

הגדרות עבודה עם תוכנת Microsoft Outlook 2003

WEBOFFICE E-Mail account setup

In order to create a new e-mail account on "Microsoft office 2003":

1. Click the "start" button on the left-down corner of the screen.
2. Go to "settings" and click on "control panel".
3. In the control panel – double click on the "mail" icon.

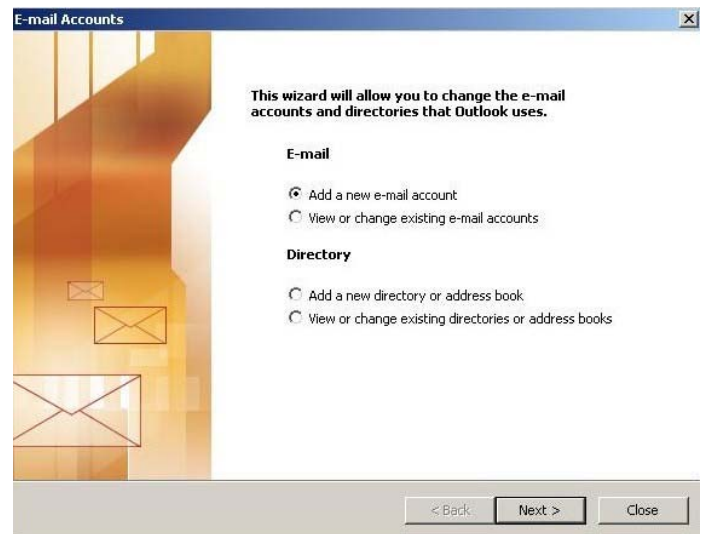
4. In the "mail setup" window, click on "show profiles"



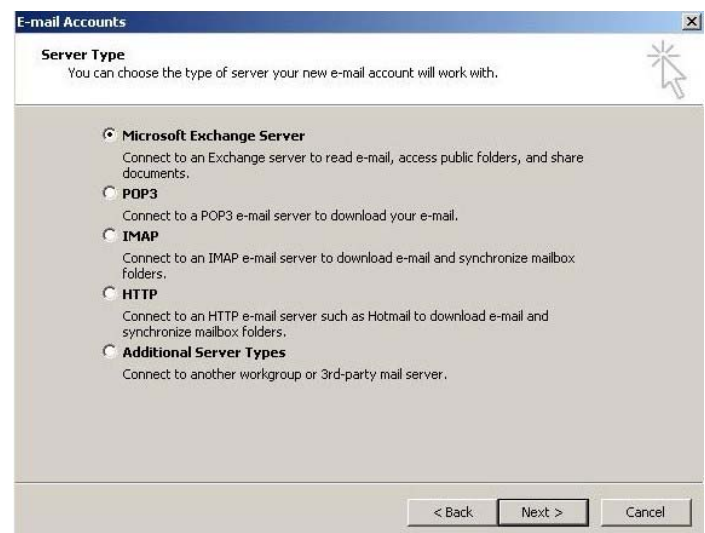
5. If you already have profile in your Outlook, select the "Prompt for profile to be used" radio button and you will be prompted for desired profile on every Outlook opening.
6. Click on "add" and name the profile to best describe your **WebOffice** account.



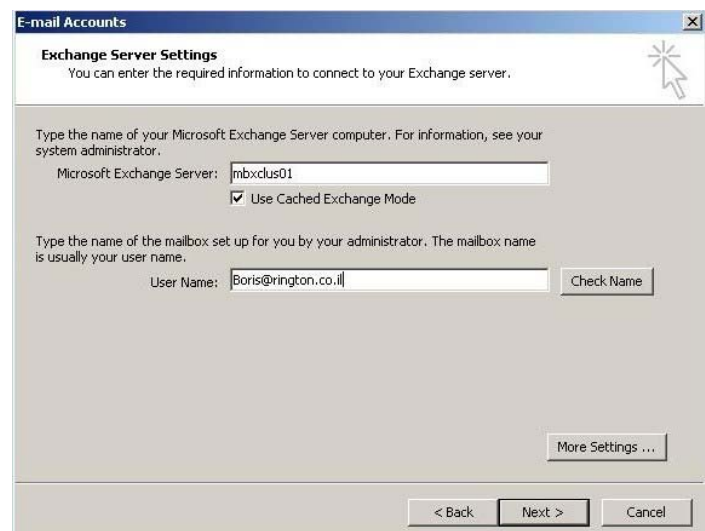
7. Choose the "add a new e-mail account" option
8. Click "next"



9. Choose "Microsoft exchange server"
10. Click next



11. In the "Microsoft exchange server" field enter: mbxclus01
12. If you'd like to have a local copy of your mailbox for offline work and better connection speed mark the "use cached exchange mode" checkbox (recommended)
13. In the "username" field – enter your full email address (user@domain) as it was supplied to you by your **WebOffice** account representative. for example: boris@rington.co.il
14. Click on the "more settings" button.



