

Handleiding Outlook 2010 (Engelse versie)

Hieronder vind je de stappen om jouw Outlook 2010 in te stellen voor het gebruik van Hosted Exchange 2007.

Benodigheden

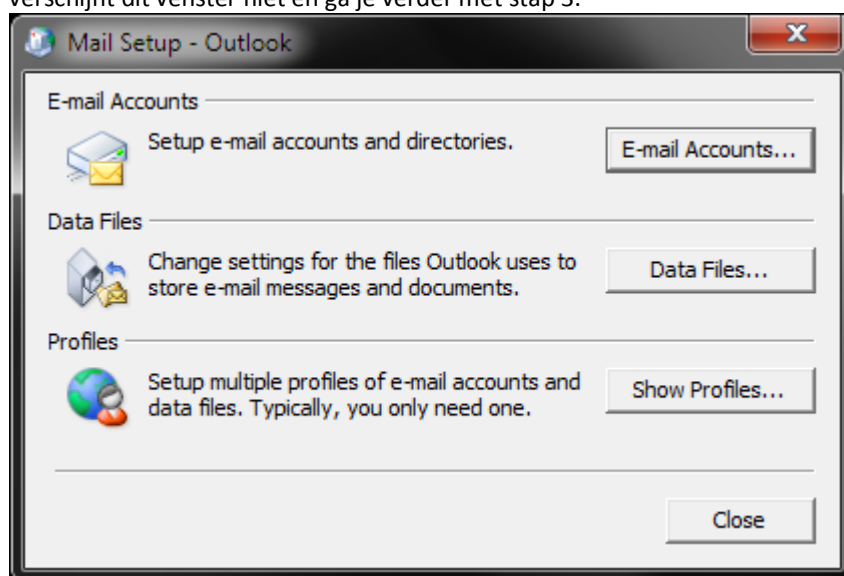
- PC met Windows XP SP 2 of hoger
- Microsoft Outlook 2010 geïnstalleerd
- Jouw e-mail adres, gebruikersnaam en wachtwoord
- Server adres: nobel.emailfabriek.be

De Webfabriek cvba
Kloosterstraat 85
2180 Antwerpen
T 03 609 57 30
F 03 609 57 32
www.webfabriek.be
info@webfabriek.be

Manuele Configuratie Outlook 2010

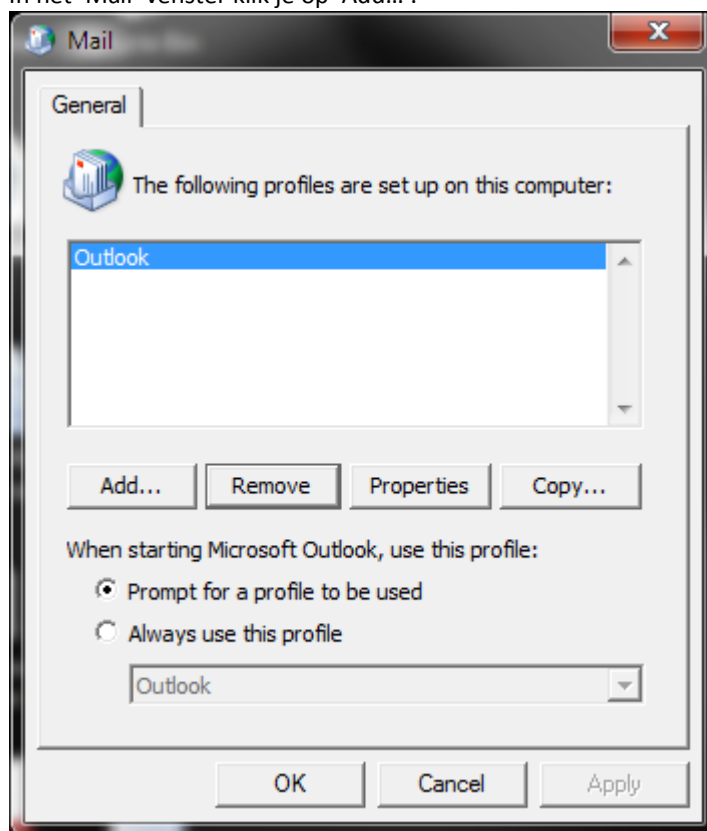
De ingevulde gegevens in de schermafbeeldingen hieronder dien je te wijzigen in jouw ontvangen gegevens.

