

CONFIGURING OUTLOOK

This document has 2 sections:

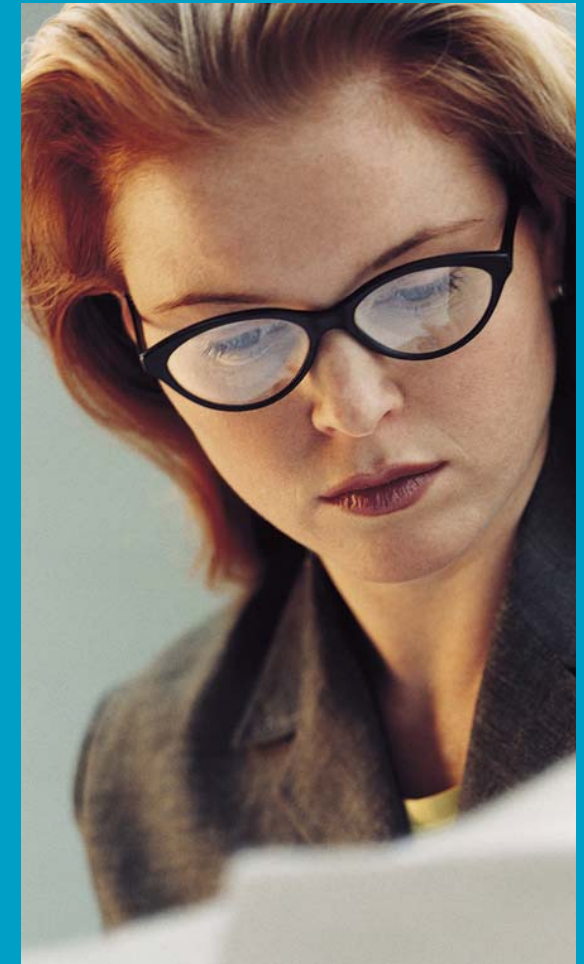
- Quick Start Guide
- Configuration Walkthrough - where each installation step is explained

Up and running within 1 minute

• If you have any problems please don't hesitate to contact support@SecureVirtualOffice.com quoting your username.



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Quick Start Guide

There are a few short steps to get you receiving and sending emails. This only as to be done once.

- **Launch Outlook**
- **Run through the wizard**
- **Select a server type of Microsoft Exchange Server**
- **Enter Microsoft Exchange server as:**
`svodemo1.svodemo.local`



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Configuration Walkthrough



1) Launch Outlook

After you have logged on the site launch outlook from the Applications web page.

The screenshot shows a Microsoft Internet Explorer browser window displaying the "Applications" page of the Secure Virtual Office. The browser's address bar shows the URL: <https://www.securevo.com/LaunchPad/NMHome.asp?pgid=NMAApplications>. The page header features the Secure Virtual Office logo and the tagline "Innovative, value-adding solutions at an affordable price". Below the header, the page is titled "SVO Applications" and contains a navigation menu with links for "Applications", "Connections", "Options", and "Download Client". The main content area is titled "Applications" and includes instructions: "This page shows all your applications. To launch an application, click its icon." and "To refresh your applications list, click [refresh application list](#). To logon as another user, click [logon again](#)." Below this text is a table listing available applications.

Application	Description
Access 2003	Database Application
Excel 2003	Spreadsheet Application
Outlook 2003	Email Application
PowerPoint 2003	Presentation Application
Publisher 2003	Desktop Publishing
Word 2003	Word processing Application

The browser's status bar at the bottom shows the URL and a security lock icon, indicating a secure connection.

