

Centrally Hosted Email User Guide

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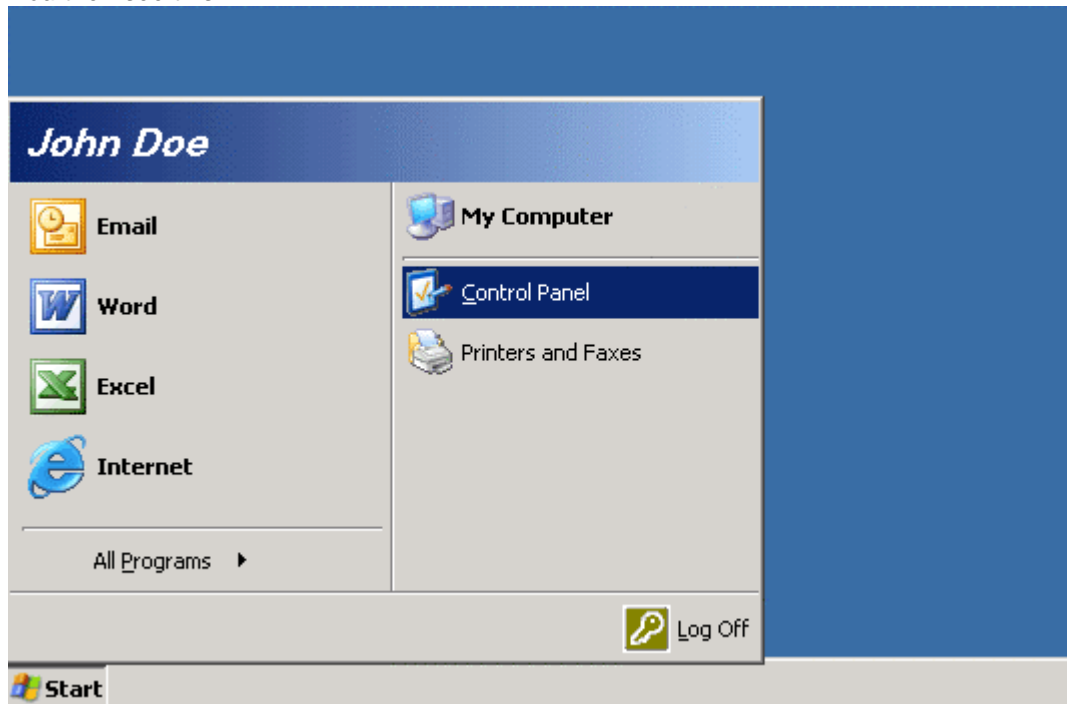
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Creating a new Exchange email account in Centrally Hosted MIS

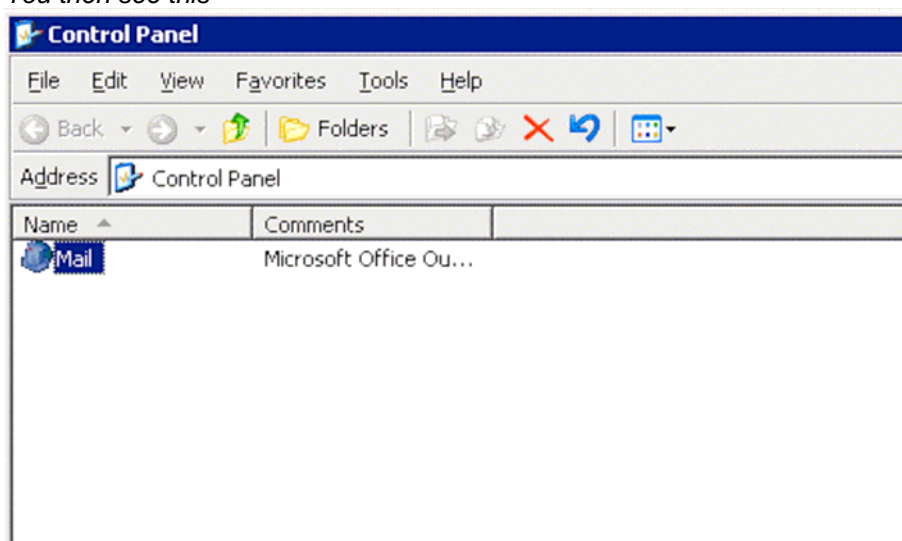
1. Login to your Centrally Hosted MIS account
2. Click on the Start button

