

# Microsoft Exchange Email User Guide

Produced By:	e-systems Team
Reviewed By:	Systems Support Team
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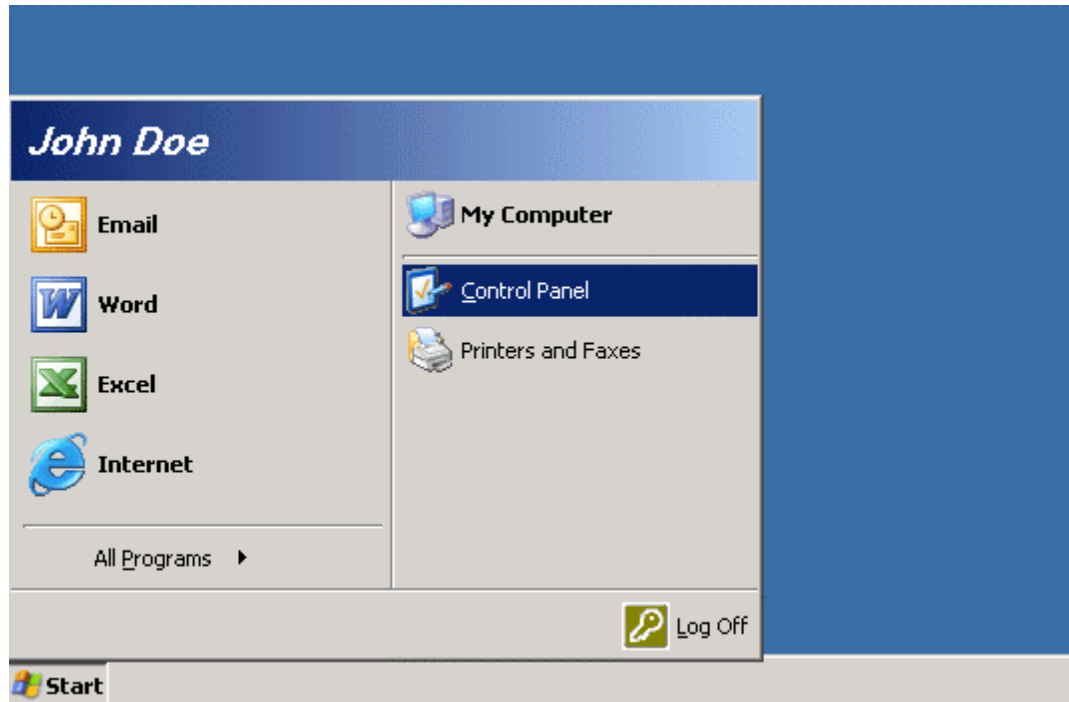
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## Creating an Exchange email account in Centrally Hosted MIS

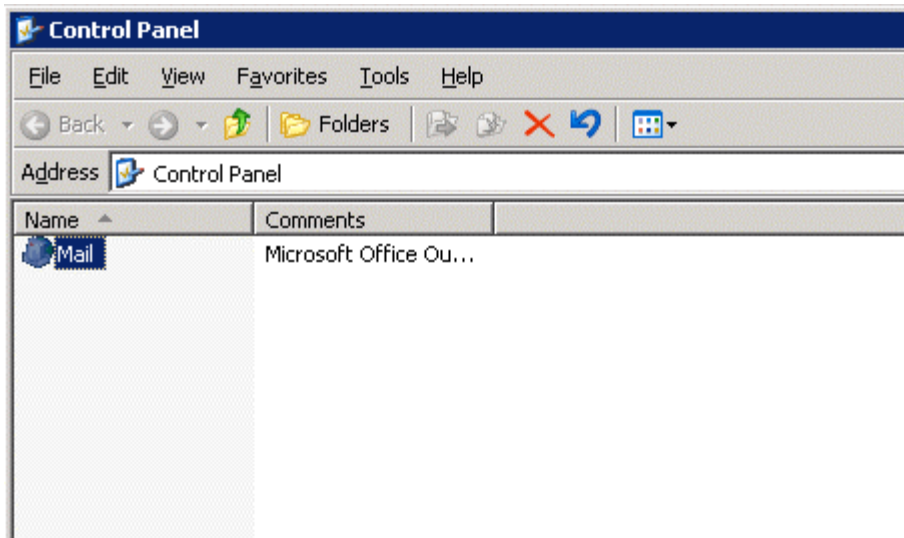
1. Login to your Centrally Hosted MIS account
2. Click on the **'Start'** button

You then see this



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

You then see this



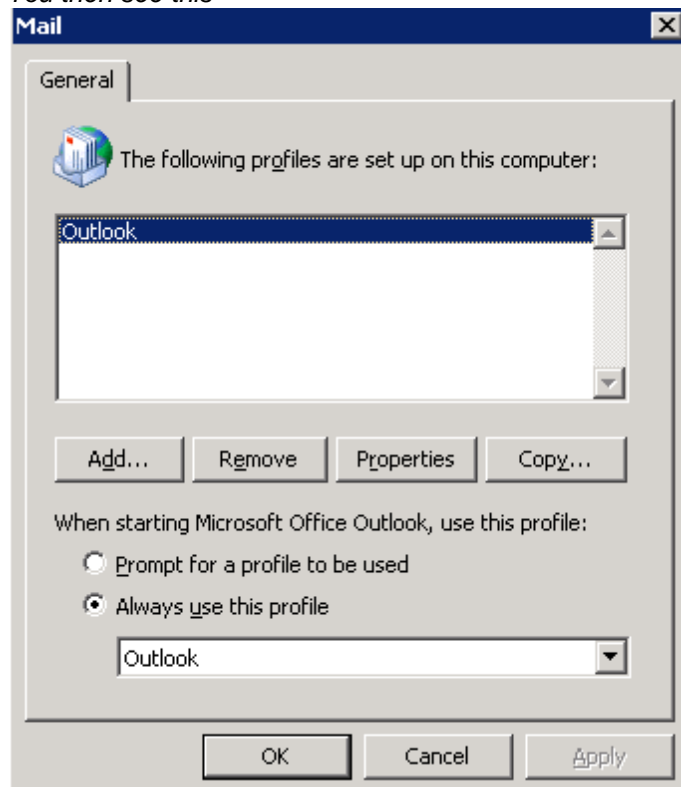
4. Double click the **'Mail'** icon.

You then see this



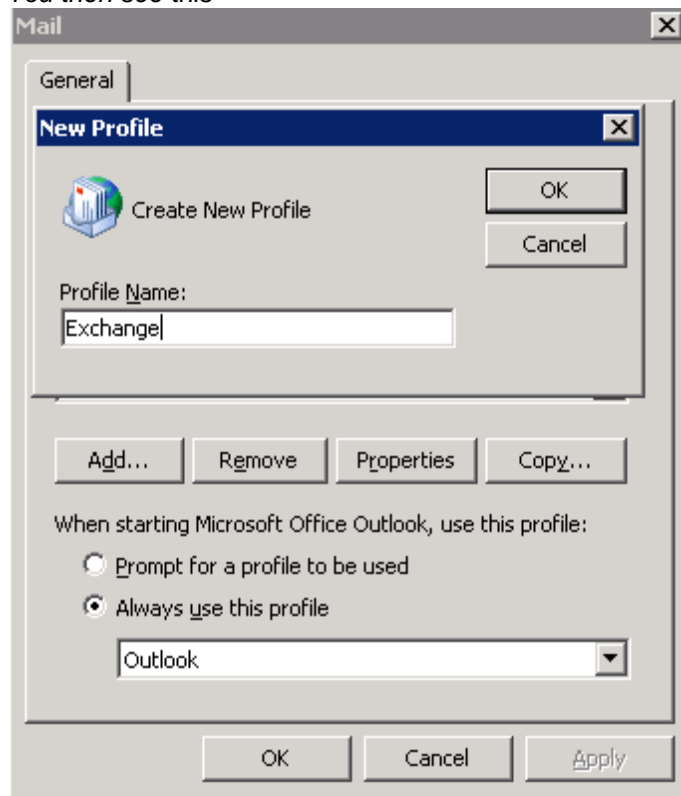
5. Click the '**Show Profiles...**' button.

