Before you get started, please make sure you have the following information:

Username:
Password:
Server name: EXMBX01
A Windows machine with Outlook 2007 installed.

Please test your credentials by logging into Outlook Web Access at https://exchange.securence.com. If you are not able to login here, please contact your administrator or USI support at support@usinternet.com or 952.253.3290.
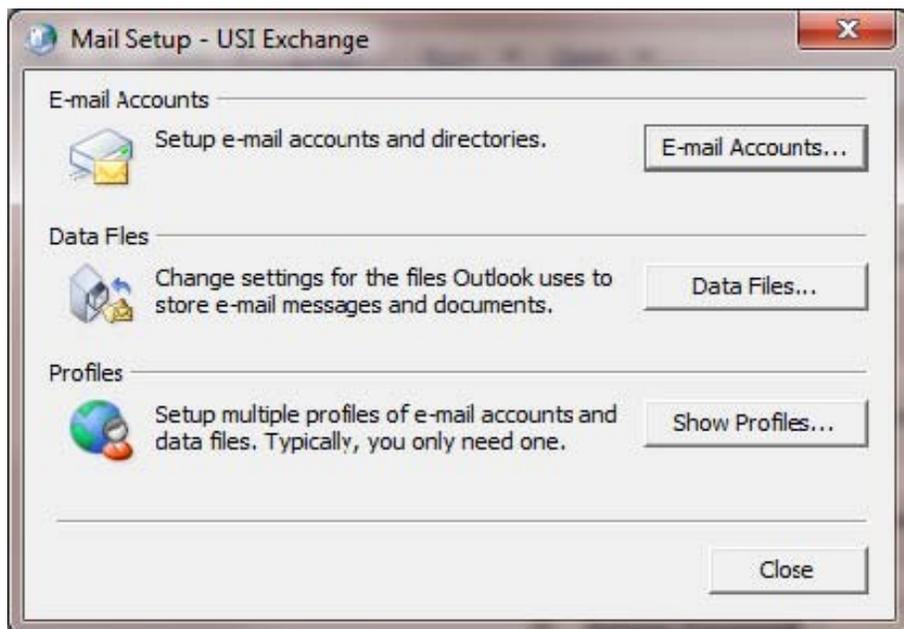
You will need create a new Outlook profile for use with your new account.

To create the new profile for your USI Exchange account:

From the start menu select control panel.

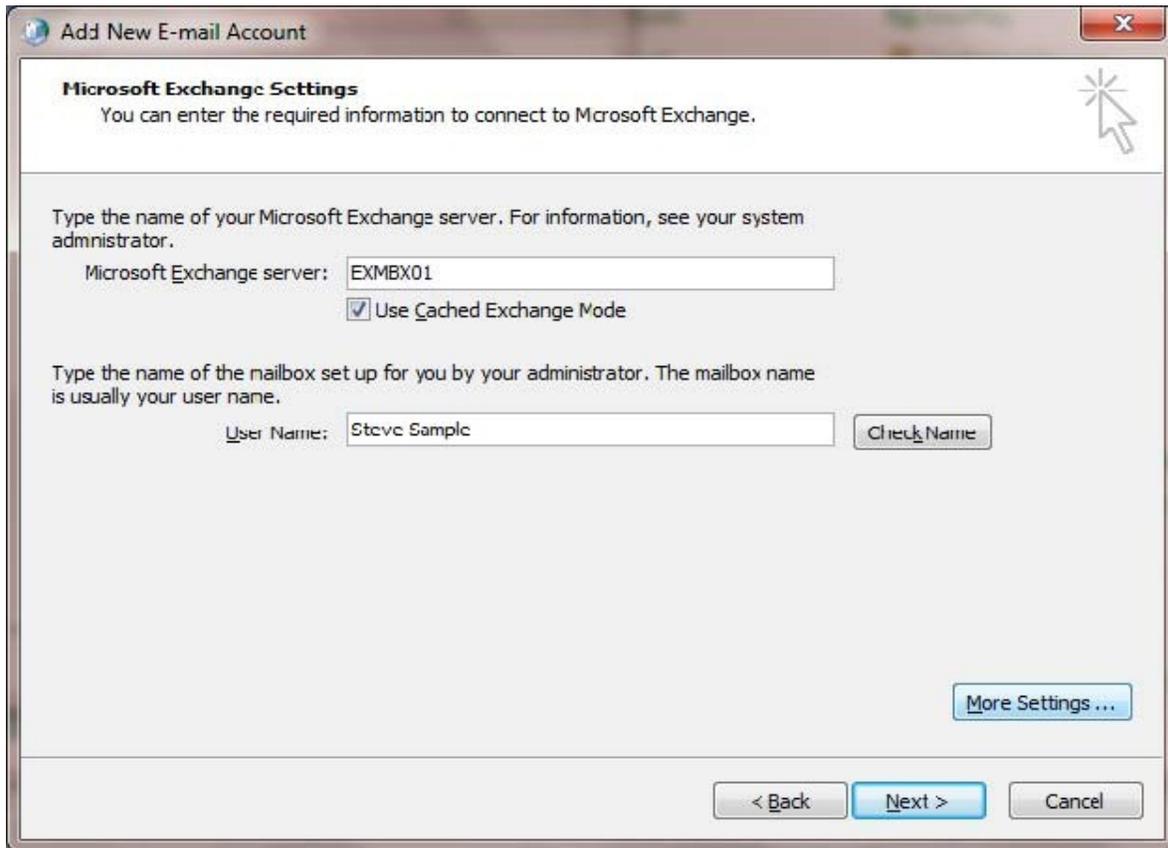From the control panel double-click on the mail icon.