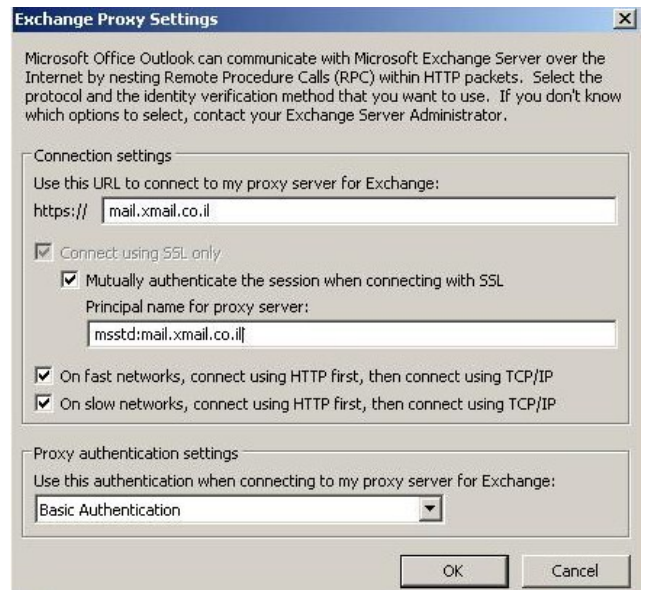
15. Click "OK" when the message appears.
16. Click "Cancel" in the followed window as your connection need to have more configurations.



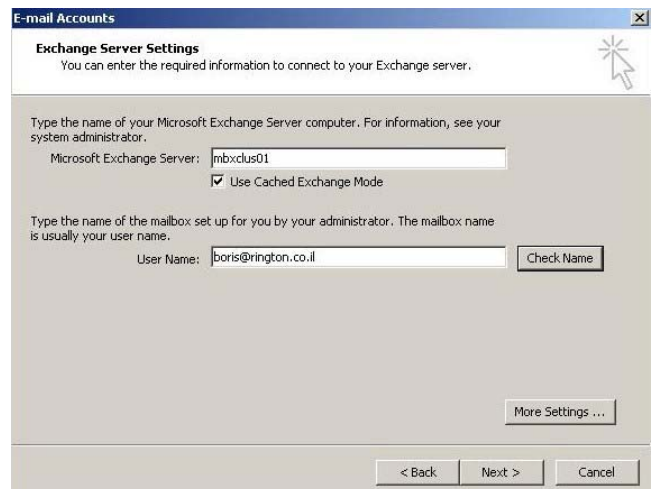
17. Choose the "connection" tab by clicking on it.
18. Mark the checkbox "Connect to my exchange mailbox using HTTP".
19. Click on the "exchange proxy settings" button.



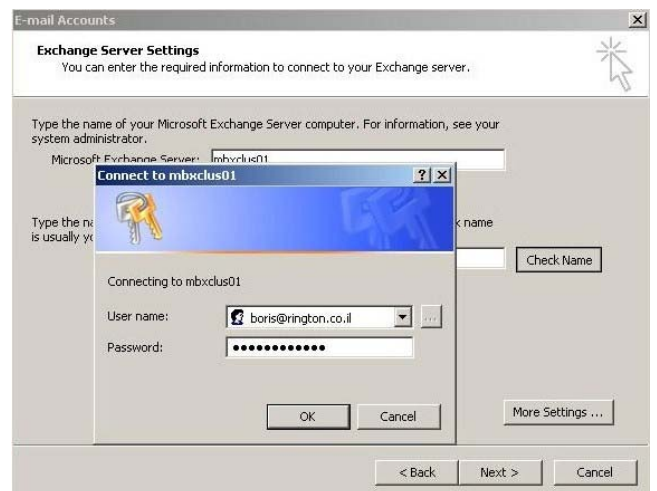
19. In the "Https:///" field, type the address:
mail.softwarepluservices.com
20. Mark the Check box "mutually authenticate the session when connecting with SSL".
21. In the second field type:
msstd:
mail.softwarepluservices.com
22. Mark both of the checkboxes under the field.
23. Choose "basic authentication" in "proxy authentication settings"
24. Press OK



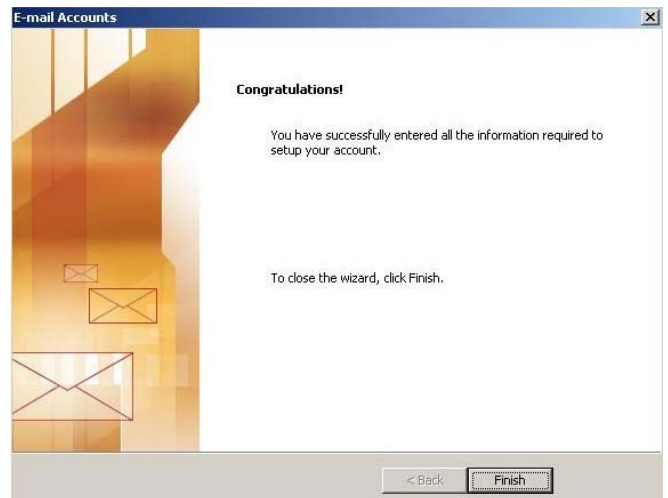
25. Click on the "Check name" button.



26. A pop-up window with credentials request will appear. Fill in your **WebOffice** account info and press "OK"
27. If the information you've entered is correct, the server name and your account should become underlined. Click "next"



24. Click "Finish"



- 28. Run Microsoft Outlook 2003
- 29. The "username and password" pop-up window will appear: fill in your user name and password, and click "OK".
- 30. Outlook then creates local copy of your profile and prepares for first use.
- 31. Congratulation, your **WebOffice account** has been successfully configured.

