

Centrally Hosted Email User Guide

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Date:	
Version	1.0

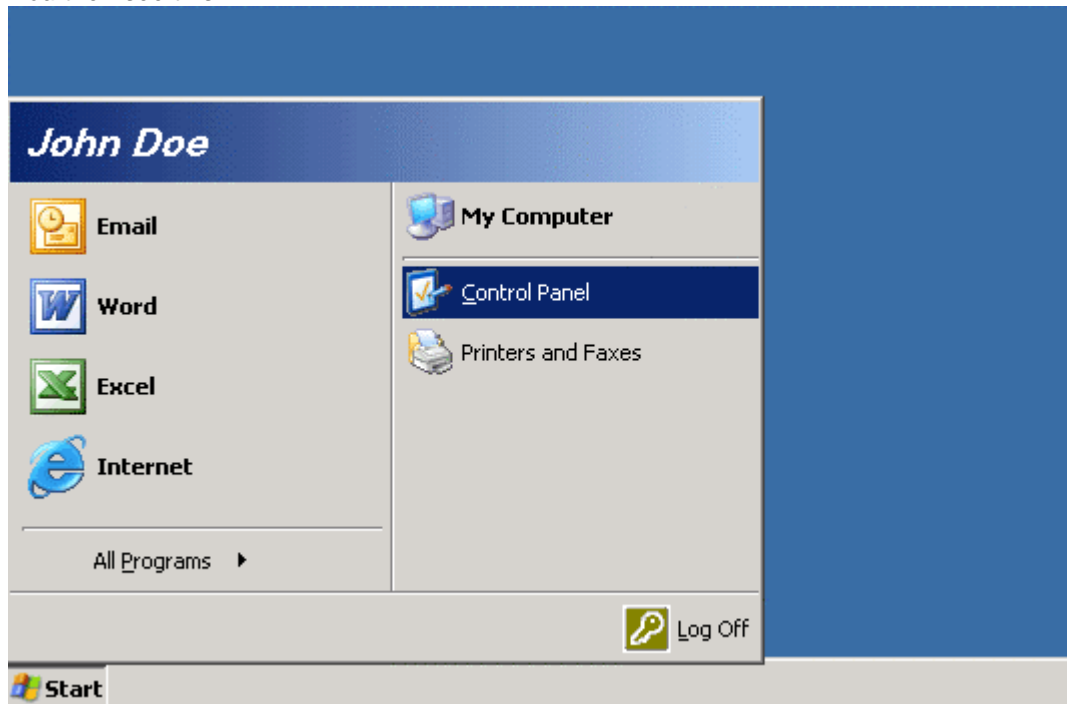
Contents

Creating a new Exchange email account in Centrally Hosted MIS	3
How to import existing emails on Centrally Hosted MIS	8

Creating a new Exchange email account in Centrally Hosted MIS

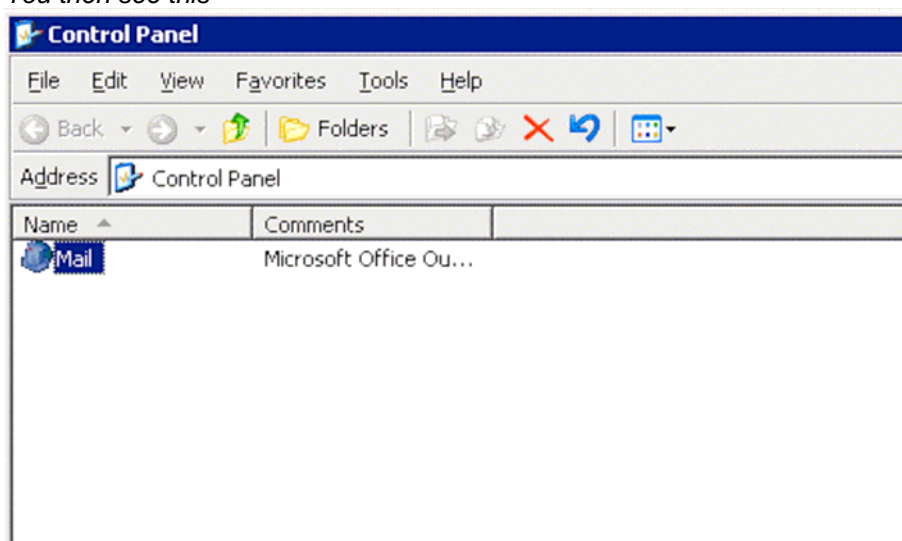
1. Login to your Centrally Hosted MIS account
2. Click on the Start button

