



EXCALTECHSM
Making IT Simple

700 Fox Glen
Barrington, Illinois 60010
ph/fx: [847] 842 - 9570
www.excaltech.com
support@excaltech.com

Hosted Microsoft Exchange Client Setup & Guide Book

Section 1 – Microsoft Outlook Web Access (OWA) access directions

Section 2 – Windows 10 Mail App setup & configuration

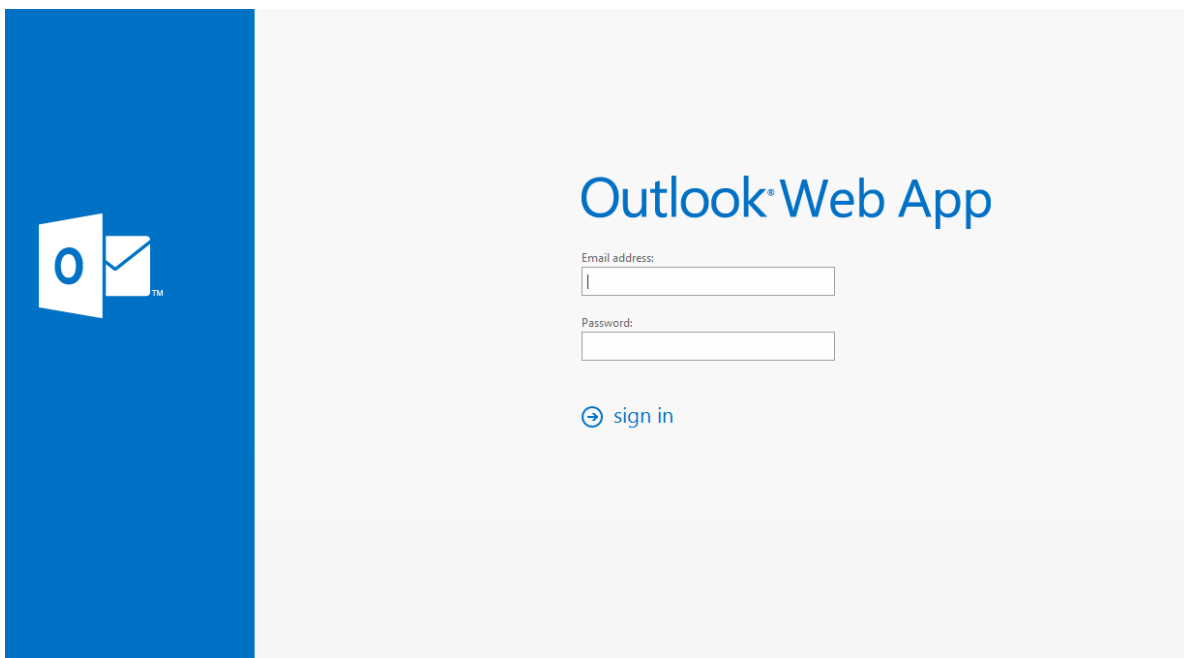
Section 3 – Windows Mobile Phone ActiveSync setup & configuration


Section 4 - Apple iPhone ActiveSync setup & configuration

Section 5 - Setup Outlook 2013, 2016 RPC over HTTPS for Windows 8, 8.1,
10

ExcalTech Hosted Exchange Outlook Web Access

- 1) Open a web Browser and in the address field enter <https://mail.excalhost.net/owa>
- 2) At the logon page, enter your email address and your Password



- 3) Once logged in you will be able to access your email, contacts, and Calendar
- 4) In the upper right hand corner select  (Gear icon). Here you will be able to set Out of Office messages (Automatic Replies), and change your password among other various options



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- Refresh
- Set automatic replies
- Display settings
- Manage apps

- Offline settings
- Change theme
- Change password
- Options

5) To Log out, select your name in the upper Right corner, then select “Sign Out”