1. Sluit Outlook 2010 indien deze open staat. Ga naar het Configuratiescherm via Start > Configuratiescherm. Klik op 'Klassieke weergeve' en dubbelklik dan op 'E-mail'.
2. In het 'Mail Setup' venster kies je voor 'Show profiles...'. Indien je nog geen profiel hebt verschijnt dit venster niet en ga je verder met stap 3.

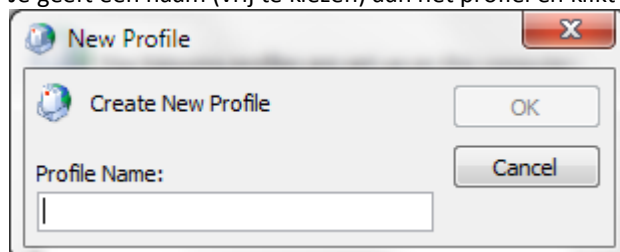


BTW BE 0870 726 240
IBAN: BE42 5230 8019 7554
BIC: TRIOEBBB

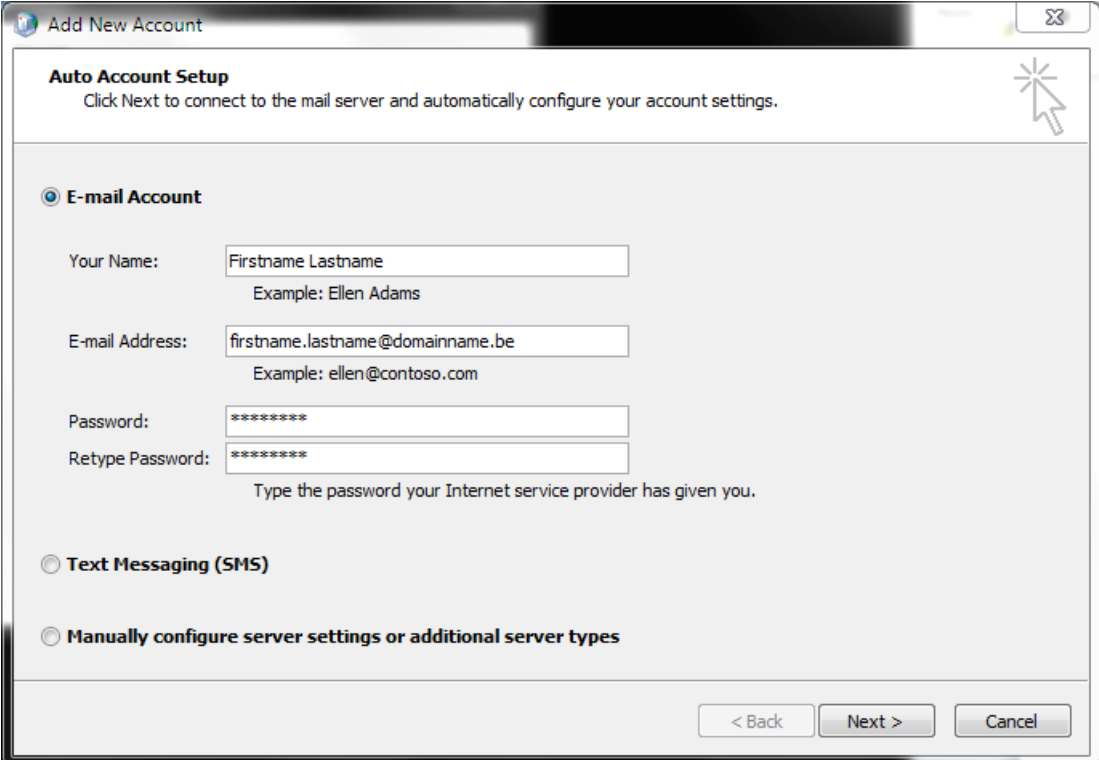
3. In het 'Mail' venster klik je op 'Add...'.



