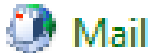
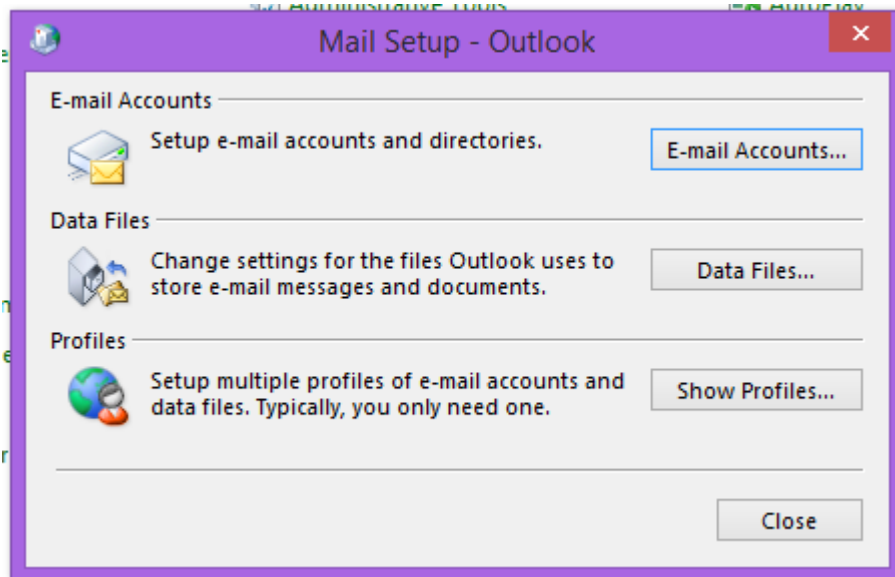


How to Setup a Conscious Network Hosted Mailbox for Microsoft Outlook 2013

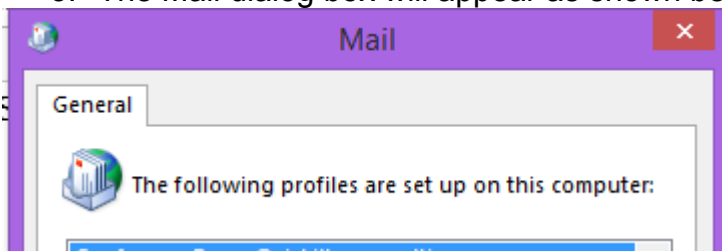
1. Browse to the control panel and open the mail icon as shown below.



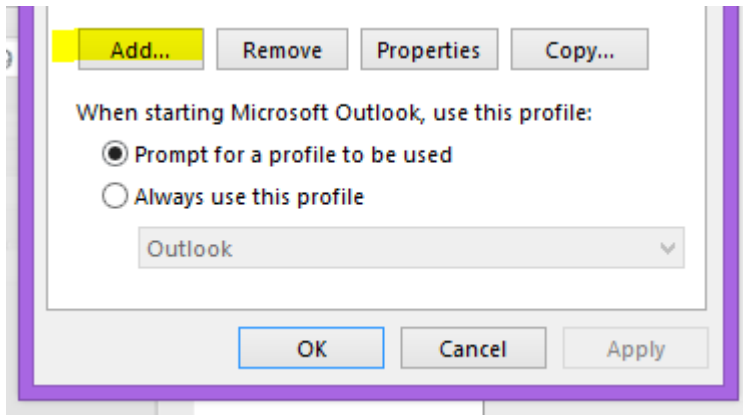
2. The “Mail Setup – Outlook” window will appear as shown below. Select “Show Profiles”.



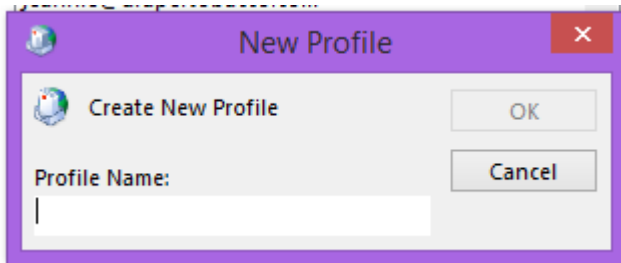
3. The Mail dialog box will appear as shown below.