- Sites Jeff Lindaur ▾
- About Me
- Sign Out

- Personalize this Page

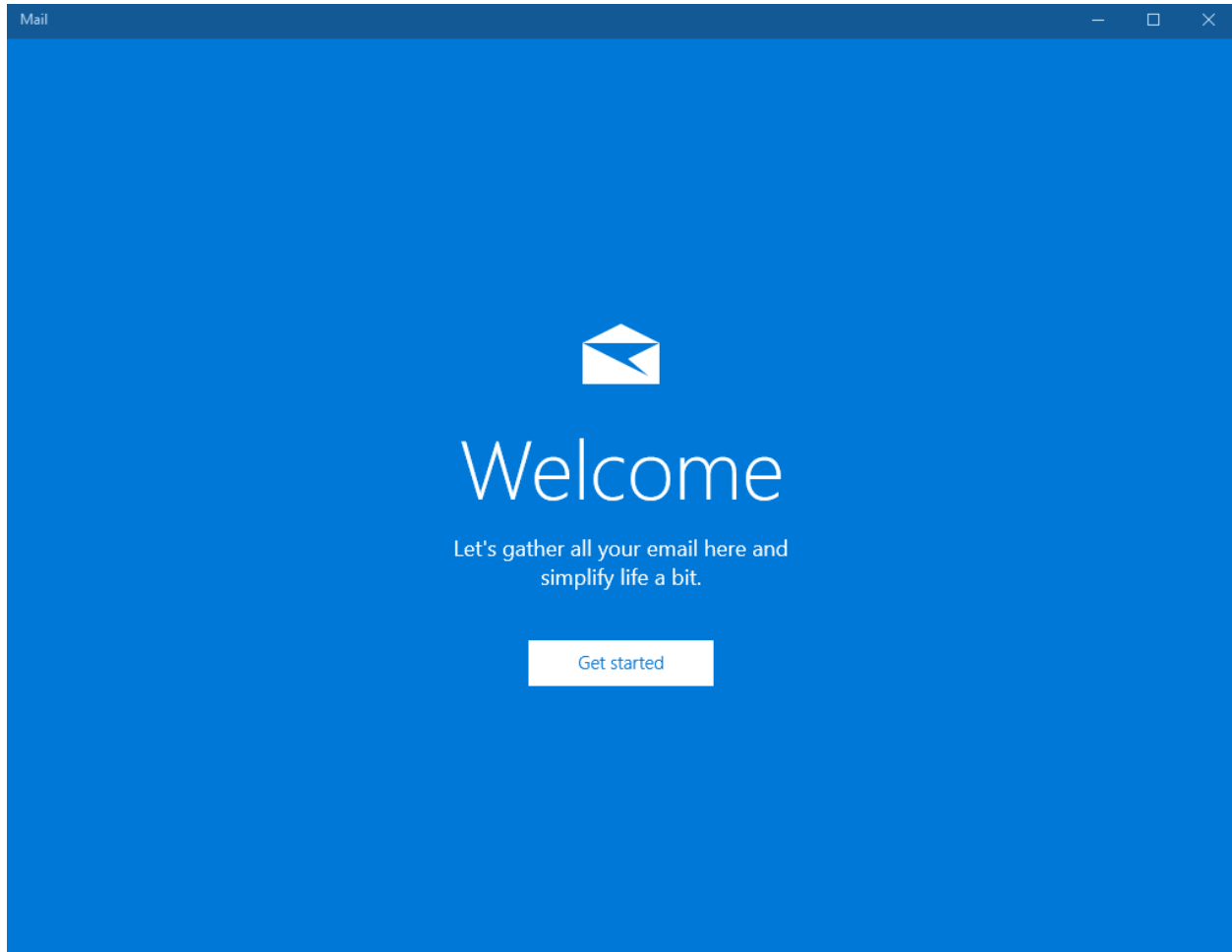


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Windows Mail Setup for Hosted Exchange