4. Je geeft een naam (vrij te kiezen) aan het profiel en klikt daarna op 'OK'

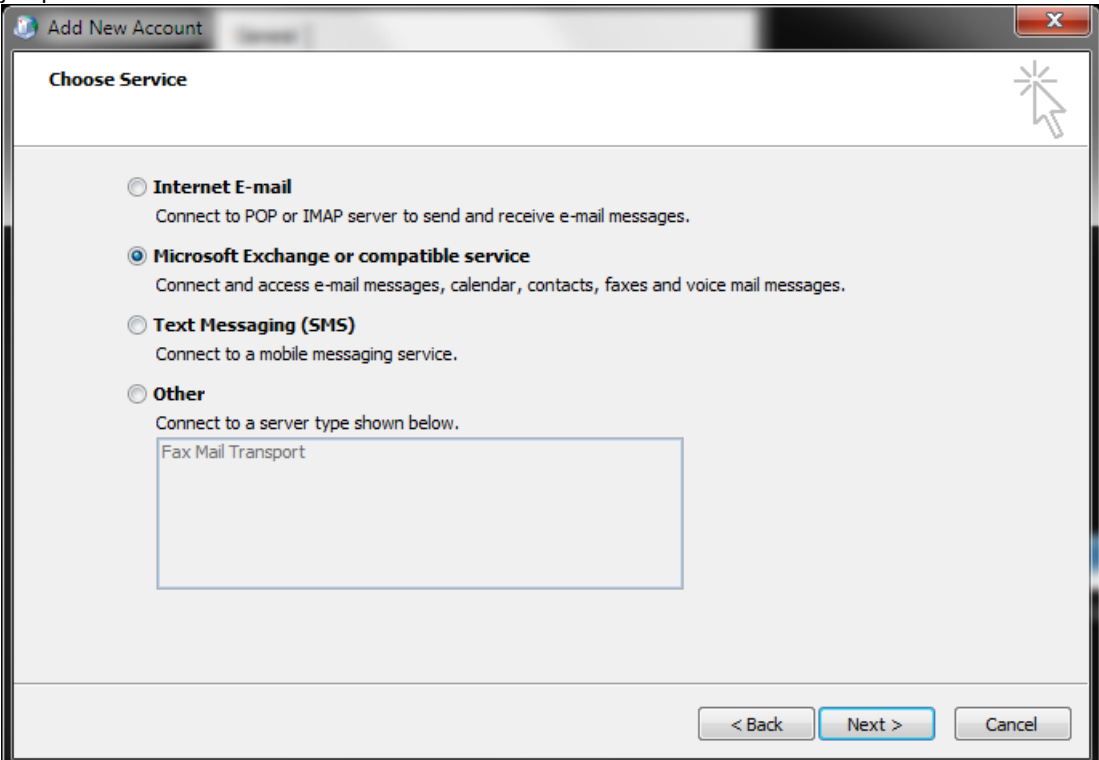


5. Vervolgens kom je in het venster 'Add New Account' terecht. In dit venster vul je jouw naam, e-mailadres en wachtwoord in. Daarna vink je onderaan 'Manually configure server settings or additional server types' aan en klik je op 'Next'.



