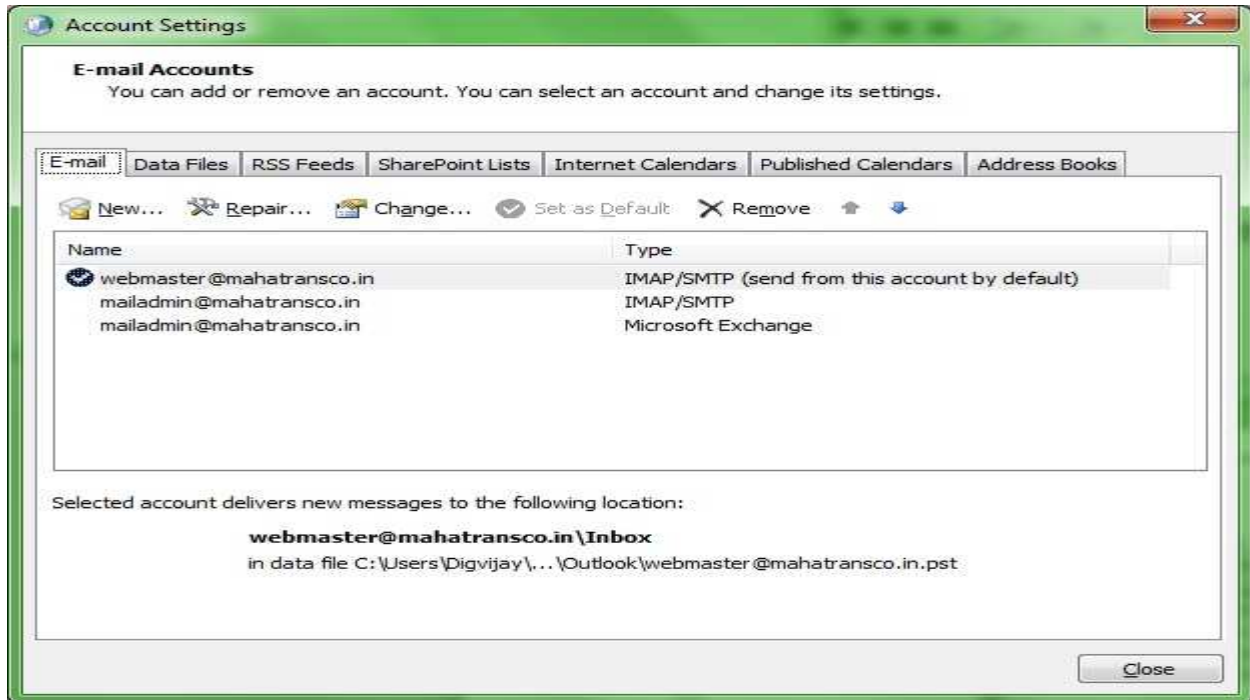# ANNEXURE A

Configuring Outlook

If you have been using Outlook with another type of email account (e.g., POP3), follow these steps to configure Outlook to connect to the mail Server.