1. Open Windows MAIL, click “Get Started”

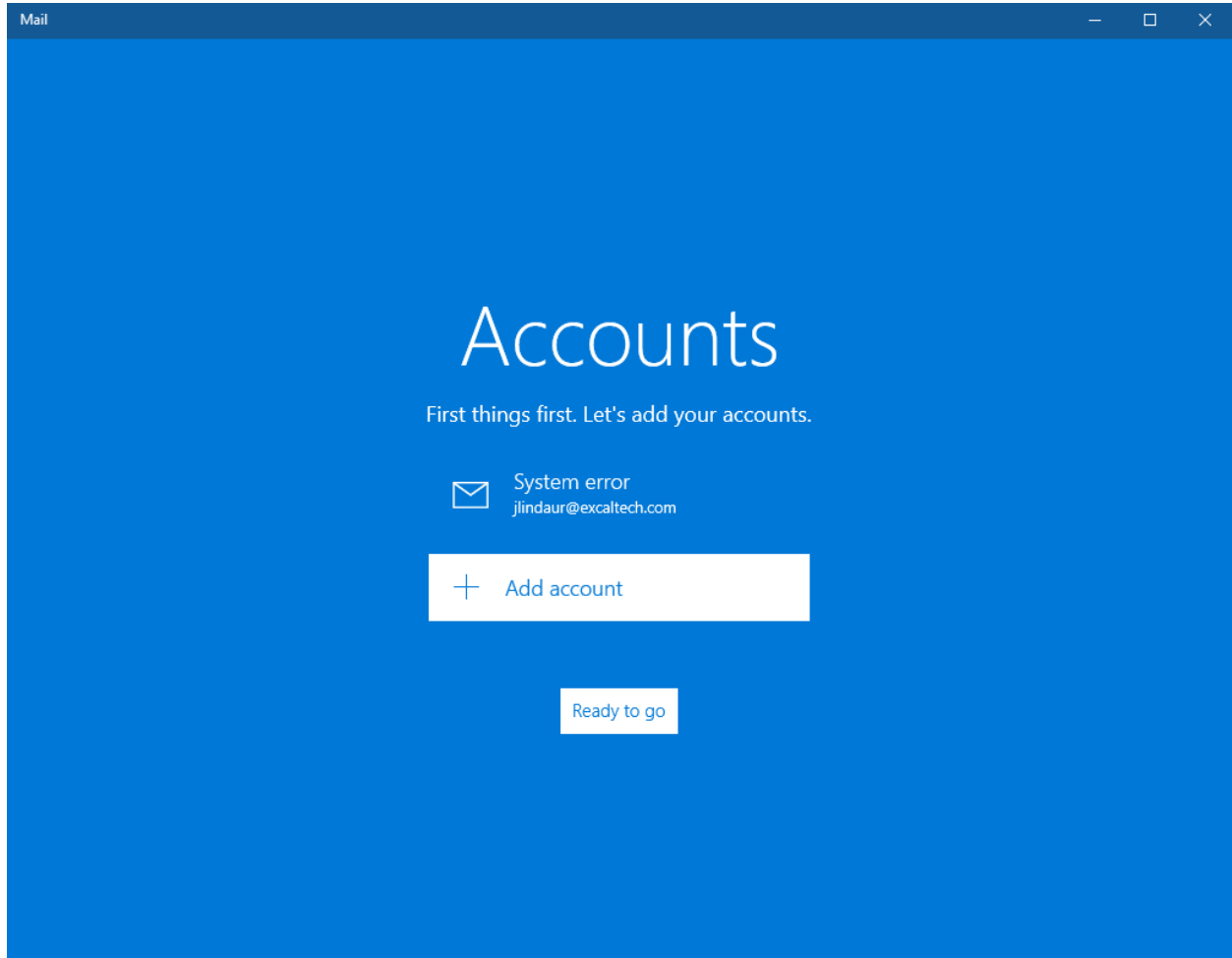




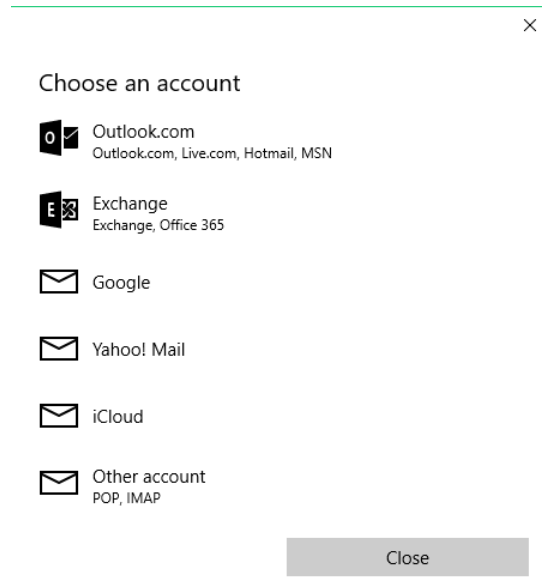
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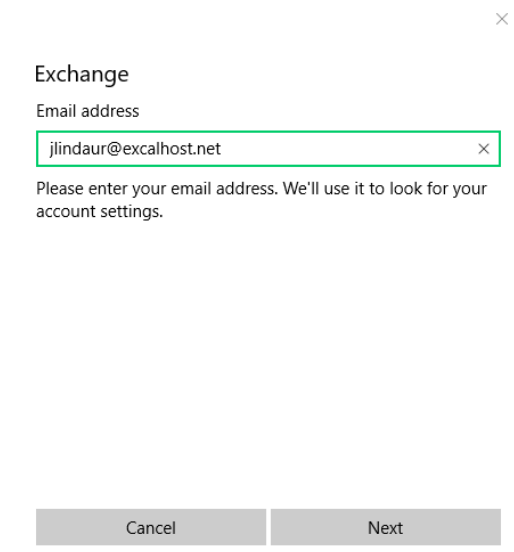
2. On the new page click “Add Account”



3. In the New Window Select “Exchange”



4. Enter in your Hosted Exchange email address, click “Next”



5. On the next page enter in your password and click “Sign In”

Exchange

Email address

Password

We'll save this information, so you don't have to sign in every time.


If you're adding a business Exchange account, your network administrator will be able to remotely delete your content and settings from your device.

Cancel Sign-in

6. You should now see this, click on “Done”

All done!

Your account was set up successfully.

 jlindaur@excalhost.net

Done

Your Windows Mail app should now be synched with your ExcalTech Hosted Exchange account.

Configure ActiveSync for Windows Mobile Device

You can now configure your Windows Mobile Device with Microsoft Exchange Server 2007, 2010 and 2013; ExcalTech will be able to provide support for ActiveSync for Windows Mobile devices running Windows Mobile 5 and above.

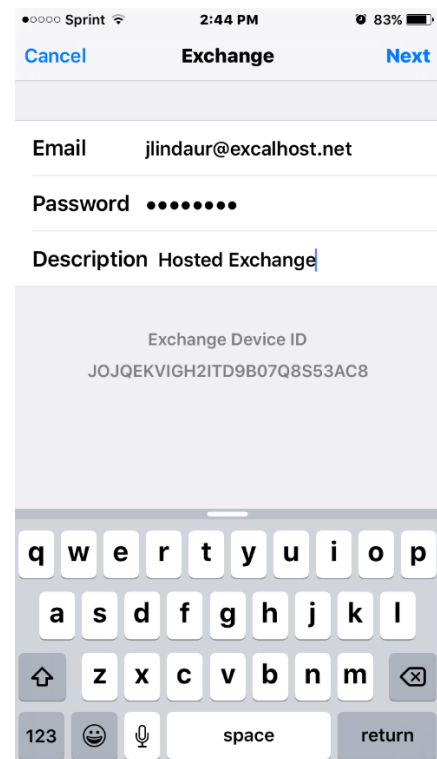
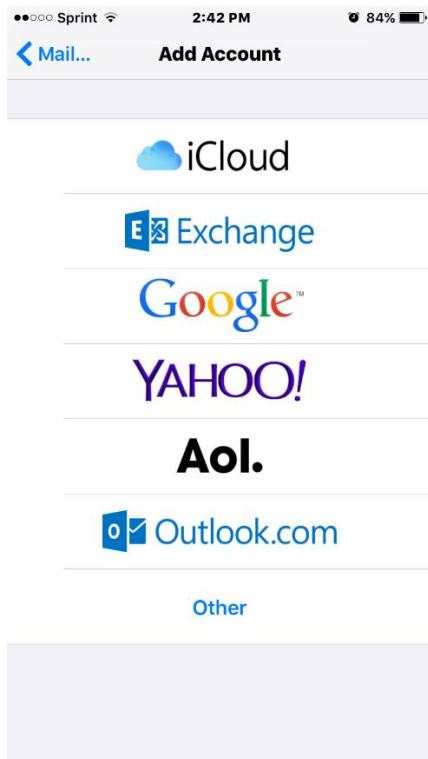
Here are the instructions for configuring ActiveSync on these devices:

- 1) From your device's Main Menu, locate Active Sync and select it.
- 2) The *Configure Server Wizard* will launch.
- 3) For *Server Address*, enter: Mail.Excalhost.net.
- 4) Make sure the box for "*This server requires an encrypted (SSL) connection*" is checked.
- 5) Click Next.
- 6) At the *Username* prompt, enter your Email address.
- 7) At the *Password* prompt, enter your password.
- 8) For *Domain*, leave this blank.
- 9) Choose to Save the Password and click *Next*.
- 10) Choose what data you want to synch (e.g., Contacts, Calendar, Email, Tasks).
- 11) Click *Finish*.