You then see this



3. Click on '**Control Panel**'

You then see this



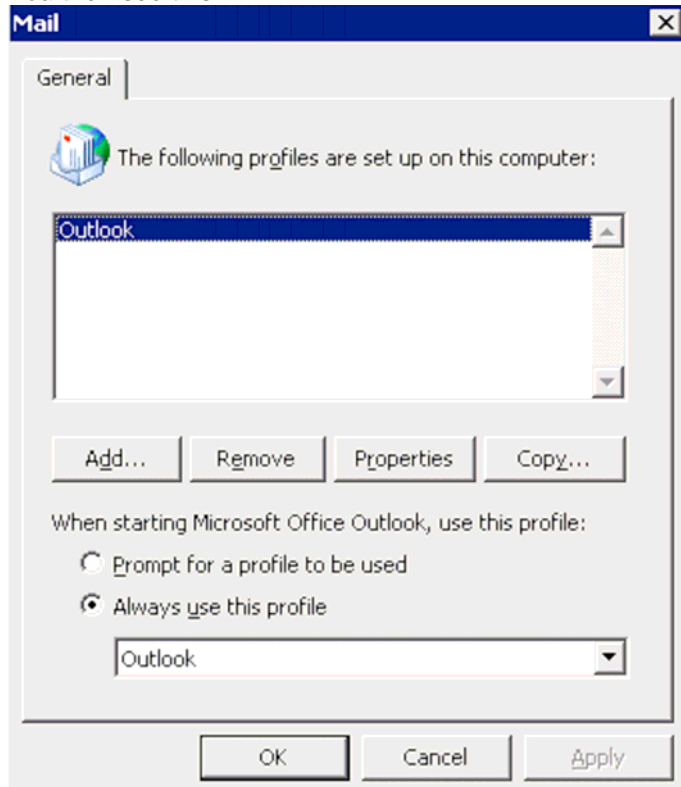
4. Double click the '**Mail**' icon.

You then see this



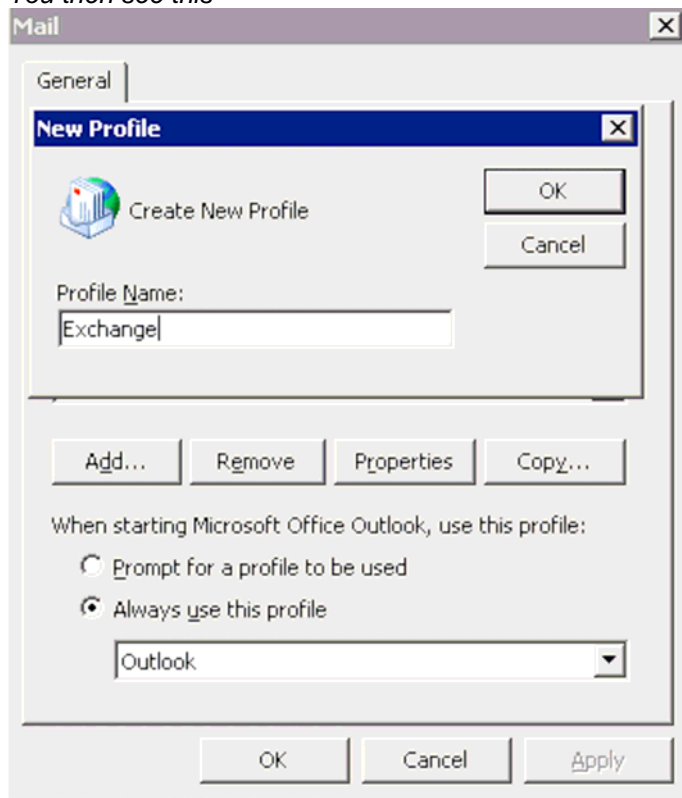
5. Click the '**Show Profiles...**' button.