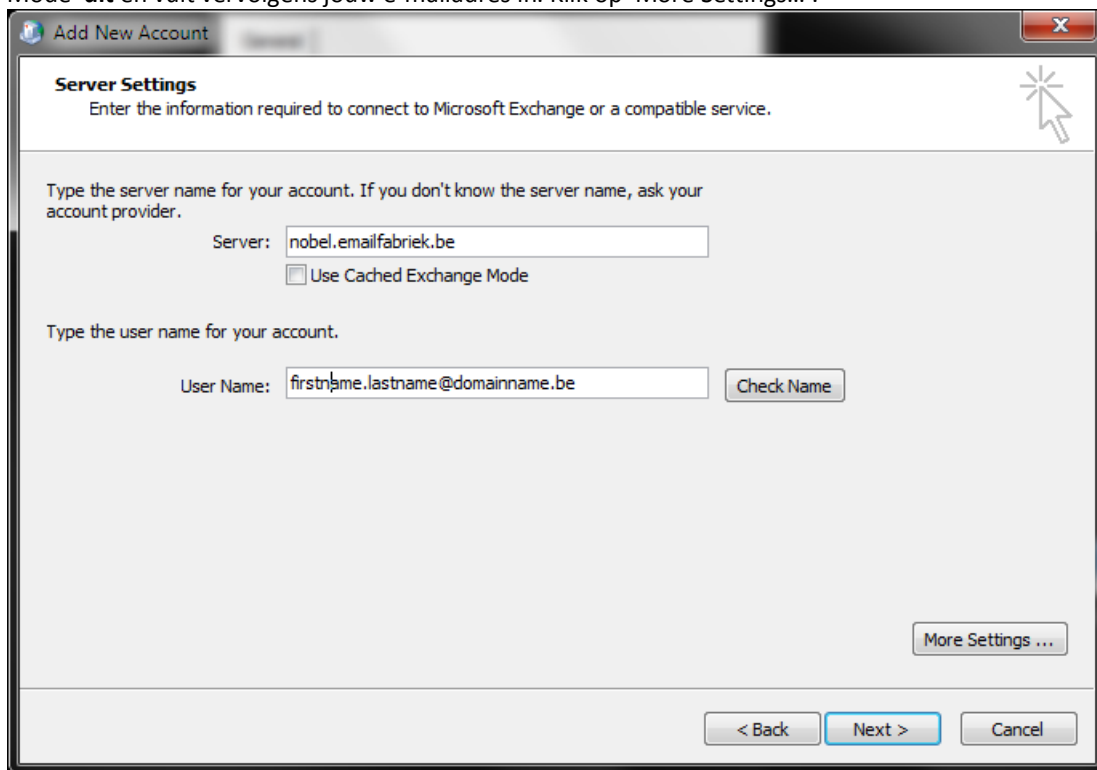
The screenshot shows the 'Add New Account' dialog box with the 'Auto Account Setup' section. The title bar reads 'Add New Account'. Below the title bar, it says 'Auto Account Setup' and 'Click Next to connect to the mail server and automatically configure your account settings.' There are three radio button options: 'E-mail Account' (selected), 'Text Messaging (SMS)', and 'Manually configure server settings or additional server types'. The 'E-mail Account' section has four input fields: 'Your Name' (with placeholder 'Firstname Lastname' and example 'Ellen Adams'), 'E-mail Address' (with placeholder 'firstname.lastname@domainname.be' and example 'ellen@contoso.com'), 'Password' (with asterisks), and 'Retype Password' (with asterisks). A note below the password fields says 'Type the password your Internet service provider has given you.' At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

6. In het volgende venster kies je voor de optie 'Microsoft Exchange or compatible service' en klik je op 'Next'.



The screenshot shows the 'Add New Account' dialog box with the 'Choose Service' section. The title bar reads 'Add New Account'. Below the title bar, it says 'Choose Service'. There are four radio button options: 'Internet E-mail' (with description 'Connect to POP or IMAP server to send and receive e-mail messages.'), 'Microsoft Exchange or compatible service' (selected, with description 'Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.'), 'Text Messaging (SMS)' (with description 'Connect to a mobile messaging service.'), and 'Other' (with description 'Connect to a server type shown below.' and a list box containing 'Fax Mail Transport'). At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

7. Nu vul je bij 'Server' het volgende in: nobel.emailfabriek.be Je vinkt 'Use Cached Exchange Mode' **uit** en vult vervolgens jouw e-mailadres in. Klik op 'More Settings...'



Add New Account

Server Settings
Enter the information required to connect to Microsoft Exchange or a compatible service.

Type the server name for your account. If you don't know the server name, ask your account provider.