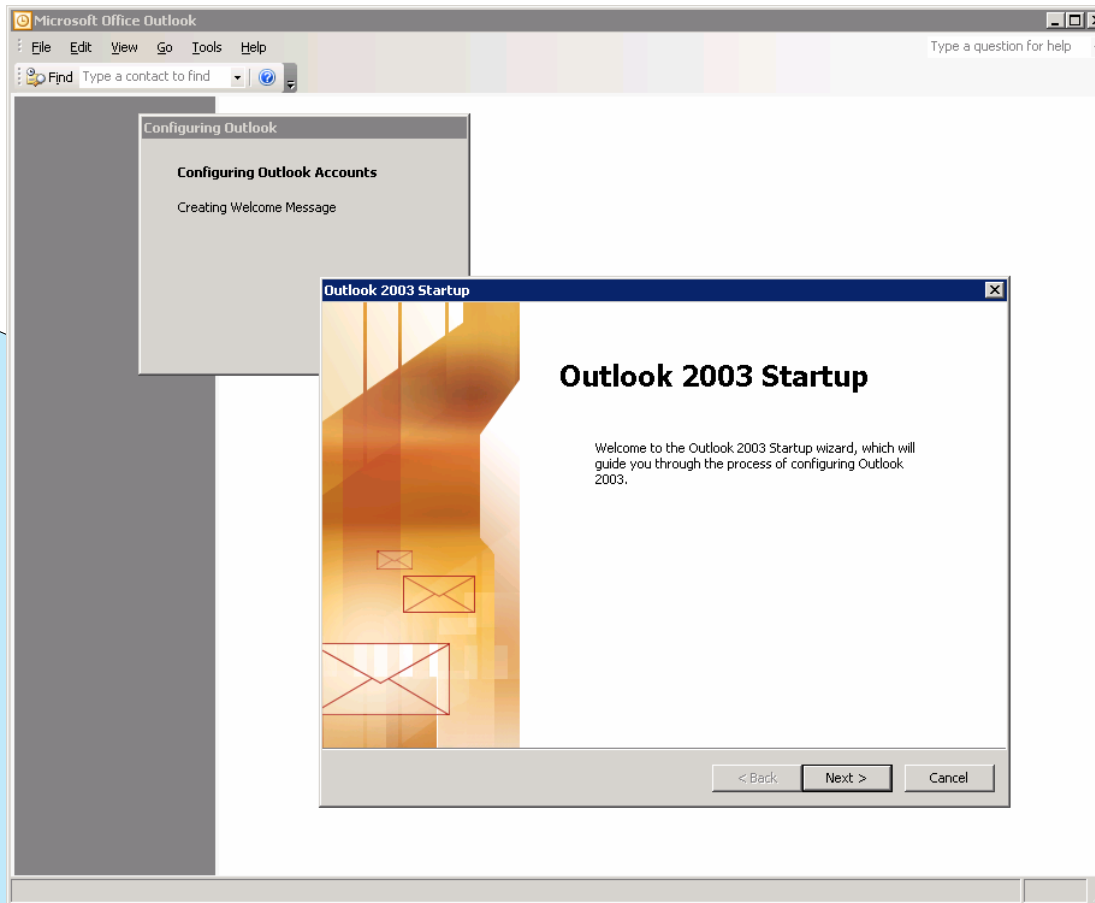
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Configuration Walkthrough



2) Startup Wizard

You should be greeted by the Outlook 2003 Startup screen, Hit next.

