

## הגדרות עבודה עם תוכנת Microsoft Outlook 2007

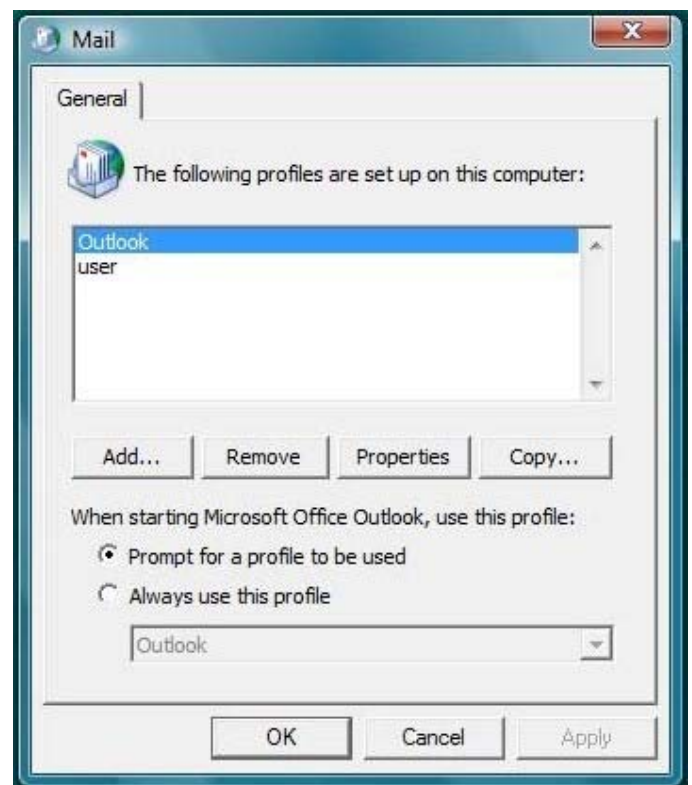
### WebOffice E-Mail account setup

In order to create a new e-mail account on "Microsoft office 2007":

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



4. Click the "Show profile".



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. Check the "Manually configure server settings or additional server types" box and press "Next"

**Add New E-mail Account**

**Auto Account Setup**

Your Name:   
Example: Barbara Sankovic

E-mail Address:   
Example: barbara@contoso.com

Password:   
Retype Password:   
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back Next > Cancel

8. Choose "Microsoft Exchange"  
Click "Next"

**Add New E-mail Account**

**Choose E-mail Service**

Internet E-mail  
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

Microsoft Exchange  
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

Other  
Connect to a server type shown below.  
Outlook Mobile Service (Text Messaging)

< Back Next > Cancel

9. In the "Microsoft exchange server" field enter: mbxclus01
10. 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)
11. In the "User Name" field – enter your full email address (user@domain) as it was supplied to you by your **weboffice** account representative.  
for example:

**Add New E-mail Account**

**Microsoft Exchange Settings**  
You can enter the required information to connect to Microsoft Exchange.

Type the name of your Microsoft Exchange server. For information, see your system administrator.  
Microsoft Exchange server:   
 Use Cached Exchange Mode

Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.  
User Name:  Check Name

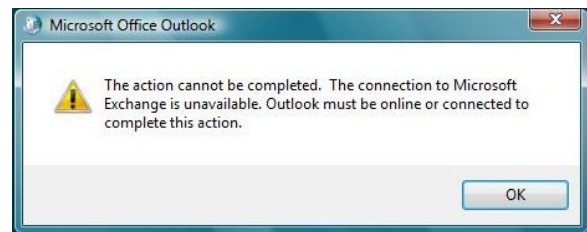
More Settings ...