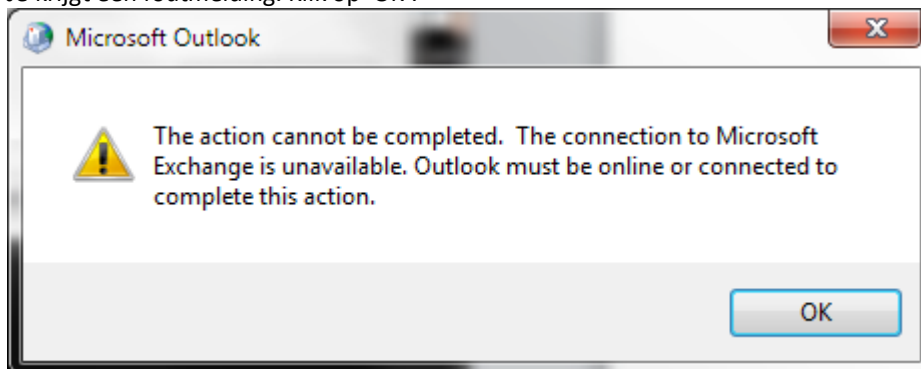
Server:

Use Cached Exchange Mode

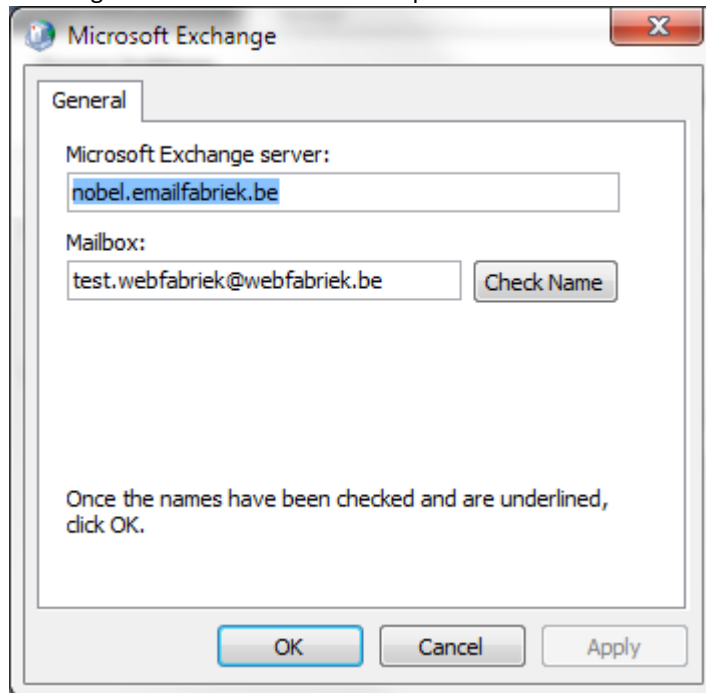
Type the user name for your account.

User Name:

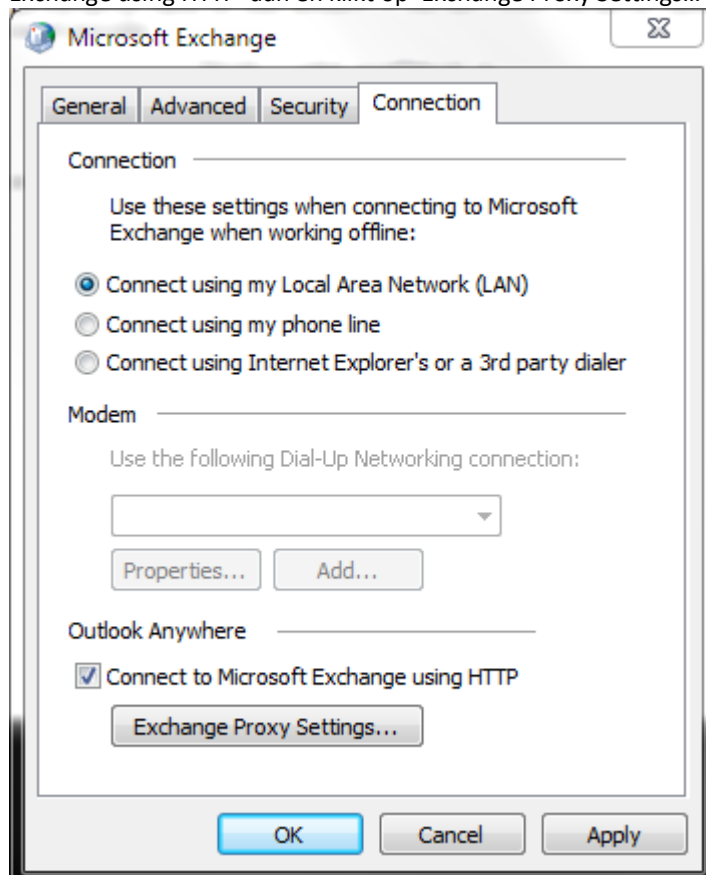
8. Je krijgt een foutmelding. Klik op 'OK'.