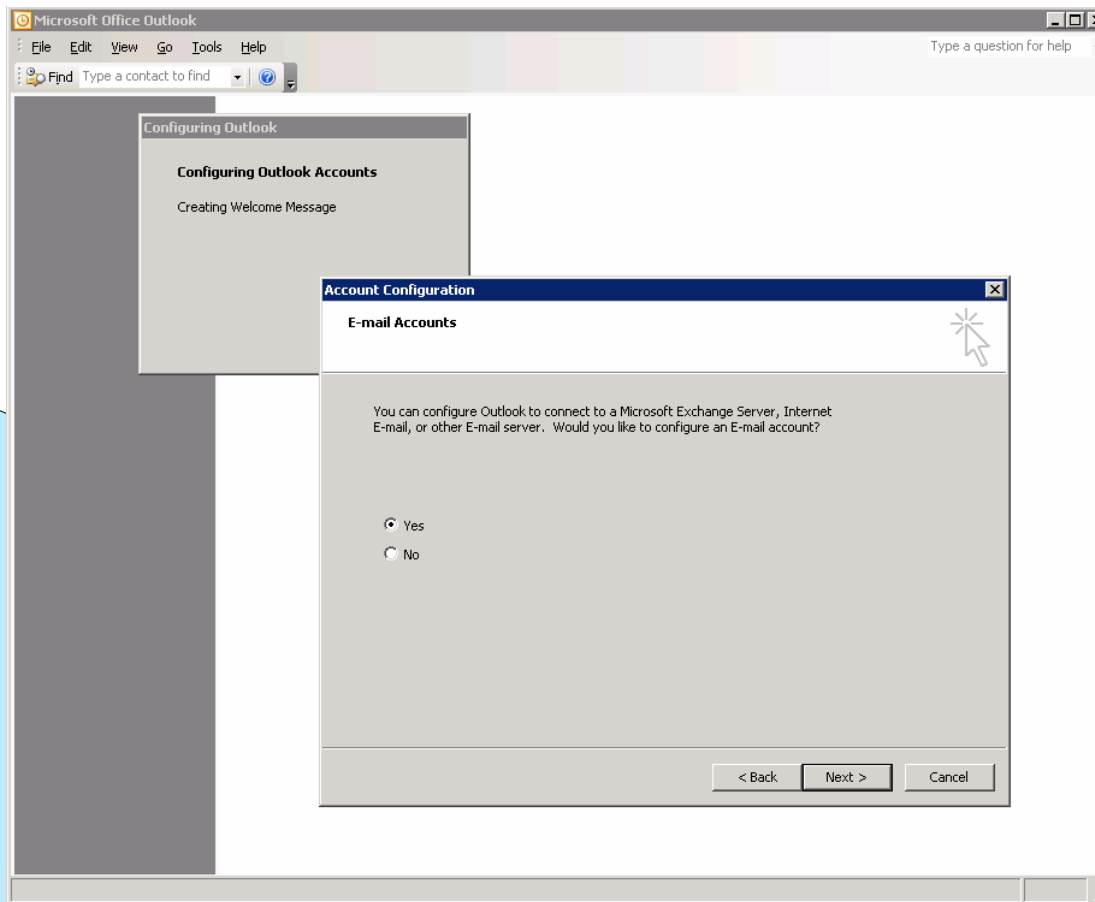


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Configuration Walkthrough



Hit Next Again. The default yes will already have been selected to create an email account.