You then see this



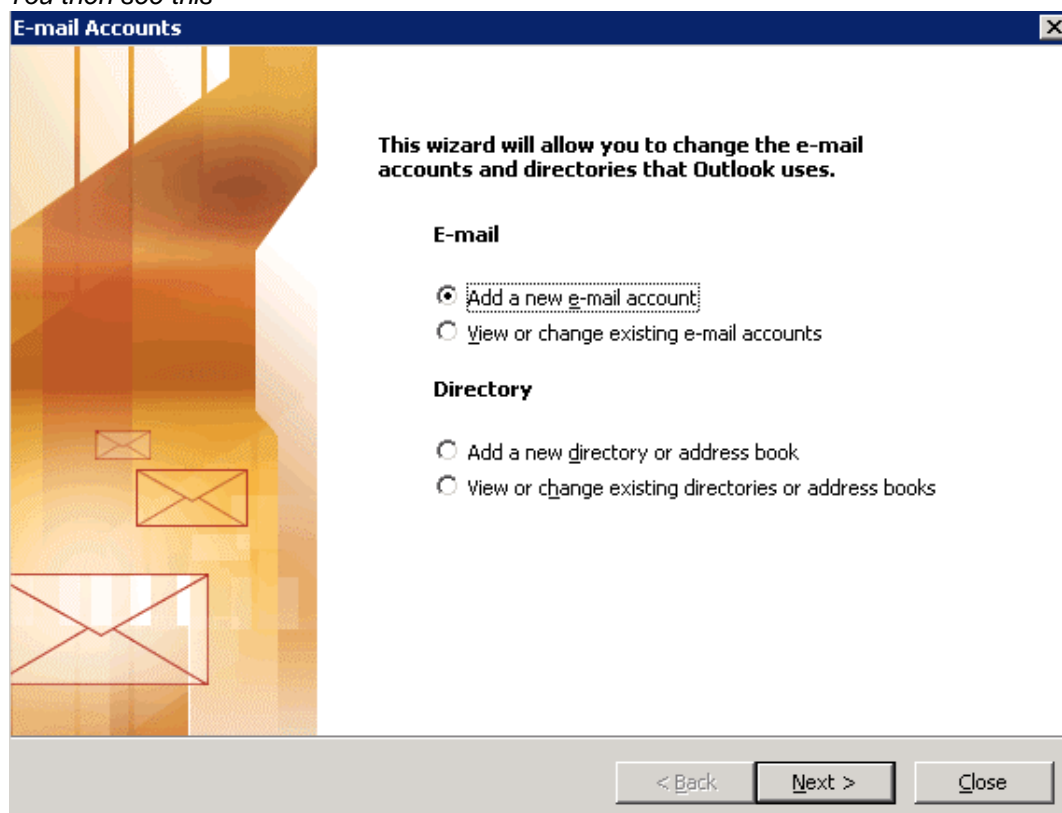
6. Click the '**Add**' button.

You then see this



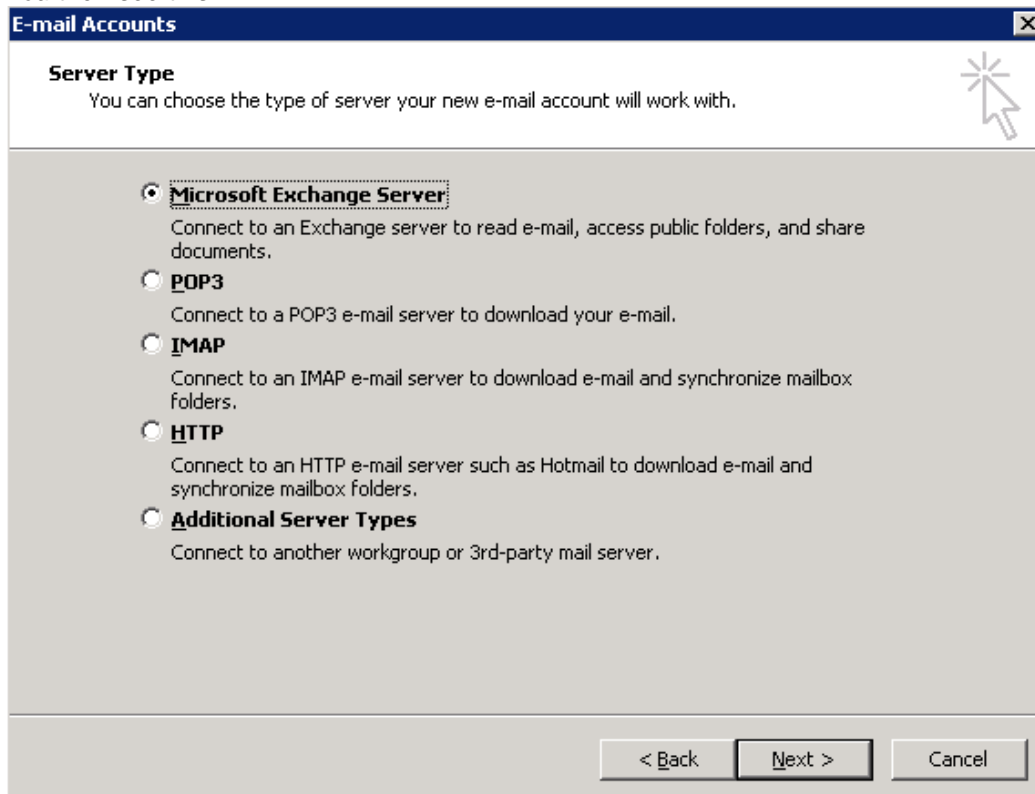
7. In the 'Profile Name:' box type '**Exchange**' (this will name your Exchange profile)
8. Then click the '**Ok**' button.

You then see this



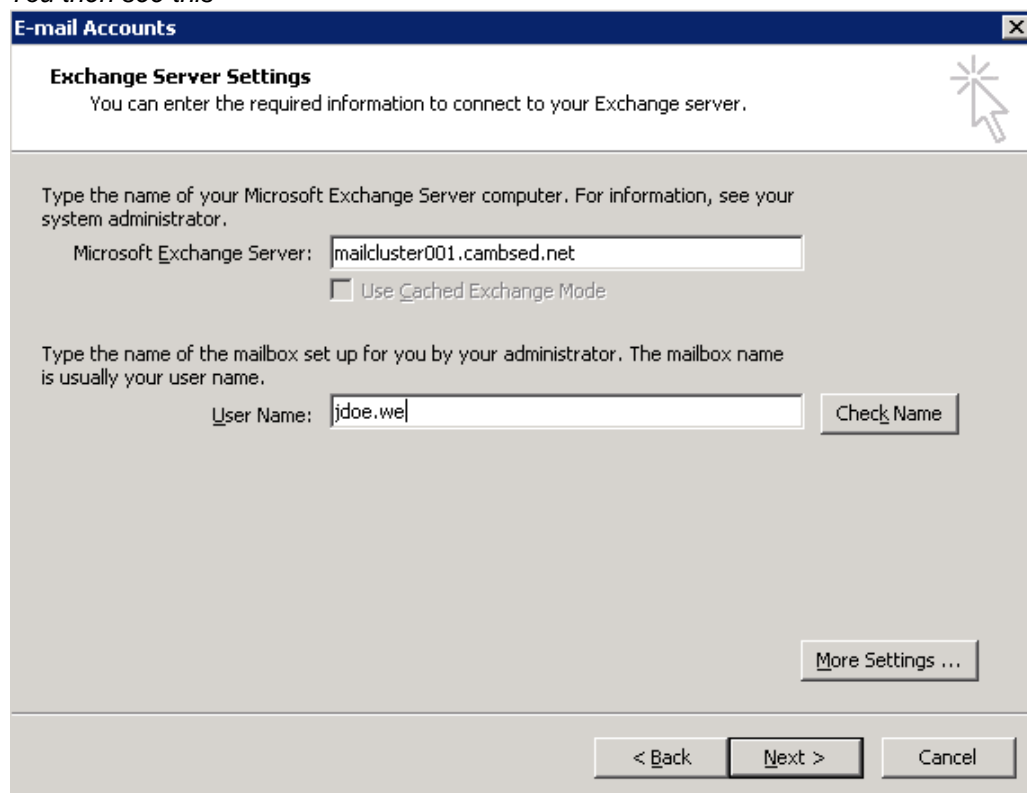
9. Under the 'E-mail' heading, select '**Add a new email account**'
10. Then click the '**Next**' button.

You then see this



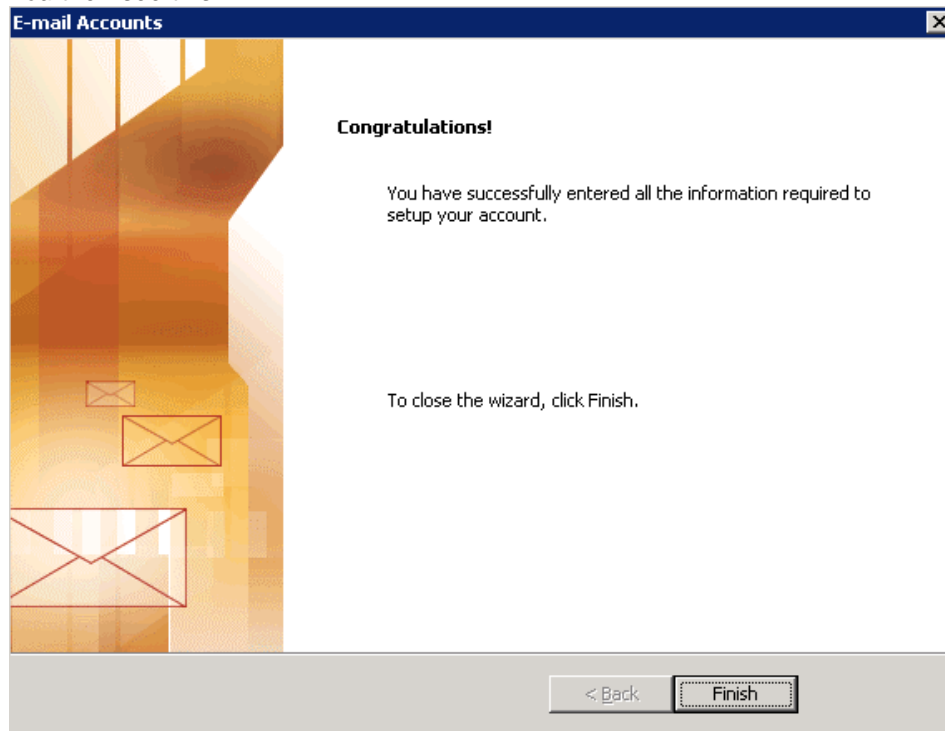
11. Select '**Microsoft Exchange Server**'
12. Then click the '**Next**' button.