You then see this



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

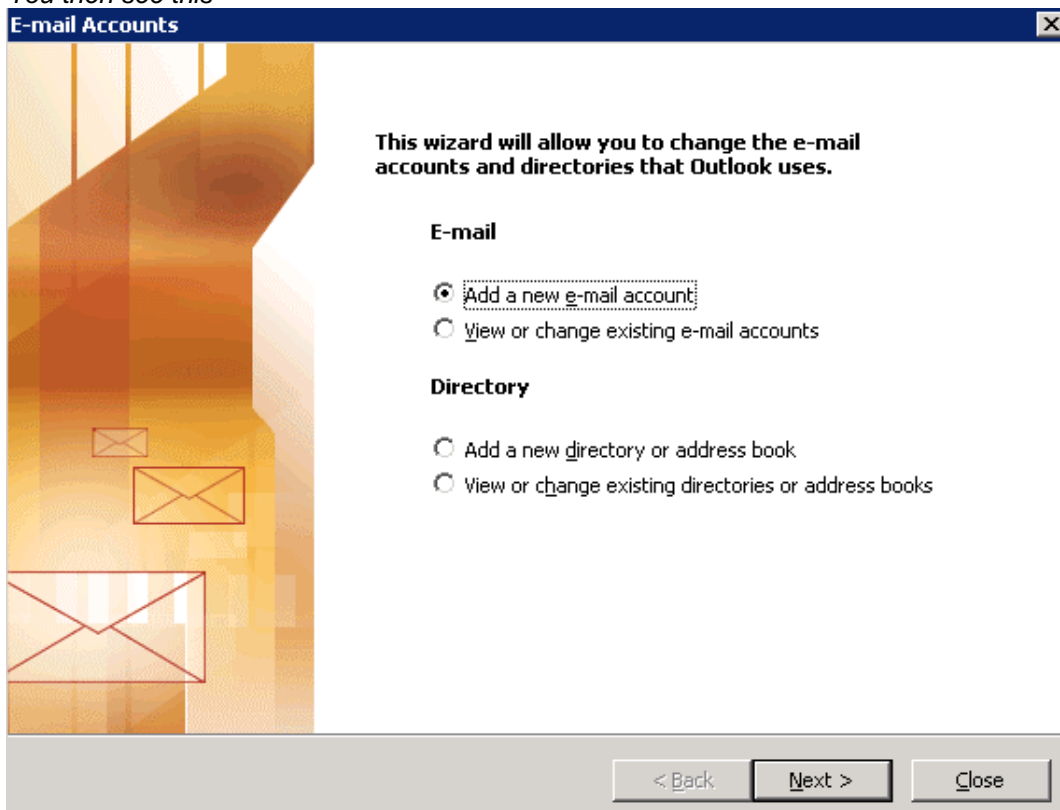
You then see this



7. In the 'Profile Name:' box type 'Exchange' (this will name your Exchange profile)

8. Then click the 'Ok' button.

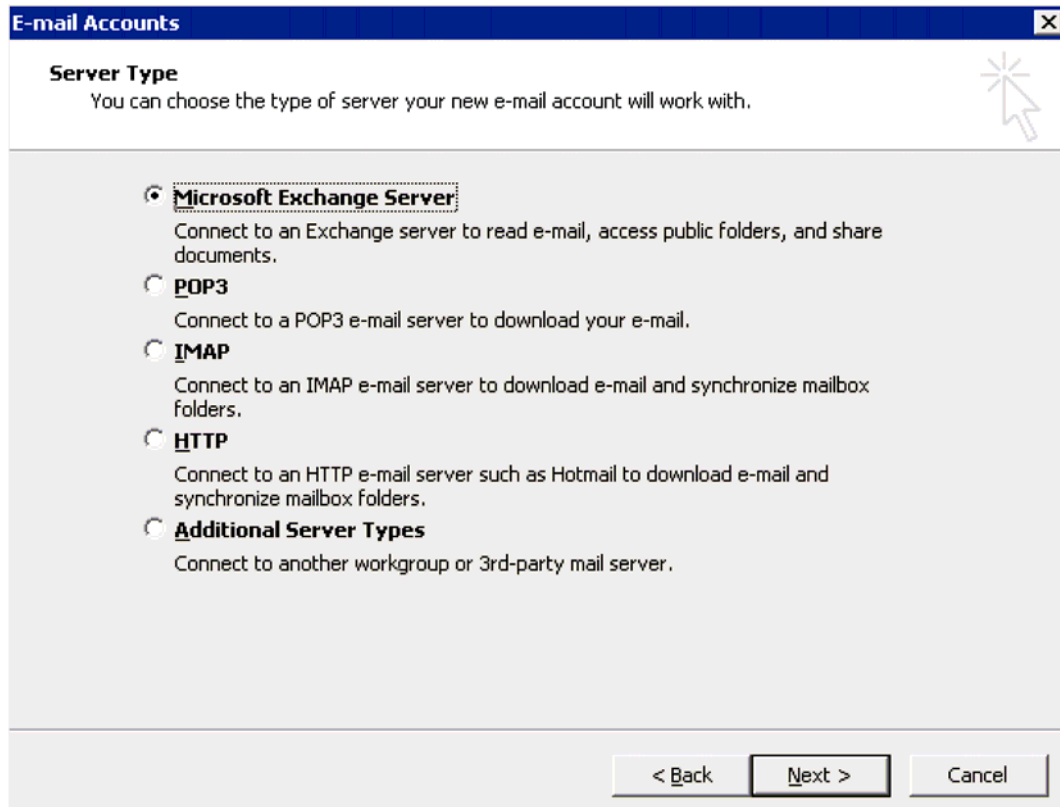
You then see this