1. From the *Start* menu, select ***Control Panel » Mail***
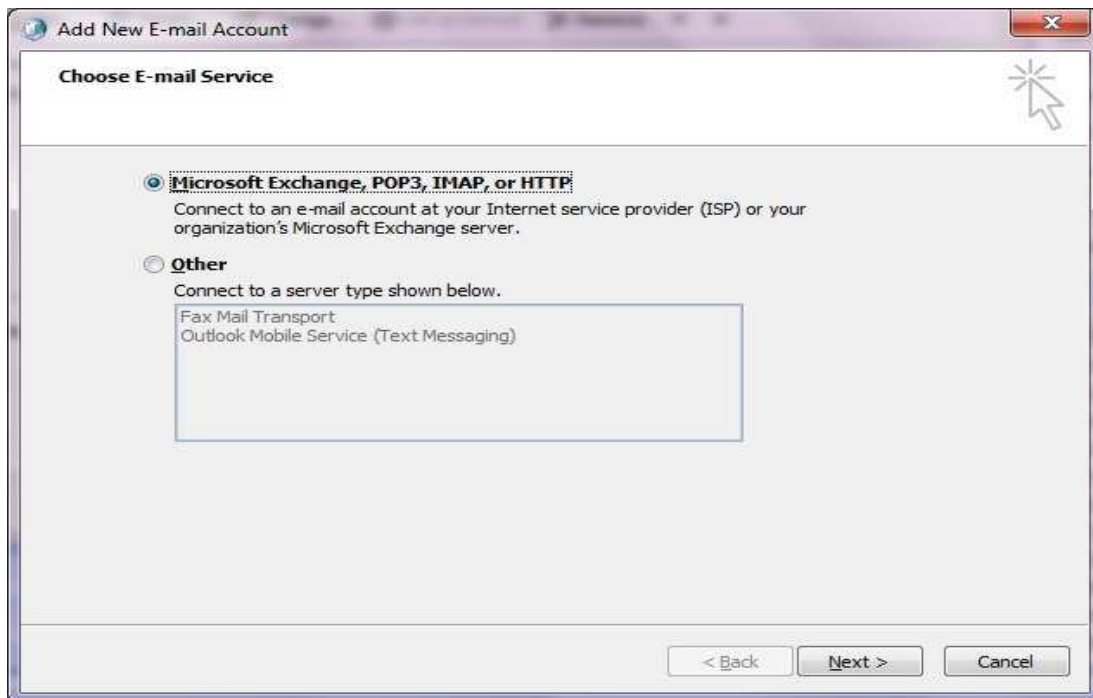   The *Mail Setup - Outlook* dialog box appears

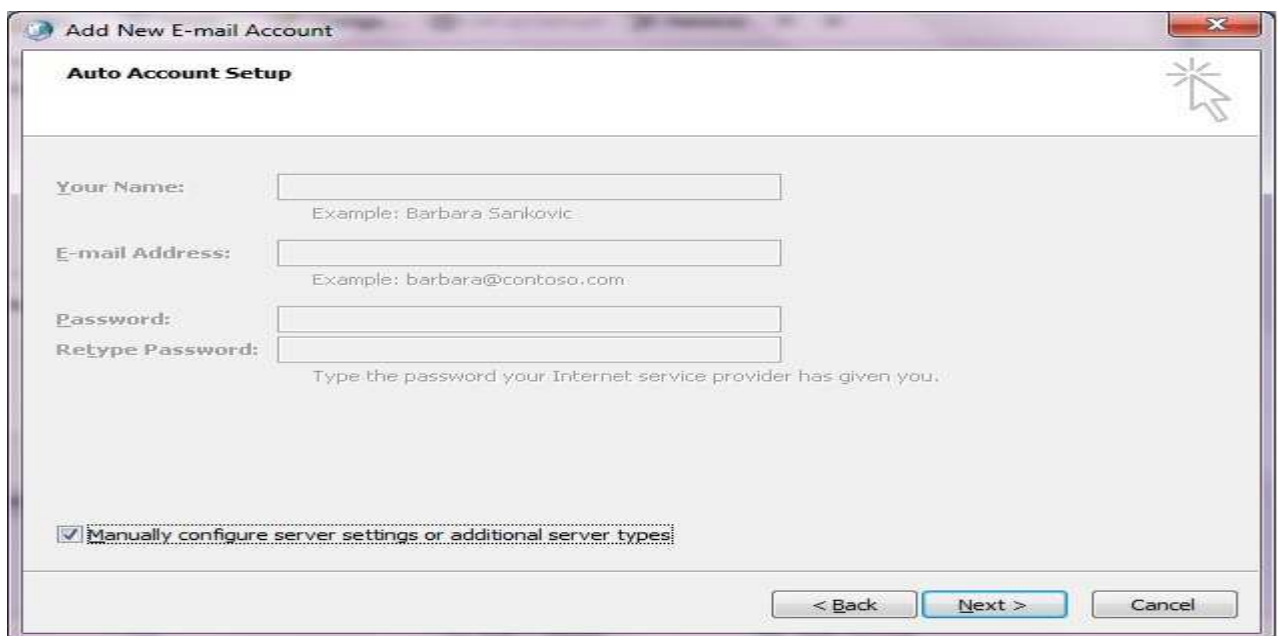   NOTE: The location of this feature may vary depending on your computer setup.