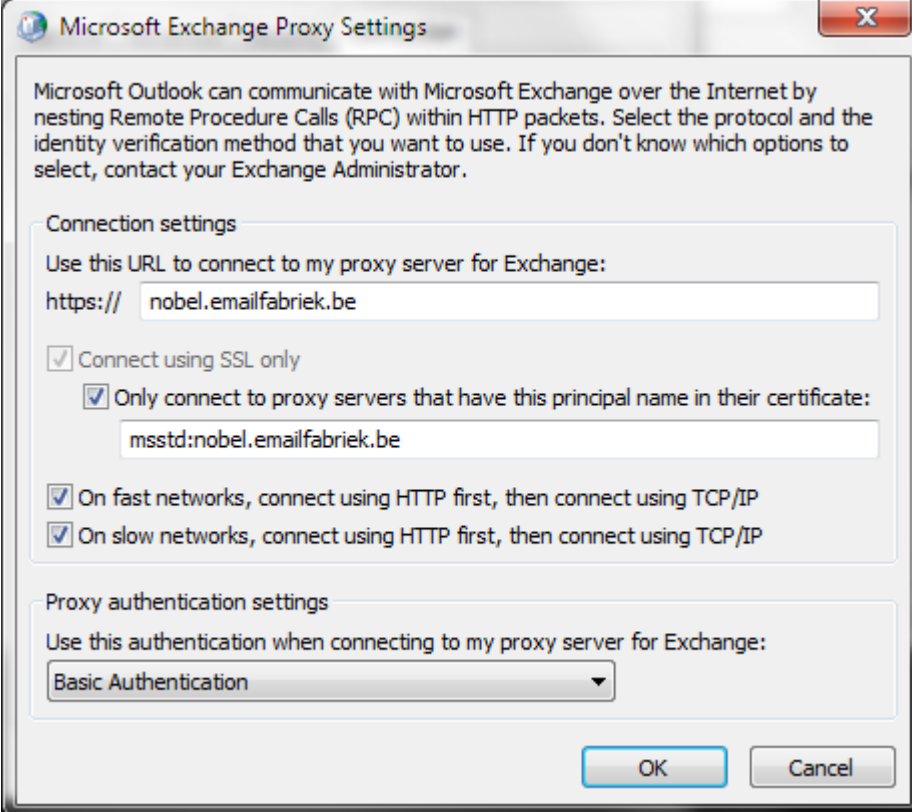
9. Dan volgt onderstaand scherm. Klik op 'Cancel'.



10. Je komt in onderstaand venster terecht. Verander niets bij het tabblad 'General' en klik op het tabblad 'Connection'. Je kiest jouw juiste verbinding, vinkt daarna 'Connect to Microsoft Exchange using HTTP' aan en klikt op 'Exchange Proxy Settings...'