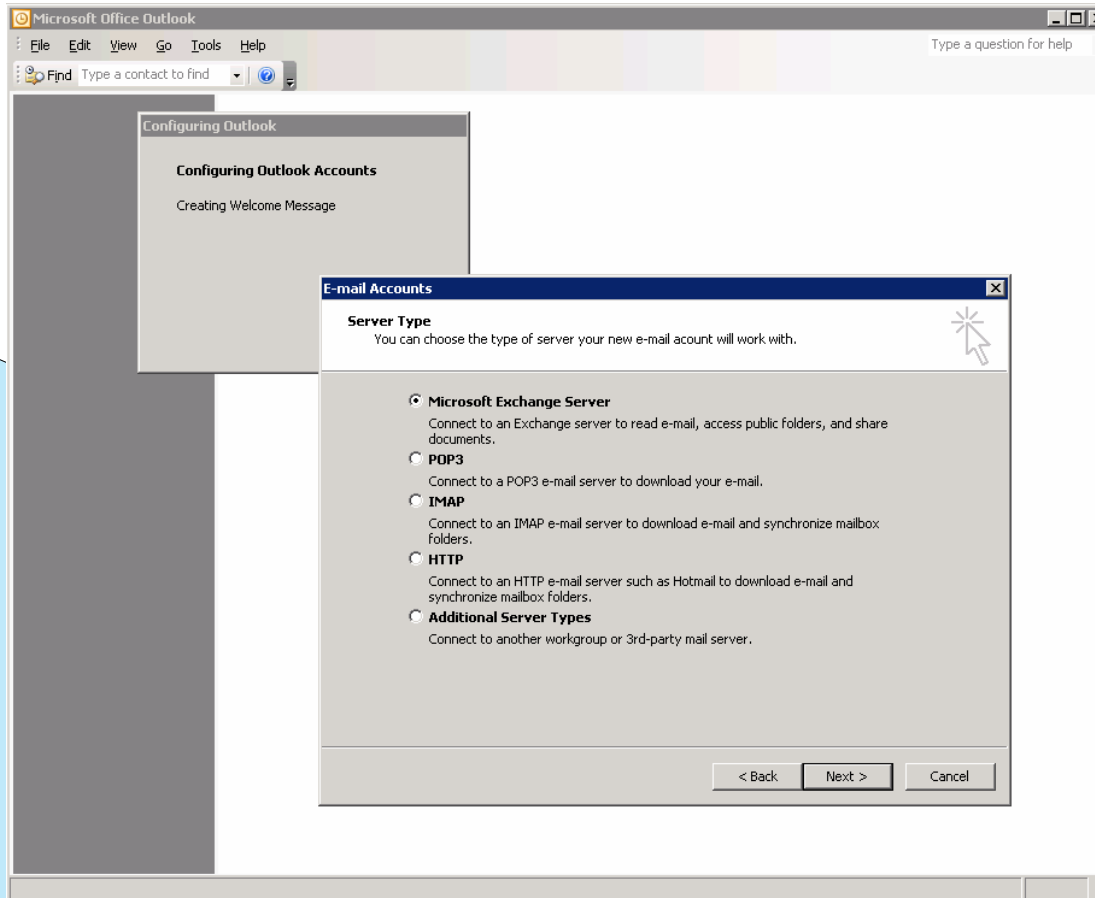
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Configuration Walkthrough



3) MS Exchange Server

Select Microsoft Exchange Server and hit Next



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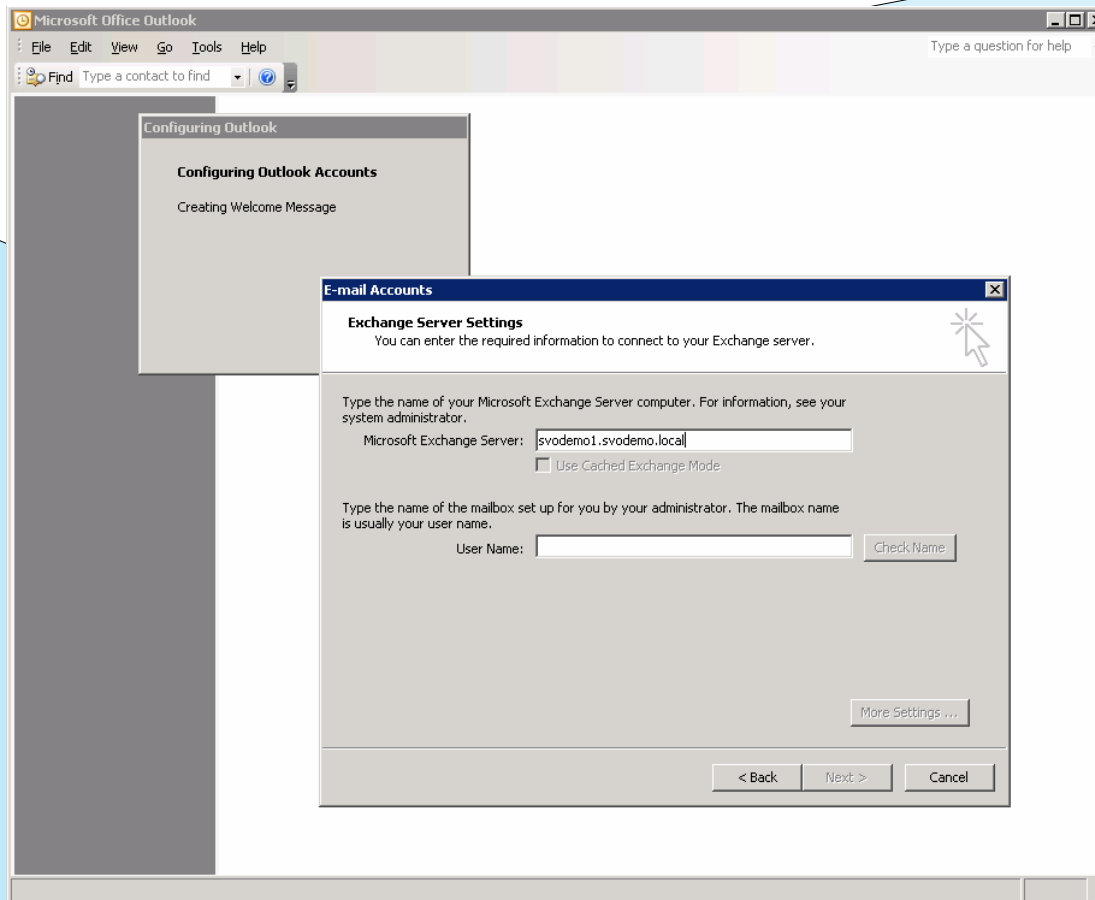