2. From the E-mail Accounts section, click **E-MAIL ACCOUNTS**
   In the E-mail Accounts section, click *New* to create e-mail account
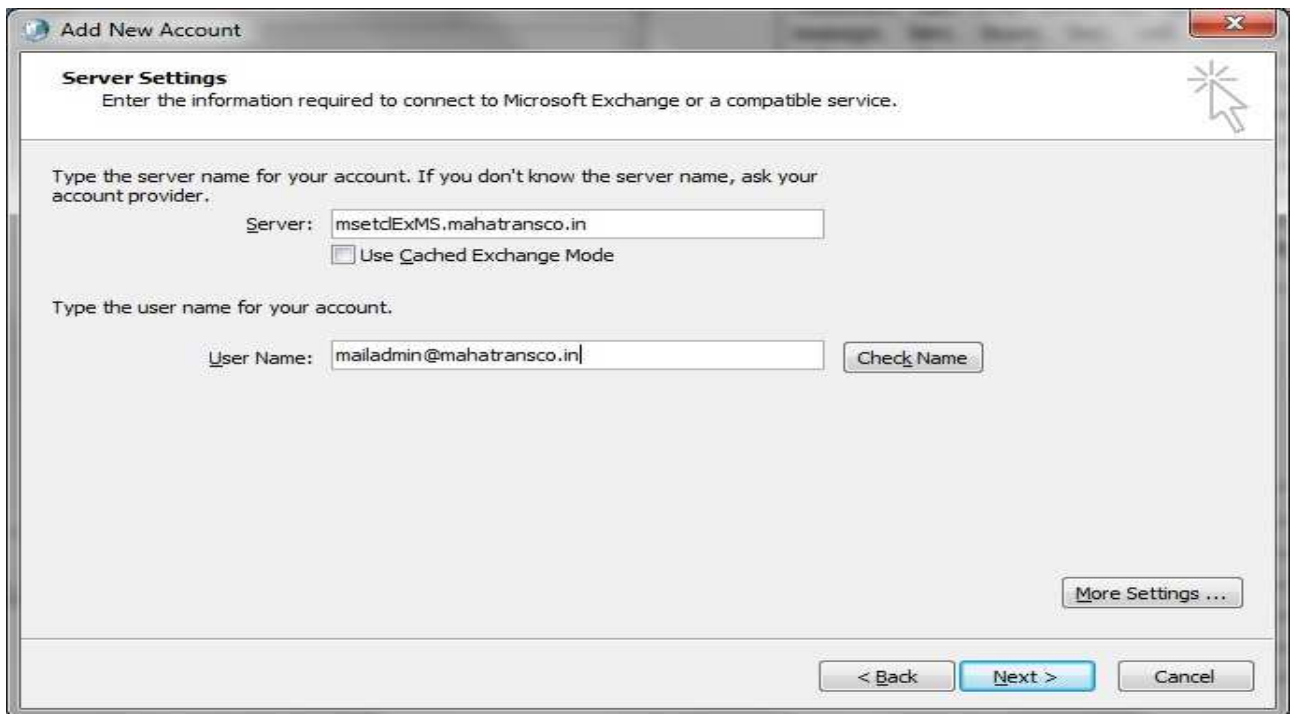

3. Add New E-mail Account dialog box is displayed. Select *Microsoft Exchange Server* and click **NEXT**

4. From the ***Add new E-mail Accounts*** dialog box displayed; ***Select Manually configure server*** setting option Click ***Next***

