

Setup Manual

Hosted Exchange Setup





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Inhalt

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1. Hosted Exchange Setup	2
2. Usage of Infotech Hosted Exchange Web Access	5
2.1 Access	5
2.2 Changing Password	6
3. Spamfilter PPM	8
3.1 Access	8
3.2 How to manage Messages	9
3.3 How to delegate Messages	10



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.

Click Next to connect	t to the mail server and automatically configure your account settings.	×.
• E-mail <u>A</u> ccount		
Your Name:	ser01	
	Example: Ellen Adams	
E-mail Address:	ser01@schulung.inext.at	
	Example: ellen@contoso.com	
Password:	88888	
Retype Password:	****	
	Type the password your Internet service provider has given you.	
Text Messaging (Sl	15)	
Manually configure	server settings or additional server types	

Step 2

Confirm with "Next. You see window as follows:

Konfiguration E-Mail-Servereinstellungen werden konfiguriert. Dieser Vorgang kann einige Minuten dauern: V Netzwerkverbindung herstellen Suche nach max.mustermann@login-account.de-Servereinstellungen 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".

Micros	oft Outlook X
ð	Allow this website to configure pr@test.bizcloud.at server settings?
	https://mail.mybizcloud.at/autodiscover/autodiscover.xml
	Your account was redirected to this website for settings. You should only allow settings from sources you know and trust.
	☑ Don't ask me about this website again
	Allow Cancel

Step 3

Again, please enter your Hosted Exchange login details.

Mail Applie	cation	×
Connecting to) user01@schulung.inext.at	
	user01@schulung.inext.at	
	Remember my credentials	
	OK Cancel	1





Finally confirm your settings by clicking on "Finish".

Add New A	ccount	
Congratula	tions!	×
Configuring		
Configuring	e-mail server settings. This might take several minutes:	
~	Establish network connection	
4	Search for user01@schulung.inext.at server settings	
~	Log on to server	
Your e	-mail account is successfully configured.	
Manually o	onfigure server settings	Add another account
		< Back Finish Cancel

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 <u>https://mail.mybizcloud.at/owa</u> you will find Infotech Hosted Exchange. Please enter your login details.

🔁 Outlook Web App X +			-		×
🔄 🛈 🔒 https://mail. mybizcloud.at /owa/auth/logo	n.aspx?replaceCun C Q Suchen	☆ 自	∔	◙	≡
0	Dománe\Benutzername: pr@test.bizcloud.at Kennwort: 	c Wel	ъА	'n	p

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







Now you see the Window stated below:

🖢) 🛈 🔒 https://mail.my	bizcloud.at/owa/#p	oath=/mail		G	Q Su	chen		☆	Ê	+ 1		Ξ
Outlook Web App					Mail	Calendar	People	Tasks	Pet	er Reischl	TEST 🕶	¢
➔ New mail	P Search r	mail and people										
	INBOX		CONVERSATION	S BY DATE	-							
ĸ	All Unr	read To me Fla	agged									
Favorites Inbox												
Sent Items Drafts												
Peter Reischl TEST		1 Thorse or	a na itama ta					Select	an iton	n to read		
Inbox		(-) show in t	this view.			Clic	k here to a	ilways se	lect th	e first iter	n when I	sig
Drafts												17.1 4
Sent Items												
Deleted Items												
Junk Email												
Notes												
RSS Feeds												

2.2 Changing Password

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

) 🛈 🔒 🛛 https://mail.m	ybizcloud.at/owa/#p	ath=/mail	C	Q Su	ichen		습	Ê	+	Â		1
Outlook Web App				Mail	Calendar	People	Tasks	Pet	er Reis	schl T	EST 👻	
• New mail	Search r	nail and people							Refr	resh		
	INBOX	CONVERSAT	IONS BY DATE	-					Set a	autom	natic rep	lie
ĸ	All Unr	ead To me Flagged							Man	nage a	pps	
Favorites									Offli	ine set	ttings	
Inbox									Cha	inge th	neme	
Sent Items									Cha	inge p	assword	I
Drafts								1	Opti	ions		
D. C. D. LITET								-				
Inhor							Sele	an iter	n to re	ad.		
Drafts		 J show in this view. 			Click	k here to a	lv .ys se	lect th	e first	item (when I	sig
Sent Items												
Deleted Items												
Junk Email												
Notes												
RSS Feeds												
			-									
			-									



Please pick out "Change Password".

🔯 my account - Outlook We	× +	- 🗆 X
🗲 🛈 🔒 https://mail.myt	bizdoud.at/ecp/?rfr=owa&owaparam=modurl%3DC C	en ☆ 🖨 🖡 🕈 🛡 🚍
o <mark>⊴</mark> Outlook Web App		Peter Reischl TEST 👻 ? 💌
C		
options	my account	
account	Photo	shortcuts to other thing ^
organize email site mailboxes settings phone		Set up an automatic reply message Connect your mobile phone or device to your account Connect Outlook to this account Change your password
block or allow	General	
apps	Display name: Peter Reischi TEST Email address: pr@test.bizcloud.at	
	Mailbox Usage	
	34.53 KB used. At 24.41 GB you won't be able to send mail.	v

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

🗧 🛈 🔒 🖌 https://mail.myb	pizcloud.at/ecp/?rfr=owa&owapa	aram=modurl%3DC	G	Q. Suchen		Ê	+	Â	◙	Ξ
I Outlook Web App						Pete	r Reiscl	hI TEST	•	? -
e										
options	mail calendar re	egional password								
account	change passwo	ord								
organize email	Enter your current passwo	rd, type a new password, ar	id ther	type it again to confirm it.						
site mailboxes										
settings	After saving, you might ne notified when your passw	eed to re-enter your user na ord has been changed succe	me and essfully	d password and sign in agai	n. You'll be					
phone										
block or allow	Domain\user name:	CSPI\pr_BD								
apps	Current password:									
	New password:									
	Confirm new password:									
	save									

