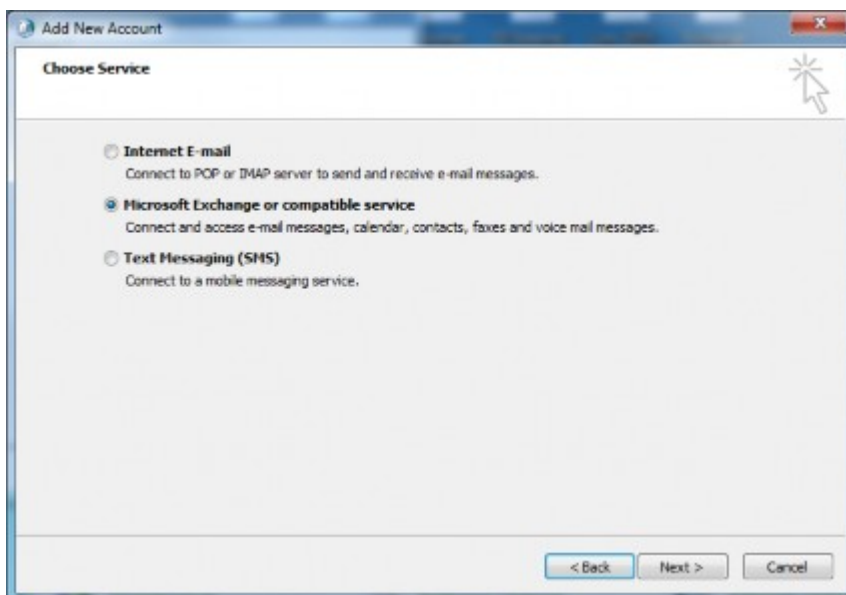
4. Select **Add** and give your profile a name, this can be anything that will allow you to easily reference the account. Once you are happy with the name click **OK**.



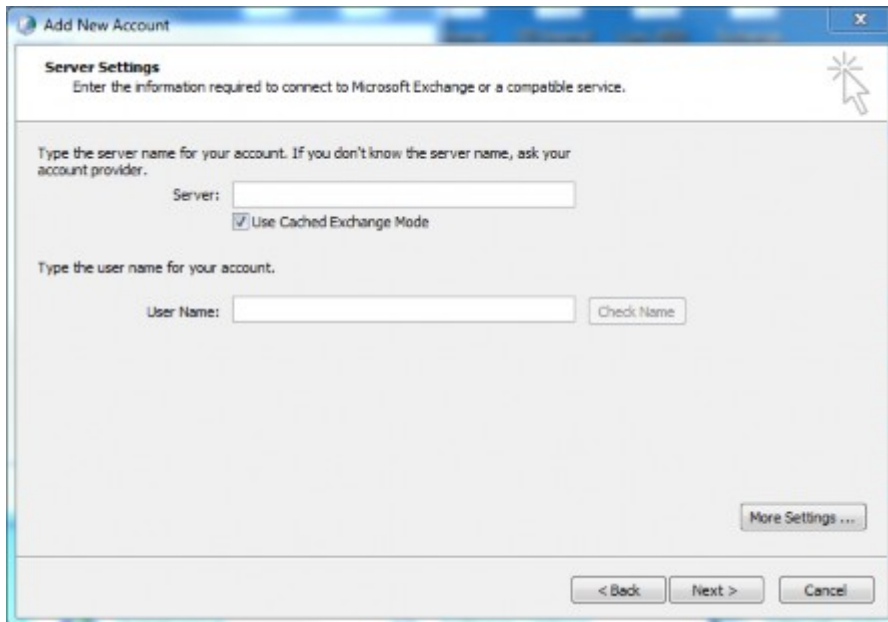
5. Select **Manually Configure Server Settings or additional Server Types** and go to **Next**.



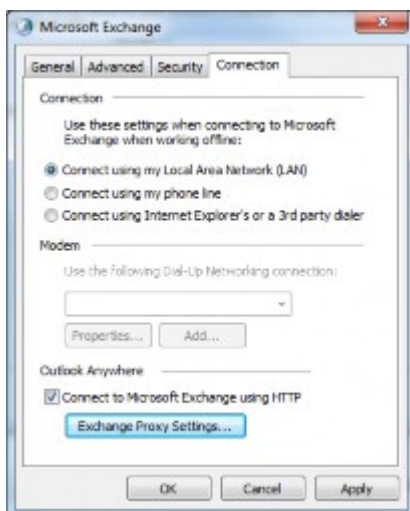
6. Select **Microsoft exchange or Compatible Service** and go to **Next**.



7. Enter the Exchange Server as `clientarray1.hslive.net` and the username as your login (usually your full email address). Click on More Settings.



8. Click on **Connection** and then tick **Connect to Microsoft Exchange using HTTP** and then click on **Exchange Proxy settings...**



9. Enter the proxy server as **outlook.hslive.net** and the principal name as **MSSTD:outlook.hslive.net**.

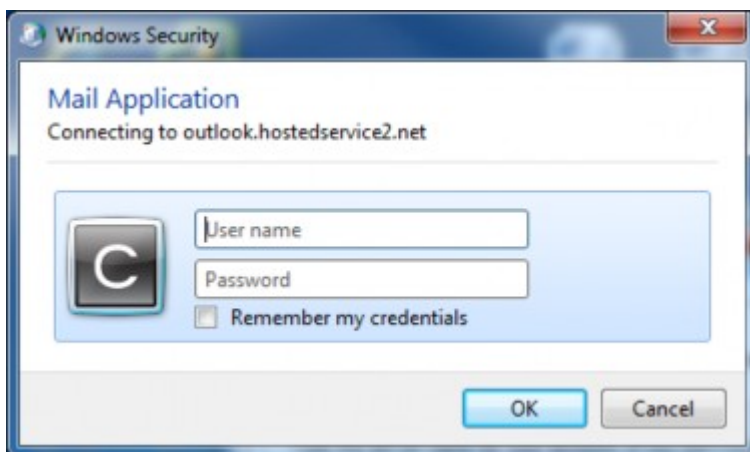


10. Tick **On fast networks, connect using HTTP first, then connect using TCP/IP** and change the authentication to **Basic Authentication**.



11. Click **Ok** and then **Ok** again.

12. Click **Check Name** and enter your email address and password if prompted.



13. Go to **Next > Finish**.