You then see this



3. Click on 'Control Panel'

You then see this



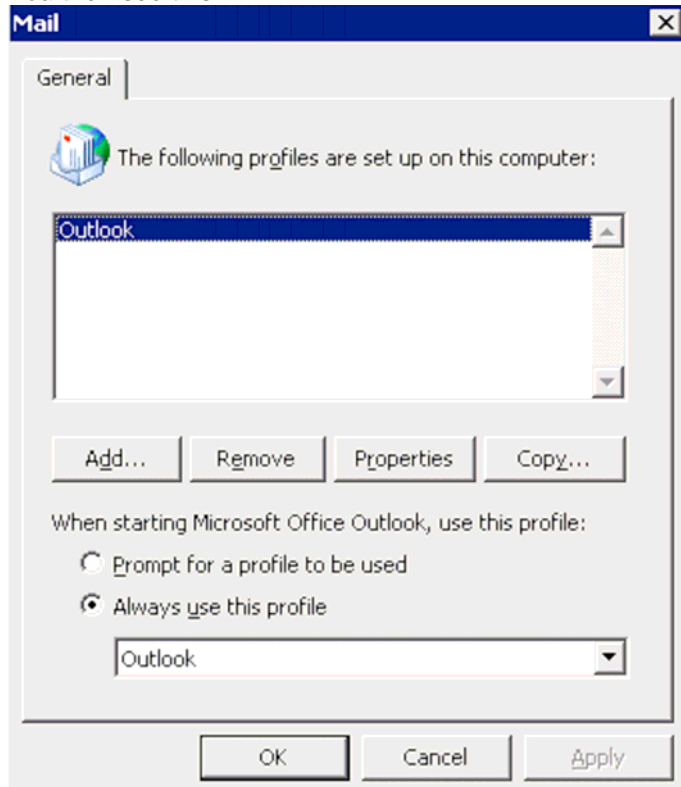
4. Double click the 'Mail' icon.

You then see this



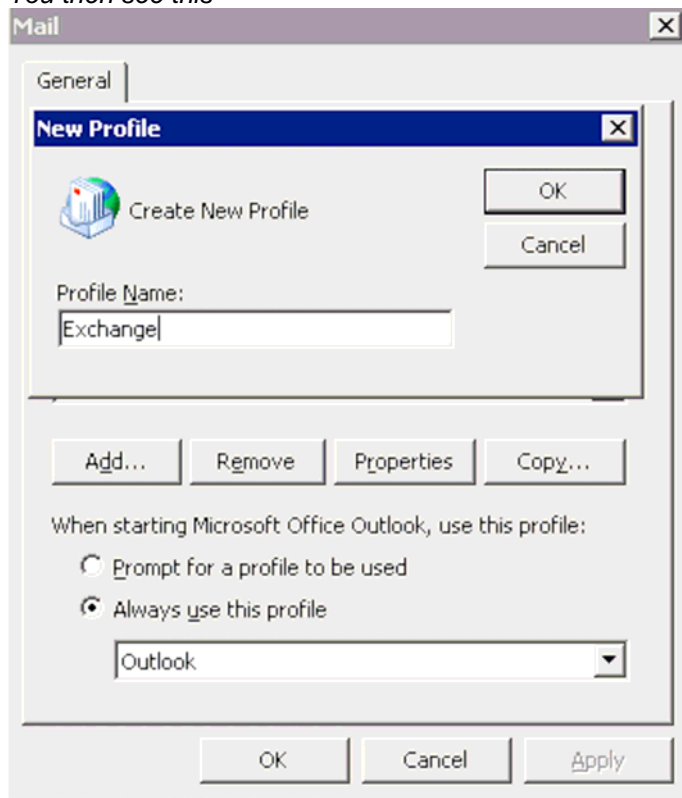
5. Click the '**Show Profiles...**' button.