Configure ActiveSync for iPhone

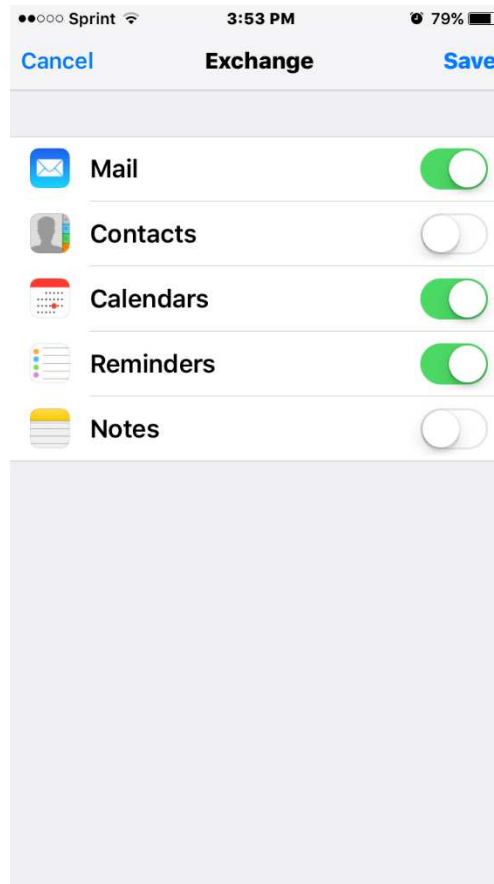
Configuring your iPhone to Sync with ExcalTech Hosted Exchange

- 1) On the **Home** screen, tap **Settings**
- 2) Tap **Mail, Contacts, and Calendars**
- 3) Tap **Add Account...**
- 4) Tap "**Microsoft Exchange**" (enter the following account information)
 - ***Email address:** <your email address>
 - ***Password:** <your password>
 - ***Description:** <a description for the account>



- 5) Tap "Next". If the following error message appears: *"Unable to Verify Certificate: While automatically discovering account settings, the certificate from "Excalhost.net" could not be verified."* This is ok. Click "Accept" on the Error Message.

- 6) Choose which types of Exchange data you would like to have synched with your iPhone (Mail, Contacts, Calendars Reminders and Notes). Then tap “Save”.



Your iPhone should now be synched with your ExcalTech Hosted Exchange account.

Setup Outlook 2013, 2016 RPC over HTTPS For Windows 7, 8, 8.1 & 10

Overview

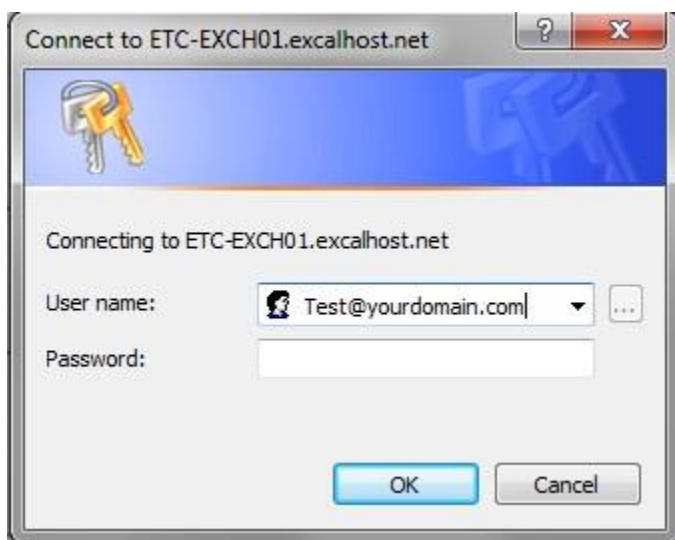
If you have MS Windows 7, 8, 8.1 or 10, you can configure Outlook 2013 to connect to ExcalTech Hosted Exchange Services over the internet when behind a firewall without the need to use virtual private network (VPN) connections. This feature – RPC over HTTP – allows Outlook 2013, 2016 to connect to ExcalTech's Hosted Exchange System securely while getting around blocked ports (i.e. port 25, etc) that many ISPs and Firewalls block.

Note: This connection method is via HTTPS and is encrypted using 128-bit SSL.

Requirements

- Outlook 2013, 2016 (Available for no license fee from ExcalTech with our hosting Service)
- Windows 7 with Service Pack 2 or higher installed

NOTE: If the following box ever appears, follow the sign-in instructions below. Depending on your network and firewall settings, this box may appear more than indicated.



**** IMPORTANT ****

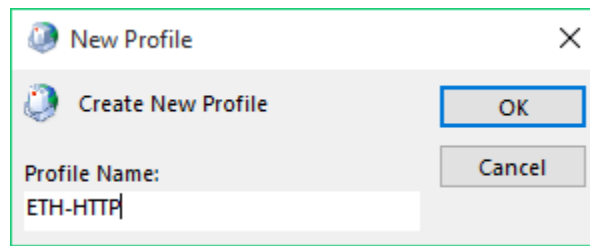
SIGN IN AS FOLLOWS

User name: Your Email Address
(see ExcalTech Welcome Letter)