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. **jdoe.c9s**
15. Then click the '**Next**' button.

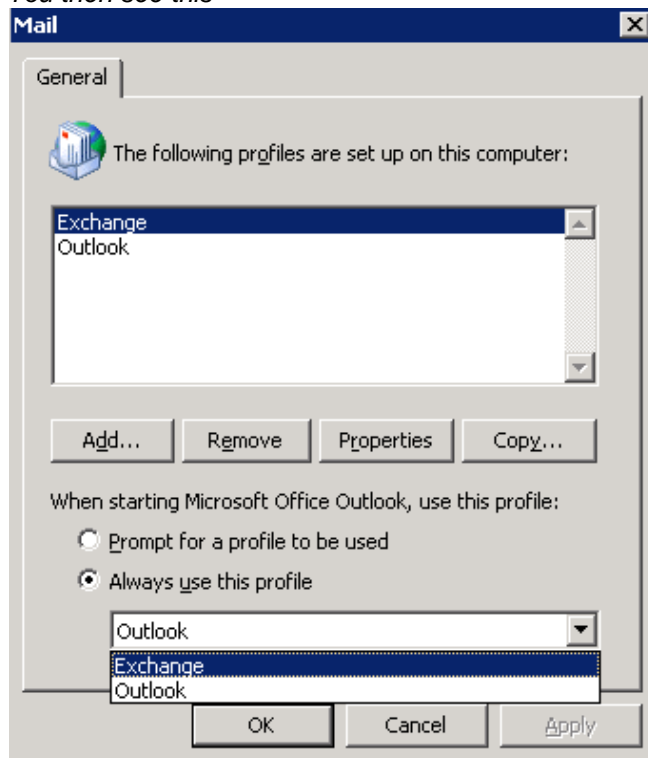
You then see this



16. Click the **'Finish'** button.

You now return to the 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'**

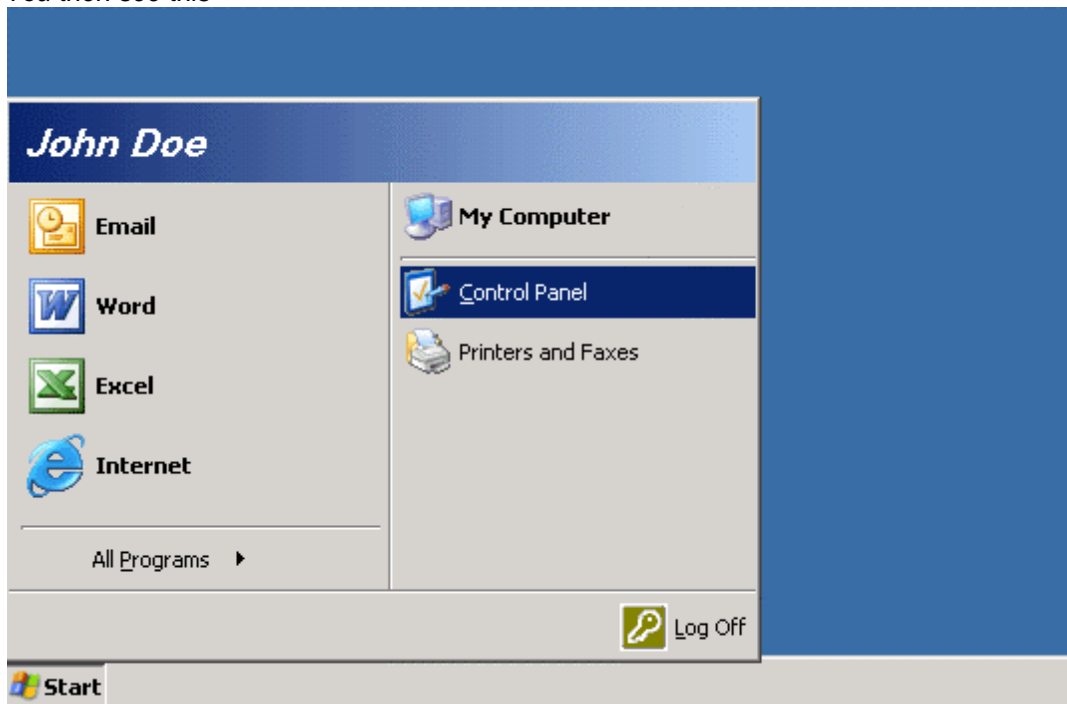
19. Click the **'Ok'** button.

This window will now disappear.

## How to import old emails into an account in Centrally Hosted MIS

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

You then see this

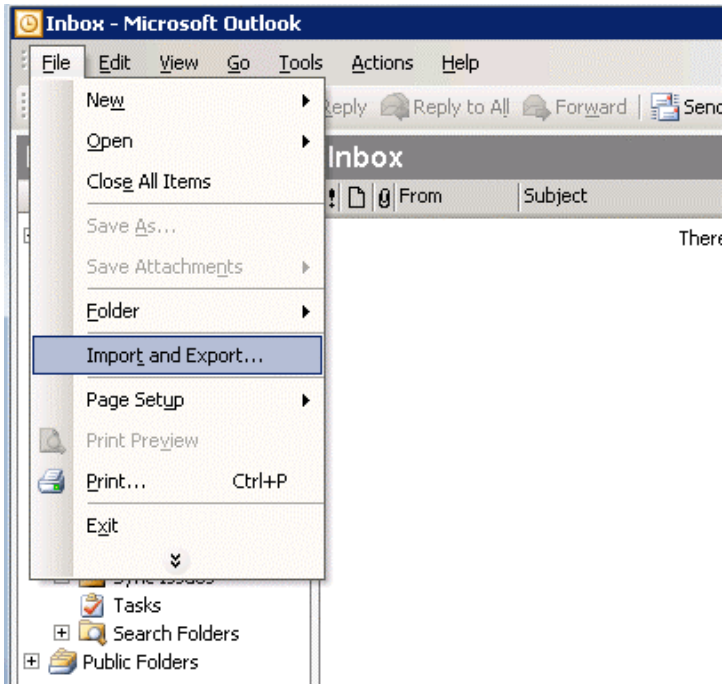


3. Click on **'Email'**

You then see this

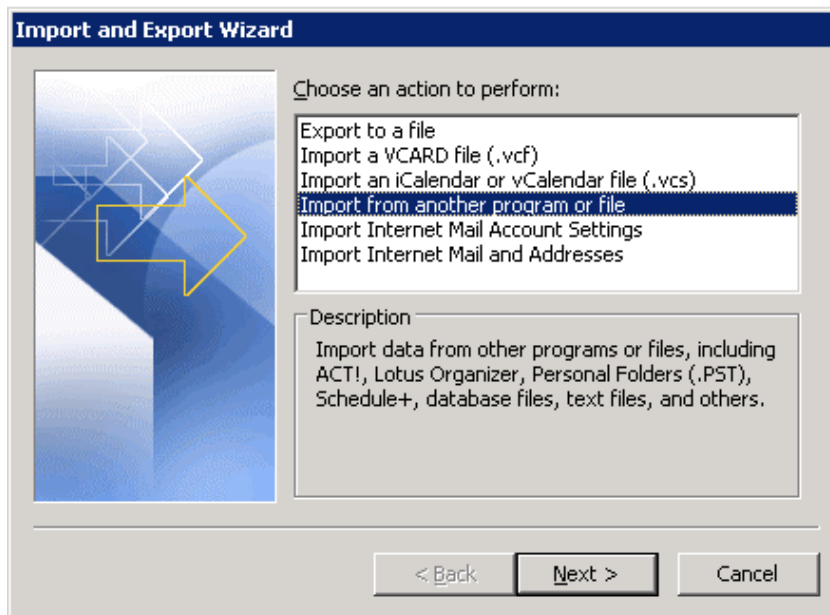
4. Now click on **'File'** in the top menu bar