You then see this



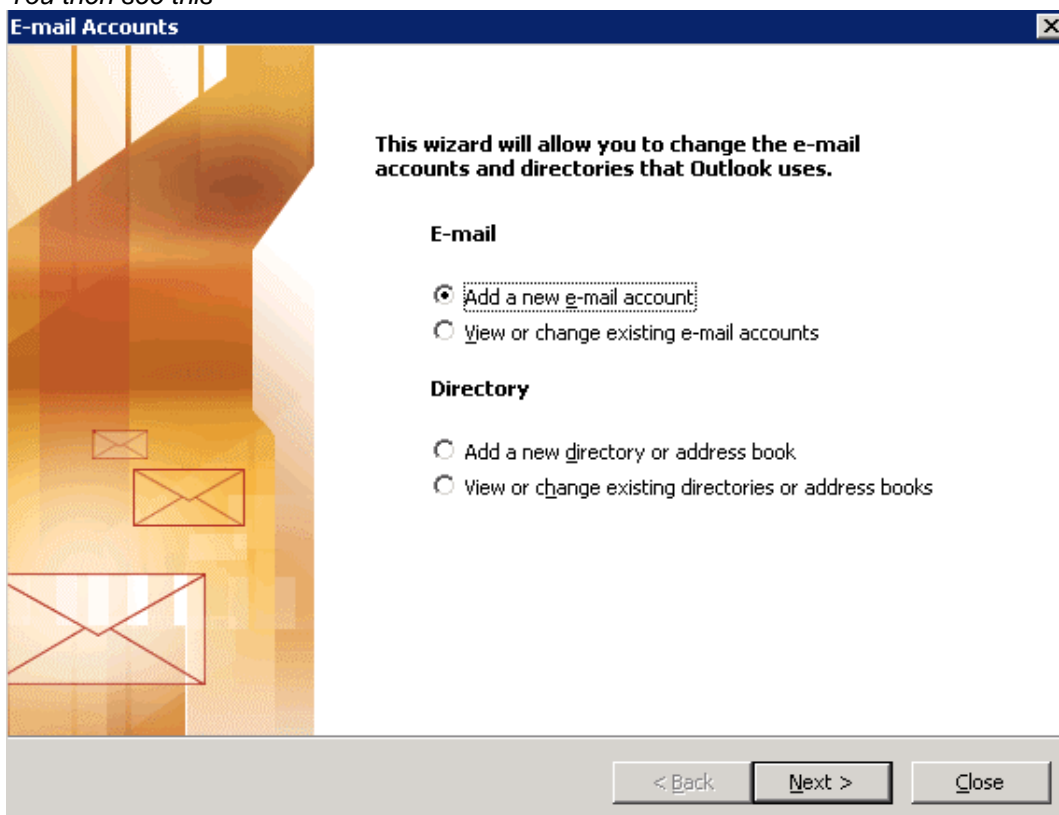
6. Click the '**Add**' button.

You then see this



7. In the '**Profile Name:**' box type '**Exchange**' (this will name your Exchange profile)
8. Then click the '**Ok**' button.

You then see this



9. Under the E-mail heading, select '**Add New Email Account**'
10. Then click the '**Next**' button.

You then see this

The screenshot shows the 'E-mail Accounts' dialog box with the 'Server Type' section selected. The title bar reads 'E-mail Accounts'. Below the title bar, the section is titled 'Server Type' with the instruction: 'You can choose the type of server your new e-mail account will work with.' There are five radio button options: 'Microsoft Exchange Server' (selected), 'POP3', 'IMAP', 'HTTP', and 'Additional Server Types'. Each option has a brief description of its function. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