4) Exchange Server Settings

Enter the Microsoft Exchange server as:

svodemo1.svodemo.local

And hit Next.



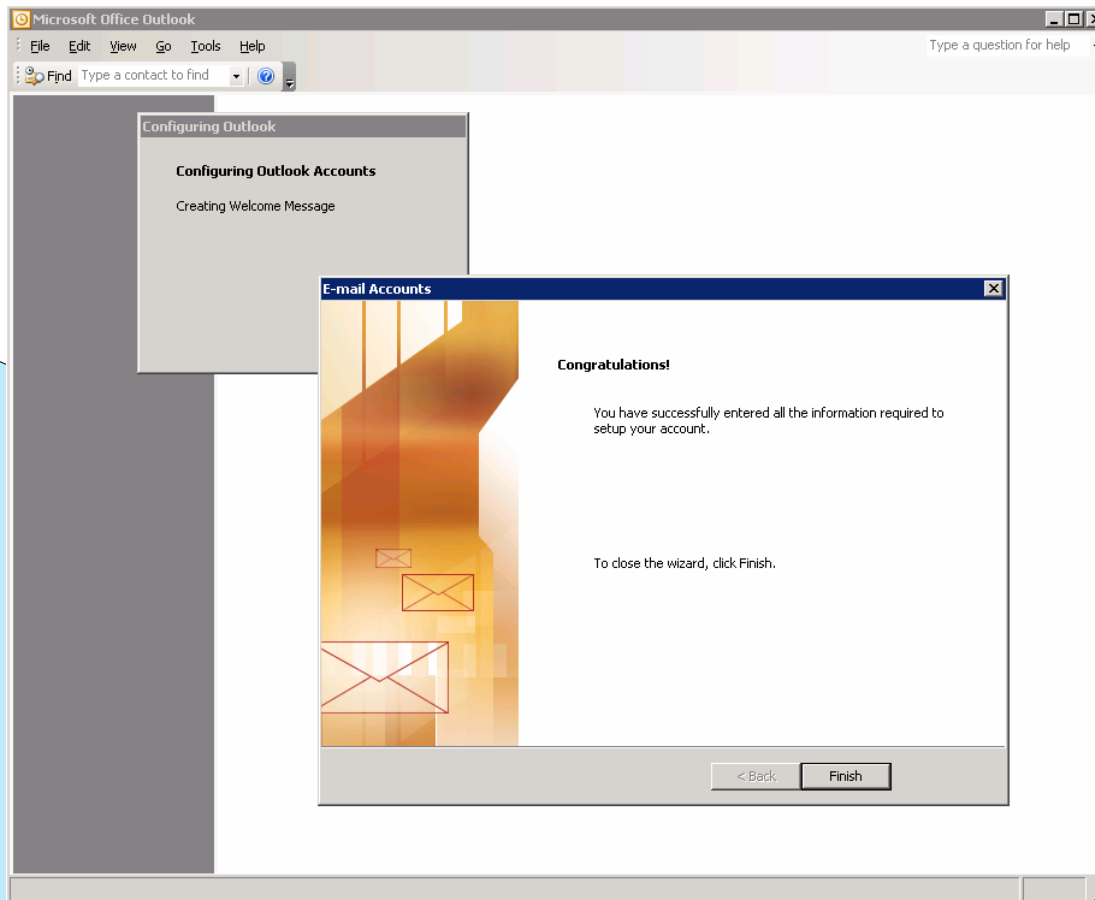
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Configuration Walkthrough