You then see this



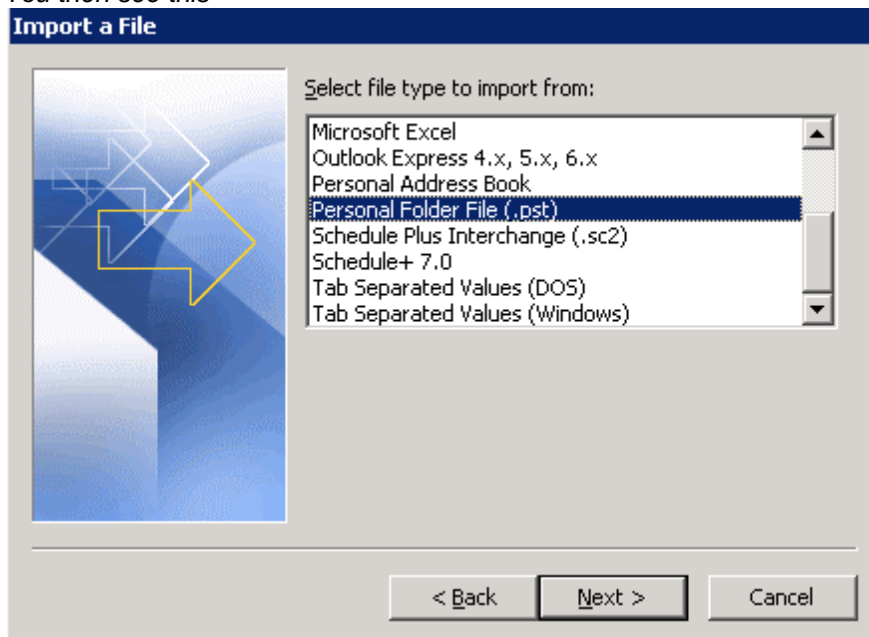
5. Click on '**Import and Export...**' (you may have to expand the list by clicking the two arrows)

You then see this



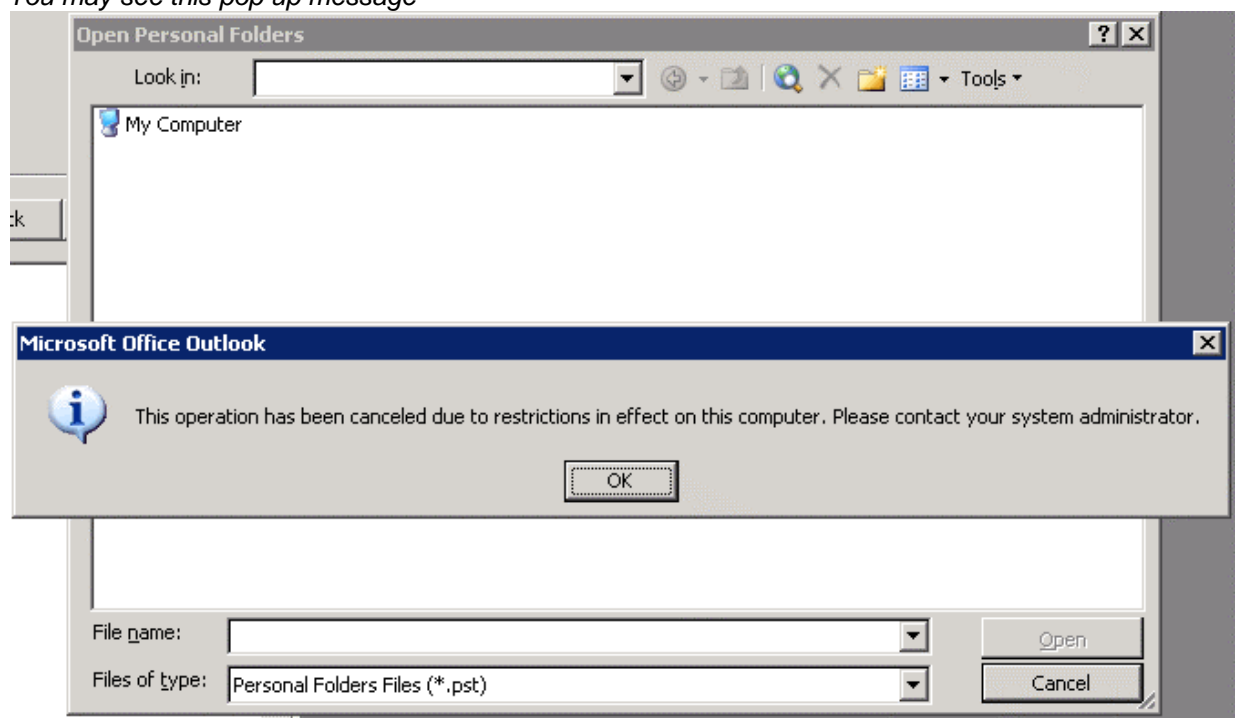
6. From the list select '**Import from another program or file**'
7. Then click the '**Next**' button.

You then see this



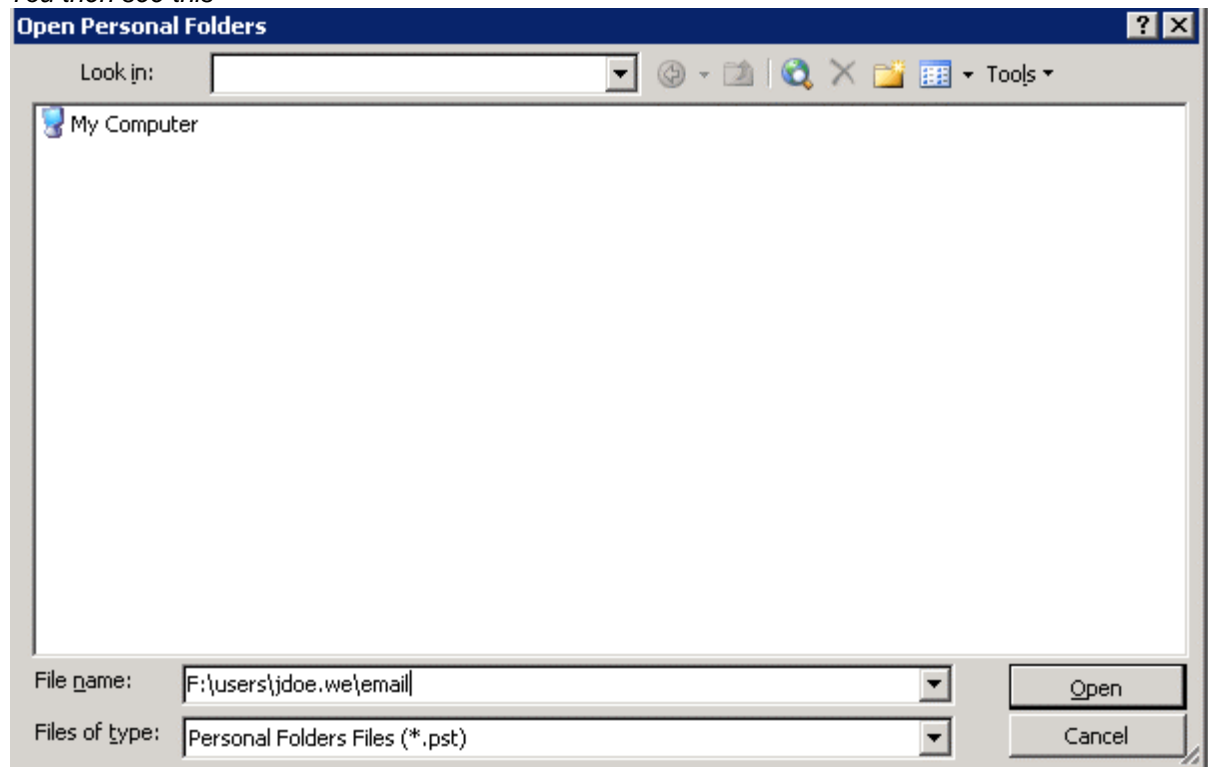
8. From the list select '**Personal Folder File (.pst)**'
9. Then click the '**Next**' button.

You may see this pop up message



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

You then see this

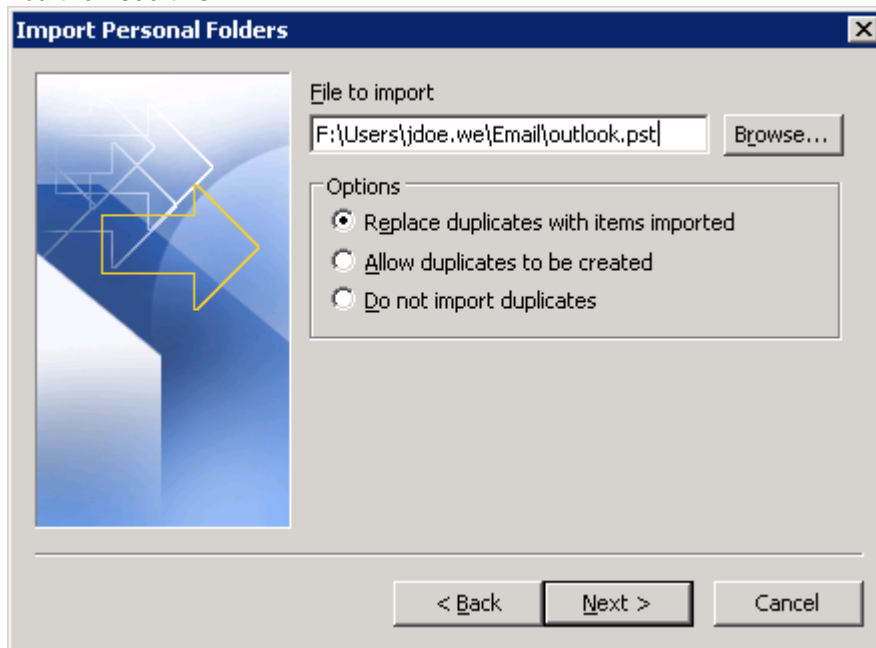


11. In the 'File Name' field type '**F:\users\username\email**' (where *username*) = your Centrally Hosted MIS username, e.g. jdoe.c9s) and press the '**Enter**' key.