9. Under the E-mail heading, select 'Add New Email Account'

10. Then click the 'Next' button.

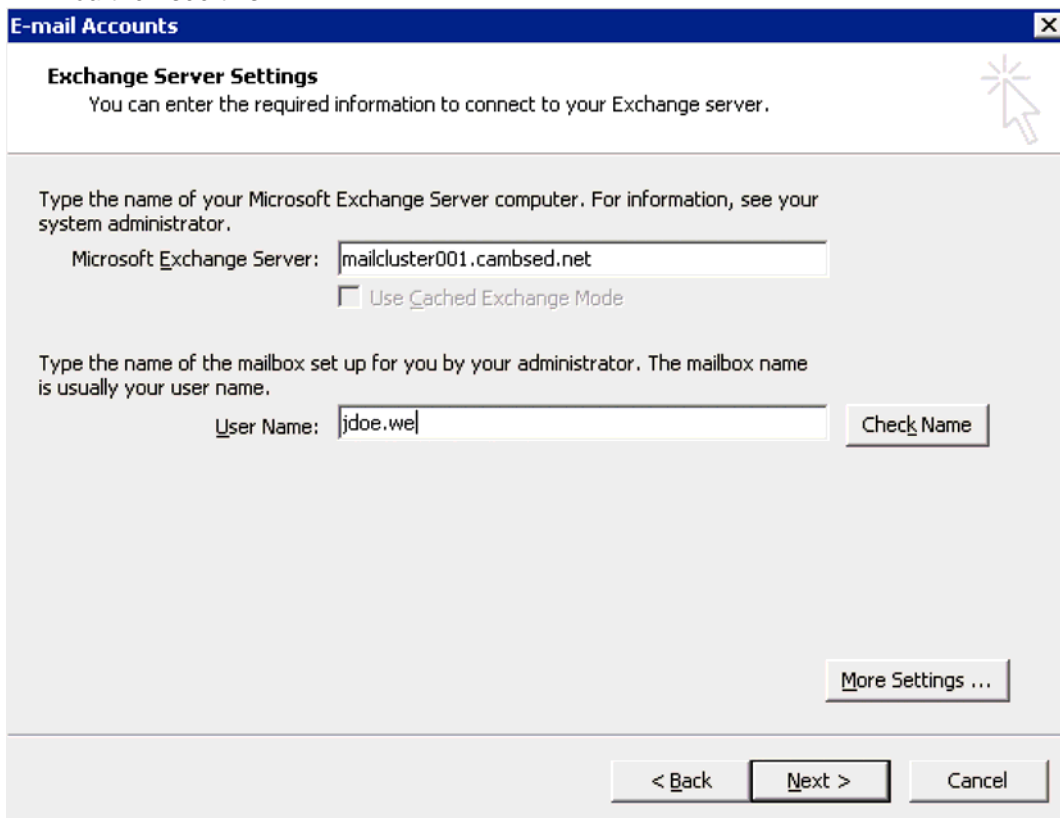
You then see this



11. Select 'Microsoft Exchange Server'

12. Then click the 'Next' button.

You then see this

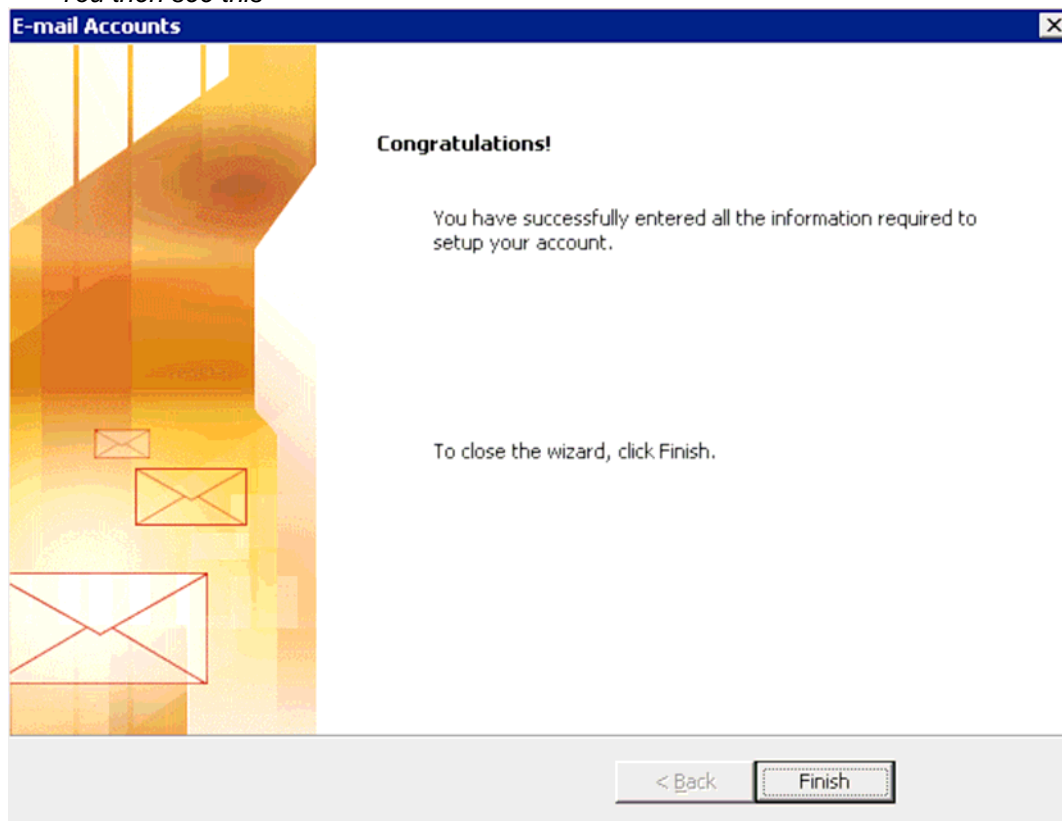


