
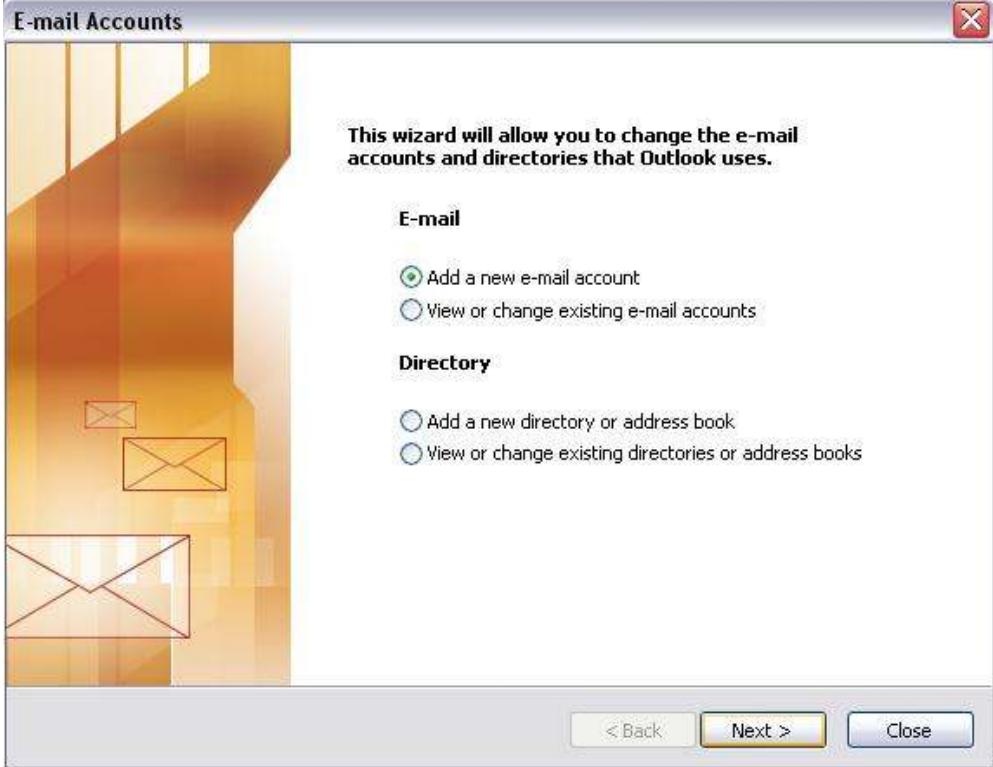
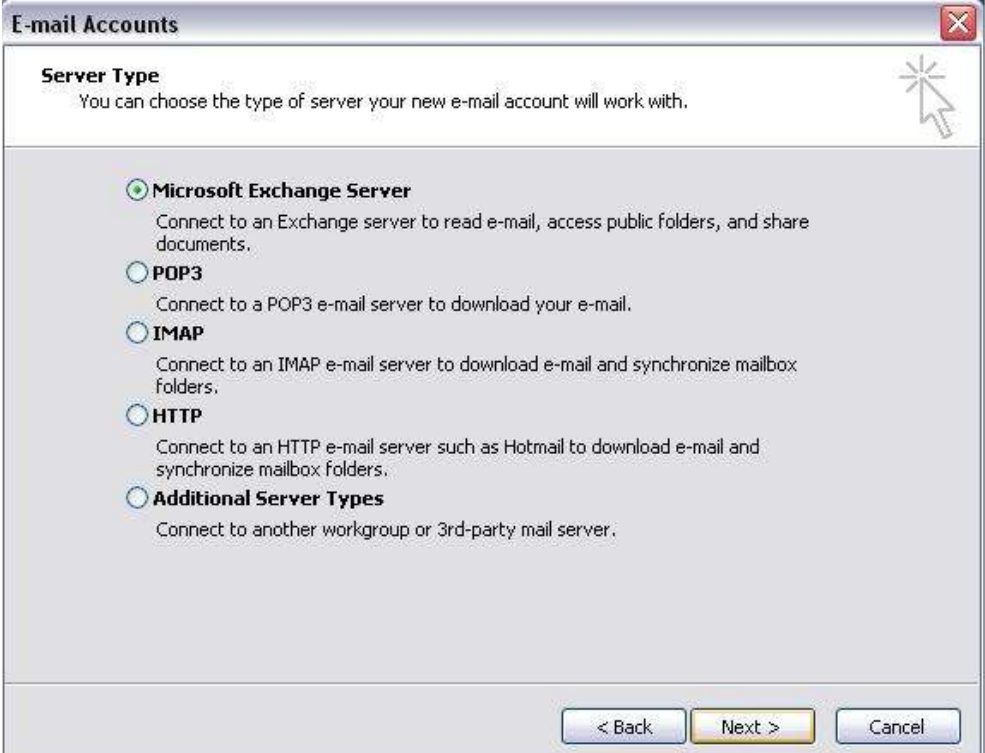