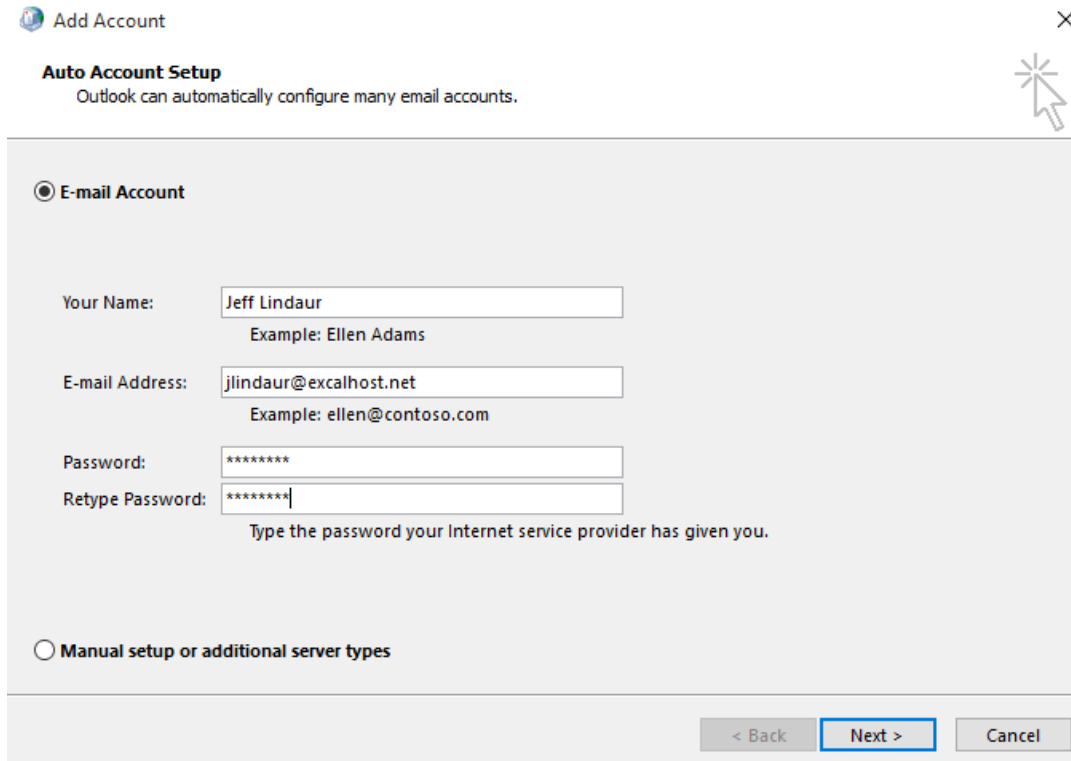
Password: <your password here>

Setup Outlook 2013, 2016 over HTTP “Auto discovery Setup”

1. Create a new Outlook 2013 profile.
 - a. Go to Start and Control Panel
 - b. Launch the “Mail” applet
 - c. Click “Show Profiles”
 - d. Add a new Profile
 - e. In the Profile Name – Enter “**ETH-HTTP**” & click OK



2. In the following box, fill out “Your Name, E-Mail Address, and Password” and click “Next”



Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

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

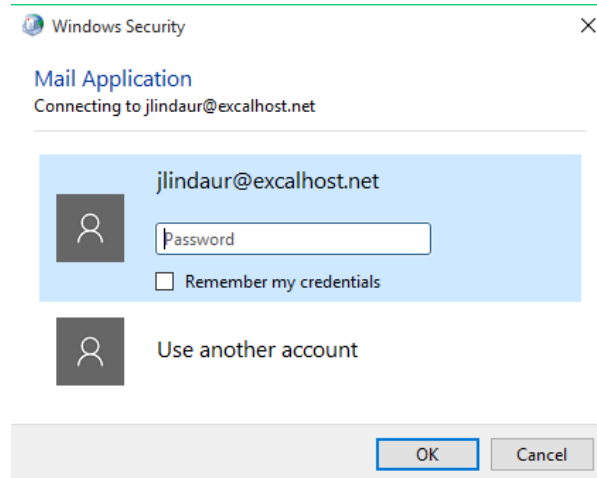
Password:

