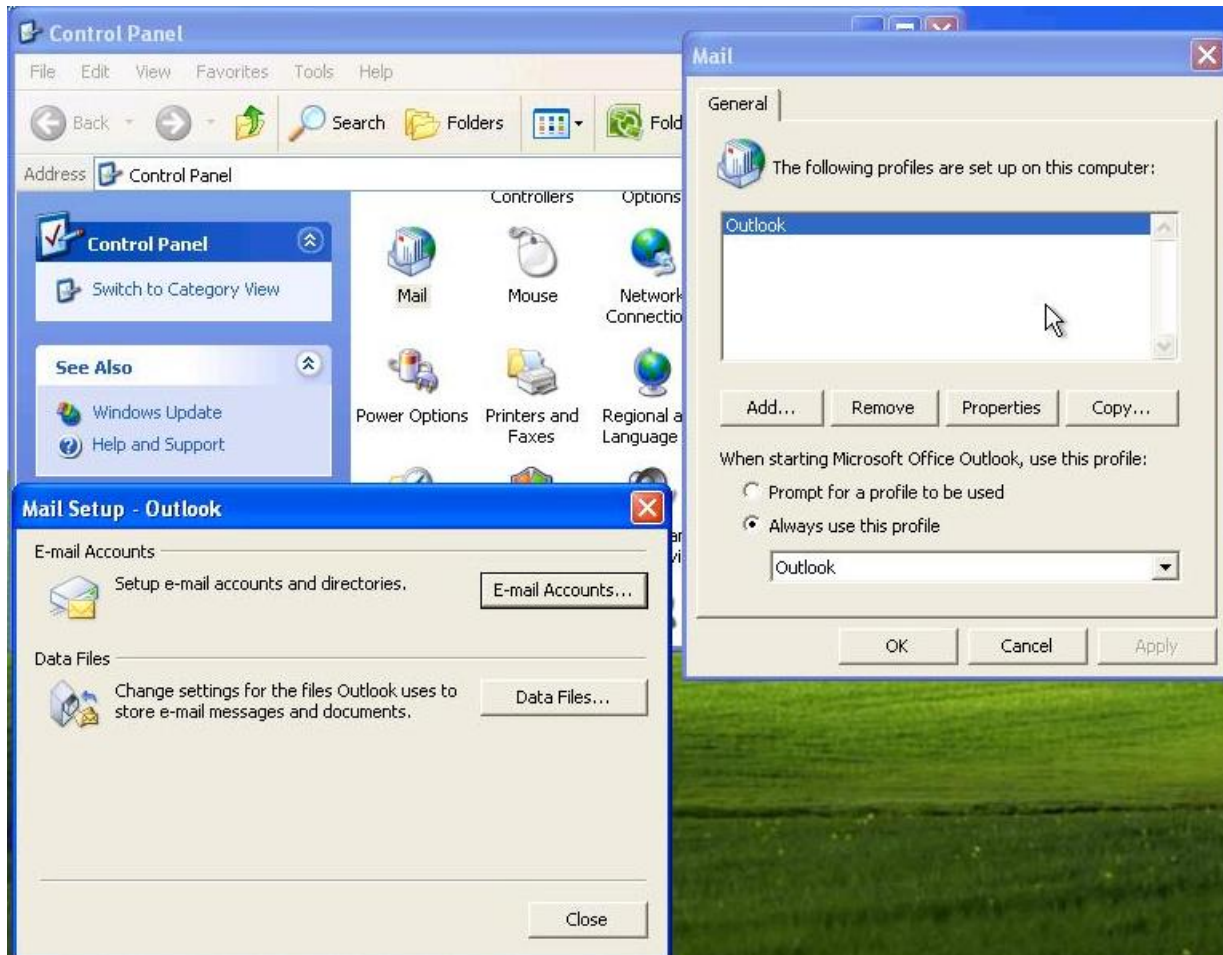


Pilgrim Technology Hosted Exchange Outlook Anywhere Setup for Outlook 2003



** Before making any changes to a Microsoft Outlook client that has any existing e-mail, contacts, calendars, or other data, please export all mailboxes to PST files and include all subfolders in the backup.

