

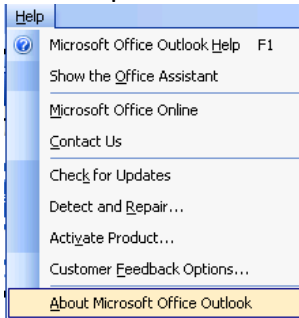
Configure Outlook 2003 to Primary Email

If you are going to use Microsoft Outlook with primary email, you must not have any out account such as AOL or Hotmail using outlook at the same time. IF you have any third party account using outlook you will have to back them up and re-configure them after connecting to Primary Email.

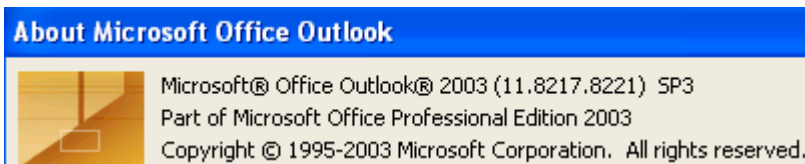
Step 1. Make sure Microsoft Office has at least service pack 2.

Open a office application e.g. Word.

Click Help -> About Microsoft Office



Once the window has opened you will see the version details. At the end of the top line you will see the service pack number, see below



Note: SP stands for service pack.

If you don't have SP2 or above please download and install the latest service pack for Microsoft office 2003.

Step 2. Download Outlook preference files

Download the zip file from:

<http://download.primaryemail.co.uk/Default.prf>

Save this to your C:\ then click Start -> Run

Outlook /importprf c:\default.prf

Note; if you did not save the download to your C:\ then you will need to insert the location of the Default.prf into the run command.

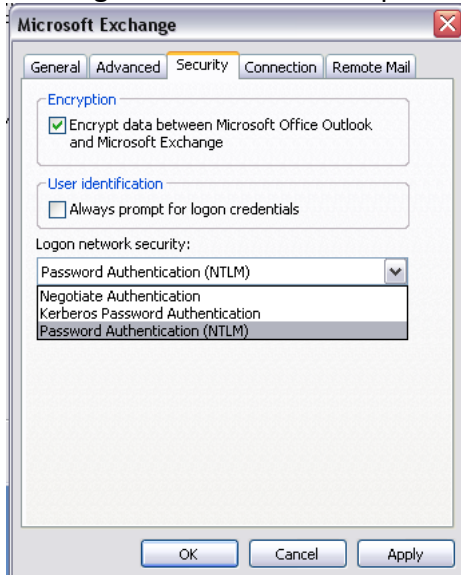
This will launch Microsoft Office, the first two windows click Next then Next. At the third windows select Microsoft Exchange Server then Click Next
Enter the following information into the next window:

Server name: CCS-HP-DL360-01.primaryt.co.uk

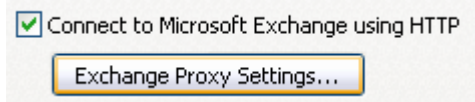
Username: *The user name you use for Primary Email. (e.g. dem.jsmith)*

Then click more settings, click the top tab labelled Security,

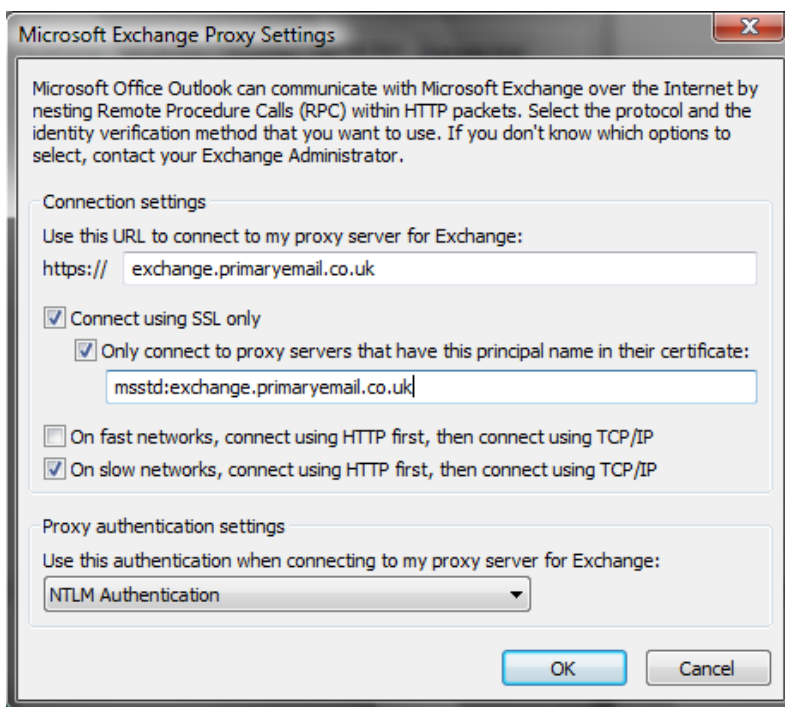
Check the Check box “Encrypt data between Microsoft Office Outlook and Microsoft Exchange” and select the drop down box and click “Password Authentication (NTLM)”



Click the Tab Connection and check the box below and click Exchange Proxy Settings...

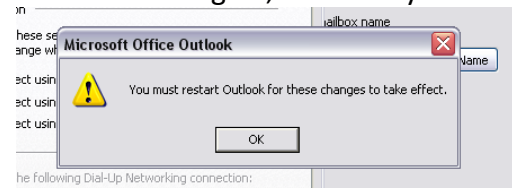


Fill in the Window as seen below. Then Click OK.



The entry is: Exchange.primaryemail.co.uk

Then Click OK again, and then you will see the window below, click OK

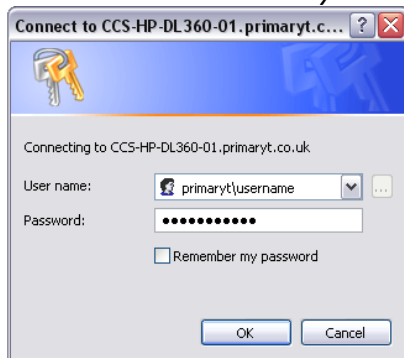


Then Click OK and Finish.

You will be asked for your Username and Password, enter the following

Username: Primaryt\Primary Email Username

Password: You're Primary Email Password



It may prompt you again for your password again, once complete Outlook will update your emails from Primary Email this may take a few minutes depending on your internet connection and mailbox size.

If you require any addition support with Microsoft office,
Email: support@primaryemail.co.uk.