You will be presented with Mail Setup - Outlook window.

Select "Show Profiles..." to open the Mail Preferences window:

Select "Add..." Enter a descriptive name for the profile. Select OK. This will take you into the wizard where you will add your email account to the profile you just created.

Outlook will attempt to connect to the server, but will fail because the configuration is not yet complete. This may take several minutes. You will see the following window when Outlook is unable to connect:

1. Enter "Your Name"
2. Enter your "Email Address"
3. Password / Re-type password
4. Check the box for "Manually configure server settings or additional server types" Select NEXT. Select the radio button for "Microsoft Exchange Server." Select NEXT. In the box for Microsoft Exchange Server enter EXMBX01. For User Name, use your full email address. Select "More Settings ..."
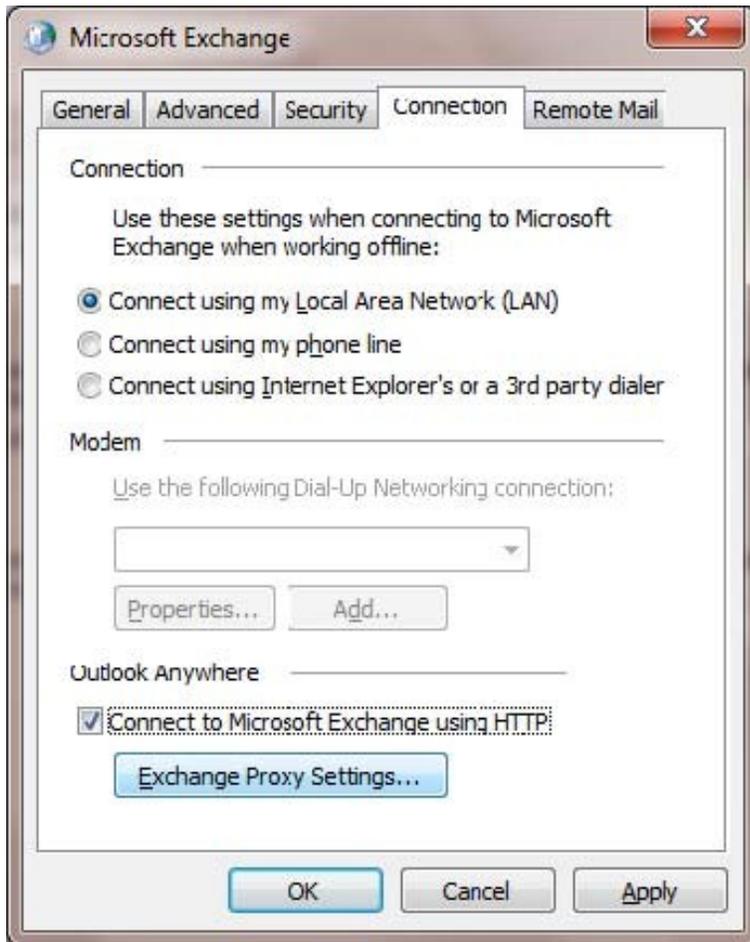

