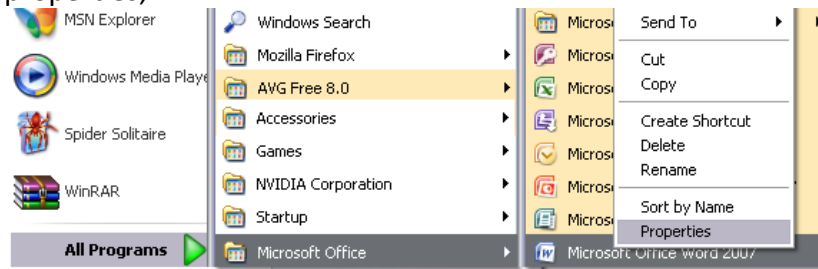


Configure Outlook 2007 to Primary Email When port 135 is closed Windows XP

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. Checking your version of office.

Go to Start -> All Programs -> Microsoft Office -> then right click Microsoft Word and click properties,



You will see a target Box this should read one of the following:

Microsoft Office Professional Plus 2007

Microsoft Office Enterprise 2007

If you see one of these version make a note of which version and continue to step 2.

If it does not please email support@primaryemail.co.uk

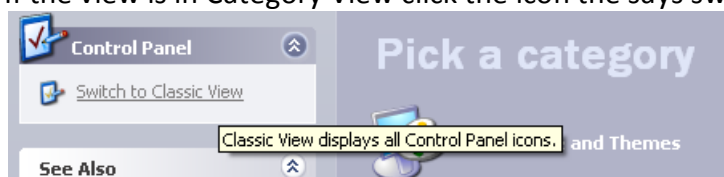
With your contact details in it and what version of office is written in the target box and we will do our best to get a fix working for you.

Step 2. Removing any existing Profiles from Outlook.

Open Control Panel



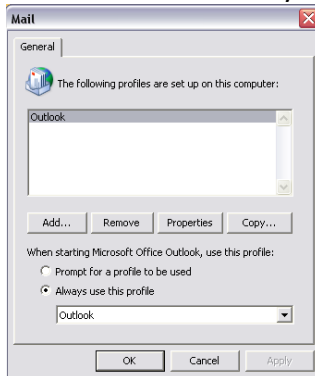
If the view is in Category View click the icon the says switch to Classic View



The double click on Mail



Click on Profiles then you should see the window below



If you do not see any Profiles on the box then simply close any open windows and continue to Step 3. Otherwise click Remove, then when prompted click Yes.

(NOTE: this will remove all email accounts from office make sure you have backed up your existing outlook accounts.) Close all open windows and continue to step 3.

Step 3. Downloading and installing Primary Email Patch for Office

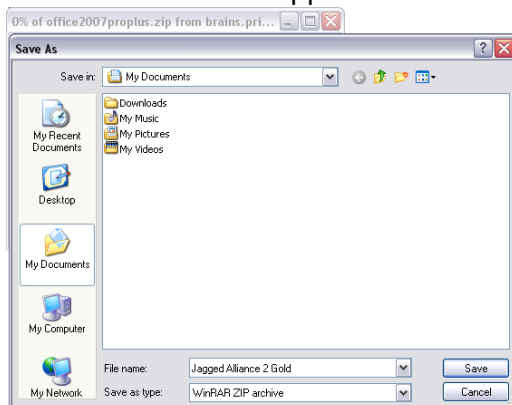
If you are running Microsoft Office Professional Plus 2007 download the following patch

<http://download.primaryemail.co.uk/office2007ProPlus.zip>

If you are running Microsoft Office Enterprise 2007 download the following patch

<http://download.primaryemail.co.uk/office2007Ent.zip>

When the download appears click Save and save the file in a known location.



Once the download has completed open the file and extract the contents to C:\ then open the following file:

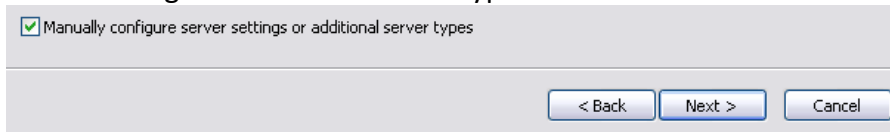
c:\Office2007ProPlus\Outlook.MSP – For Professional Plus 2007

c:\Office2007Ent\Outlook.MSP – For Office Enterprise 2007

This will launch the patch. Once complete continue to step 4.

Step 4. Configuring Microsoft Outlook to Primary Email.

Open Microsoft Outlook click next twice then select the check box for “manually configure server settings or additional server types” and click next.



