Configuration Entourage 2004/2008

‣ Dans le panneau de configuration (https://vtxhex.ch/controlpanel), saisir les données d'utilisateur.

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‣ A gauche de l'écran sous « boîte aux lettres Exchange », cliquez sur « Général » pour accéder à la vue d'ensemble des types d'accès à votre boîte aux lettres. Ouvrir **Accès Outlook** en cliquant sur le lien « informations sur la configuration » figurant sur la même ligne.

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‣ La fenêtre suivante apparaît :

Please select Mail Client to Configure:

- Outlook
- Entourage 2004
- Entourage 2008

How to Configure Outlook to Connect Exchange Server

We recommended you to use Outlook 2007 as your mail client to use the whole set of features offered by Exchange Server 2007.
Please select most suitable variant of configuration.

Outlook 2007 Configuration by Autodiscovery

Outlook 2007 supports Autodiscovery feature that requires entering just your mailbox e-mail address and password and get connection to your mailbox automatically configured.

1. Open **Start** > **Control Panel** > **Mail**. Mail Setup dialog appears.
2. Click **Show Profiles** button. Mail dialog appears.
3. Make sure **Prompt for a profile to be used** option is selected and click Add button.
4. Enter **Profile Name** in the dialog and press OK.
5. In the **Add New E-mail Account** wizard fill **Your Name** and **E-mail Address** fields.
6. In the Exchange login prompt enter your mailbox login *paperlapap@vtxhex.test* and password.
7. Outlook will try to discover your mailbox settings over secure internet connection. You could be prompted to allow Outlook to perform redirection from one site (unsecure) to another (secure). Allow this redirection.

Outlook 2003 and Outlook 2007 Configuration Script

1. Click on the following link to Download Outlook Profile Configuration Script and save it locally.
2. Make sure Outlook application is not running.
3. Run the script you have downloaded by double clicking on it.
4. Outlook profile will be configured and Outlook will be started.
5. In the login prompt enter your Exchange mailbox login *paperlapap@vtxhex.test* and password.
6. Select newly-created outlook profile *paperlapap (paperlapap)* from **Choose profile** dialog and enter again your Exchange mailbox login and the password.

Advanced Outlook Configuration

If you do not want to use script to automatically configure Outlook profile, you can download textual file containing settings to connect to your mailbox and import it manually.

1. Click on the following link to Download Outlook Profile and save it locally, e.g. as "C:\OutlookProfile.prf".
2. Make sure Outlook application is not running.
3. Open **Start** > **Run** and execute the following command:

```
outlook.exe /importprf "C:\OutlookProfile.prf"
```

4. This will restart Outlook and you will be asked to accept the new profile settings, click Yes.
5. In the login prompt enter your Exchange mailbox login *paperlapap@vtxhex.test* and password.
6. Select newly-created outlook profile *paperlapap (paperlapap)* from **Choose profile** dialog and enter again your Exchange mailbox login and the password.

If you are advanced user and experienced in mail client configuration you can use the following parameters to configure connection to Exchange server:

- Microsoft Exchange server: *EXMBXVS01*
- E-mail Address: *paperlapap@vtxhex.test*
- User name: *paperlapap@vtxhex.test*
- Proxy Server: *mail.business-exchange.ch*
- Proxy Authentication settings: **Basic Authentication**.

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‣ En cliquant sur **Entourage 2004** ou **Entourage 2008** (à gauche), vous accédez aux instructions suivantes :

3. Open **Start > Run** and execute the following command:

```
outlook.exe /importprf "C:\OutlookProfile.prf"
```

4. This will restart Outlook and you will be asked to accept the new profile settings, click Yes.
5. In the login prompt enter your Exchange mailbox login *paperlapap@vtxhex.test* and password.
6. Select newly-created outlook profile *paperlapap (paperlapap)* from **Choose profile** dialog and enter again your Exchange mailbox login and the password.

If you are advanced user and experienced in mail client configuration you can use the following parameters to configure connection to Exchange server:

- Microsoft Exchange server: *EXMBXVS01*
- E-mail Address: *paperlapap@vtxhex.test*
- User name: *paperlapap@vtxhex.test*
- Proxy Server: *mail.business-exchange.ch*
- Proxy Authentication settings: **Basic Authentication**.

Configuring Entourage 2004 to Connect Exchange Server

To configure your Entourage 2004 mail client to connect to your mailbox on Exchange Server, follow these instructions:

1. Open Entourage 2004.
2. Click **Entourage**, and select **Account Settings**.
3. Click on **New**.
4. Enter *paperlapap@vtxhex.test* to the **E-mail address** field. Check the **My account is on Exchange server** checkbox. Click on **Configure account manually**.
5. Fill out the following fields:
   - Enter *paperlapap@vtxhex.test* to the **Account name** field.
   - Enter *paperlapap* to the **Account ID** field.
   - Enter your Mailbox Password to the **Password** field.
   - Enter *HOSTING* to the **Domain** field.
   - Check the **Save password in my Mac OS keychain** checkbox.
   - Enter Outlook Web Access (OWA) URL to the **Exchange server** field, remove *https://* prefix and replace */owa/* to the */exchange/paperlapap@vtxhex.test*
   - Enter your name to the Name field.
6. Select **Advanced** subtab. Check the **DAV service requires secure connection (SSL)** checkbox. Click on **OK**.
7. Close **Accounts** window.

Configuring Entourage 2008 to Connect Exchange Server

To configure your Entourage 2008 mail client to connect to your mailbox on Exchange Server, follow these instructions:

1. Open Entourage 2008.
2. Click **Entourage**, and select **Account Settings**.
3. Click on **New**.
4. Set **Account type** as Exchange. Click on **OK**.
5. Fill out the following fields:
   - Enter *paperlapap@vtxhex.test* to the **Account name** and **E-mail address** fields.
   - Enter your name to the **Name** field.
   - Enter *paperlapap* to the **Account ID** field.
   - Enter your Mailbox Password to the **Password** field.
   - Enter *HOSTING* to the **Domain** field.
   - Check the **Save password in my Mac OS keychain** checkbox.
   - Enter Outlook Web Access (OWA) URL to the **Exchange server** field, remove *https://* prefix and replace */owa/* to the */exchange/paperlapap@vtxhex.test*
   - Check the **This DAV service requires a secure connection (SSL)** checkbox.
6. Click on **OK**.
7. Close **Accounts** window.

‣ Terminez l'installation en suivant les instructions.