13. In the 'Microsoft Exchange Server' box type 'mailcluster001.cambsed.net'

14. In the User Name box type your Centrally Hosted MIS Username e.g. **jdoue.c9s**

15. Then click the '**Next**' button.

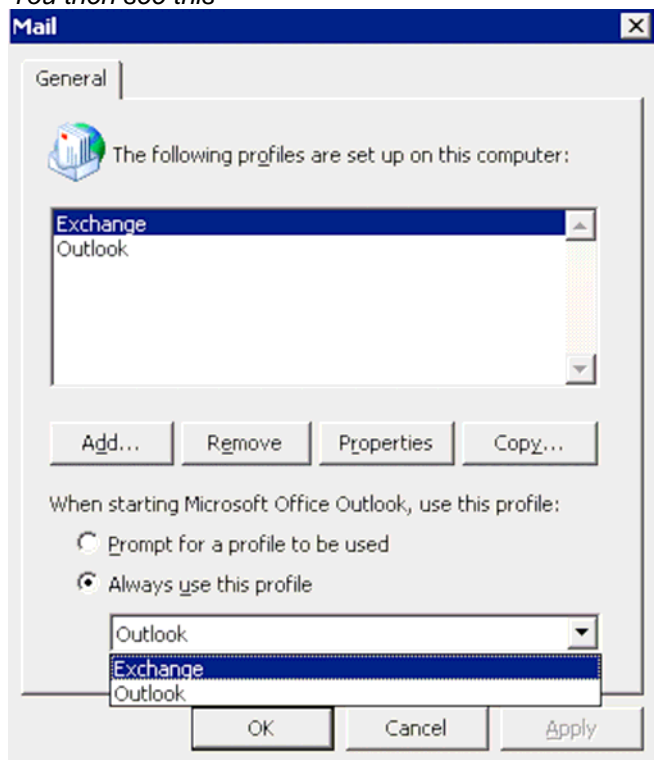
You then see this



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.

