

Exchange Service

Outlook Client configuration & Outlook Web Access

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DATAGATE EXCHANGE SERVER DETAILS

Server address: office.opengate.net

Server Domain Name: opengate.net

OUTLOOK WEB ACCESS DETAILS

To view your private mailbox through a web browser, go to:

<https://exchange.datagate.net.uk>

You will be asked to enter you're your **mailbox name** and **password**.

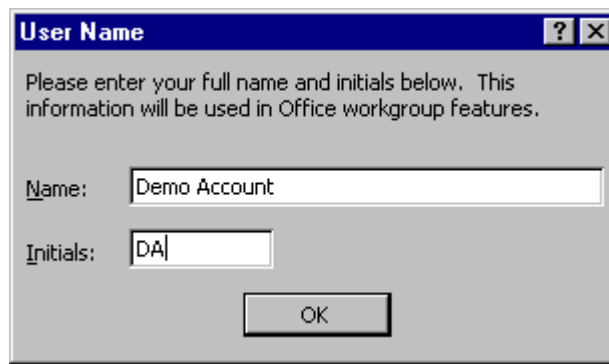
CONNECTING TO MS EXCHANGE SERVER

RUNNING OUTLOOK FOR THE FIRST TIME

If you have used Outlook before, please [click here to skip to page 7](#).

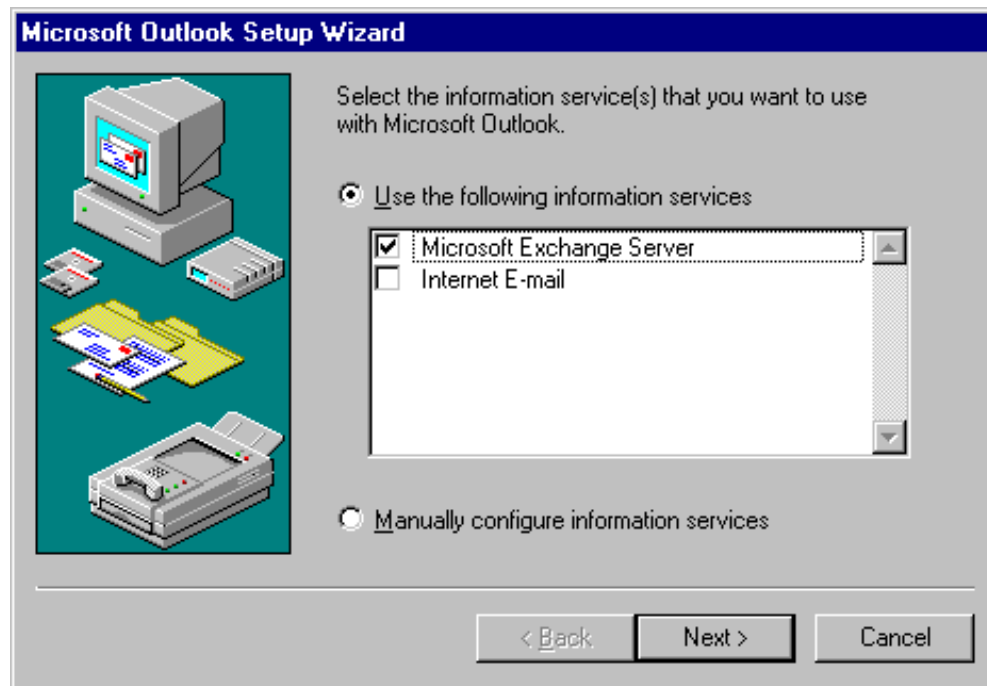
When Outlook is launched for the first time, a wizard will run that takes you through several screens to set up your connection to the Exchange server:

1. Enter your Name and Initials. This screen will not appear if you have used other Microsoft Office products on this computer before. If that is the case, the next screen will appear first.



The image shows a Windows dialog box titled "User Name". The text inside reads: "Please enter your full name and initials below. This information will be used in Office workgroup features." There are two input fields: "Name:" with the text "Demo Account" and "Initials:" with the text "DA". An "OK" button is located at the bottom center of the dialog box.