5. From the *Exchange Server Settings* screen, in the *Microsoft Exchange Server* text box, type **msetclExMS.mahatransco.in** deselect ***Use Cached Exchange Mode***
6. In the *User Name* text box, type your ***email address***

7. Click *Check Name*. *Connect to msetclExMS.mahatransco.in* dialog box will prompt for *Username and Password.*
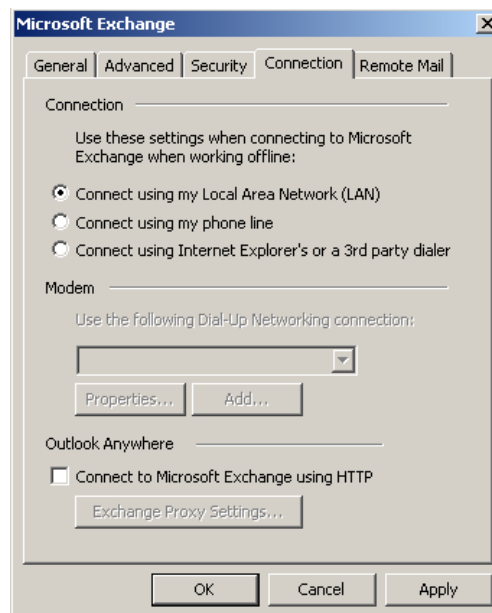
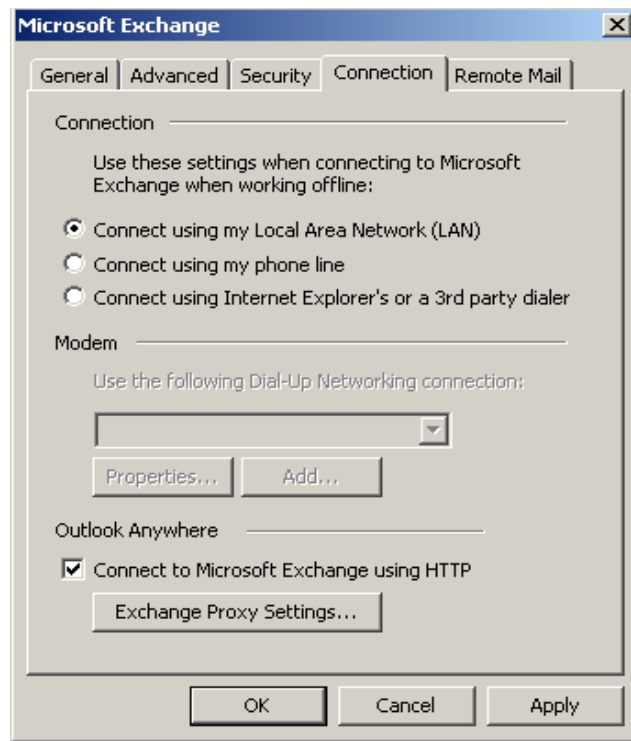   Type your *email address and password*; Click *OK*