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

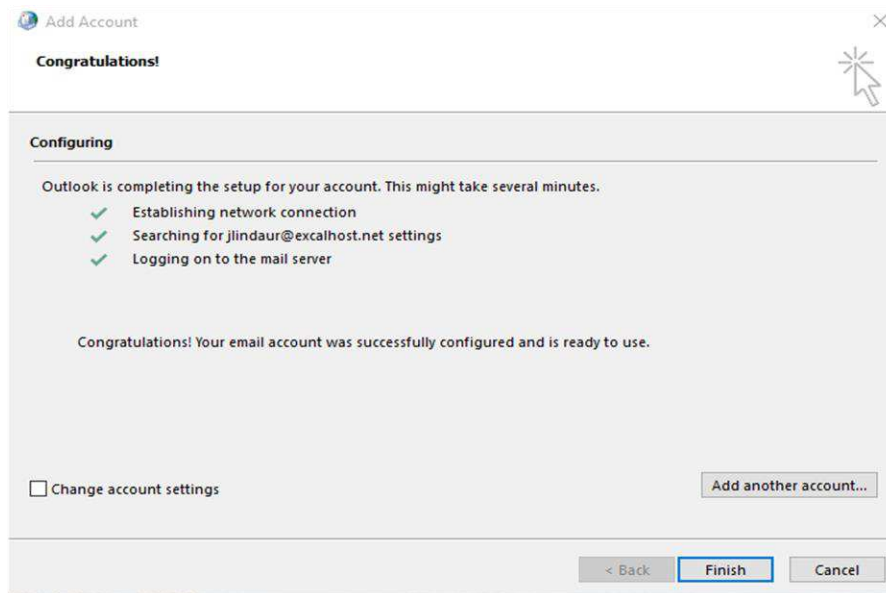
Manual setup or additional server types

< Back **Next >** Cancel

3. When Prompted for “username and password” verify your email address and enter your password, then click “Next”

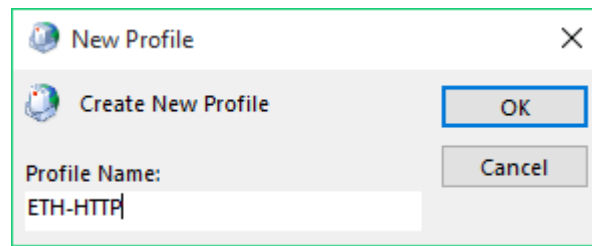


4. Once authenticated you should receive a “Congratulations” screen like below

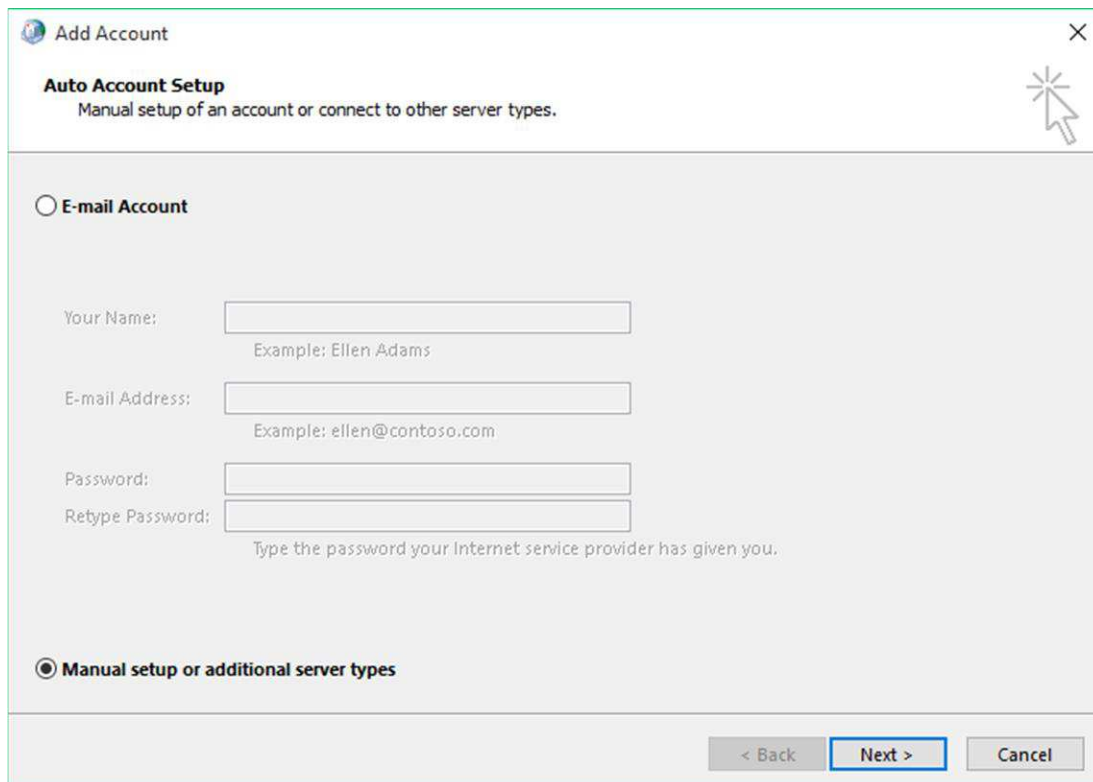


Setup Outlook 2013, 2016 over HTTP “Manual Setup”

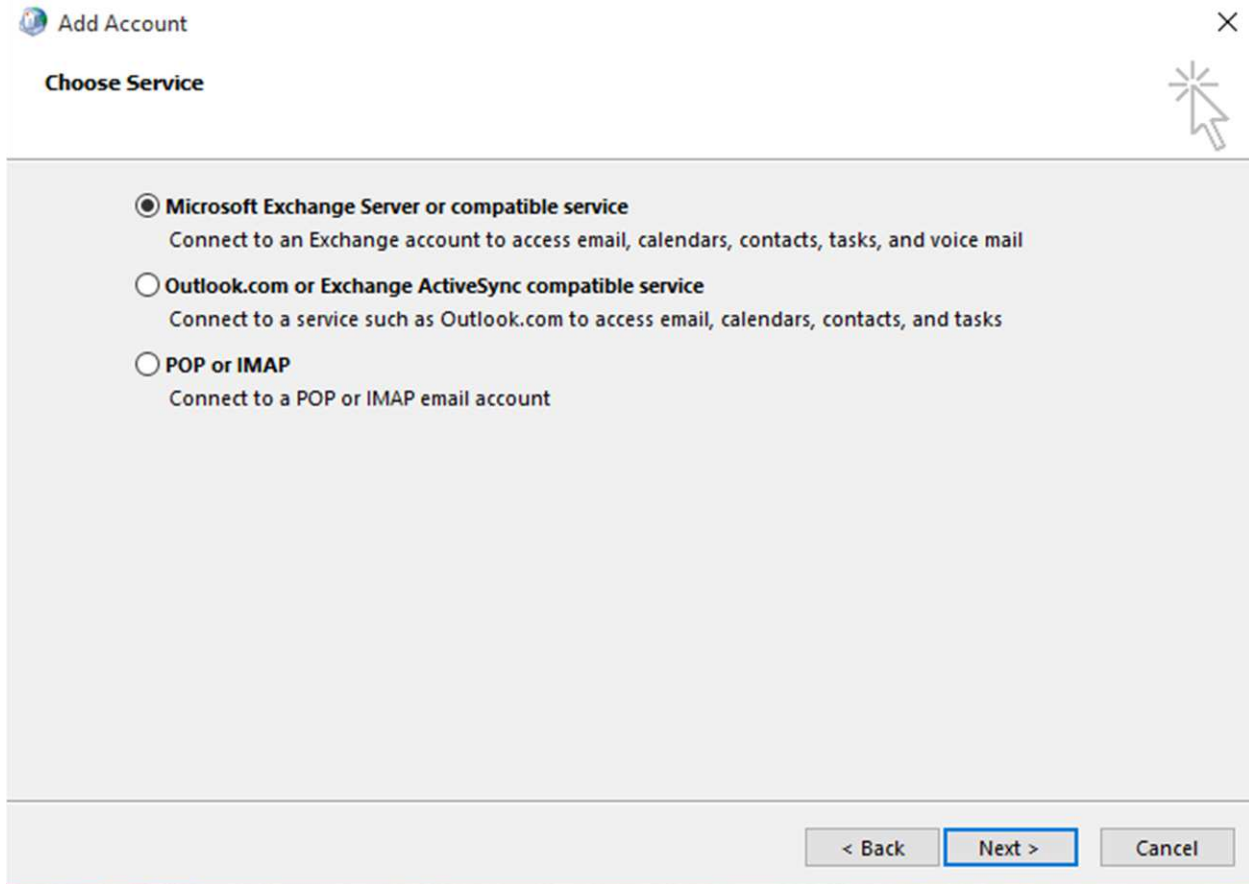
1. Create a new Outlook 2013 profile.
 - a. Go to Start and Control Panel
 - b. Launch the “Mail” applet
 - c. Click “Show Profiles”
 - d. Click “Add” to add a new Profile
 - e. In the Profile Name – Enter “ETH-HTTP” & click “OK”