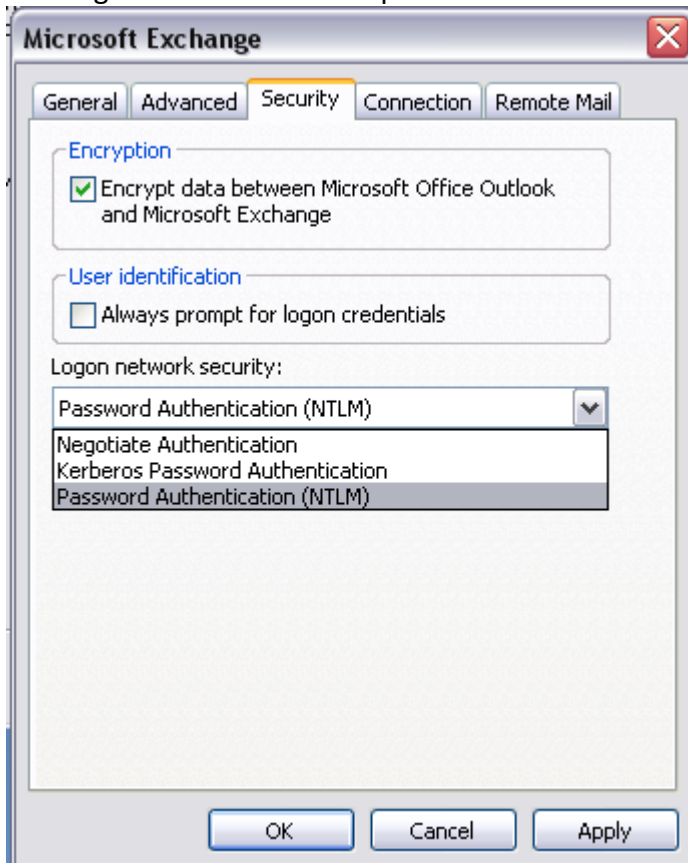
Select Microsoft Exchange and click next, Enter the following information into the next window:

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

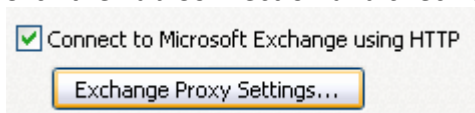
Username: *The user name you use for Primary Email.*

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

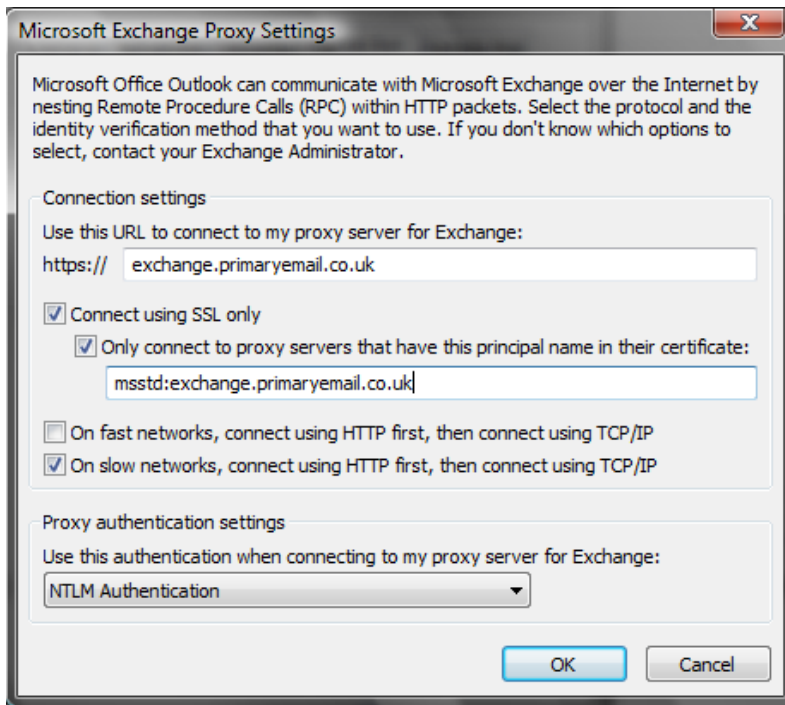
Check the Check box “Encrypt data between Microsoft Office Outlook and Microsoft Exchange” and select the drop down box and click “Password Authentication (NTLM)”



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

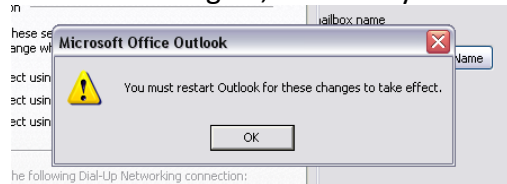


Fill in the Window as seen below. Then Click OK.



The entry is: Exchange.primaryemail.co.uk

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

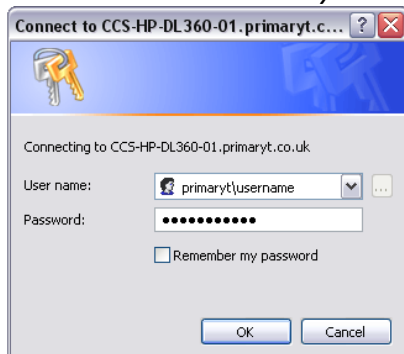


Then Click OK and Finish.

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.