11. Je vult het volgende scherm exact in zoals op onderstaande afbeelding, daarna klik je op 'OK'.

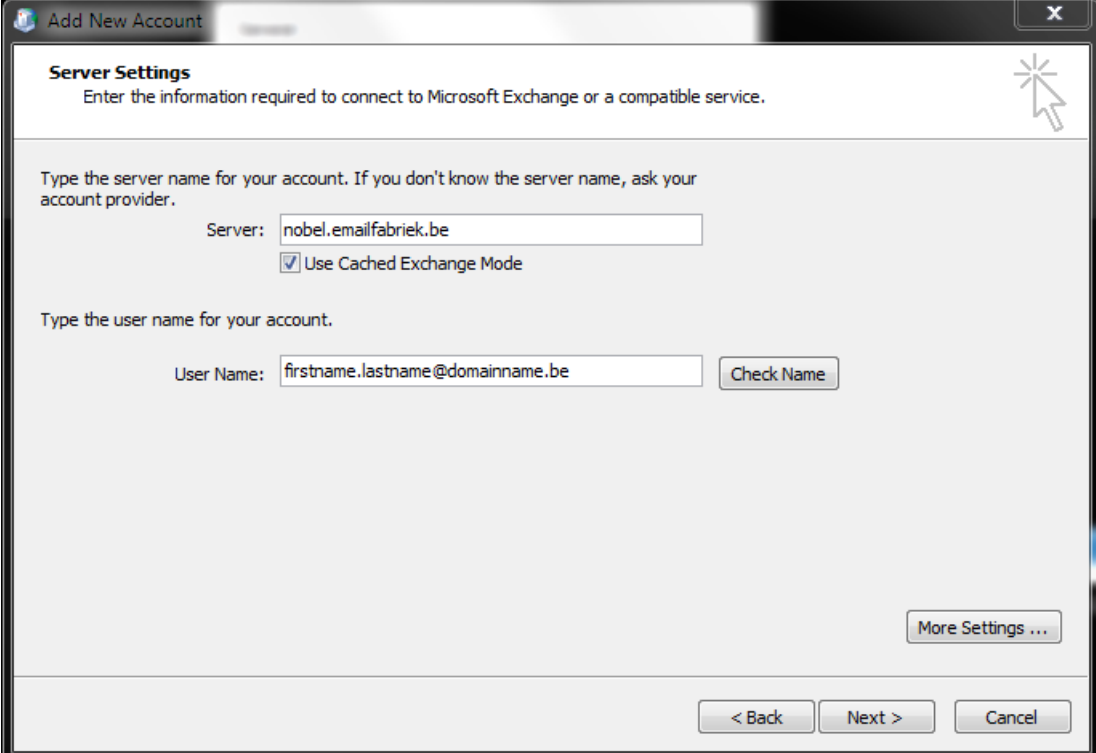


The screenshot shows the 'Microsoft Exchange Proxy Settings' dialog box. It contains the following fields and options:

- Connection settings:**
 - Use this URL to connect to my proxy server for Exchange:
 - Connect using SSL only
 - Only connect to proxy servers that have this principal name in their certificate:
 - On fast networks, connect using HTTP first, then connect using TCP/IP
 - On slow networks, connect using HTTP first, then connect using TCP/IP
- Proxy authentication settings:**
 - Use this authentication when connecting to my proxy server for Exchange:

Buttons: OK, Cancel

12. Je komt terug in het tabblad 'Connection' terecht en klikt op 'OK':
13. In het onderstaande venster 'Use Cached Exchange Mode' aanvinken en op 'Next' klikken.

