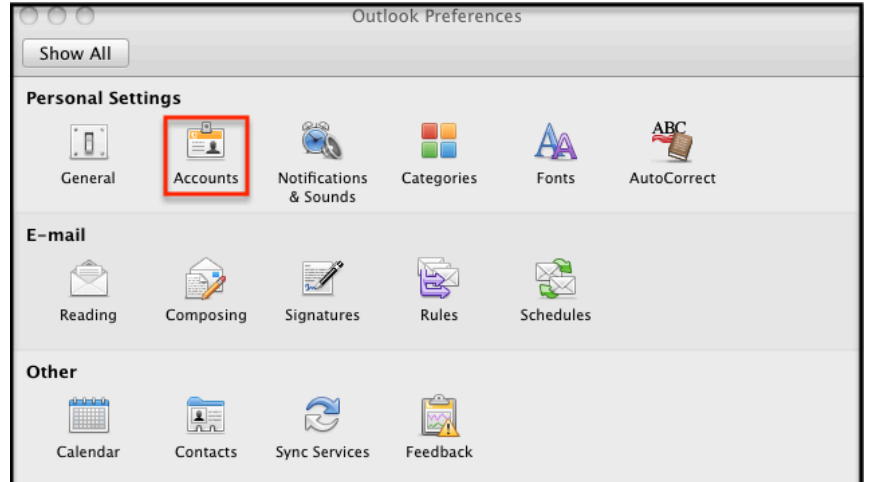
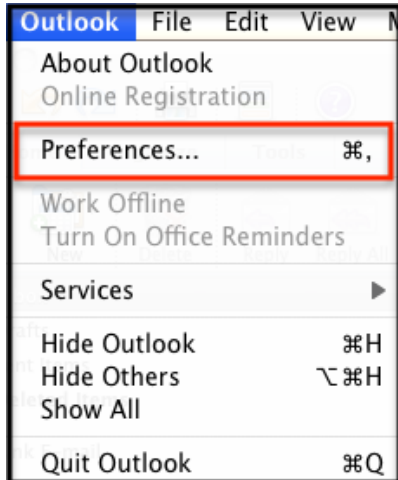


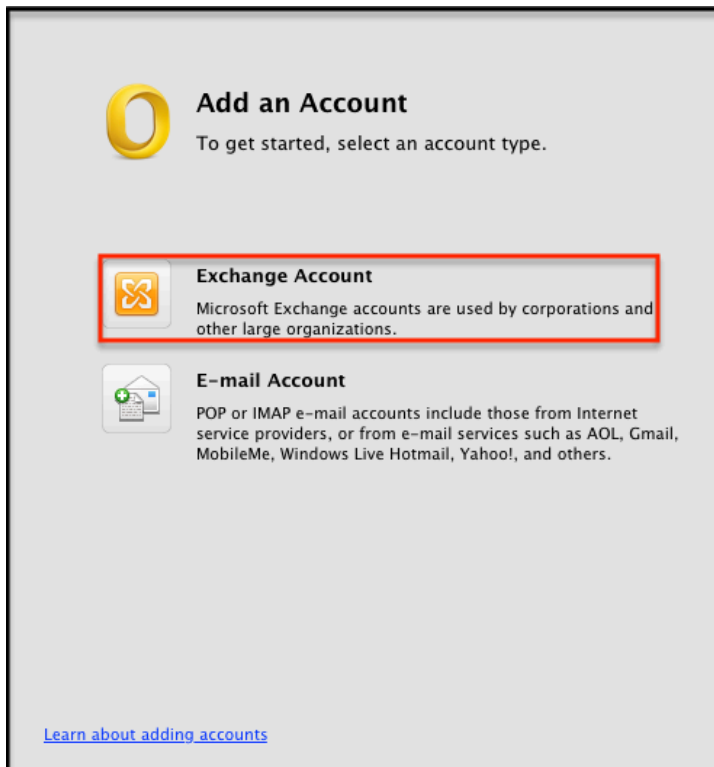
# Setting Up Outlook 2011 With Microsoft Exchange 2010

The following article will get your Microsoft Exchange 2010 Mailbox setup with your Outlook 2011 email client. Let's take a look at the instructions below:

1. First, we'll open up Outlook and from the Outlook drop-down menu, select **Preferences**. In the Outlook Preferences menu, select **Accounts**.

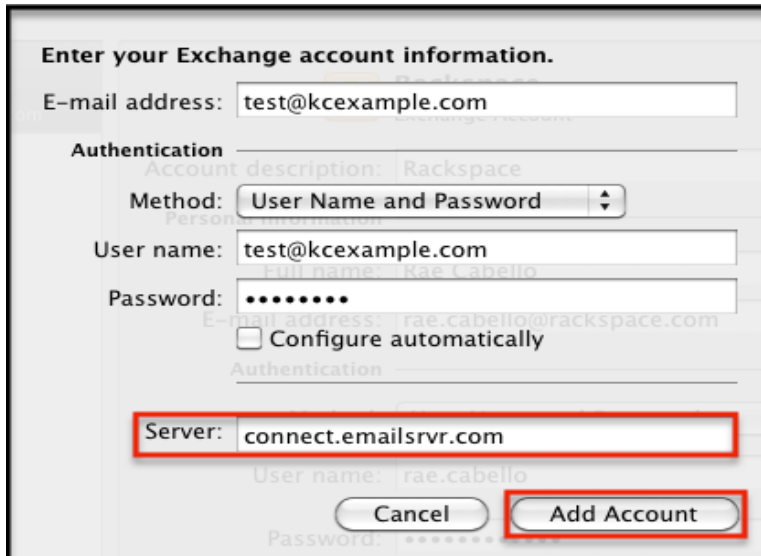


2. On the Accounts screen, select **Exchange Account**.



3. Enter in the following information:

- Email address - enter in your entire email address (e.g., [myname@mydomain.com](mailto:myname@mydomain.com))
- Method - select User Name and Password
- Username - enter your entire email address (e.g., myname@mydomain.com)
- Password - enter the password associated with you remain address
- Server - Enter "**connect.emailsrvr.com**" minus the parenthesis.



The screenshot shows a dialog box titled "Enter your Exchange account information." with the following fields and options:

- E-mail address: test@kcexample.com
- Authentication section:
  - Method: User Name and Password
  - User name: test@kcexample.com
  - Password: [masked]
  - Configure automatically
- Server: connect.emailsrvr.com (highlighted with a red box)
- Buttons: Cancel and Add Account (highlighted with a red box)

4. Click **Add Account**, and confirm that Amber dot next to the account name turns from an amber color to a solid green (this may take a moment). Close all windows and you're done.



Note: The amber dot may take a minute or two to change from amber to green; If it doesn't, check the accounts settings and password and make sure you're using the correct EWS server address.

Note: If you already have email on the server, your email will slowly begin to populate your inbox. This can take some time depending on how much data you have.