

Setup Manual

Hosted Exchange Setup



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1. Hosted Exchange Setup

To configure Outlook for Hosted Exchange, just three steps are required.

Step 1

Please Open „Start“->„Control Panel“->„Mail“->„Add New Account“. If there is no email account opened so far, the auto account setup assistant will be started automatically.

Now you are requested to give your personal details. Please enter your login details (email address & password), which were given to you by Infotech.

Add New Account

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

Step 2

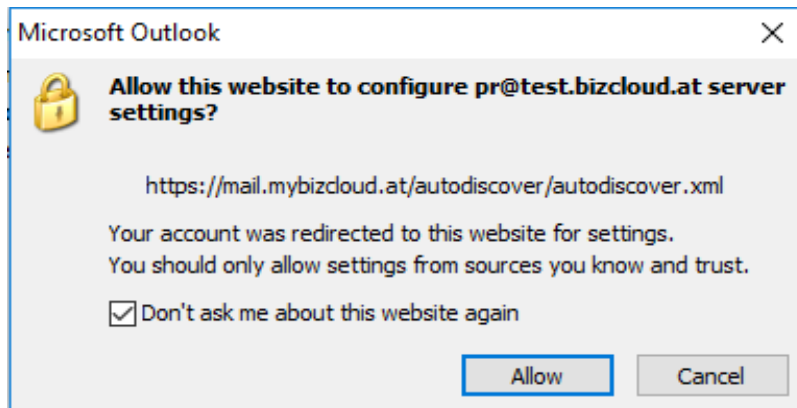
Confirm with „Next. You see window as follows:

Konfiguration

E-Mail-Server-Einstellungen werden konfiguriert. Dieser Vorgang kann einige Minuten dauern:

- ✓ Netzwerkverbindung herstellen
- ▶ Suche nach max.mustermann@login-account.de-Server-Einstellungen
Am Server anmelden

If you confirm the appearing dialog box with “Allow”, Outlook will carry out all relevant settings automatically. Previously please activate “Don’t ask me about this website again”.