5) Finish

That's it. You are done. Hit finish.



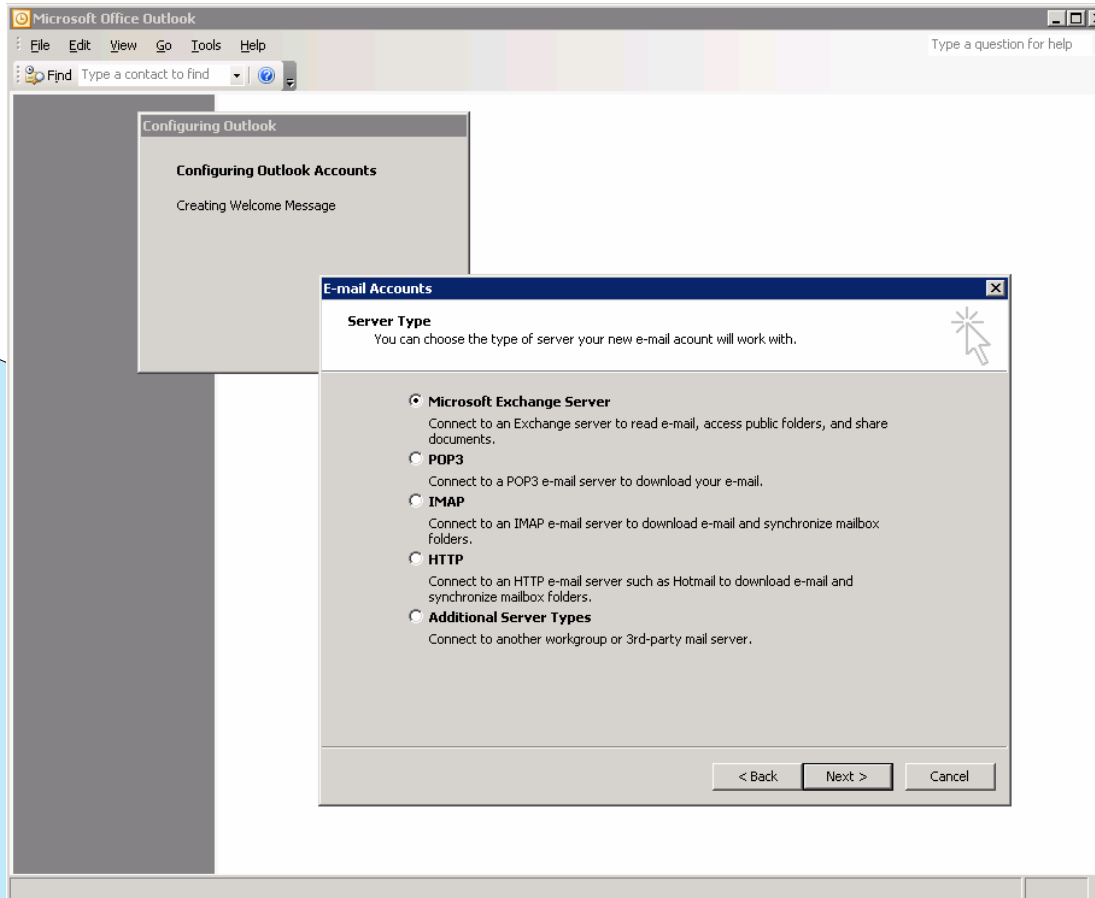
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Configuration Walkthrough