You then see this

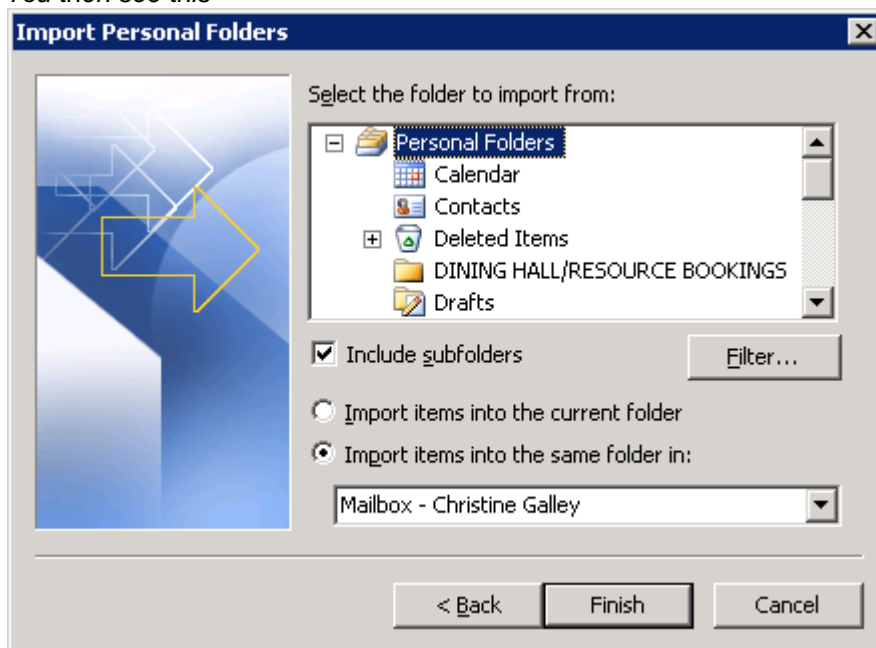
12. Select the '**Outlook.pst**' click the '**Open**' button.

You then see this



13. 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

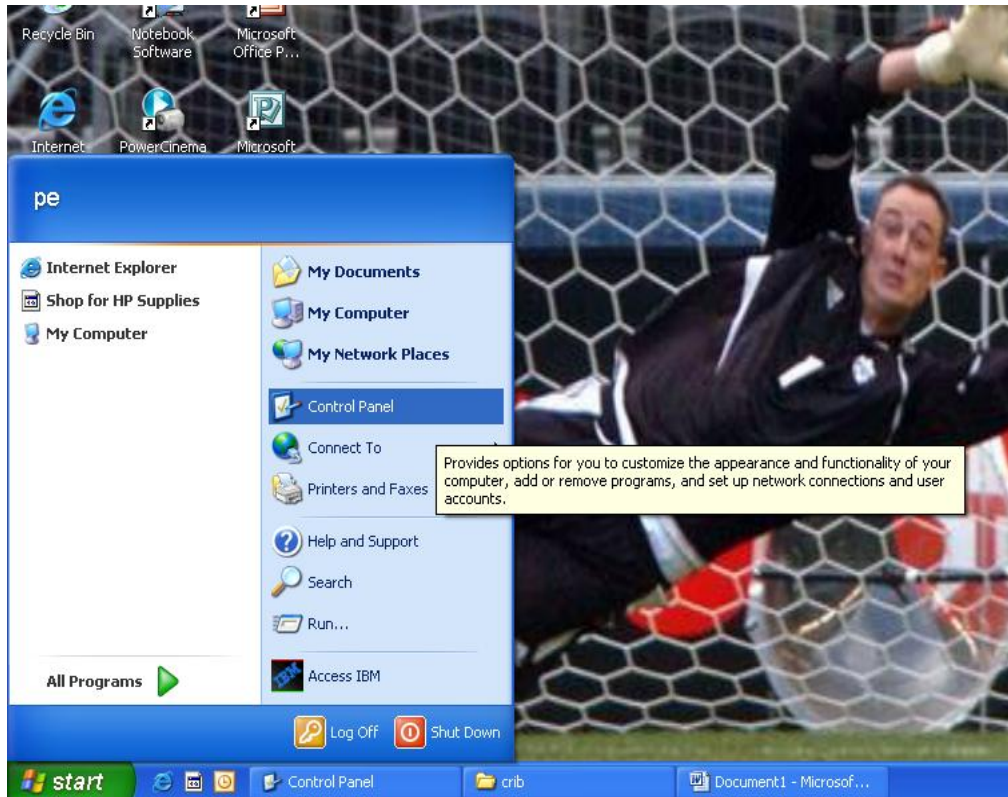
14. Click the **'Finish'** button.

Your old emails will now import into your new mail account

## Creating an Exchange email account in Outlook on your PC or Laptop

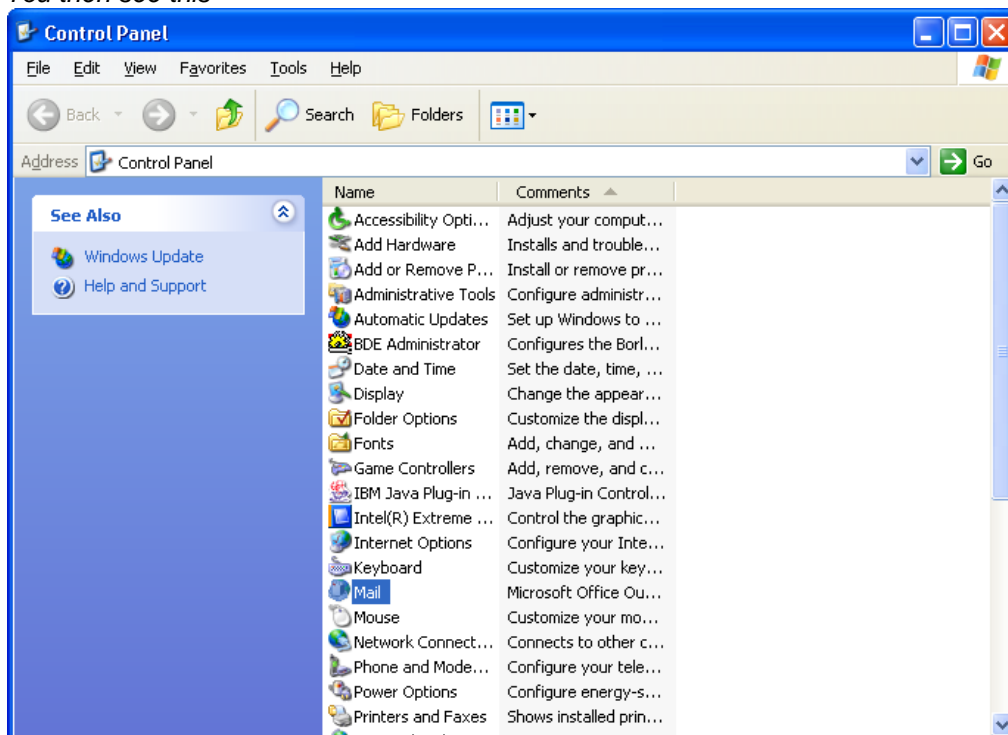
1. Click on the 'Start' button

You then see this



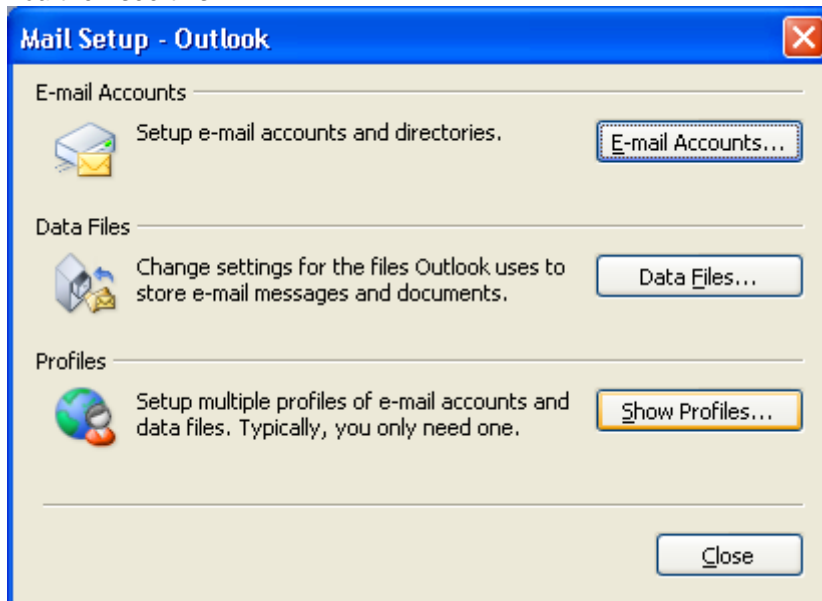
2. Then select 'Control Panel'

