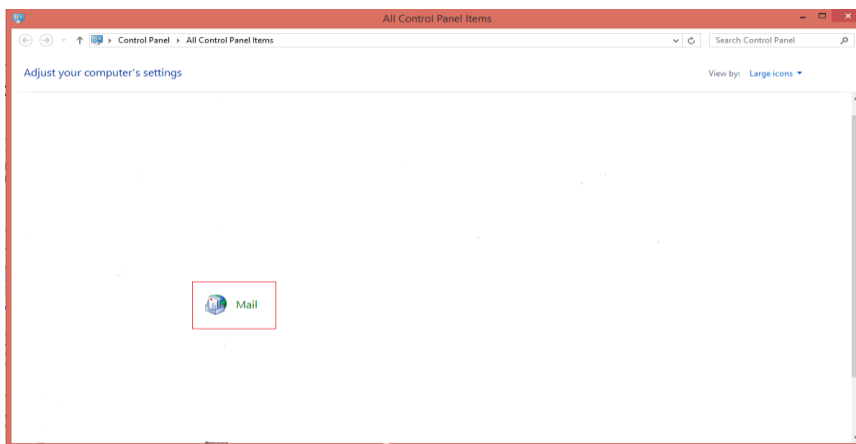# Instruction on setting up of new Exchange e-mail account in asp (if Outlook 2010 is already used)

1 STEP

1.1. In order to create a new Exchange e-mail account, click on the **Start** and enter **Control Panel** in search box.
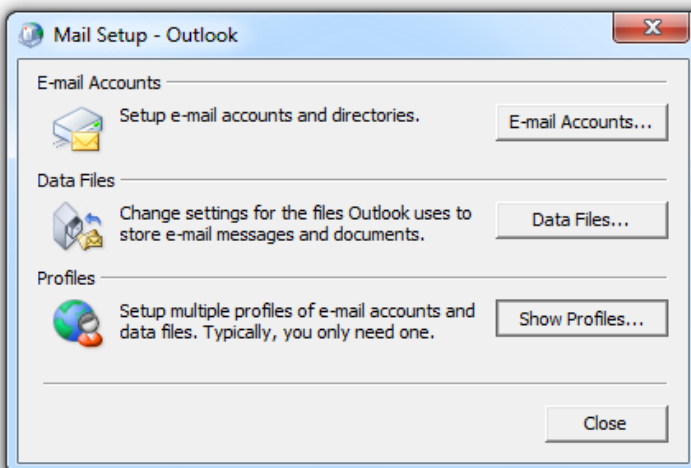
1.2. In the Control Panel window click on **Mail**.

2 STEP

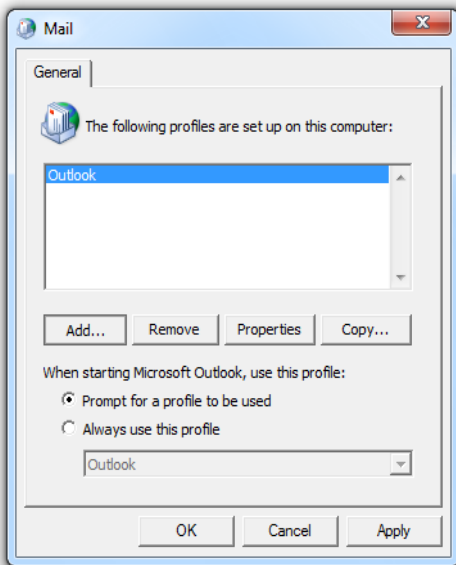In window Mail Setup – Outlook click on **Show Profiles**.

3 STEP

3.1. In window Mail check an option **Prompt for a profile to be used.**
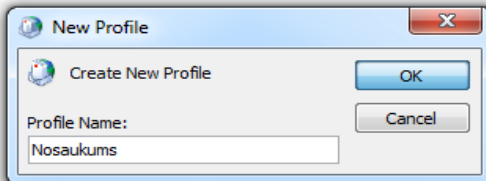3.2. In order to add new e-mail profile, click on **Add**.