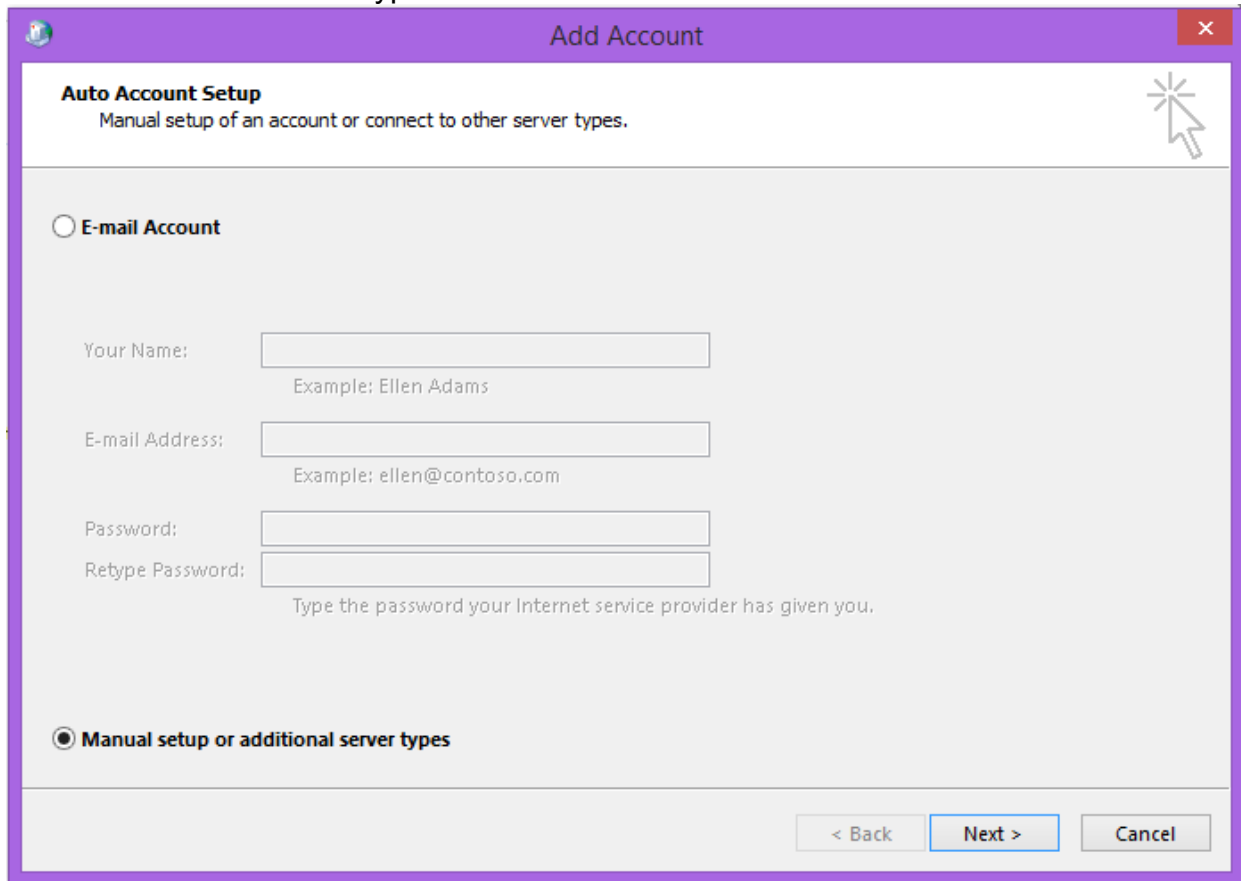
4. Select the “Add” button as shown below



5. The “New Profile” window will appear as shown below. This is the title of your email account and is simply a label. Typically your email address is a good name. Select OK



6. The “Add Account” window will appear as shown below. Select “Manual Setup or Additional Server Types” as shown below. Select Next



Add Account

Auto Account Setup
Manual setup of an account or connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