2. In the following box, check “Manually setup or additional server types...” and click “Next”



3. In the following box, choose Microsoft Exchange Server or compatible service & click “Next”



Add Account ×

Choose Service 

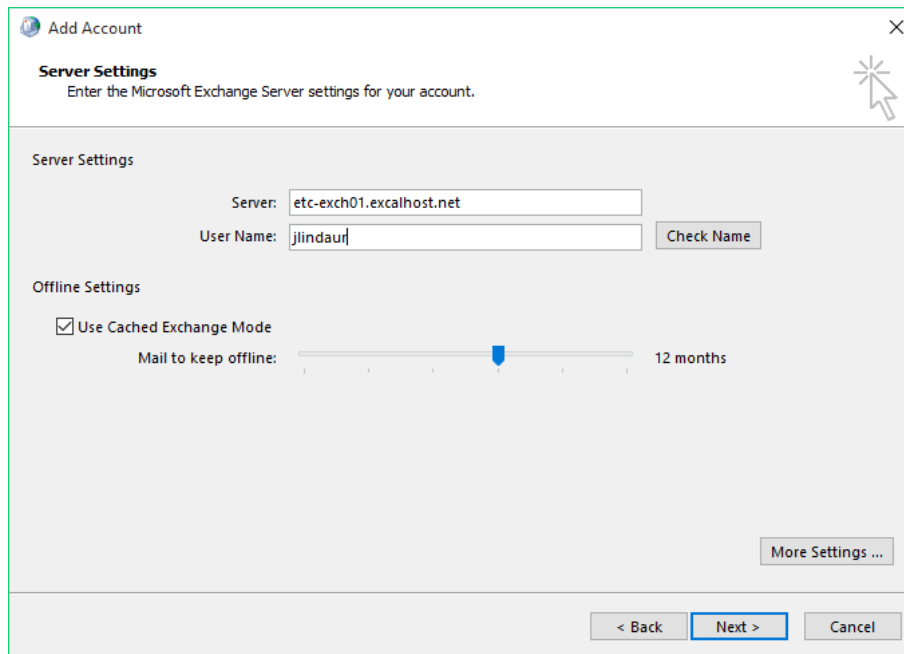
Microsoft Exchange Server or compatible service
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail

Outlook.com or Exchange ActiveSync compatible service
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

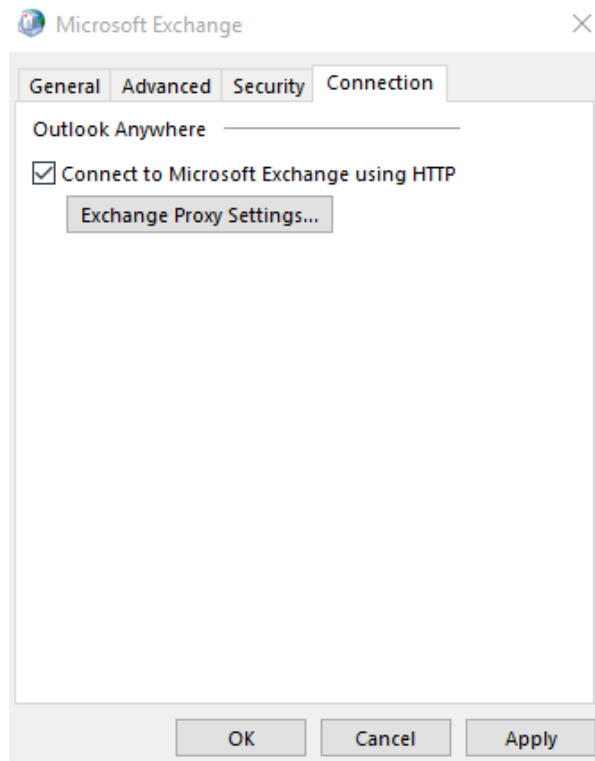
POP or IMAP
Connect to a POP or IMAP email account

< Back Next > Cancel

4. Enter the Microsoft Exchange server address of: **etc-exch01.excalhost.net**
5. Enter your User Name, then Click the “More Settings” button.