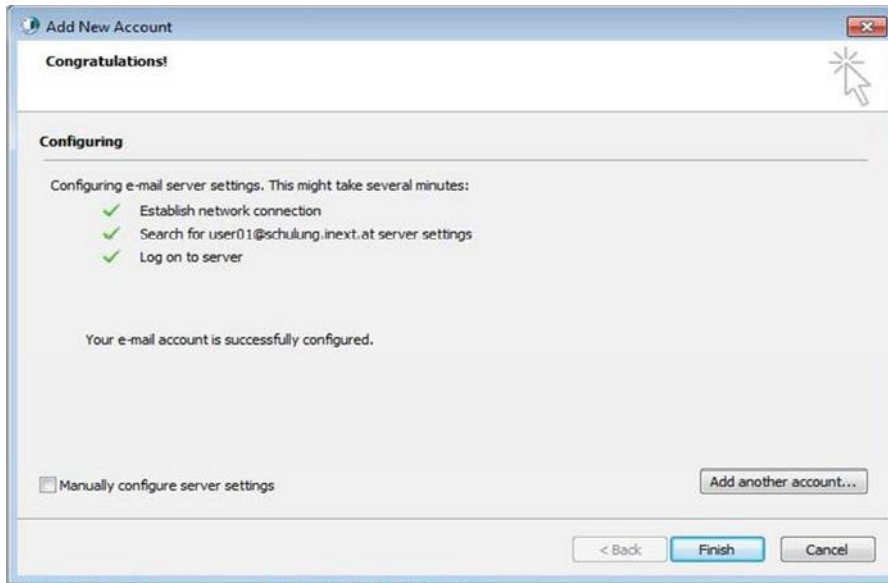


Step 3

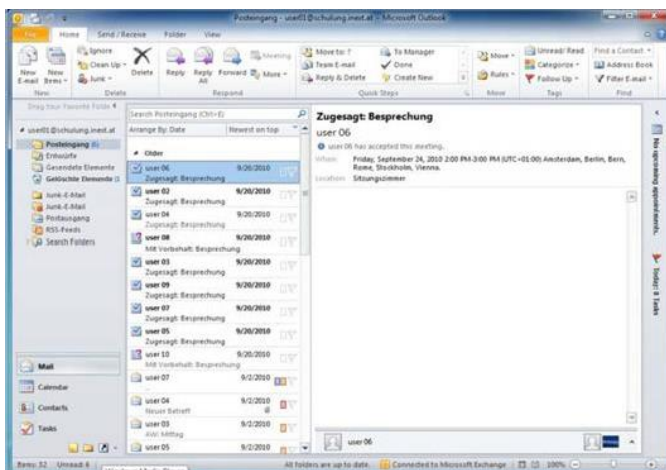
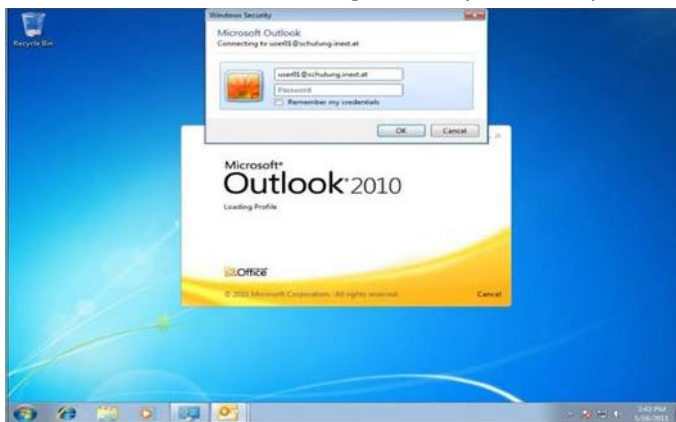
Again, please enter your Hosted Exchange login details.



Finally confirm your settings by clicking on „Finish“.



Now Infotech Hosted Exchange is ready to use. Open MS Outlook and again, enter your credentials.