You then see this



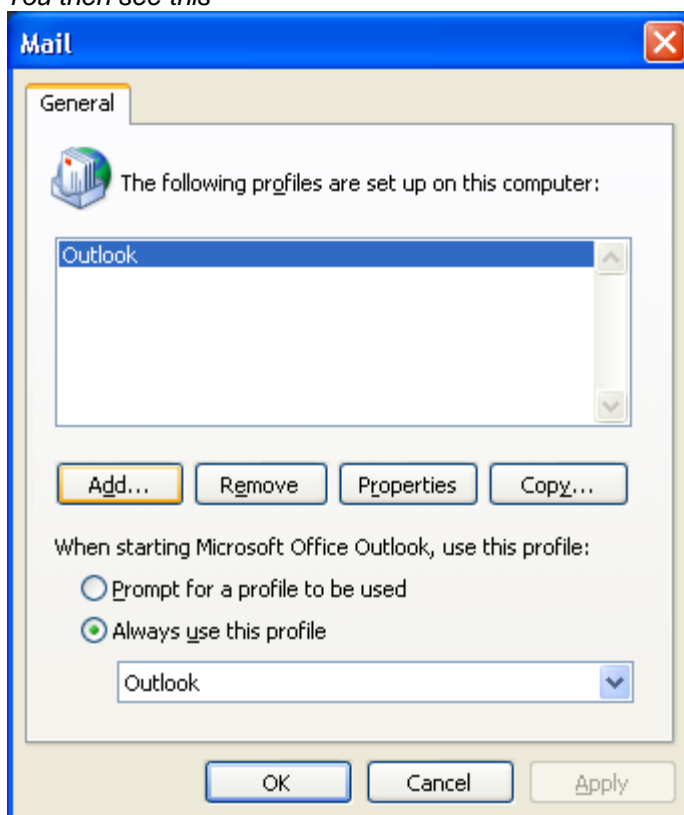
3. Find the 'Mail' icon and double click it

You then see this



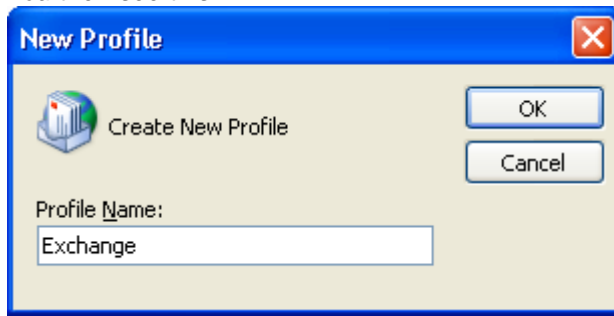
4. Click the 'Show Profiles' button

You then see this



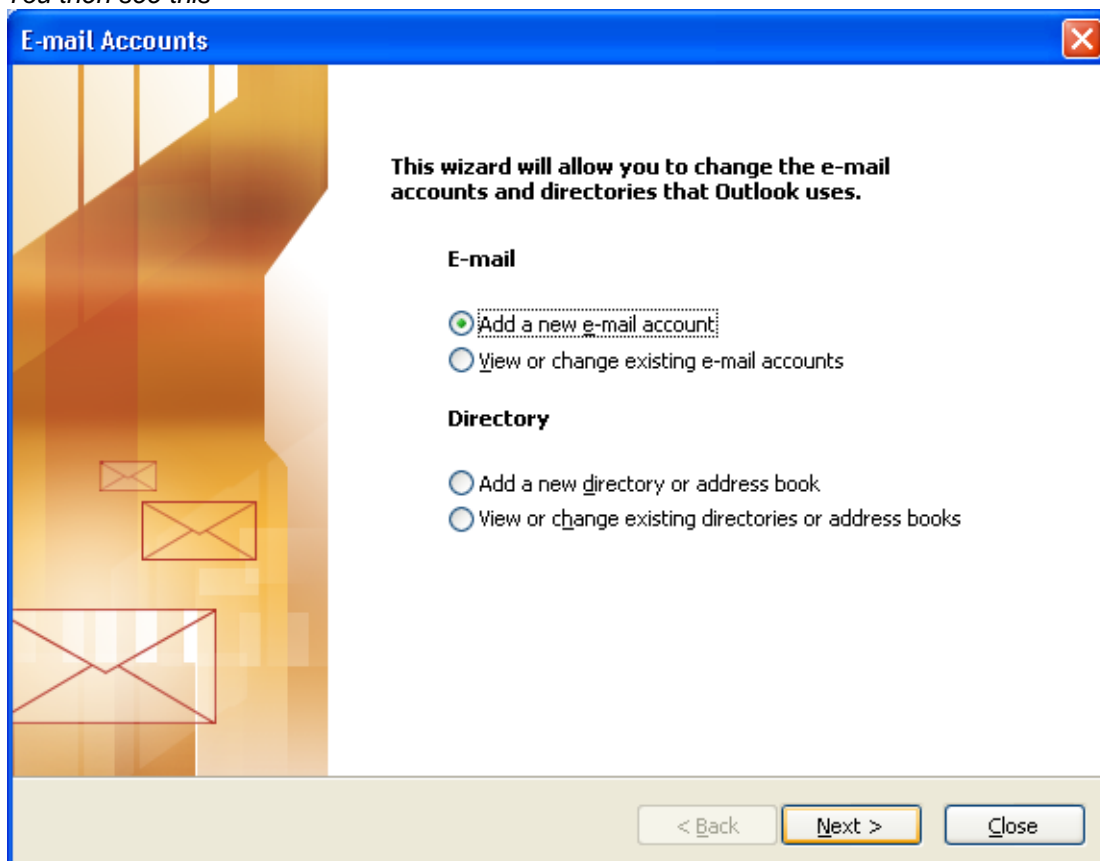
5. Click the 'Add' button

You then see this



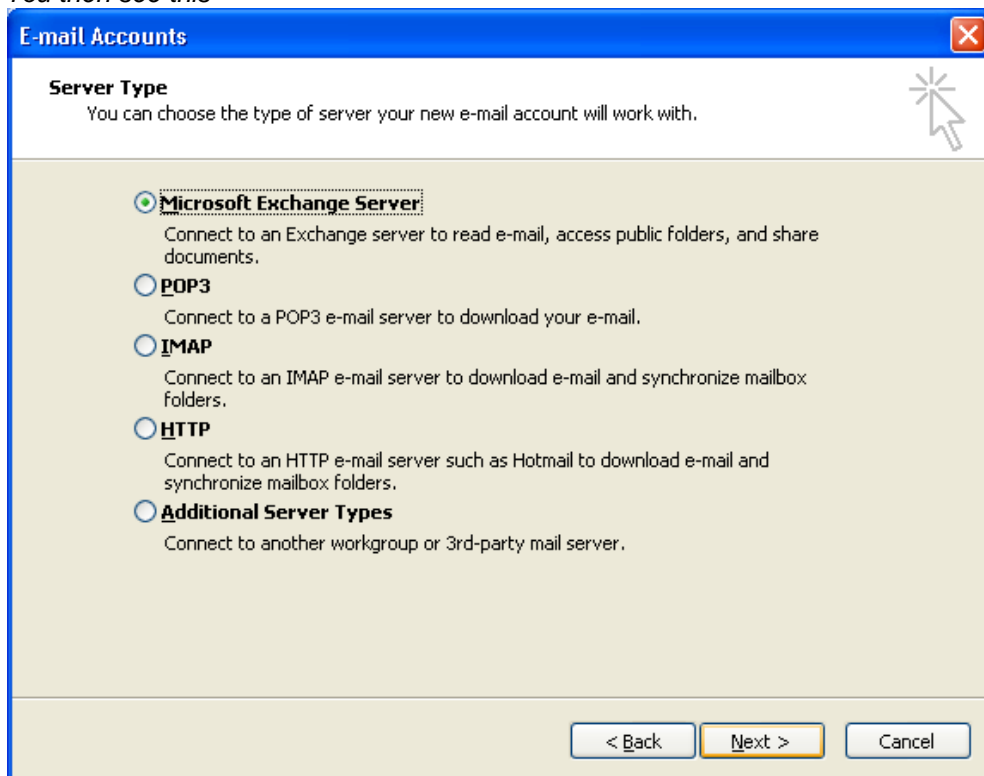
6. Choose a name for this email profile, 'Exchange' is a good choice.