3) MS Exchange Server

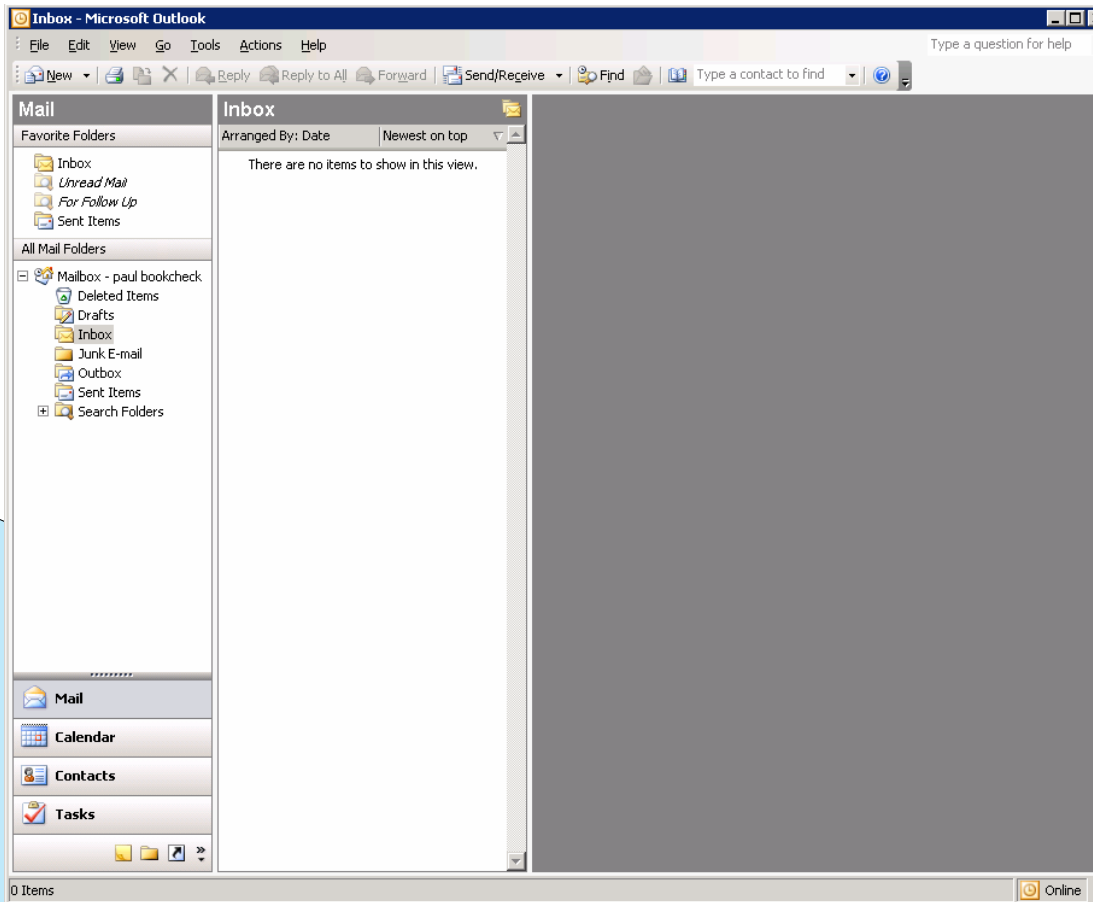
Select Microsoft Exchange Server and hit Next



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Configuration Walkthrough

Outlook should launch and you can now send and receive emails.



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