4 STEP
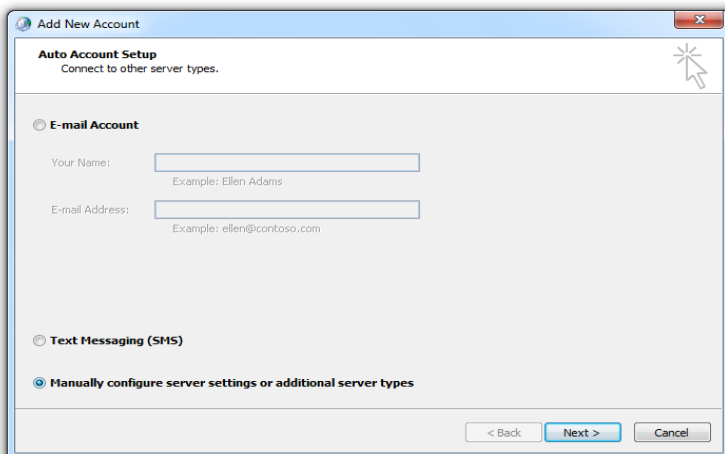
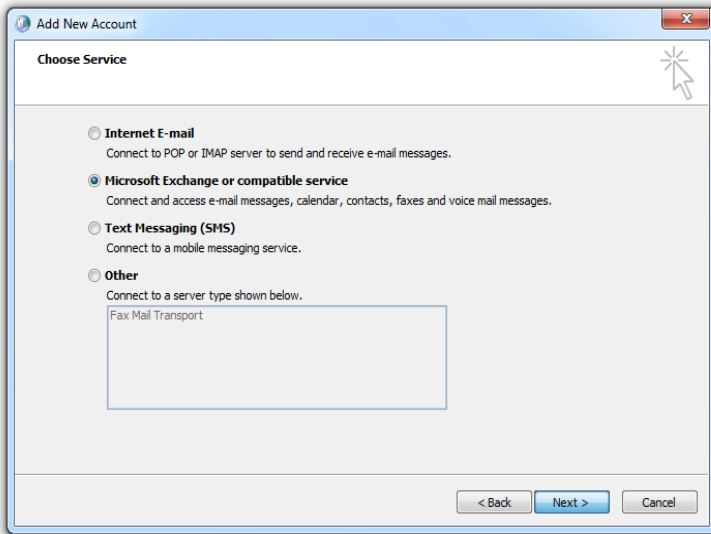In field **New Profile** enter a new mail profile name.

5 STEP

In window Add New Account check next to **Manually configure server settings or additional server types**.
Click on **Next**.

6 STEP

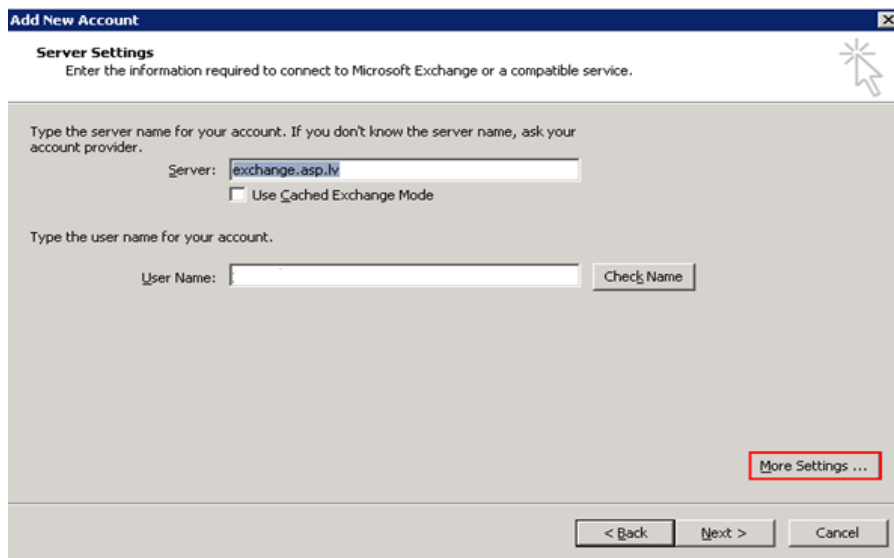Choose service by checking next to **Microsoft Exchange or compatible service**. Click on **Next**.