2. On the next screen, select "Use the following information services" and "Microsoft Exchange Server". Do not select "Internet E-Mail":



The image shows the "Microsoft Outlook Setup Wizard" dialog box. The title bar reads "Microsoft Outlook Setup Wizard". On the left side, there is an illustration of a computer system with a monitor, keyboard, mouse, and printer. The main text says: "Select the information service(s) that you want to use with Microsoft Outlook." There are two radio buttons: "Use the following information services" (which is selected) and "Manually configure information services". Below the selected radio button is a list box containing two items: "Microsoft Exchange Server" (checked) and "Internet E-mail" (unchecked). At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

3. Enter the name of the Exchange server:
exchange.datagate.net.uk and the mailbox name:



Microsoft Outlook Setup Wizard

Microsoft Exchange Server

Please enter your Microsoft Exchange server and Mailbox name.

Microsoft Exchange server:
exchange.datagate.net.uk

Mailbox:
mailbox_name

< Back Next > Cancel

4. Select "No" in the next screen:



Microsoft Outlook Setup Wizard

Microsoft Exchange Server

Do you travel with this computer?

Yes
 No

If you choose Yes you will be able to read and compose mail while not connected to a network.

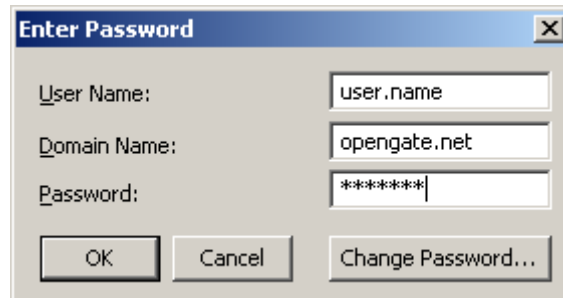
If you choose No you will only be able to read and compose mail when connected to the Microsoft Exchange Server via a network or modem.

< Back Next > Cancel

5. Click on "Finish":



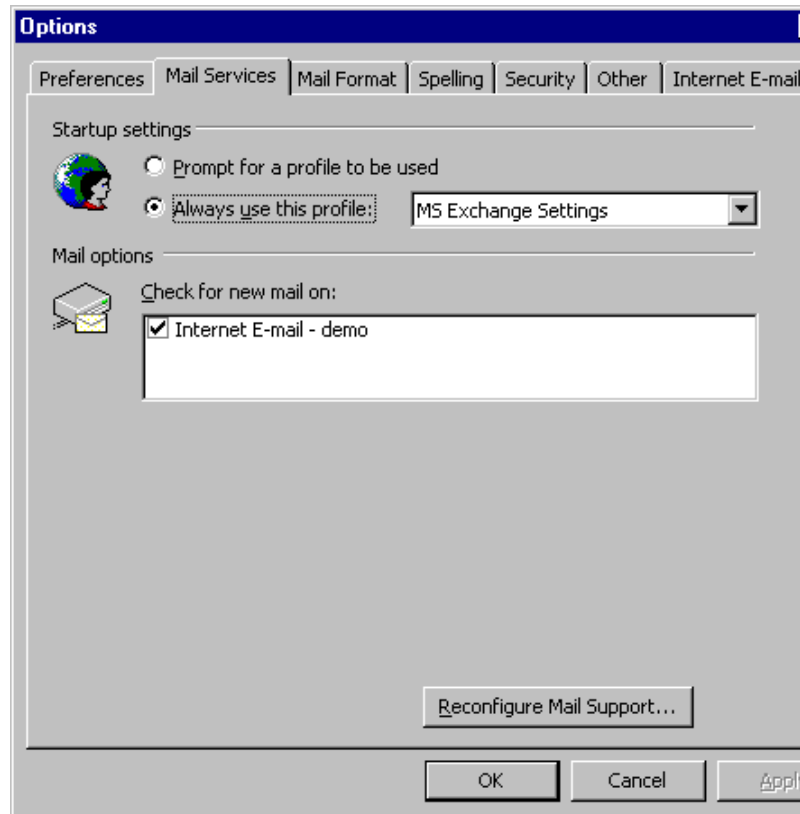
6. If all the information was entered correctly, a password prompt will appear on top of Outlook. Please enter **your username**, the **exchange domain** and **password** as **provided in your introduction email**.