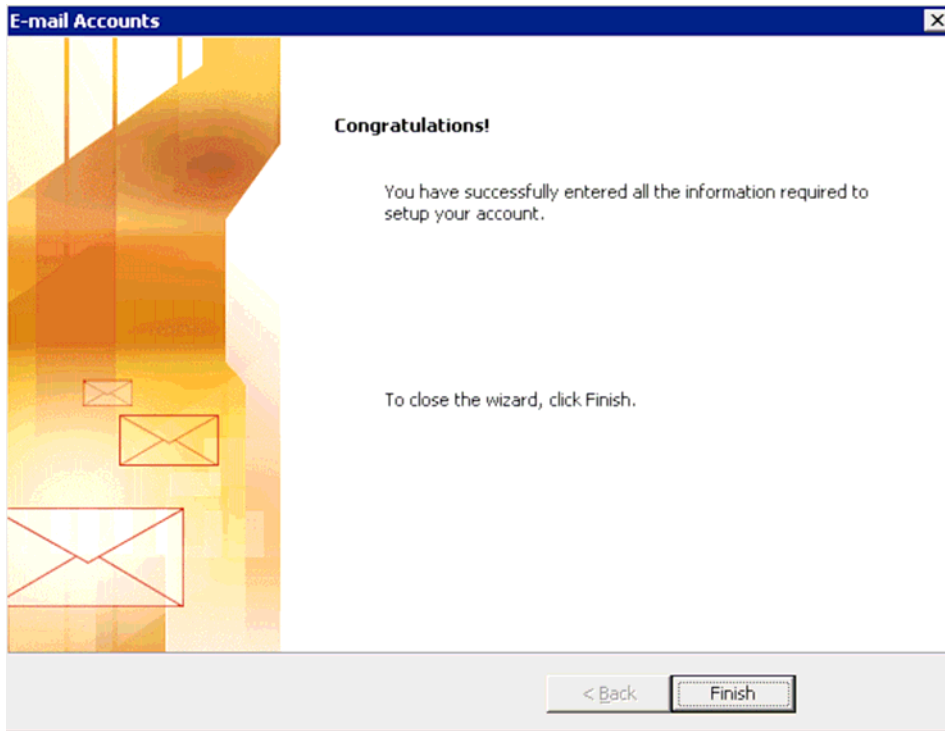
11. Select '**Microsoft Exchange Server**'
12. Then click the '**Next**' button.

You then see this

The screenshot shows the 'E-mail Accounts' dialog box with the 'Exchange Server Settings' section selected. The title bar reads 'E-mail Accounts'. Below the title bar, the section is titled 'Exchange Server Settings' with the instruction: 'You can enter the required information to connect to your Exchange server.' The main area contains two text input fields. The first is labeled 'Microsoft Exchange Server:' and contains the text 'mailcluster001.cambsed.net'. Below it is a checkbox labeled 'Use Cached Exchange Mode' which is unchecked. The second text input field is labeled 'User Name:' and contains the text 'jdoe.we|'. To the right of this field is a 'Check Name' button. At the bottom right, there is a 'More Settings ...' button. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

13. In the 'Microsoft Exchange Server' box type '**mailcluster001.cambsed.net**'
14. In the User Name box type your Centrally Hosted MIS Username e.g. **jdoe.c9s**
15. Then click the '**Next**' button.