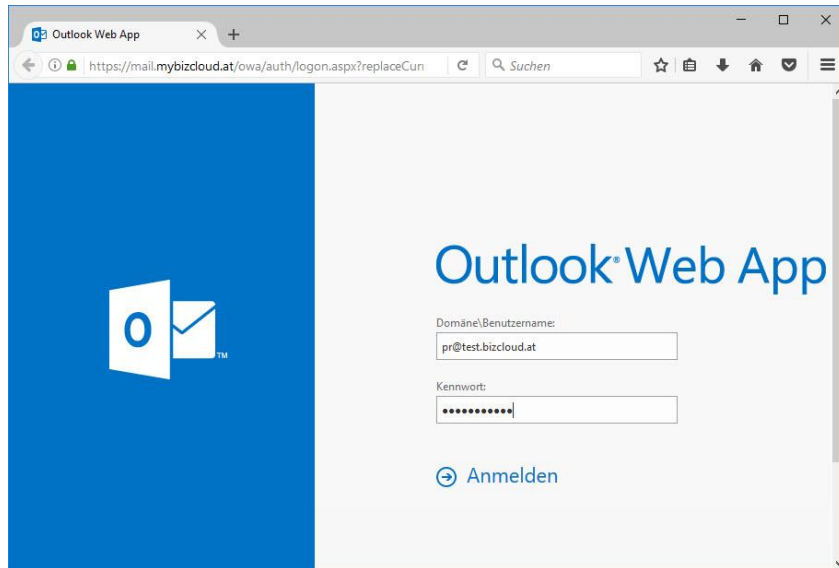


2. Usage of Infotech Hosted Exchange Web Access

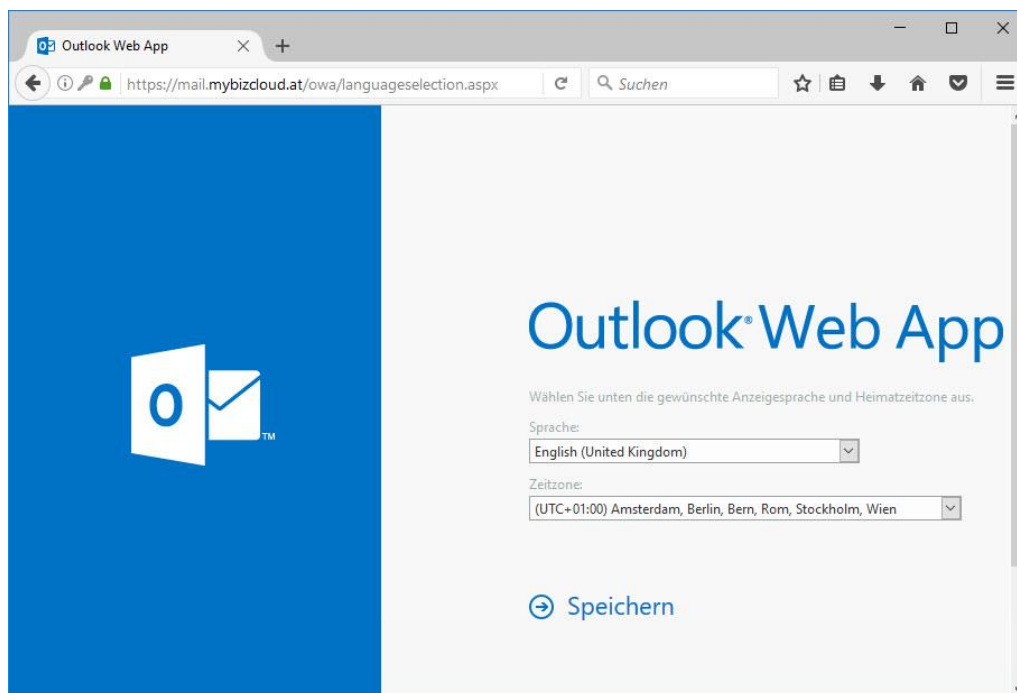
2.1 Access

Open your Browser. At the URL <https://mail.mybizcloud.at/owa> you will find Infotech Hosted Exchange.

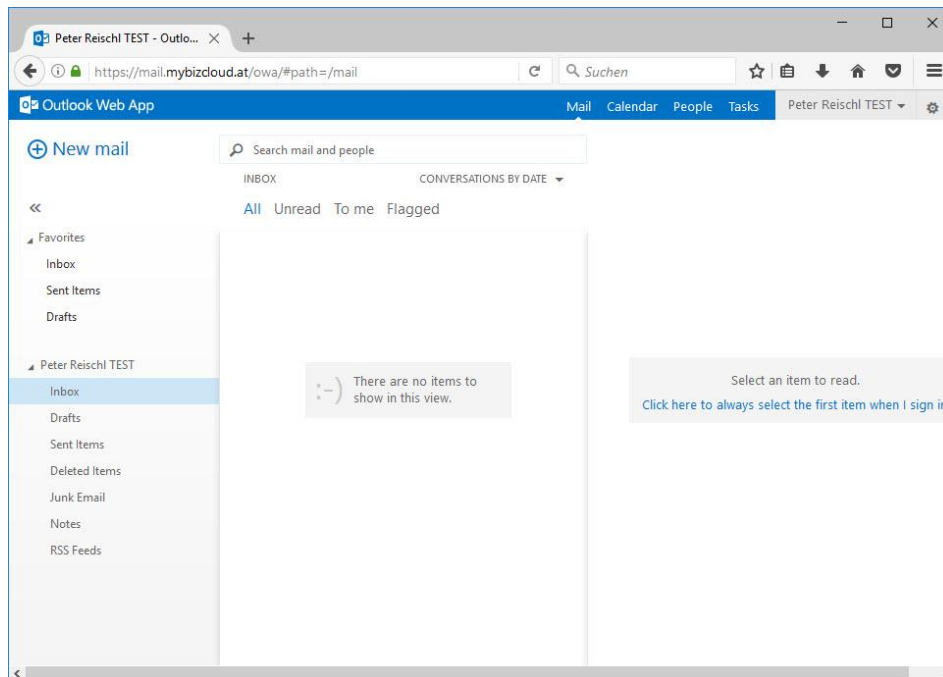
Please enter your login details.



You have to change or confirm the language and time zone settings. (Just once)