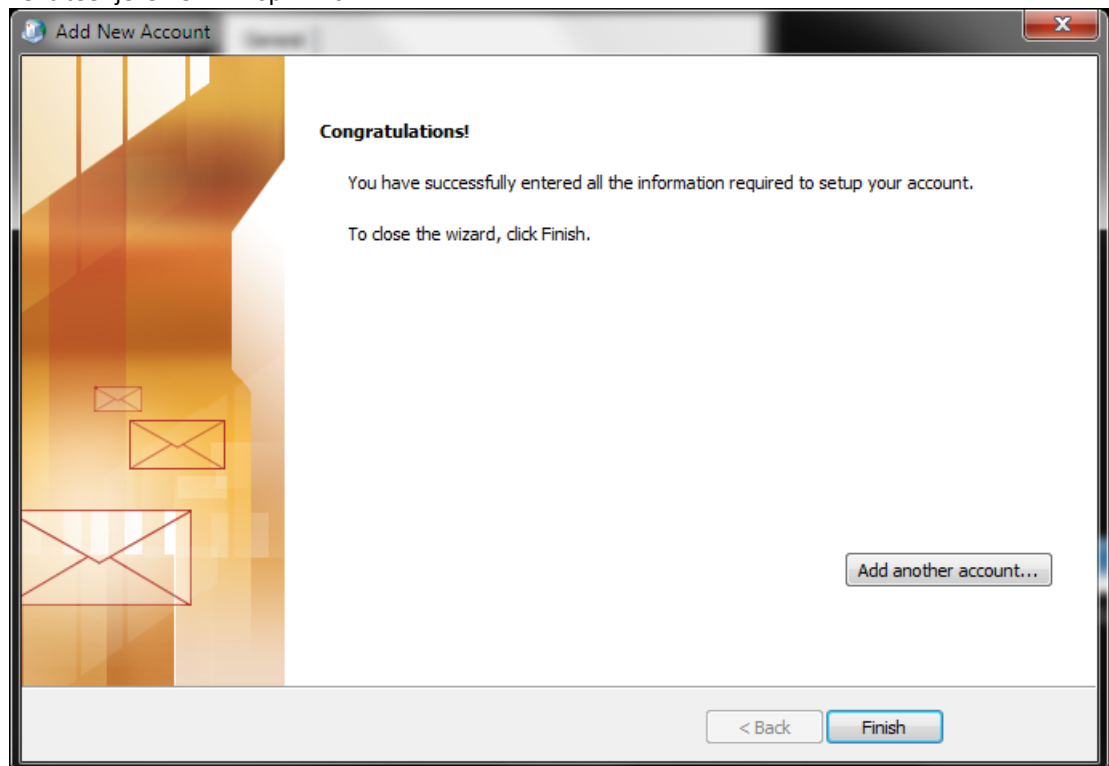


The screenshot shows the 'Add New Account - Server Settings' dialog box. It contains the following fields and options:

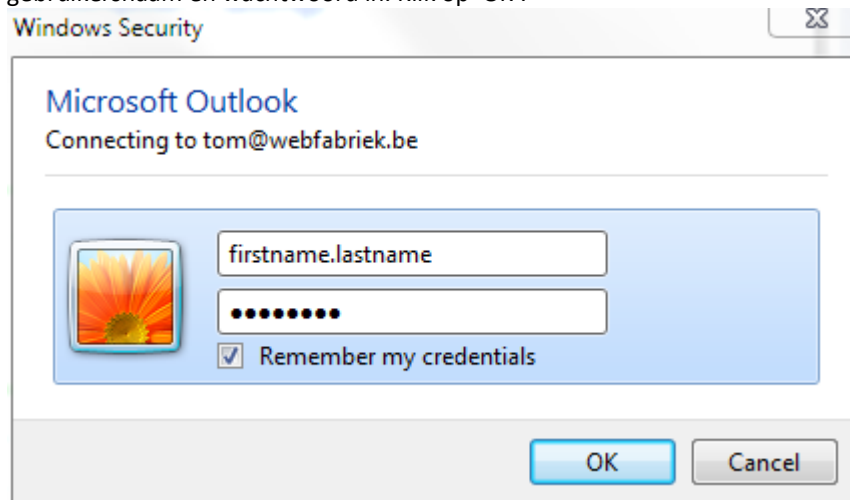
- Server Settings**
 - Enter the information required to connect to Microsoft Exchange or a compatible service.
 - Type the server name for your account. If you don't know the server name, ask your account provider.
 - Server:
 - Use Cached Exchange Mode
 - Type the user name for your account.
 - User Name:
 -
 -

Buttons: < Back, Next >, Cancel

14. Felicitteer jezelf en klik op 'Finish'.



15. Als je nu Outlook 2010 opstart, krijg je onderstaand venster te zien. Hier vul je jouw gebruikersnaam en wachtwoord in. Klik op 'OK'.



16. Als alles goed verlopen is, is Outlook 2010 ingesteld en kan je jouw exchange account beginnen te gebruiken!