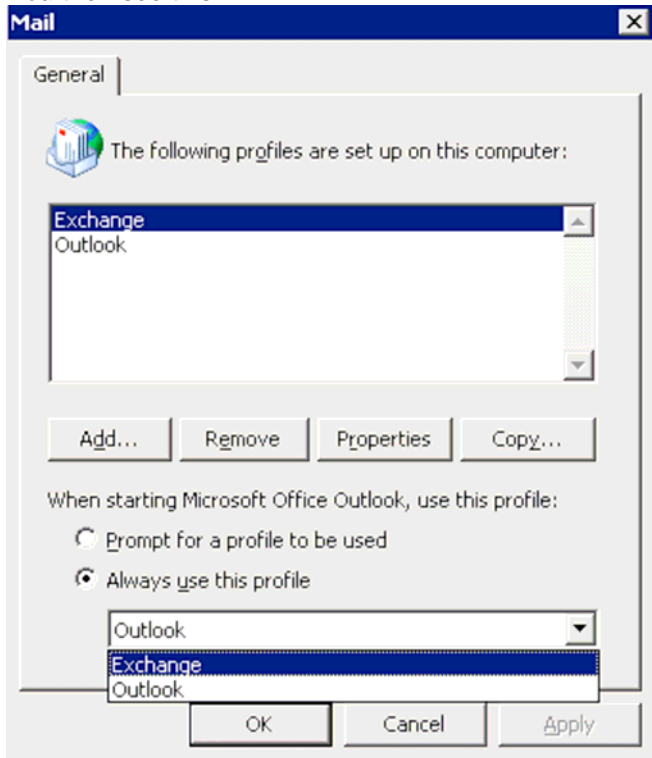
You then see this



16. Click the 'Finish' button.

You now return to this 'Mail' settings window

You then see this



17. Under 'When starting Microsoft Outlook' select 'Always use this profile'

18. Then in the pull down box select 'Exchange'

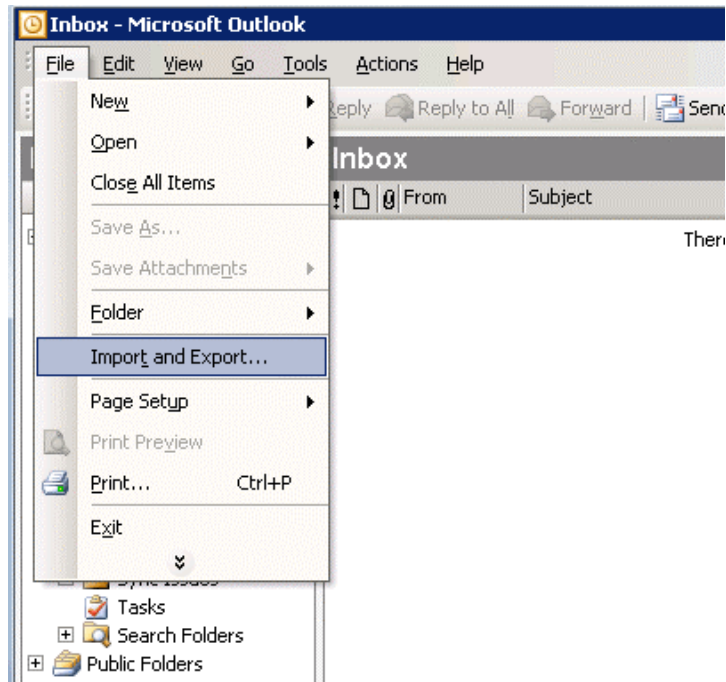
19. Click the 'Ok' button.

This window will now disappear

How to import existing emails on Centrally Hosted MIS

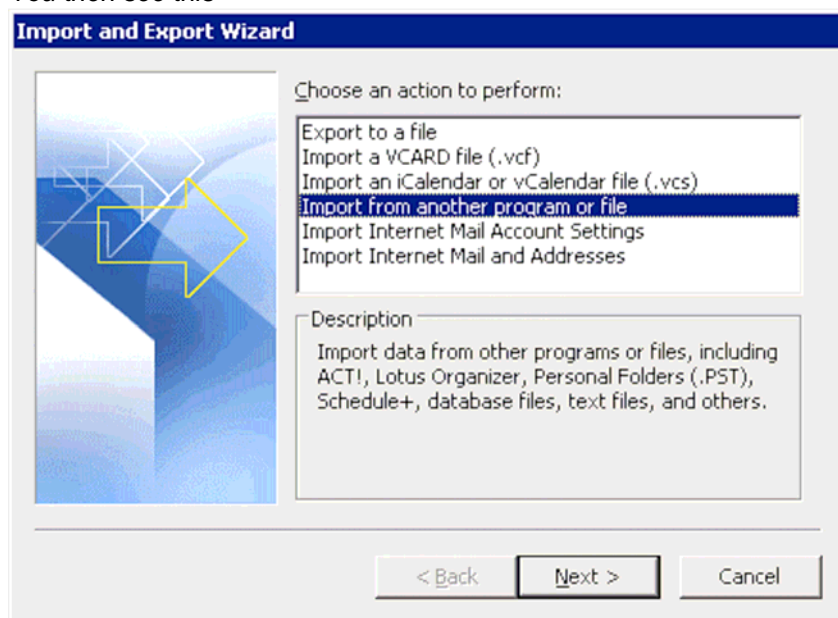
1. Using the Start button again, Open '**Outlook**'
2. Now click on '**File**' in the top menu bar