You then see this



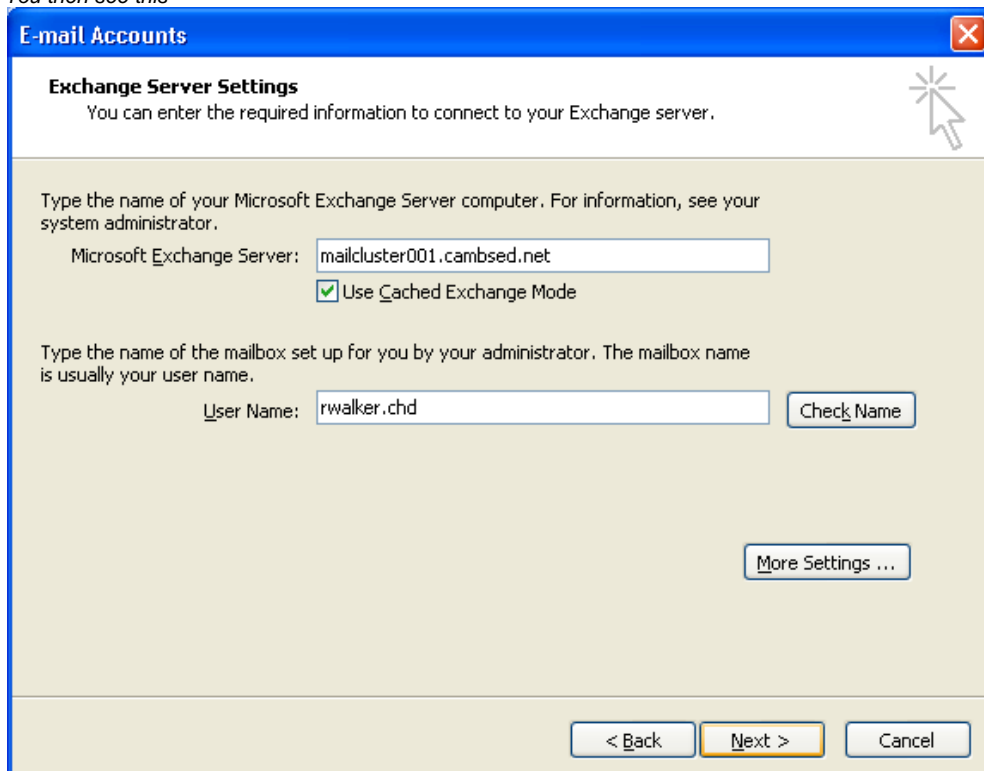
7. Under the E-mail heading, select 'add a new e-mail account' and click the 'Next' button

You then see this



8. Select 'Microsoft Exchange server' from the list and click the 'Next' button

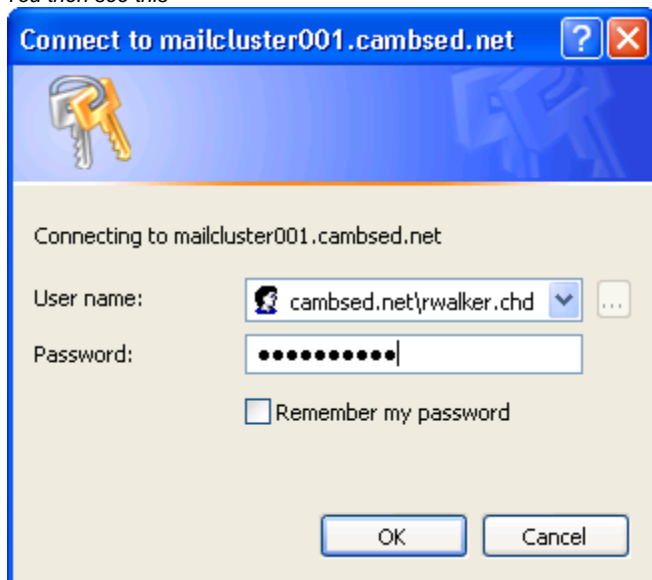
You then see this



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

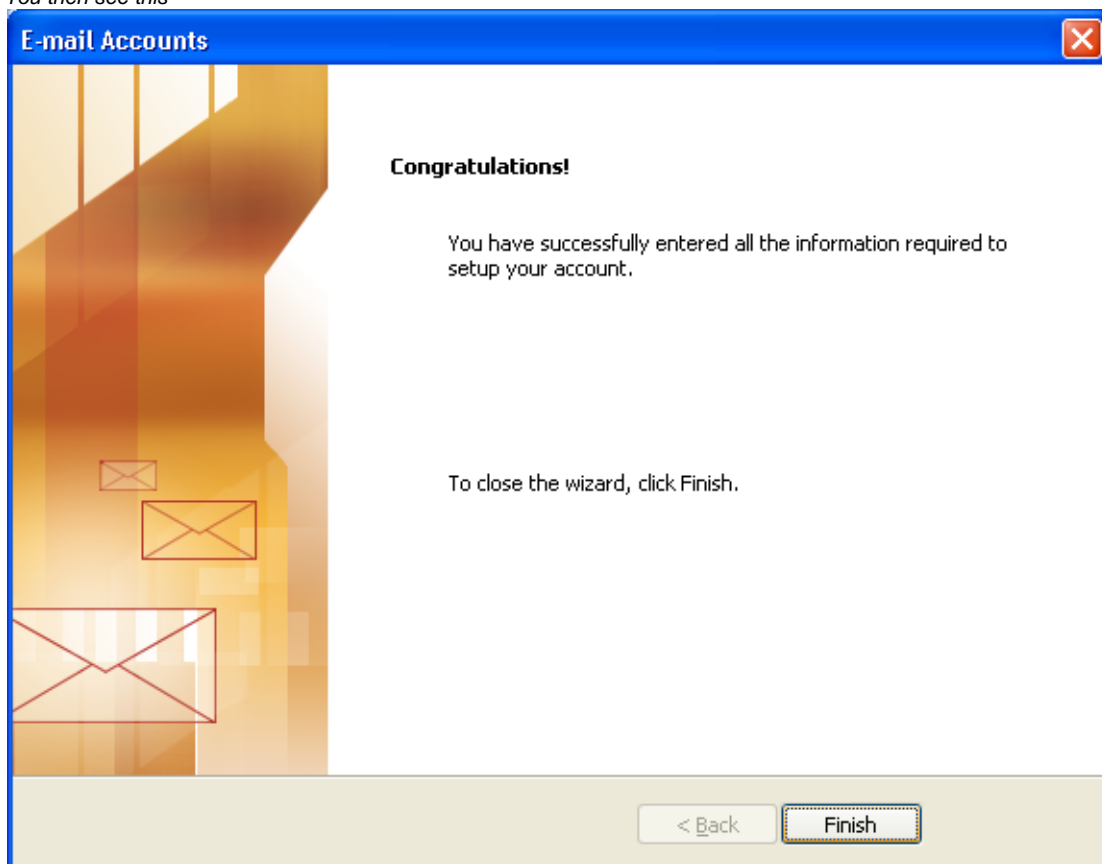
10. In the 'Username' box, type your username, then click the 'Next' button. (your username is normally your first initial, surname followed by a dot and the three letter code for your school. For example rwalker.chd)

You then see this



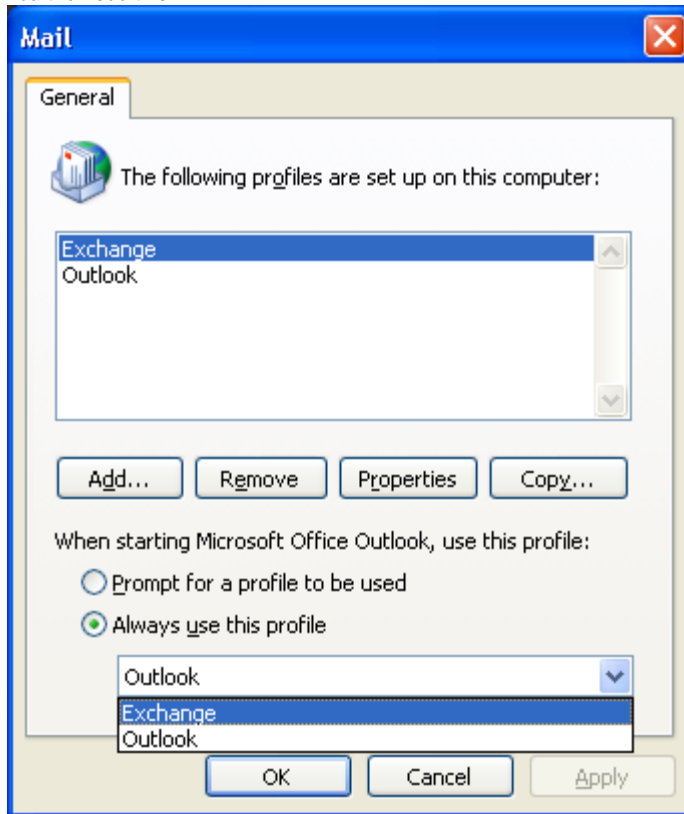
11. To log on, enter the **cambsed.net** \your username and your password as shown here, if you select 'Remember my password' this will be remembered on all future log in attempts. Then click the 'OK' button