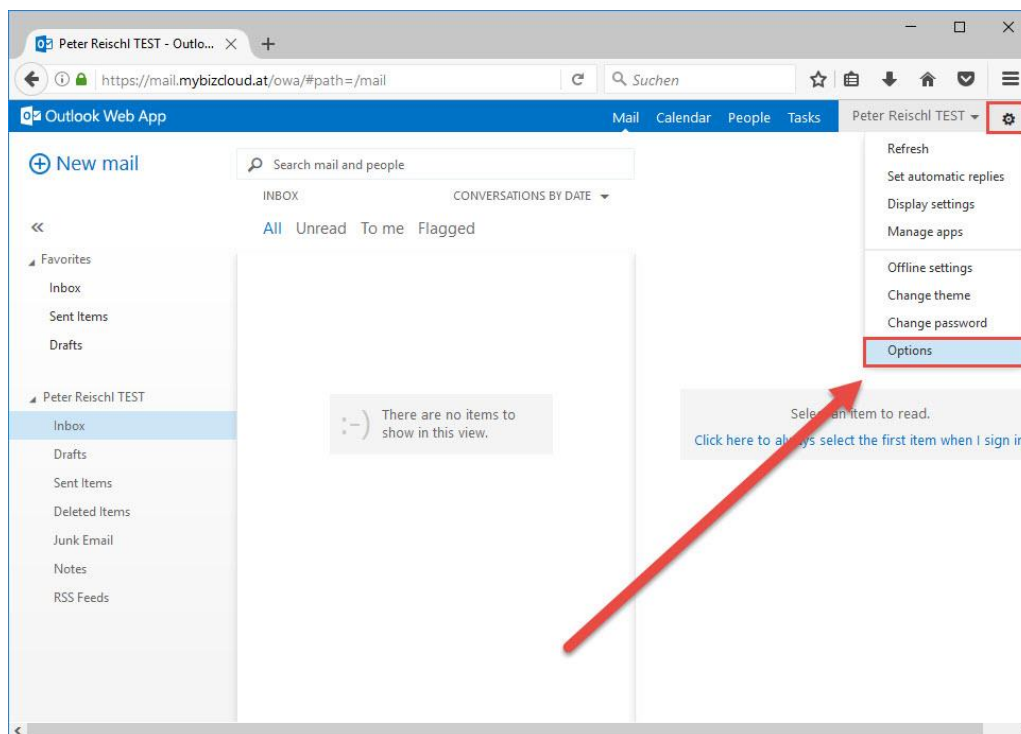


Now you see the Window stated below:

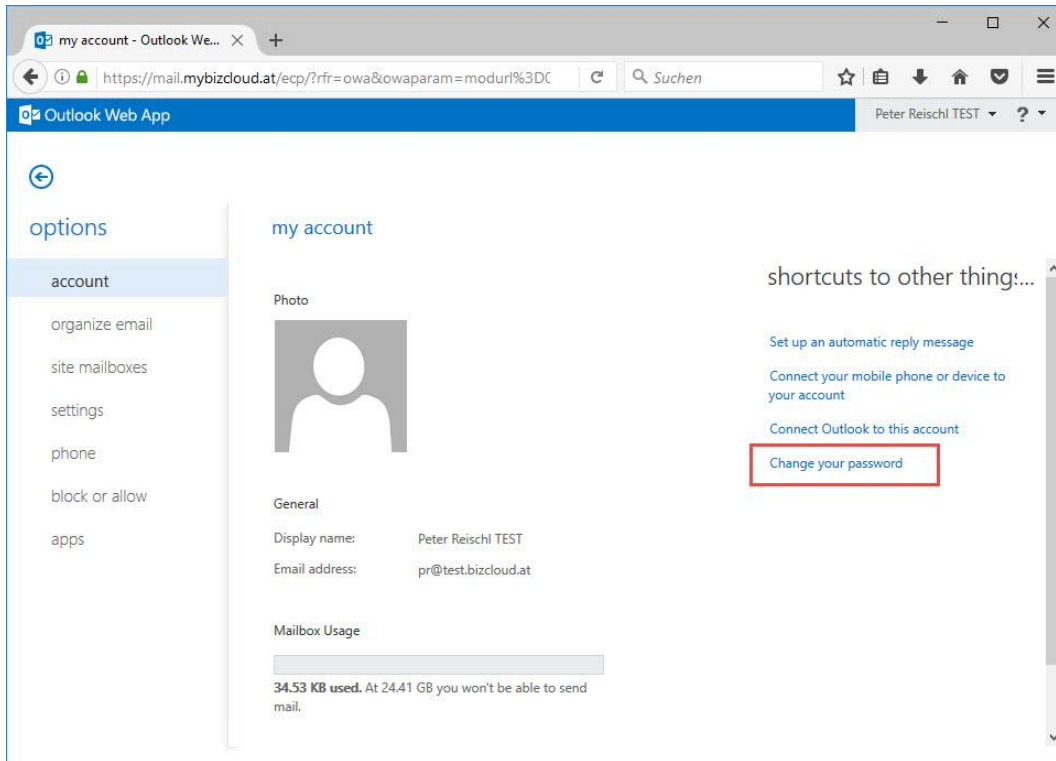


2.2 Changing Password

For changing your password, please click on "Options",



Please pick out „Change Password“.



Change your password for entering Infotech Webmail. To comply with the safety requirements, your new password has to have 8 characters for a minimum and meet three out of four criteria:

- Capital letter
- Small letter
- Number
- Special character