8. Click **MORE SETTINGS...**
    The *Microsoft Exchange* dialog box appears.
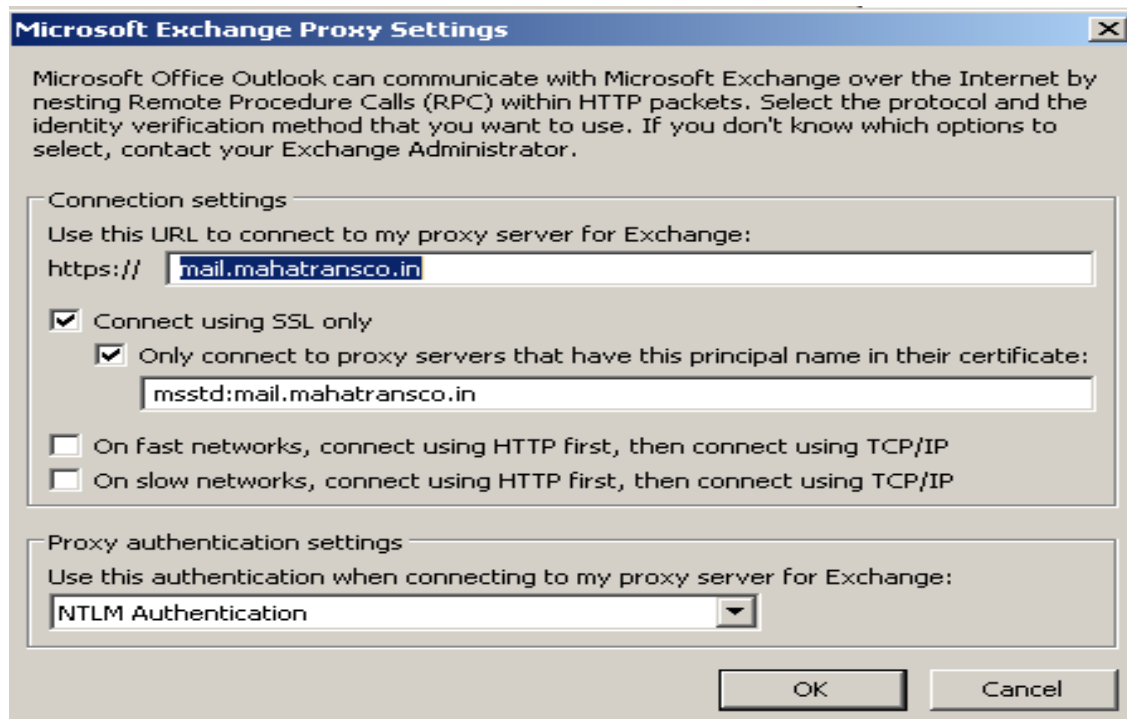

9. Select the ***Connection*** tab

10. Check mark *Connect to Microsoft Exchange using HTTP*

11. Click *Exchange proxy Setting* and *Enter Settings shown in Screenshot* below

12. Click **OK** 2 times Click **Next** to proceed configuration

   The Microsoft Exchange Server dialog box appears.

13. Click **FINISH**

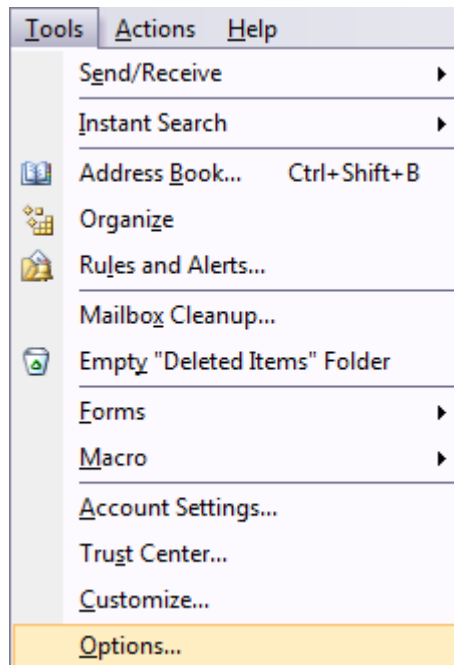
   Outlook is now configured to access your emails.
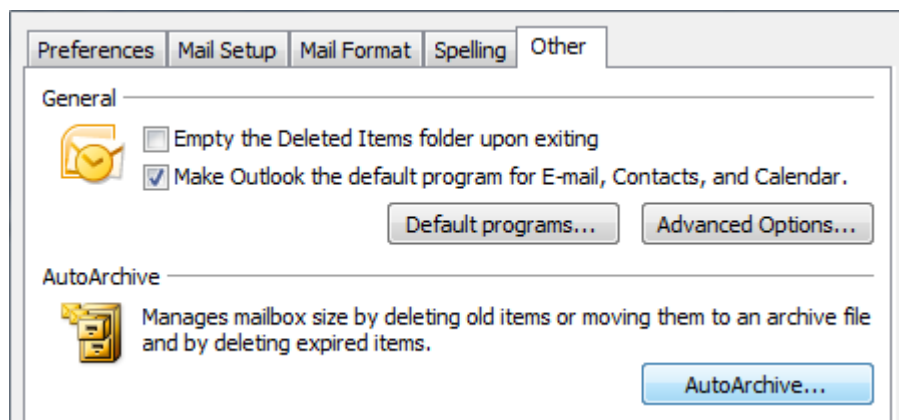
ANNEXURE B