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

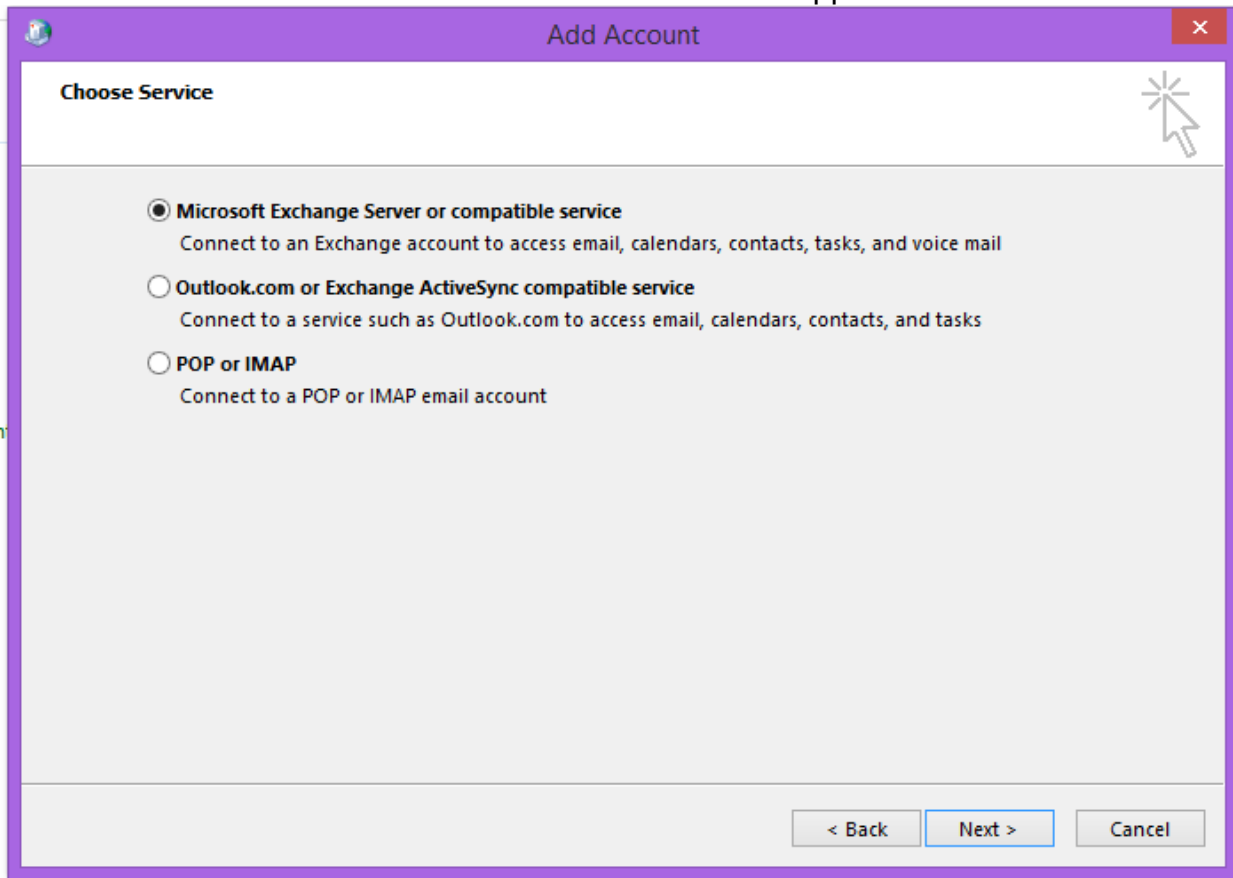
Password:

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

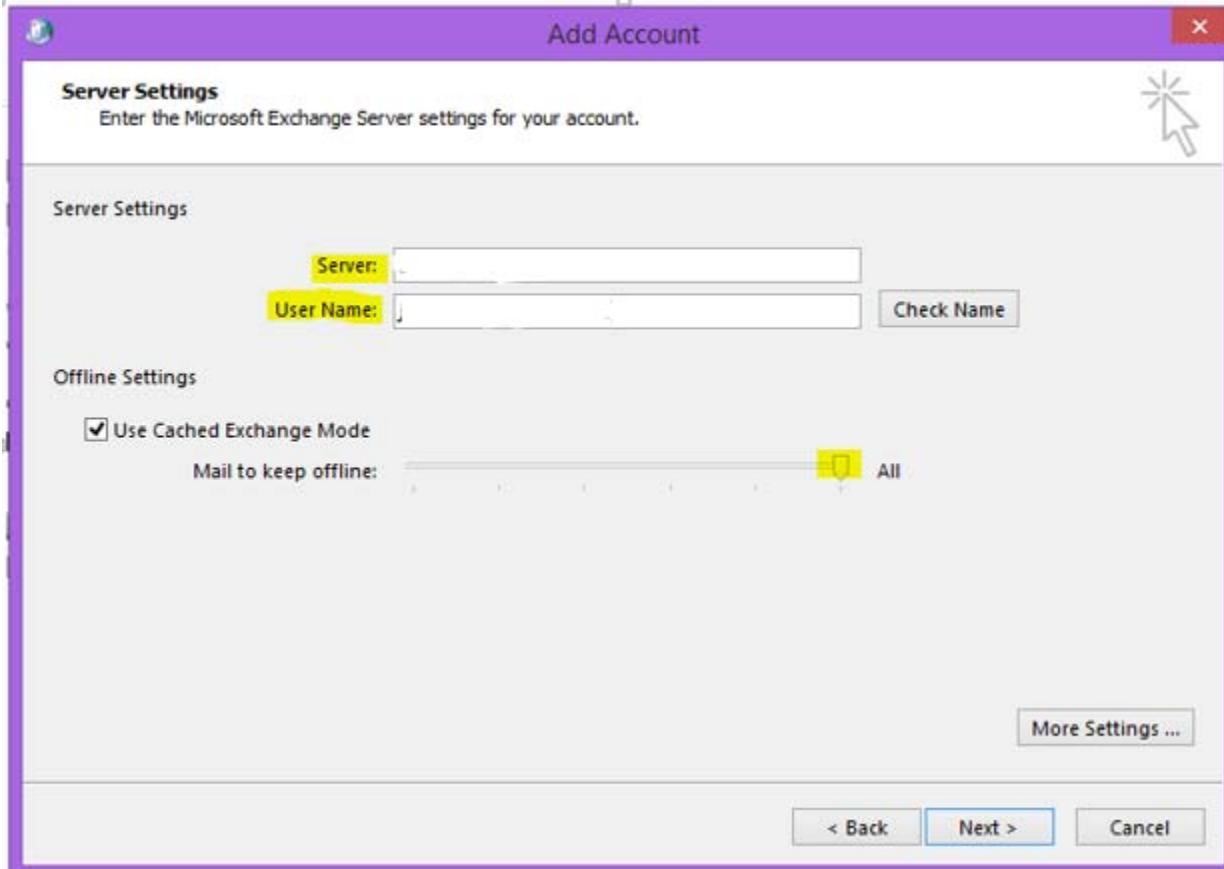
Manual setup or additional server types

< Back **Next >** Cancel

7. The “Add Account – Choose Service” window will appear as shown below.

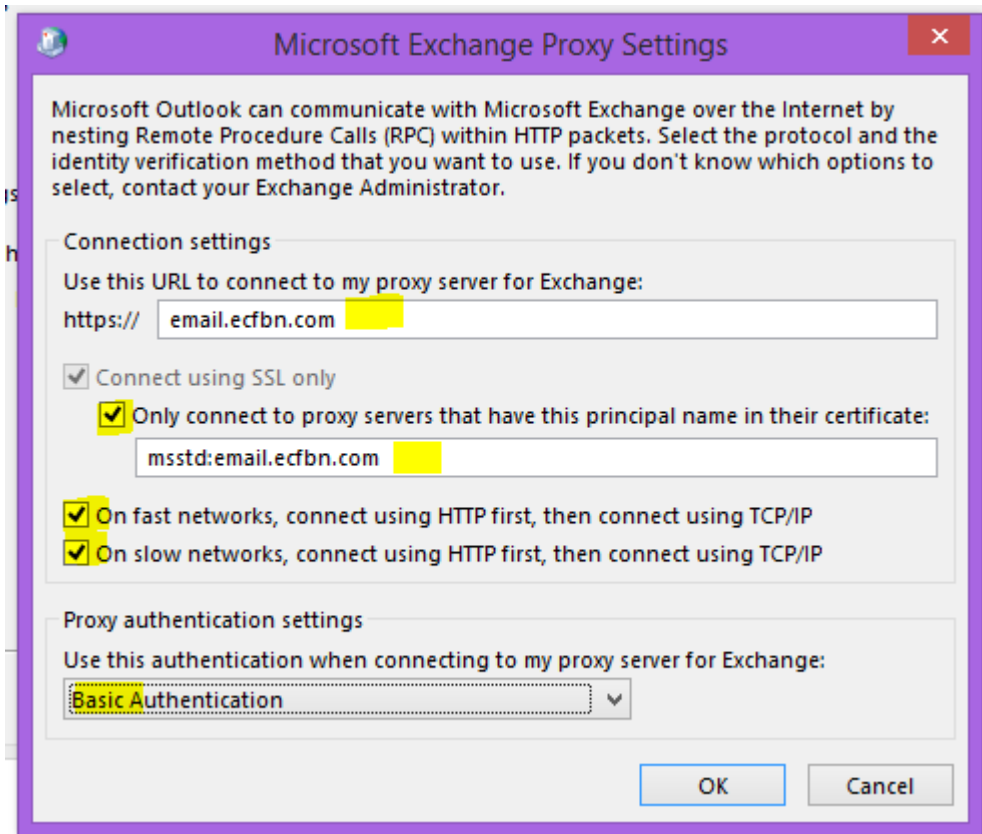
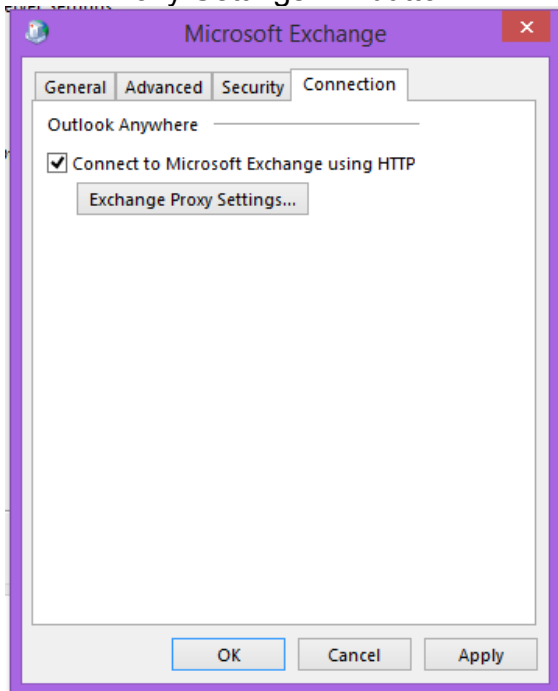