You then see this



12. Click the 'Finish' button

You then see this



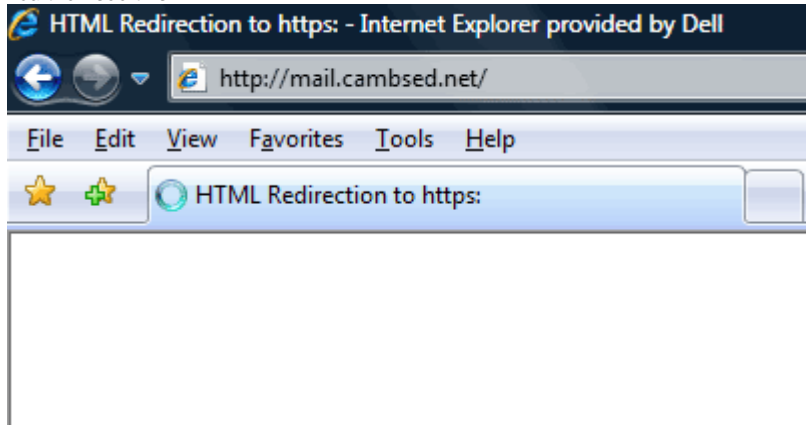
13. under the heading 'When starting Microsoft Office Outlook.....' Select 'Always use this profile' and choose 'Exchange' from the pull-down list, and click the 'OK' button

You have now created your email account; you can open Outlook and test sending and receiving emails.

## [Logging in to your email via Outlook Web Access.](#)

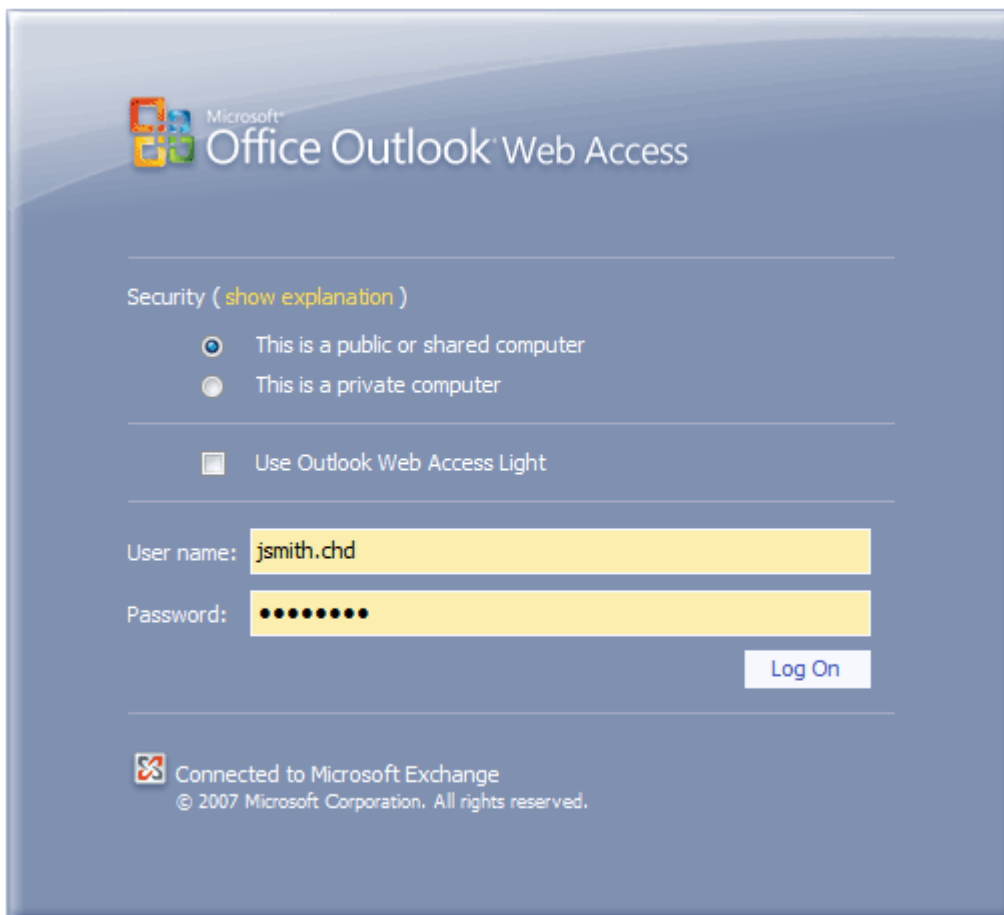
1. Open Internet Explorer

You then see this



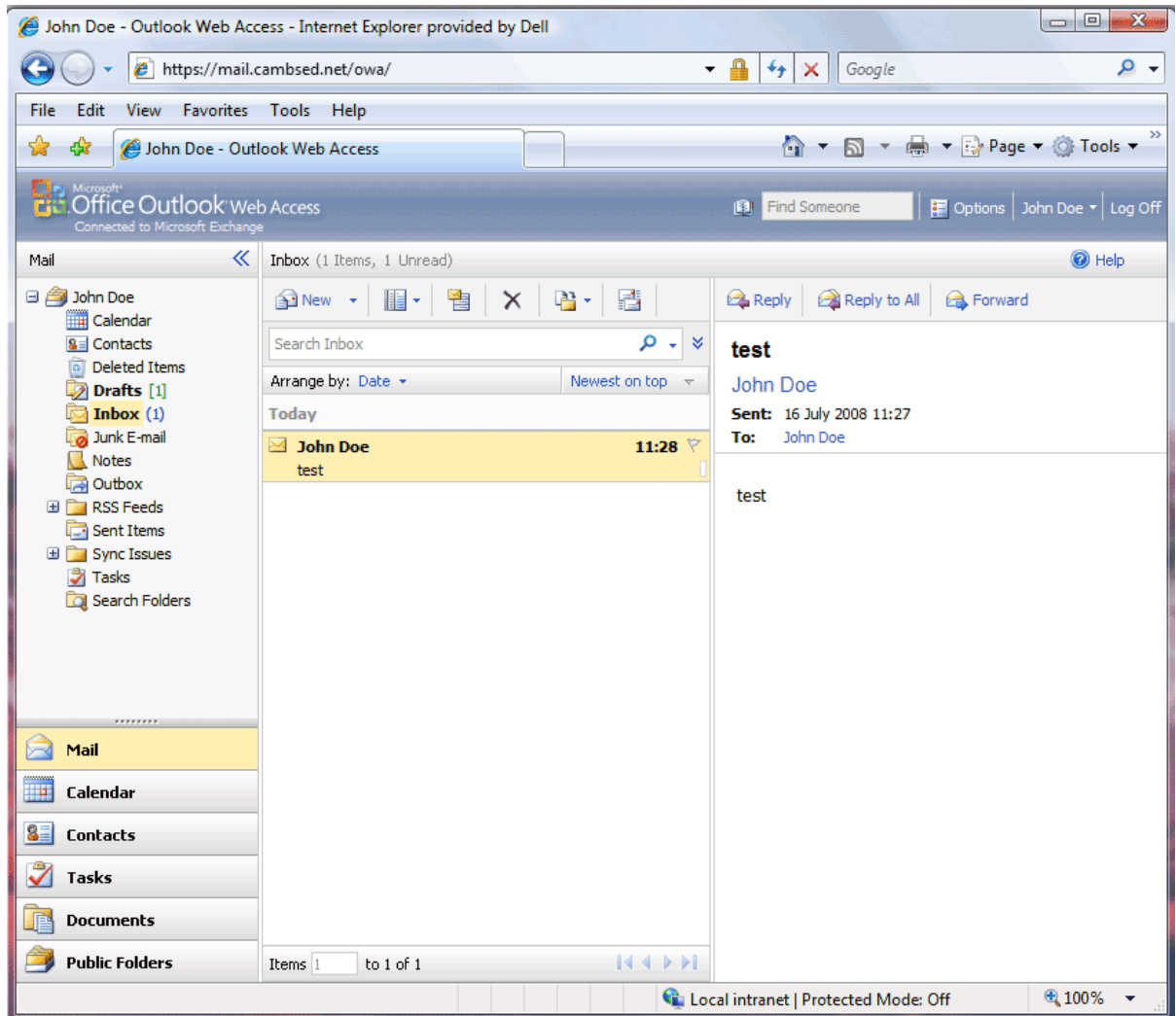
2. Type **mail.cambsed.net** into the address bar (this is the same at home and in school)

You then see this



3. Type in your username and password (if you use central hosting this is the same username and password), then click the '**Log On**' button.

You then see this



4. You are now logged in to your new email account.