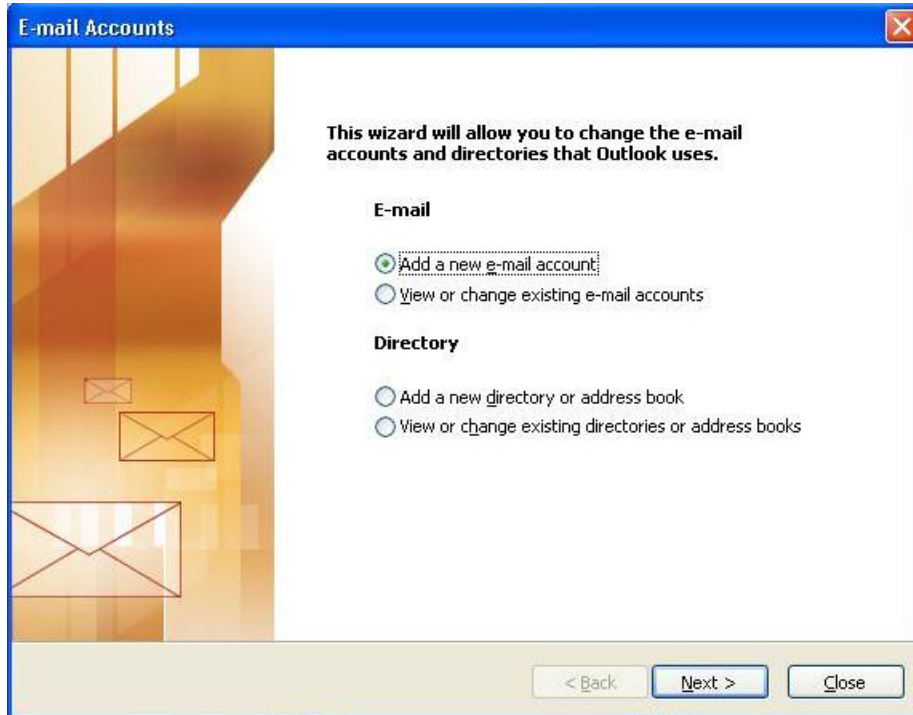
To begin configuration, open the mail profile selection in the control panel. If there is no profile, click Add and give your profile a name (here we used "Outlook"). Click on your profile and Properties. You will be presented with the Email Accounts window (shown on next page).



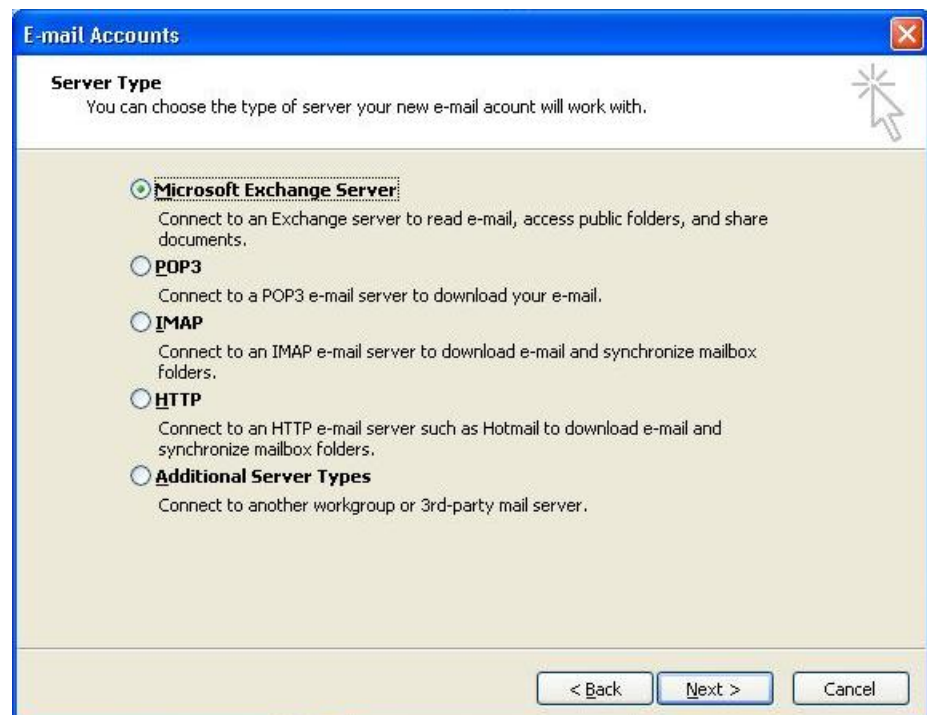
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On the E-mail Accounts page, click on the Add a new e-mail account button then click next.



On the Add New E-mail Account page, click Microsoft Exchange then Next



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On the Add New E-mail Account page, enter “pghostex1.ptexhosting.local” for the Microsoft Exchange server. Leave the box checked for Use Cached Exchange Mode. Enter your user name in the User Name field, then click on More Settings

The screenshot shows the 'E-mail Accounts' dialog box with the 'Exchange Server Settings' tab selected. The dialog has a blue title bar and a close button in the top right corner. Below the title bar, there is a section titled 'Exchange Server Settings' with a help icon (a star with a mouse cursor) to its right. The text below this section reads: 'You can enter the required information to connect to your Exchange server.' Below this, there is a text box for 'Microsoft Exchange Server' containing the text 'pghostex1.ptexhosting.local'. Below the text box is a checked checkbox labeled 'Use Cached Exchange Mode'. Below this, there is a text box for 'User Name' containing the text 'johndoe' and a 'Check Name' button to its right. At the bottom right of the dialog is a 'More Settings ...' button. At the very bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.