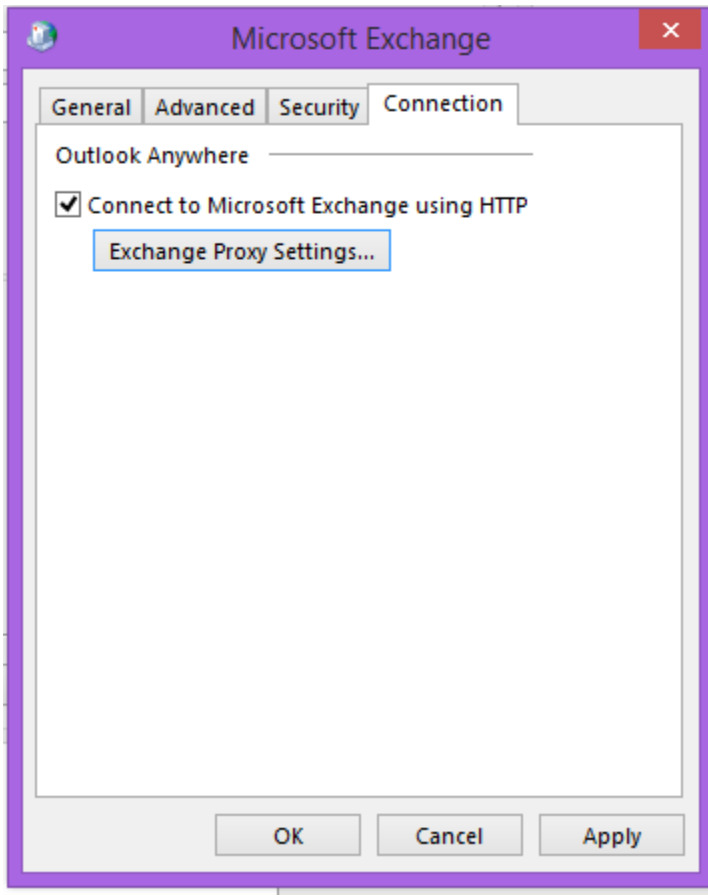
8. The Add Accounts – Server Settings window will appear as shown below. Key in the servername “cnsex3a01.ecfbninc.local”
9. Type in your email address as the username and move the slider to the right to show “All” as shown below.
10. Select More Settings....



The screenshot shows a window titled "Add Account" with a purple header. Inside, the "Server Settings" section has two text input fields: "Server:" and "User Name:". The "Server:" field contains the text "cnsex3a01.ecfbninc.local". To the right of the "User Name:" field is a "Check Name" button. Below this is the "Offline Settings" section, which includes a checked checkbox for "Use Cached Exchange Mode" and a slider for "Mail to keep offline:". The slider is positioned at the far right, labeled "All". At the bottom right of the main content area is a "More Settings ..." button. At the very bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

11. The below window will appear. Select the connection tab and check the checkbox for “Connect to Microsoft Exchange using HTTP”. Press the “Exchange Proxy Settings...” button





Add Account [Close]

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

Server Settings

Server:

User Name:

Offline Settings

Use Cached Exchange Mode

Mail to keep offline: All

Windows Security [Close]

Mail Application
Connecting to jmiddleton@ecfbn.com

Remember my credentials

Add Account ✕

You're all set!

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

[Add another account...](#)

[< Back](#) [Finish](#)