Select OK in the message box. Another box titled "Microsoft Exchange" will open.
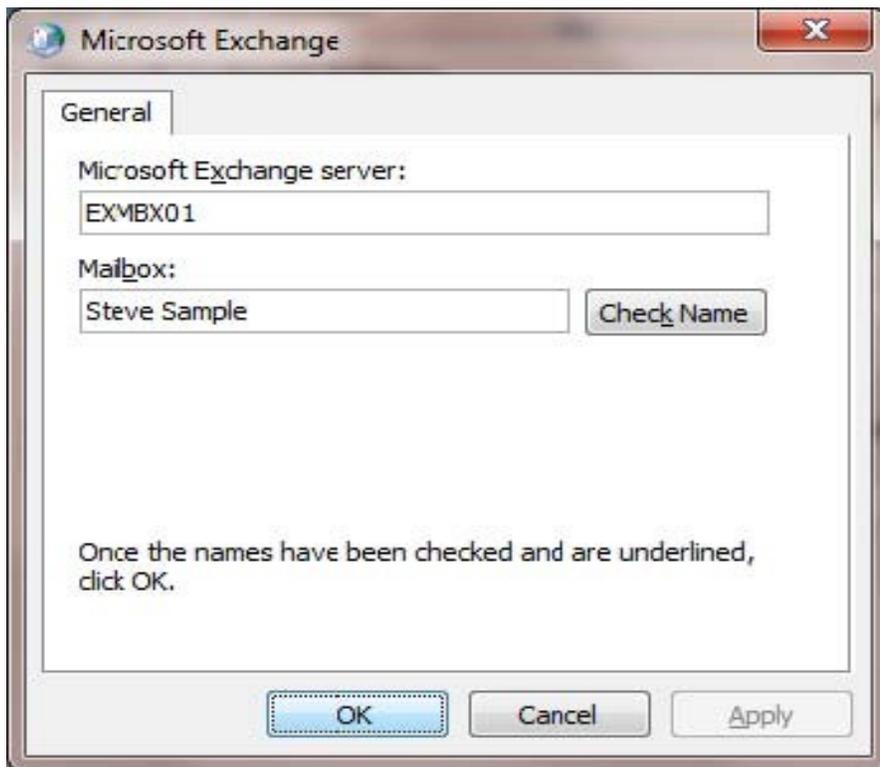
Select OK in this window, even though the name will not yet be underlined. This will open the Microsoft Exchange window where you will complete the mail account setup. You should see the window below:
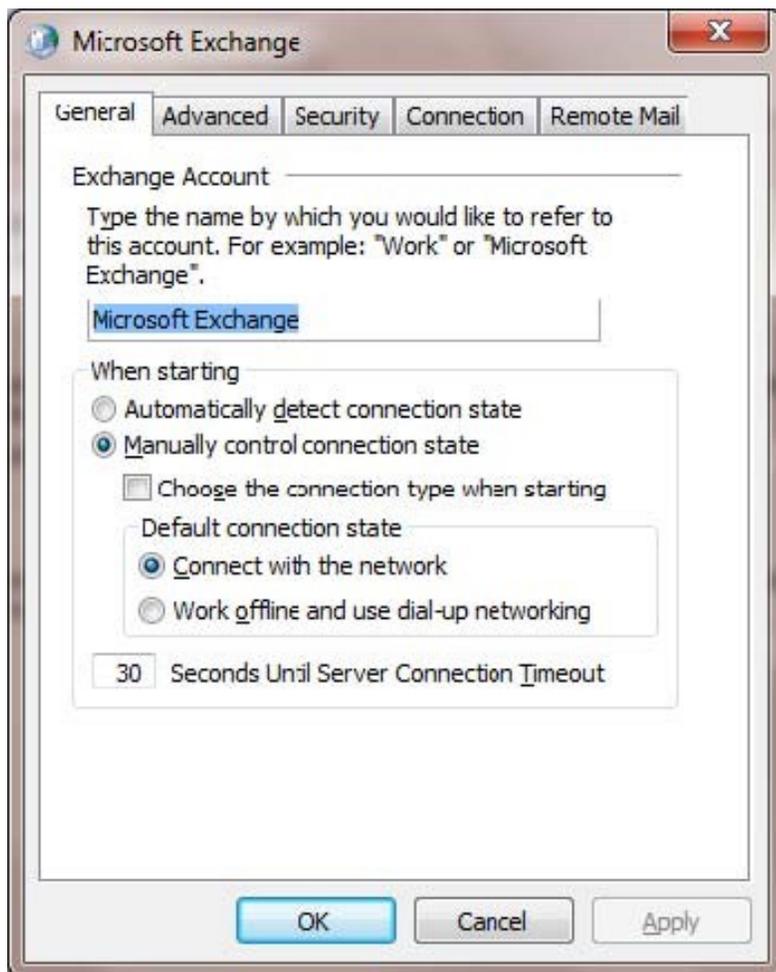
On this tab complete the following actions:

1. In the Outlook Anywhere section, check the box "Connect to Microsoft Exchange using HTTP."
2. Click on the "Exchange Proxy Settings ..." to open the window shown below:

In this window make the following changes:

1. In the "Connection settings" section enter "exchange.securence.com" in box labelled "Use this URL to connect to my proxy server for Exchange". 2 Check Connect using SSL only and enter "msstd:exchange.securence.com" in the box labelled "Only connect to proxy servers that have this pricipal name as their certificate:"
1. Check both boxes for "on fast and on slow" networks to connect using HTTP first.
2. Change authentication type to "Basic Authentication."

You will need to enter this twice.

After entering the password the second time, Outlook will open and load your mailbox. If you already have mail in the mailbox, please be patient as it may take a few minutes to load your existing mail into the profile.

After a few minutes you should see the pop-up message below:

Select "Don't ask me about this website again" and click ALLOW if the website listed is "https://exchange.securence.com/autodiscover/autodiscover.xml"

Select OK to return to the Connections Tab. Select OK again to return to the Add New E-mail Account window. Select NEXT and then select FINISH.

This will return you to the Mail Window and you can see the profile you just created in the list of available profiles. If you have more than one profile configured, select "Prompt for a profile to be used" so you may choose which profile you would like to use when Outlook opens.

If another site shows up in this box, contact USI support to look into the DNS configuration for your domain.

Open Outlook and select the profile for your Exchange account if prompted. You will be prompted to enter your password.