7 STEP

7.1. Enter server address and your e-mail address.
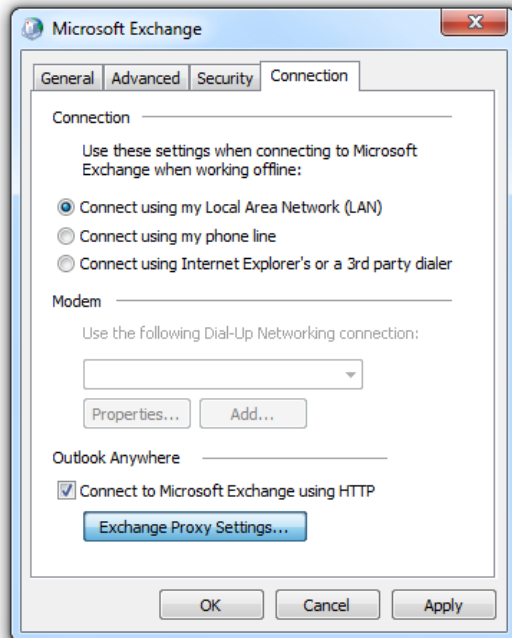 a) **Server:** exchange.asp.lv
 b) **User Name:** Your name and surname

7.2. Click on **More Settings ...** .

8 STEP

Open field **Connection**:
   a)   Check next to **Connect to Microsoft Exchange using HTTP**
   b)   Click on **Exchange Proxy Settings...** .

9 STEP

In window Microsoft Exchange Proxy Settings select the following parameters:
   a)   In field **Use this URL to connect to my proxy server for Exchange** enter: exchange.asp.lv
   b)   Check next to **On fast networks, connect using HTTP first, then connect using TCP/IP**
   c)   Check next to **On slow networks, connect using HTTP first, then connect using TCP/IP**
   d)   In field **Use this authentication when connecting to my proxy server for Exchange** select **Basic Authentication**
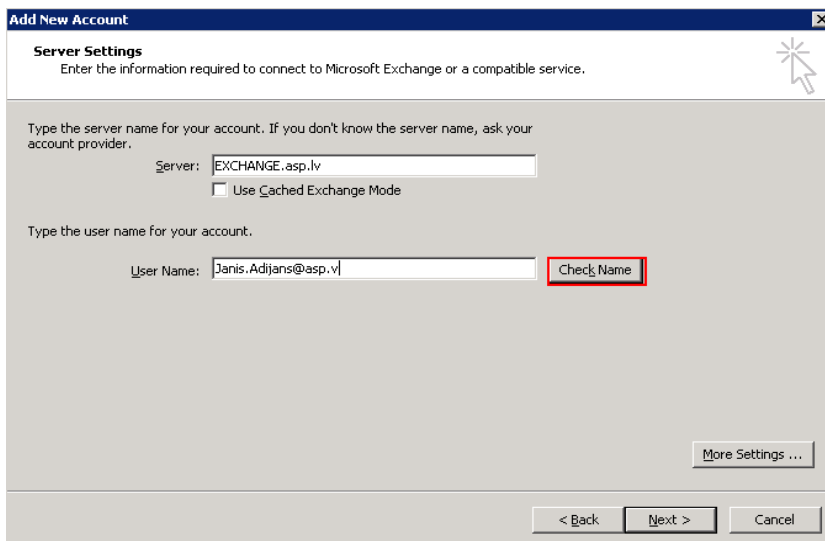
Click on **OK**.
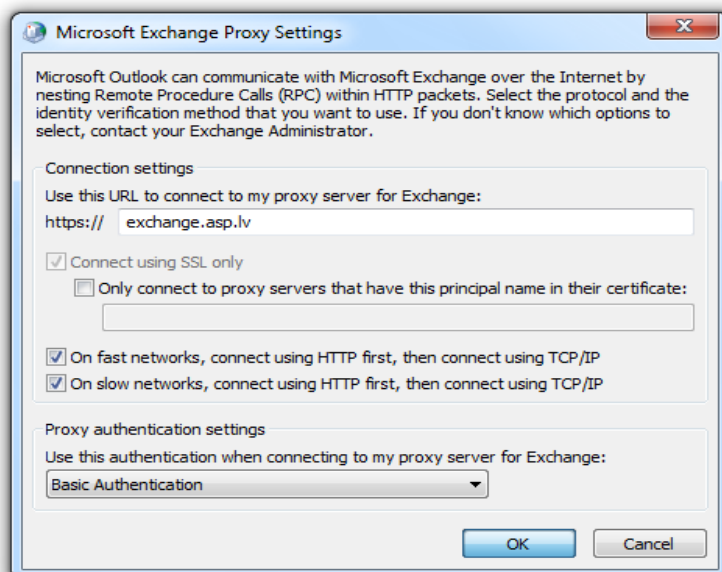
10 STEP