< Back Next > Cancel

[support@weboffice.co.il](mailto:support@weboffice.co.il)

12. Click on the "More Settings" button.

13. Click "OK" when the message appears.



14. Click "Cancel" in the followed window as your connection need to have more configurations.



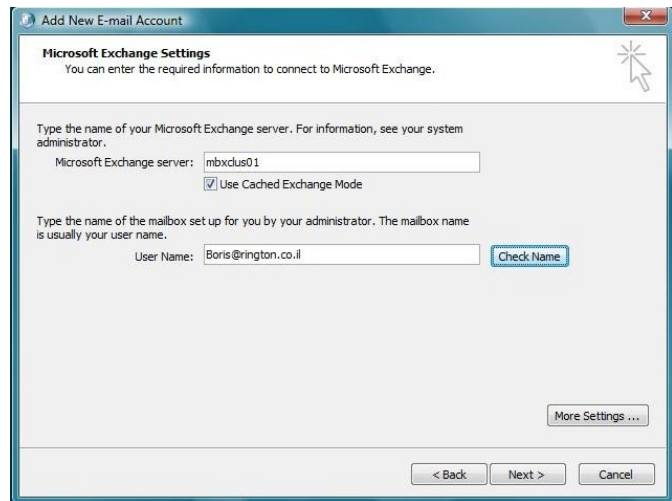
17. Choose the "Connection" tab by clicking on it.
18. Mark the checkbox "Connect to Microsoft Exchange using HTTP" at the bottom of the tab.
15. Click on the "Exchange Proxy Settings" button.



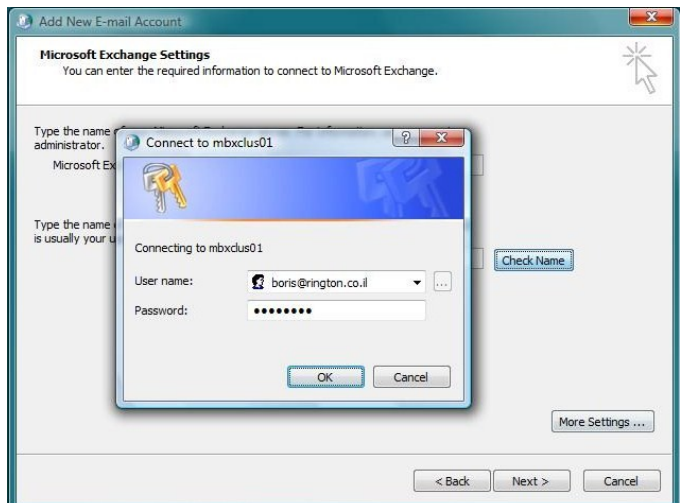
19. In the "Https://" field, type the address:  
**mail.softwarepluservices.com**
20. Mark the Check box "Only connect to proxy servers that have this principal name in their certificate".
21. In the second field type:  
**msstd:**  
**mail.softwarepluservices.com**
22. Mark both of the checkboxes under the field.
23. In "proxy authentication settings" choose "Basic Authentication"
24. Press OK



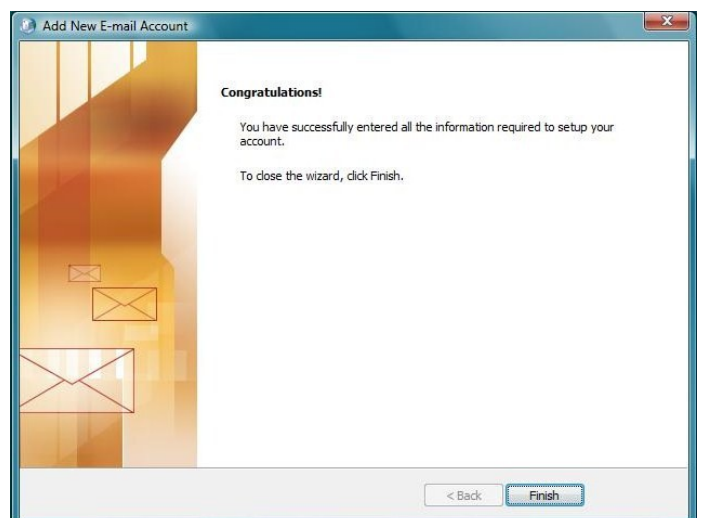
25. Click on the "Check name" button.



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 2007
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.