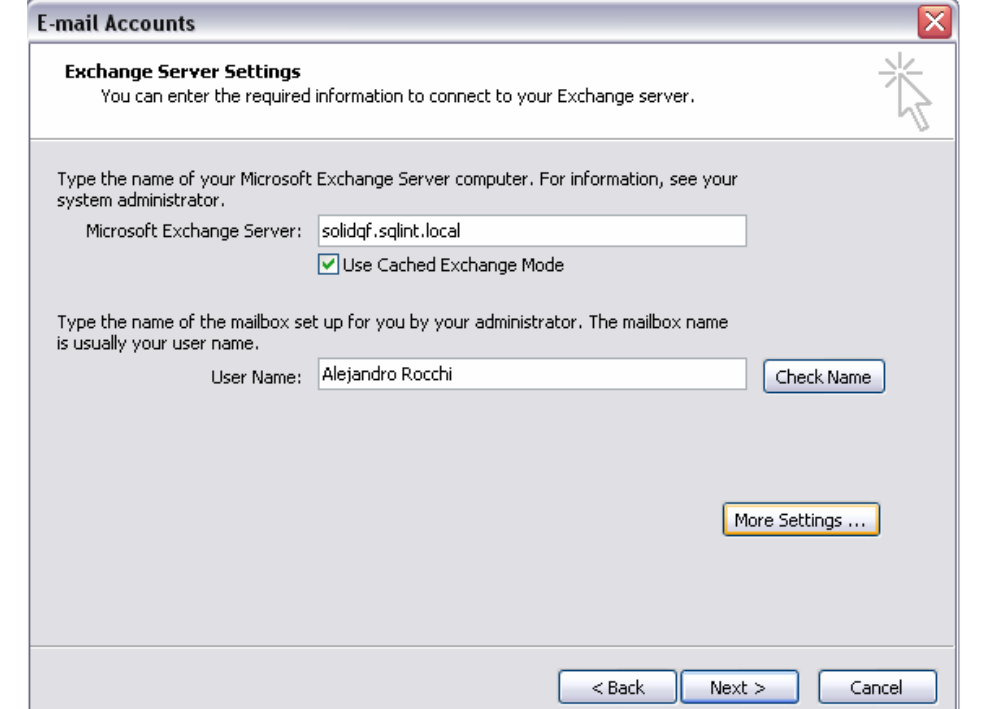