In next window click on **OK**.
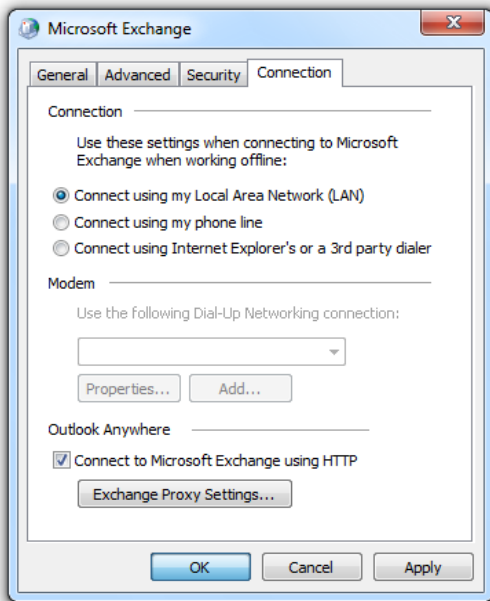
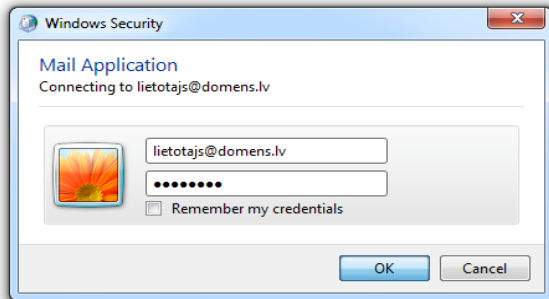## 11 STEP

Click on **Check Name**.

EUROPEAN DATA CENTER OPERATOR

12 STEP

12.1. Enter your Exchange account e-mail address and password that you have received in service confirmation e-mail.
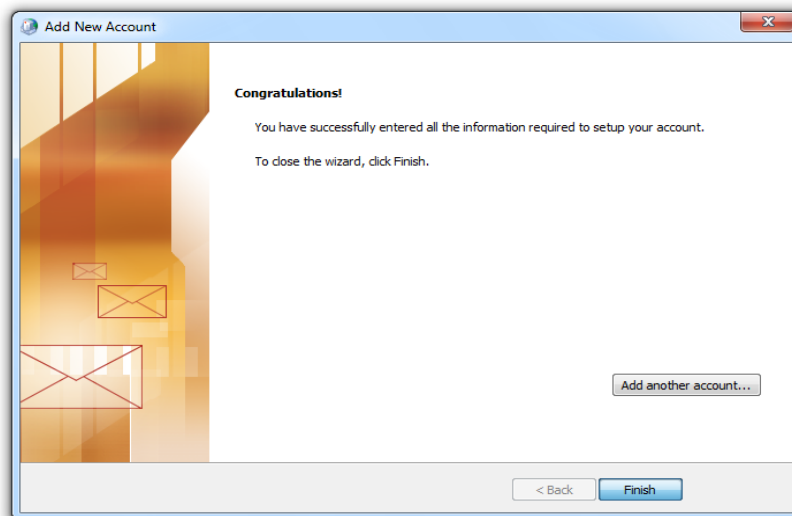12.2. Click on **OK**.

13 STEP

If the data entered correctly, the fields **Server** and **User Name** will be underlined. Click on **Next**.

14 STEP

Click on **Finish**.

15 STEP

In order to start working, click on Microsoft Outlook.