You then see this



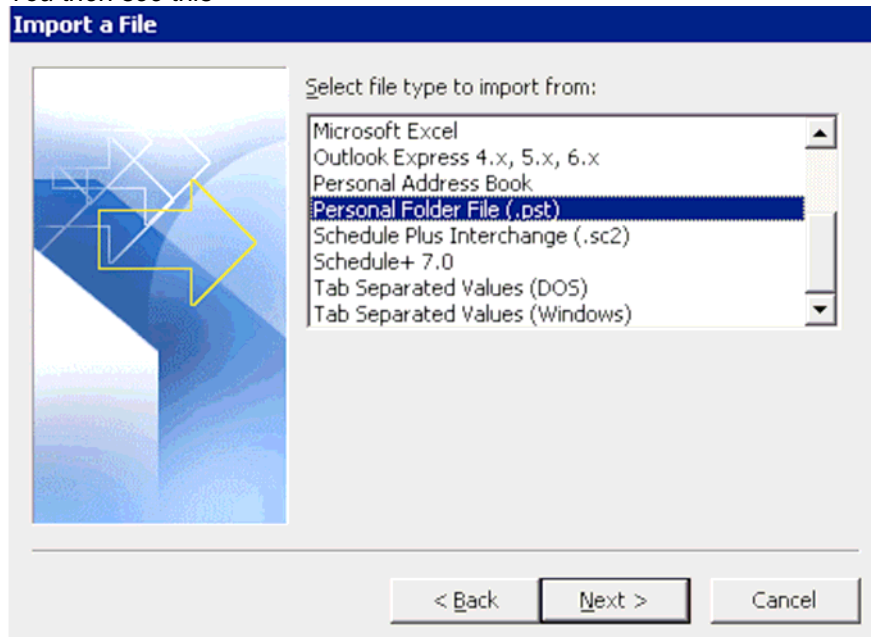
3. Click on '**Import and Export...**' (you may have to expand the pull down list by clicking the two little arrows at the bottom)

You then see this



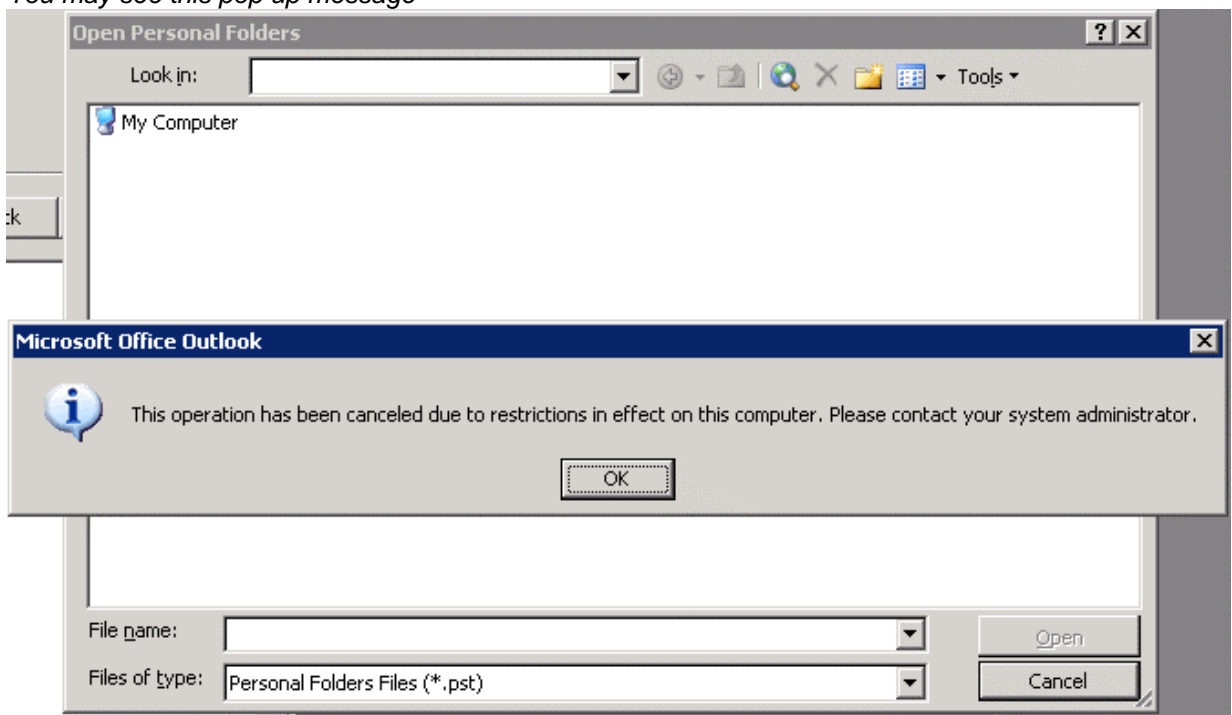
4. From the list select '**Import from another program or file**'
5. Then click the '**Next**' button.