Step	Screenshot	Comments
1		<p>Go to control panel and select the mail component.</p> <p>Now click on “E-mail Accounts...”</p>
2		<p>At this screen select “Add a new e-mail account” and then click on “next&gt;”</p>

3		<p>Select “Microsoft Exchange Server” and click on “Next&gt;”</p>
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4		<p>Now type “solidqf.sqlint.local” as Microsoft Exchange Server computer name.</p> <p>Then write your name as User Name but DO NOT click on “Check Name” yet.</p> <p>Click on “More Settings...”</p>
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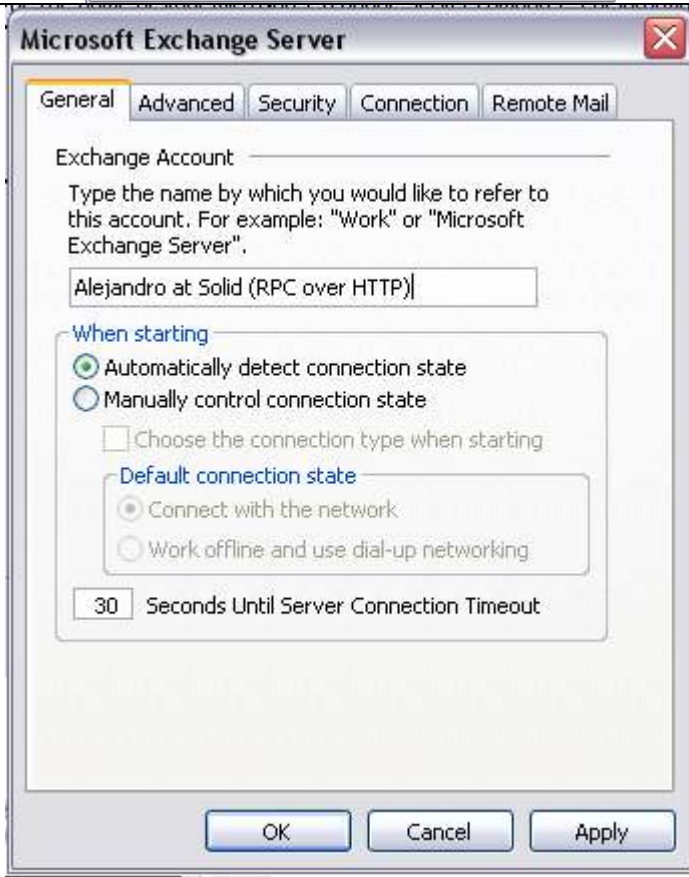
5		<p>A few moments after you clicked on “More Settings...” this window appears.</p> <p>Do not worry, it is fine 😊.</p> <p>Click on “Ok”</p>
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6



This dialog box will appear asking you to confirm your Exchange Server name and your name.  
  
You can't do that now, so click on "Cancel"

7



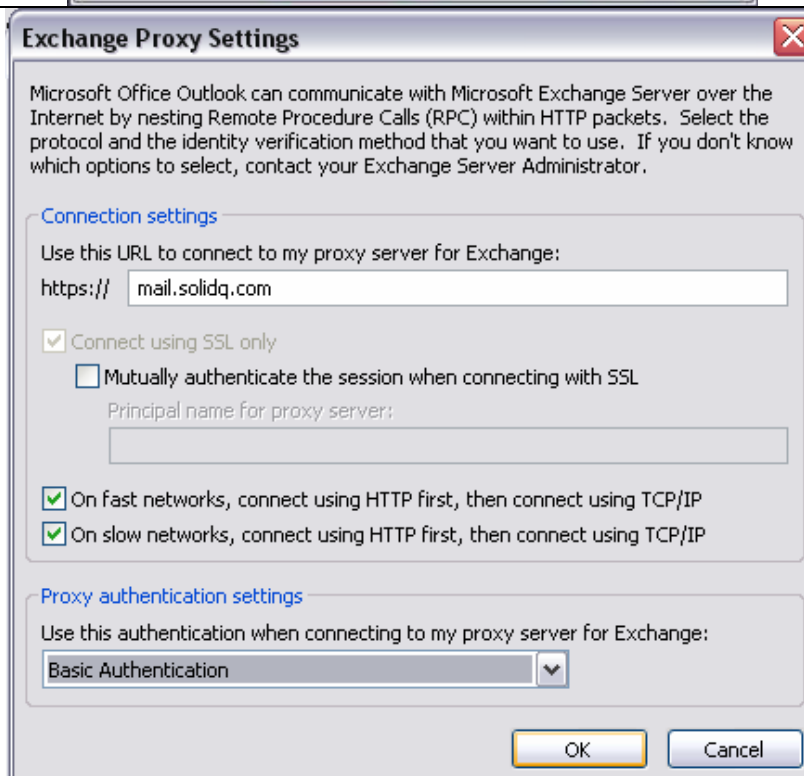
At this screen give a name to this new Exchange account.  
  