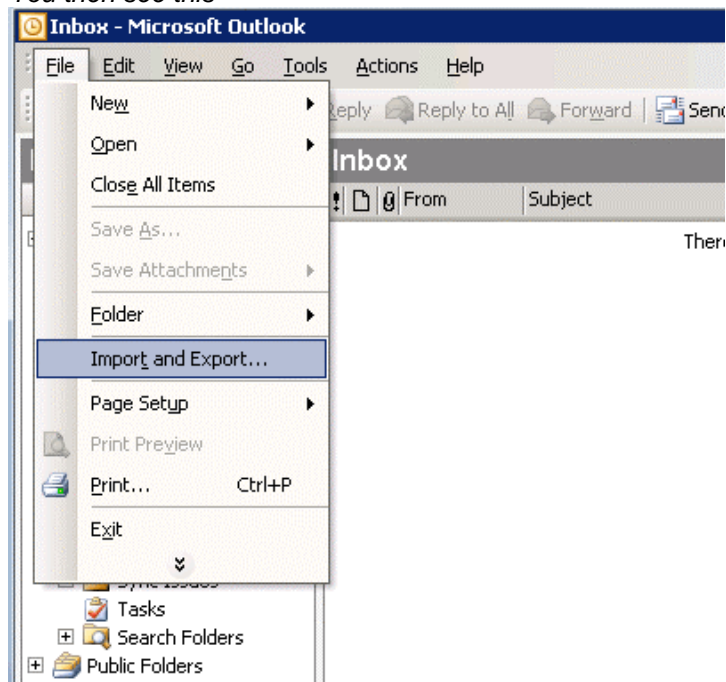
This window will now disappear

20. Using the Start button again, Open **'Outlook'**

How to import existing emails on Centrally Hosted MIS

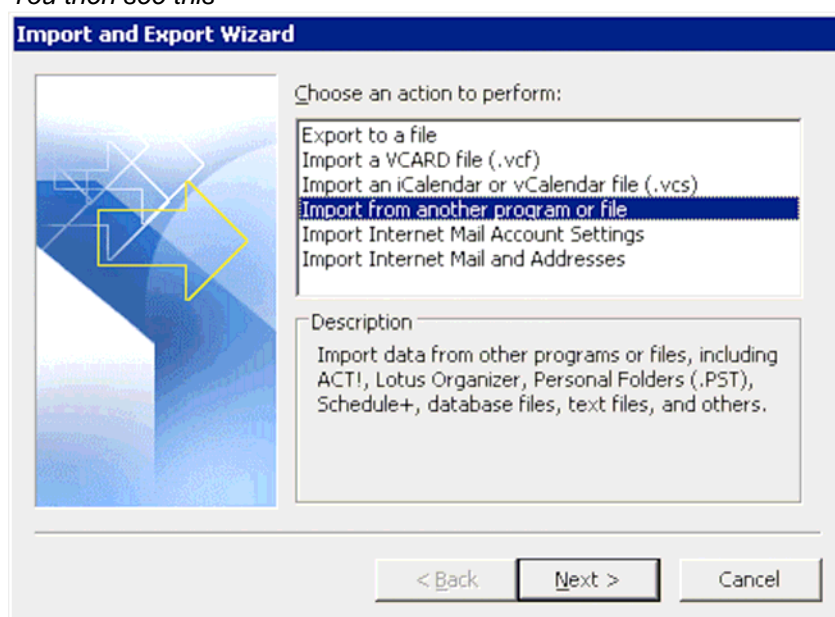
21. Now click on **'File'** in the top menu bar