You then see this



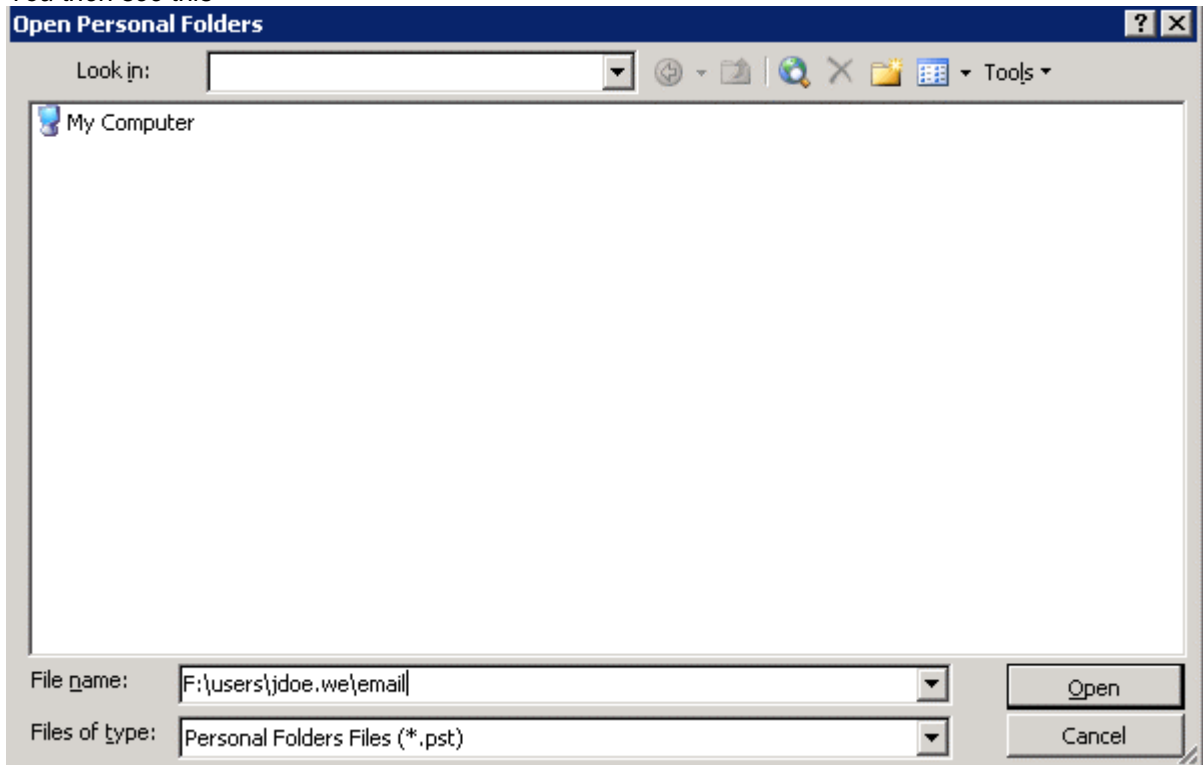
6. From the list select '**Personal Folder File (.pst)**'
7. Then click the '**Next**' button.