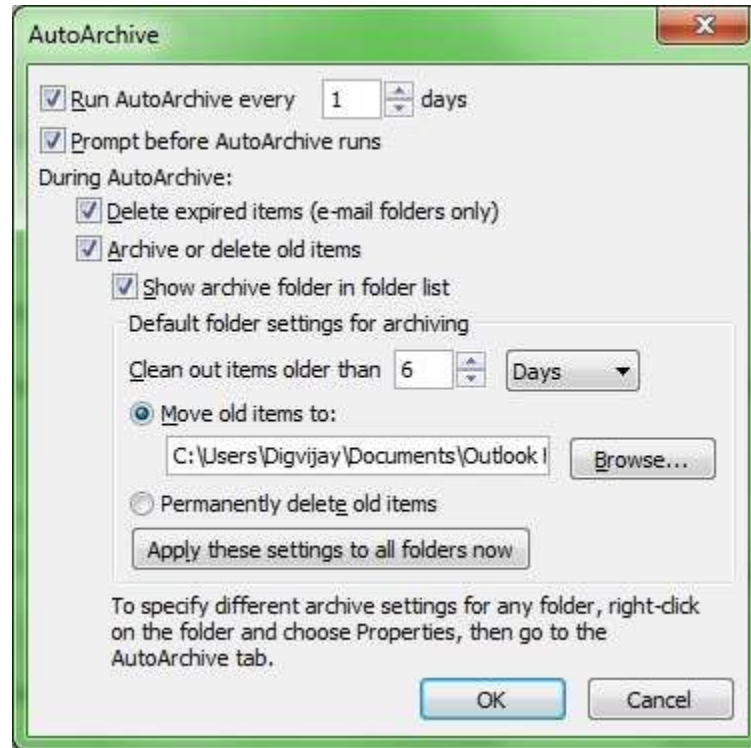## HOW TO CONFIGURE AUTO ARCHIVE OPTION

A. Outlook 2007

1) Open Outlook and click on Tools \ Options

2) Now click on the Other tab and click the AutoArchive button.

3) The following screen specifying various Autoarchive options is displayed.

Here, you can choose how often should AutoArchive run. The example above is shown for 1 day. Also please select "Prompt before AutoArchive runs".

NOTE:DO NOT SELECT THE OPTION FOR PERMANENTLY DELETE OLD ITEMS.

4) *Enter Settings shown in Screenshot* above.

5) Click **Apply these setting to all folder now.**

6) Click **OK** and your settings are saved!

B. Outlook 2010

1) Click on the File tab to access Backstage View, and then click on Options.

2) The Outlook Options window opens then Click on Advanced then the Auto Archive Settings button.