6. Click the Connection tab; check “Connect to Microsoft Exchange using HTTP” and then click “Exchange Proxy Settings”.





7. Enter the Proxy Server: *Mail.Excalhost.net*
 - a. Then, check “On fast networks” and change the Proxy authentication settings to **Basic Authentication** and click “OK”. Click “OK” again to complete the “Microsoft Exchange” window.

Microsoft Exchange Proxy Settings

Microsoft Outlook can communicate with Microsoft Exchange over the Internet by nesting Remote Procedure Calls (RPC) within HTTP packets. Select the protocol and the identity verification method that you want to use. If you don't know which options to select, contact your Exchange Administrator.

Connection settings

Use this URL to connect to my proxy server for Exchange:

https://

Connect using SSL only

Only connect to proxy servers that have this principal name in their certificate:

On fast networks, connect using HTTP first, then connect using TCP/IP

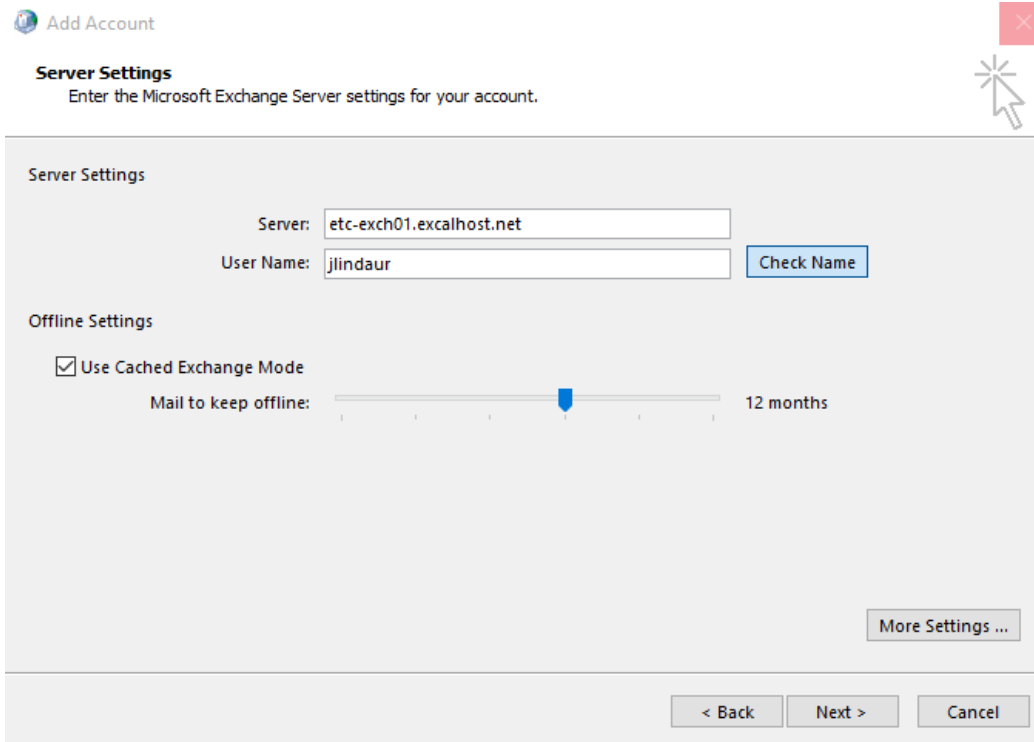
On slow networks, connect using HTTP first, then connect using TCP/IP

Proxy authentication settings

Use this authentication when connecting to my proxy server for Exchange:

OK Cancel

8. The following window will appear. Make sure “Use Cached Exchange Mode” is checked. Click the “Check Name” button.



Add Account

Server Settings
Enter the Microsoft Exchange Server settings for your account.

Server Settings

Server: etc-exch01.excalhost.net

User Name: jlindaur **Check Name**

Offline Settings

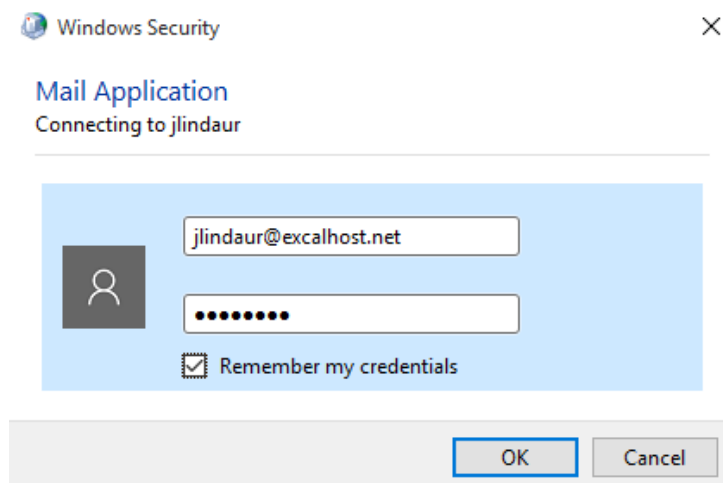
Use Cached Exchange Mode

Mail to keep offline: 12 months

More Settings ...

< Back Next > Cancel

You should get a “Connect to ETC-Exch01.Excalhost.net” login box: (if it changes the server name, that is OK)



Windows Security

Mail Application
Connecting to jlindaur

jlindaur@excalhost.net

Remember my credentials

OK Cancel



**** IMPORTANT – SIGN IN AS FOLLOWS ****

User name: Your Email Address

(see your *ExcalTech Welcome Letter*)

Password: <your password here>

9. You should see your Display Name in its entirety underlined. Click “Next”.

Add Account

Server Settings
Enter the Microsoft Exchange Server settings for your account.

Server:

User Name:

Offline Settings

Use Cached Exchange Mode

Mail to keep offline: 12 months

10. Click Finish.

 Add Account ✕

You're all set!

We have all the information we need to set up your account.

Add another account...

< Back

Finish