You may see this pop up message



8. If so click the '**OK**' button.

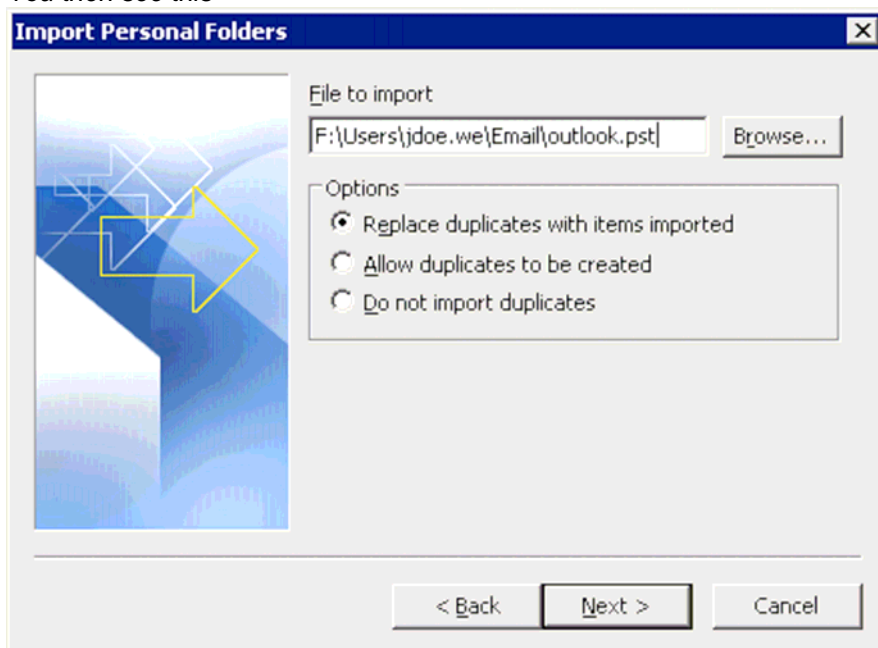
You then see this



9. In the '**File Name**' field type '**F:\users\(*username*)\email**' (where (*username*) = your Centrally Hosted MIS username, e.g. jdoe.c9s) and press '**Enter**'

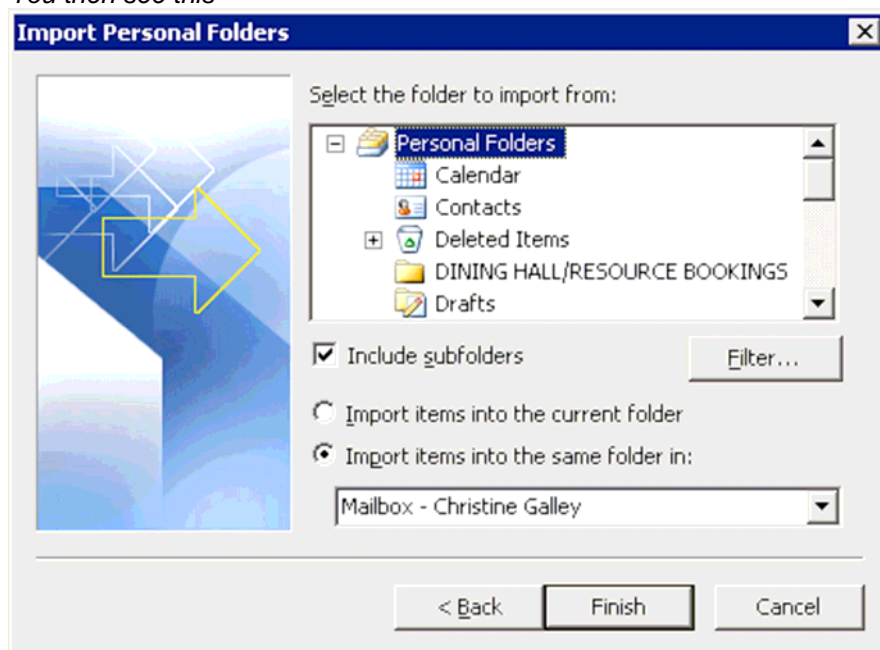
10. Select the '**Outlook.pst**' click the '**Open**' button.

You then see this



11. Click the '**Next**' button.

You then see this



12. Make sure 'Include Subfolders' is ticked
13. Make sure 'Import Items into the same folder in:' is selected
14. Click the 'Finish' button.

Your old emails will now import into your new mail account.