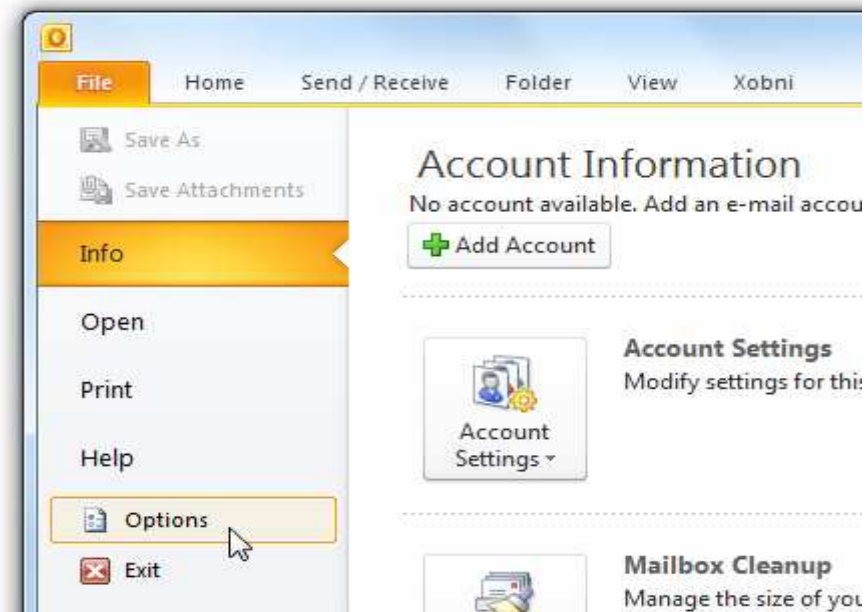3) The following screen specifying various Autoarchive options is displayed.

Here, you can choose how often should AutoArchive run. The example above is shown for 1 day. Also please select "Prompt before AutoArchive runs".

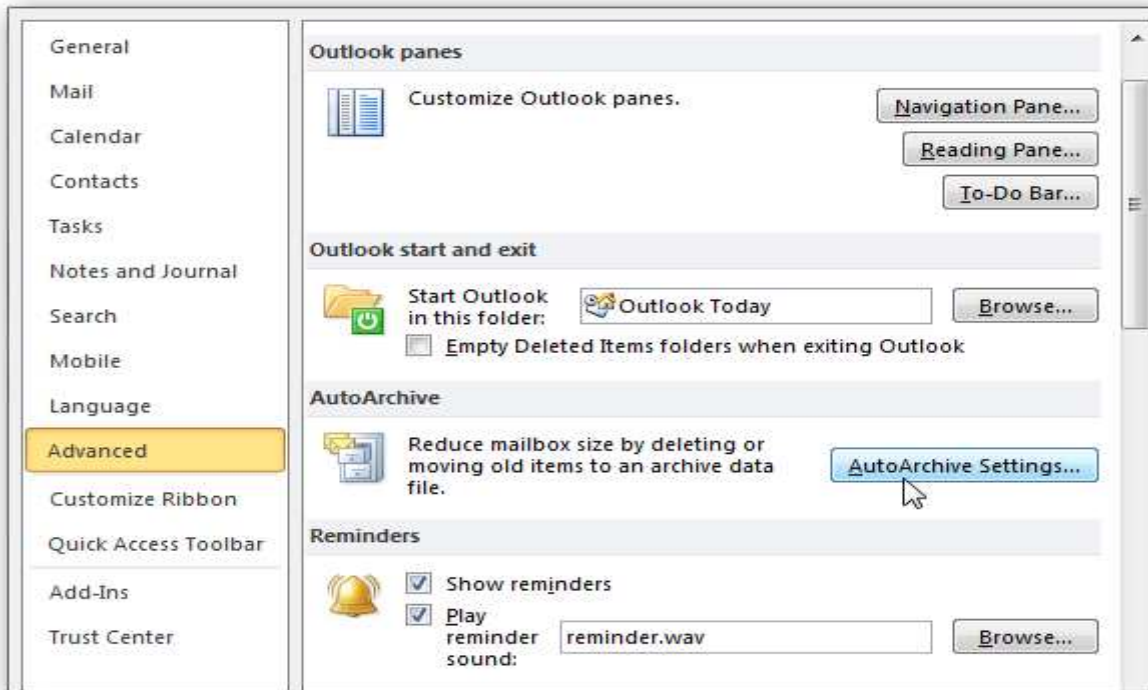**NOTE:DO NOT SELECT THE OPTION FOR PERMANENTLY DELETE OLD ITEMS.**

4) *Enter Settings shown in Screenshot* above.

5) Click **Apply these setting to all folder now.**

6) Click **OK** and your settings are saved!