You then see this



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

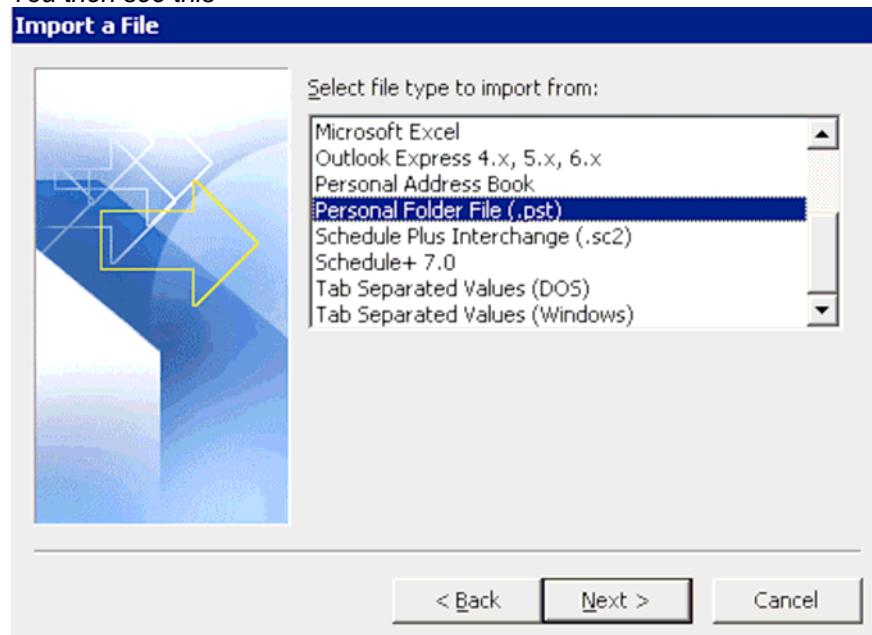
You then see this



23. From the list select '**Import from another program or file**'

24. Then click the '**Next**' button.

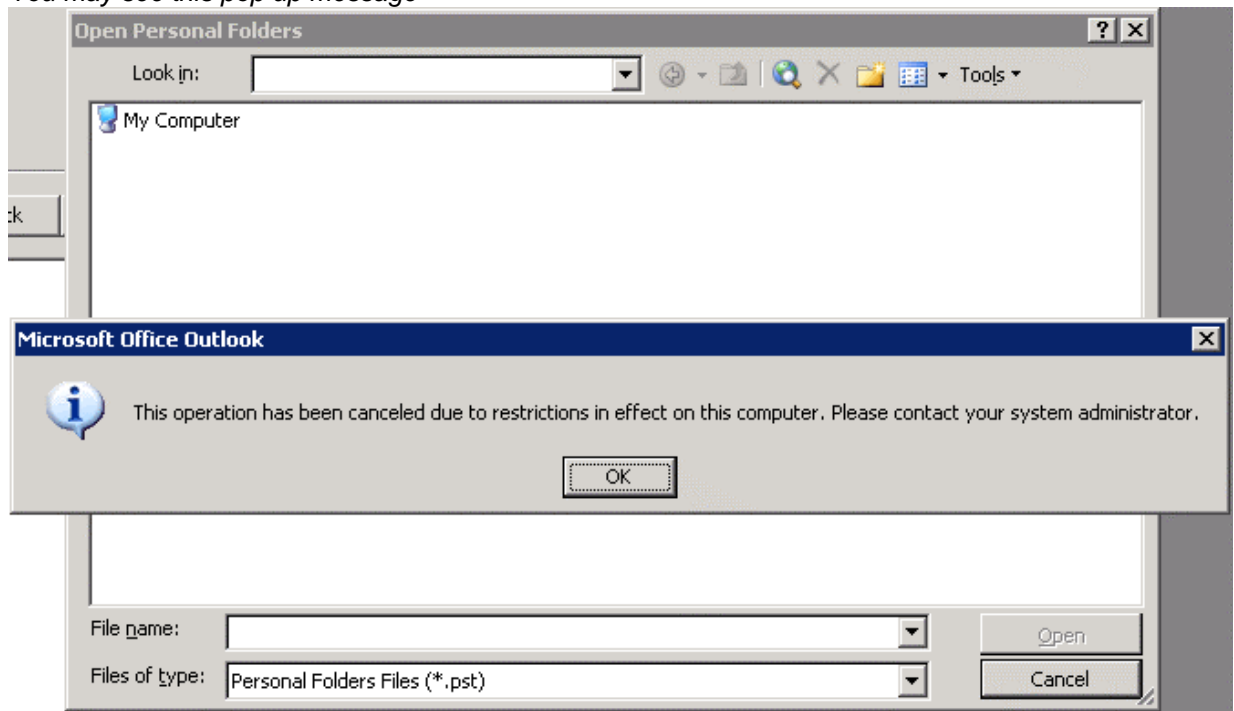
You then see this



25. From the list select '**Personal Folder File (.pst)**'

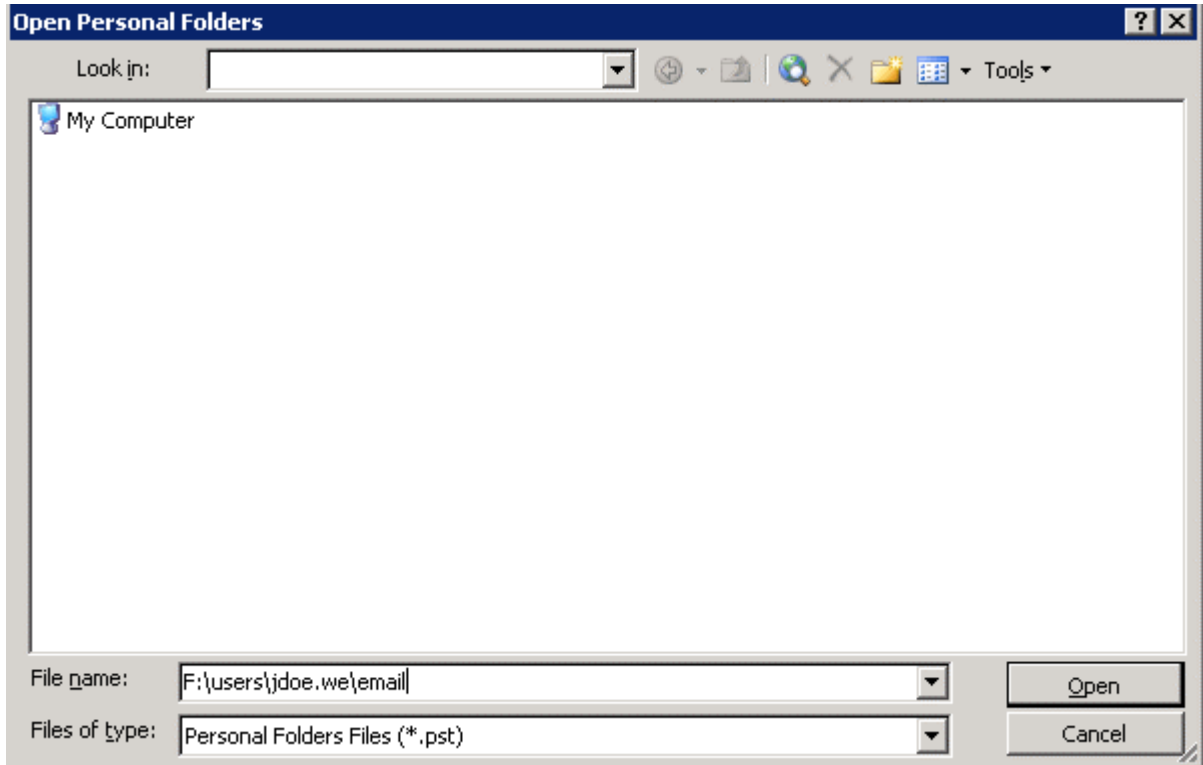
26. Then click the '**Next**' button.