You will be presented with an error box, just click ok to continue

The screenshot shows a Microsoft Office Outlook error dialog box. The title bar is blue and contains the text 'Microsoft Office Outlook' and a close button. The main area has a light beige background. On the left side, there is a yellow warning triangle icon with a black exclamation mark. To the right of the icon, the text reads: 'The action could not be completed. The connection to the Microsoft Exchange Server is unavailable. Outlook must be online or connected to complete this action.' At the bottom center of the dialog is an 'OK' button.

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On the Microsoft Exchange window, click on OK



On the Microsoft Exchange Server window, click on the Advanced tab and make sure both boxes are checked as show here

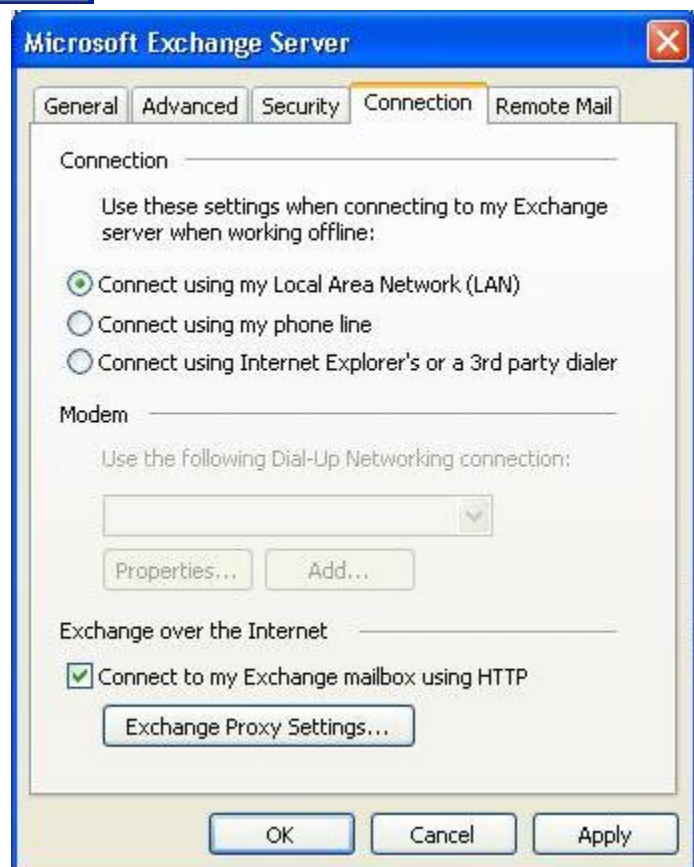


Click on the Offline Folder File Settings button

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On the Offline Folder File Settings window, click on OK. If asked to create a file, select Ok



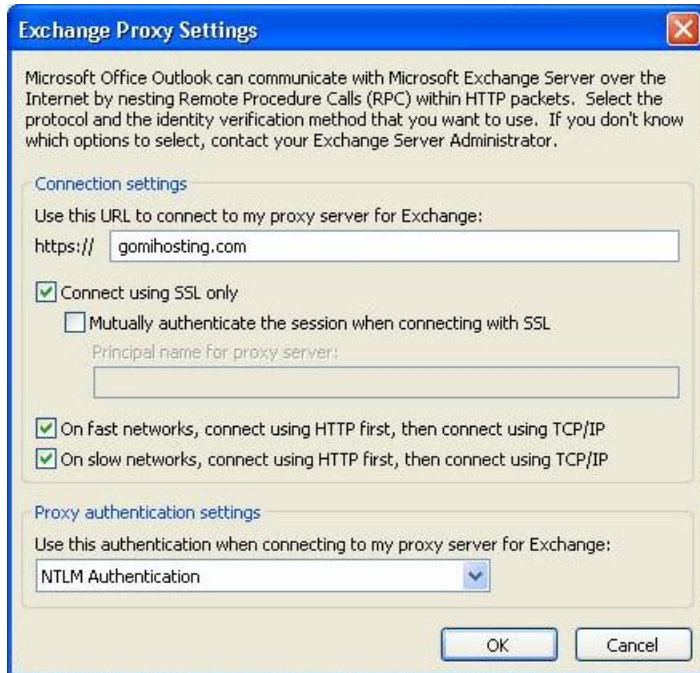
Click on the Connection tab and check the Connect to my Exchange mailbox using HTTP box

Click on the Exchange Proxy Settings button

Pilgrim Technology Hosted Exchange Outlook Anywhere Setup for Outlook 2003



Enter “gomihosting.com” in the Connection settings field
Check the first On fast networks...box
All other boxes should be default as shown



Launch Outlook

You will be presented with a login window

Enter your user name and password

Click on Remember my password

You will now be able to close and open Outlook any time without entering your credentials again. Any time you have an internet connection, your mailbox will be synchronized.