(What ever you want but NOT the default value)

8



At the connection tab, check the “Connect to my Exchange mailbox using HTTP” check box and then click on “Exchange Proxy Settings...”

9


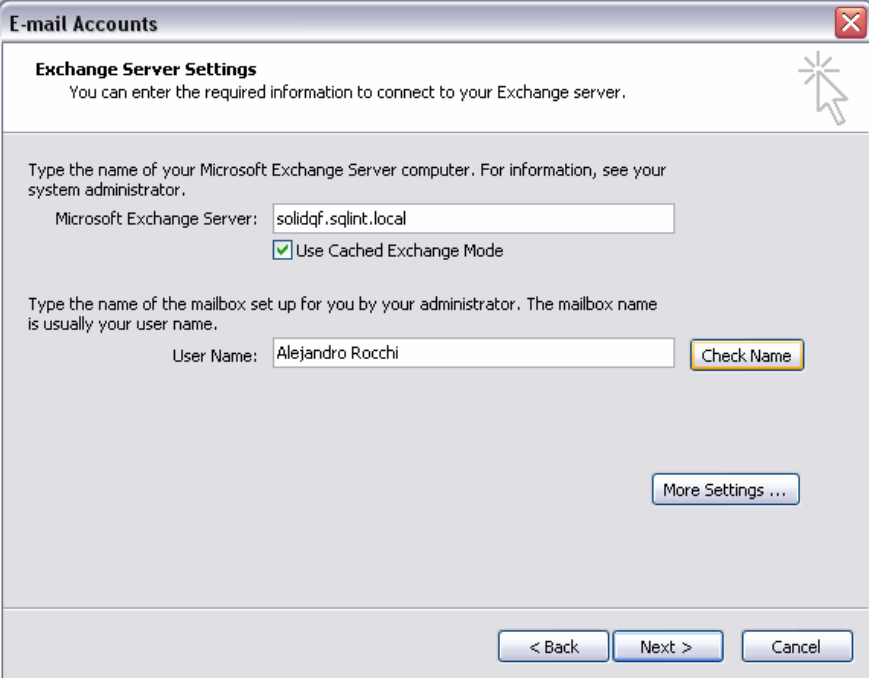



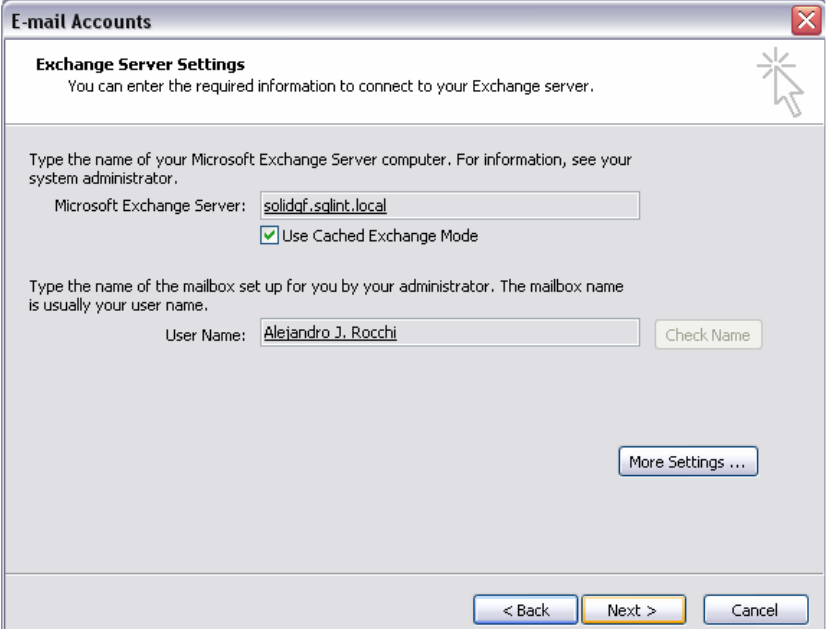

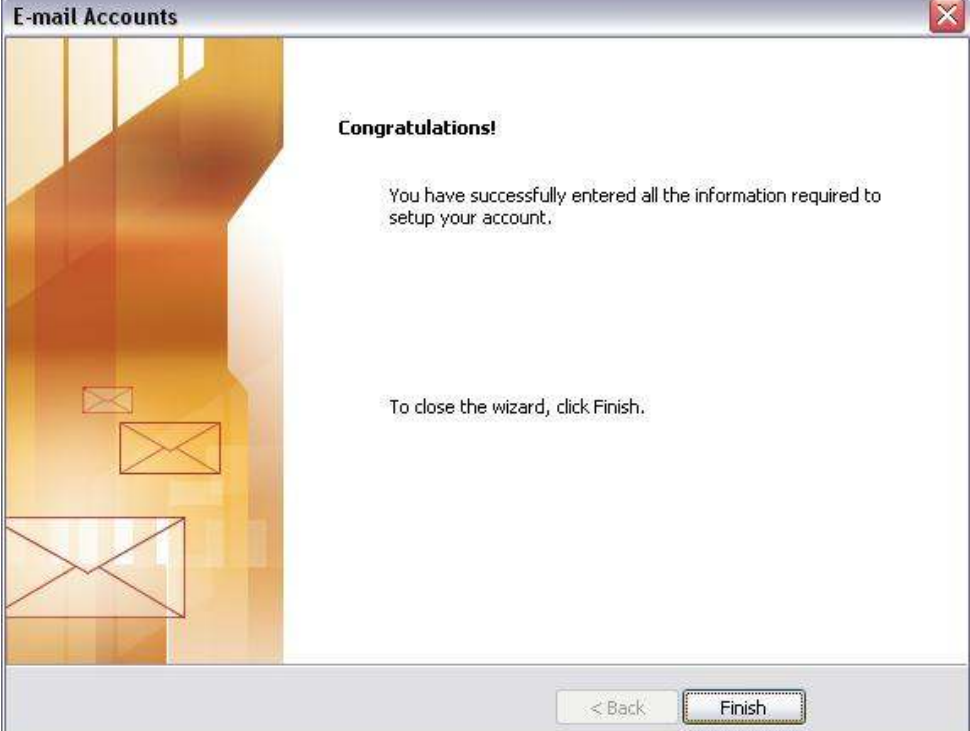
As URL write “mail.solidq.com”.

As type of authentication select “Basic Authentication”.

Please make sure to have this screen configured just like the image at the left.

Then click on “OK”

<p>10</p>	 <p>The screenshot shows the 'Microsoft Exchange Server' dialog box with the 'Connection' tab selected. Under 'Connection', the 'Connect using my Local Area Network (LAN)' radio button is selected. Under 'Exchange over the Internet', the 'Connect to my Exchange mailbox using HTTP' checkbox is checked. The 'Exchange Proxy Settings...' button is highlighted.</p>	<p>Now click on "OK" again.</p>