You may see this pop up message



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

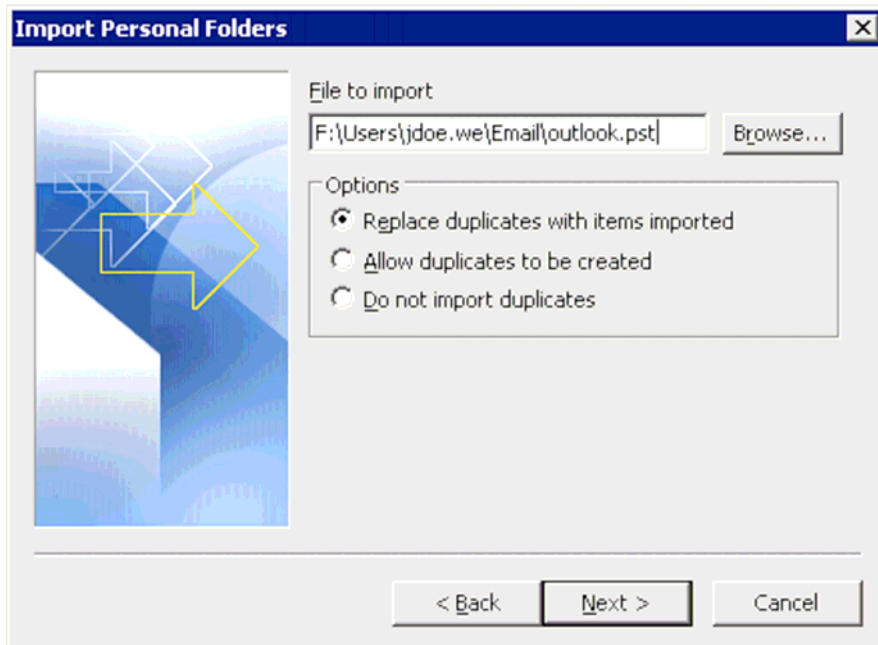
You then see this



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

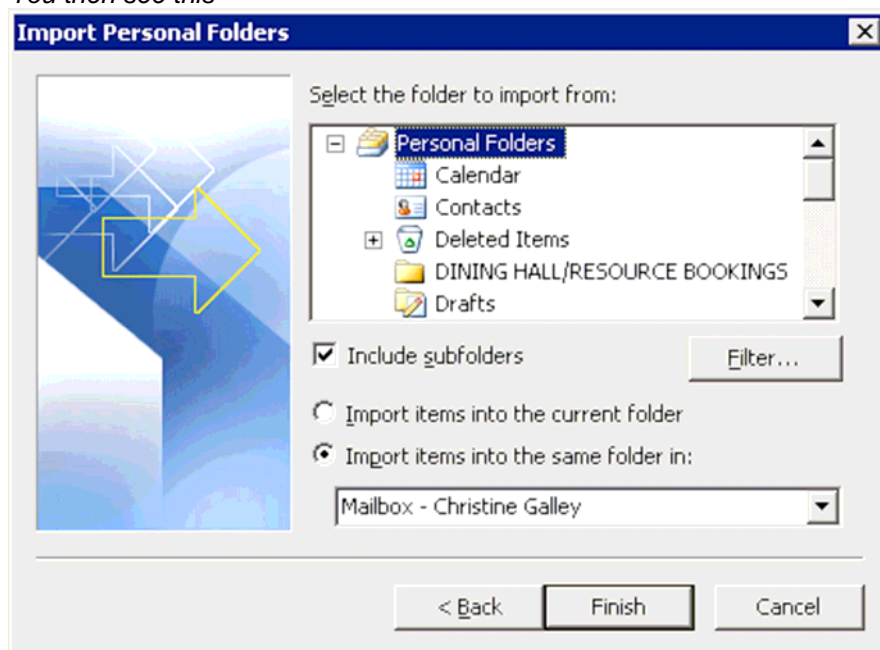
29. Select the 'Outlook.pst' click the 'Open' button.

You then see this



30. Click the 'Next' button.

You then see this



31. Make sure 'Include Subfolders' is ticked

32. Make sure 'Import Items into the same folder in:' is selected

33. Click the 'Finish' button.

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