<p>11</p>	 <p>The screenshot shows the 'E-mail Accounts' dialog box, 'Exchange Server Settings' page. The 'Microsoft Exchange Server' field contains 'solidqf.sqlint.local'. The 'Use Cached Exchange Mode' checkbox is checked. The 'User Name' field contains 'Alejandro Rocchi'. A 'Check Name' button is highlighted.</p>	<p>You can check your name now.</p> <p>Please click on "check name".</p>
<p>12</p>	 <p>The screenshot shows the 'Conectar a Mail' dialog box. The 'Usuario' field contains 'sqlint\arocchi' and the 'Contraseña' field is masked with dots. The 'Aceptar' button is highlighted.</p>	<p>As soon as you hit "Check name" this window appears.</p> <p>Please use your credentials to log on to MAIL.</p> <p>(The same user and password you used to access SPPS)</p>

<p>13</p>		<p>At this screen the Exchange server name should be changed to <b>“solidqf.sqlint.local”</b> and your name should be underlined.</p> <p>Click on <b>“Next&gt;”</b> now.</p>
<p>14</p>		<p>Again use your credentials to log on. (If required)</p>
<p>15</p>		<p><b>Congratulations!</b></p> <p>Click on <b>“Finish”</b></p> <p>(After start Outlook you will need to keep it open for a while, until all the folders have been synchronized with the server.)</p>