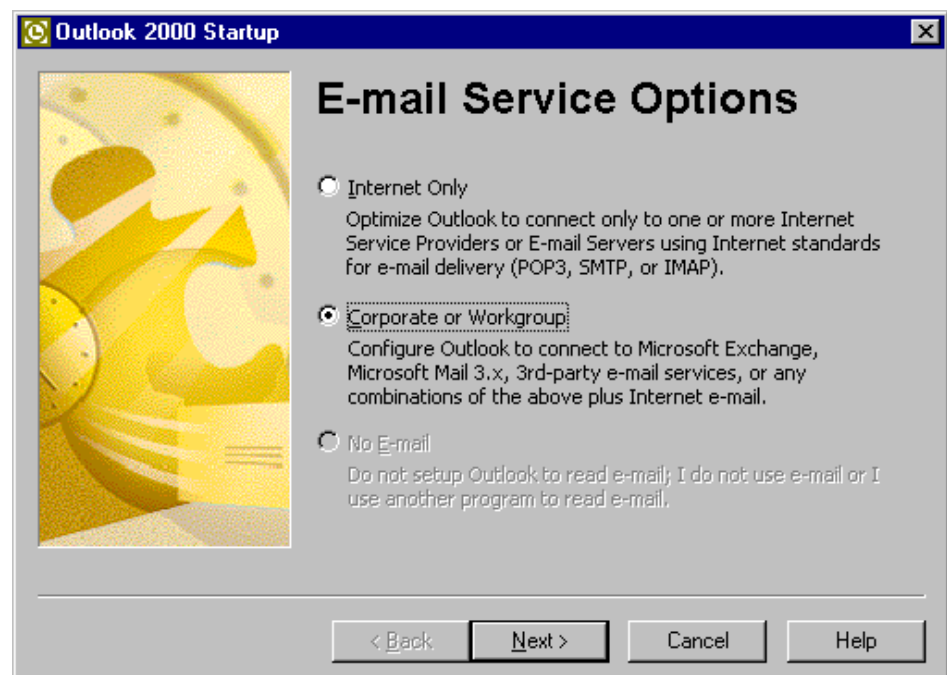
7. If all information was entered correctly in the previous 6 steps, Outlook will load and you will see your inbox.

IF YOU HAVE USED OUTLOOK BEFORE TO SEND AND RECEIVE MAIL ON THE INTERNET.

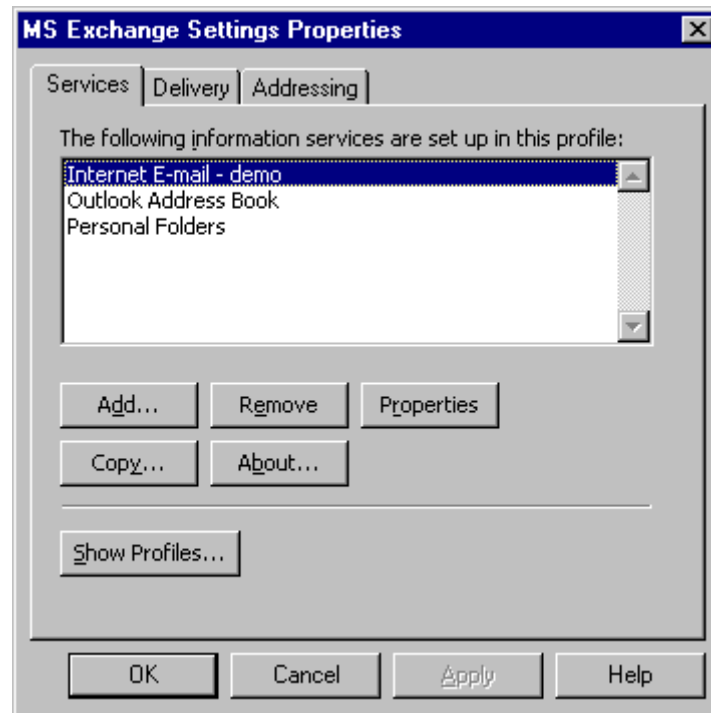
1. Launch Outlook and select Tools -> Options from the menu. Switch to "Mail Services" tab and click on "Reconfigure Mail Support":



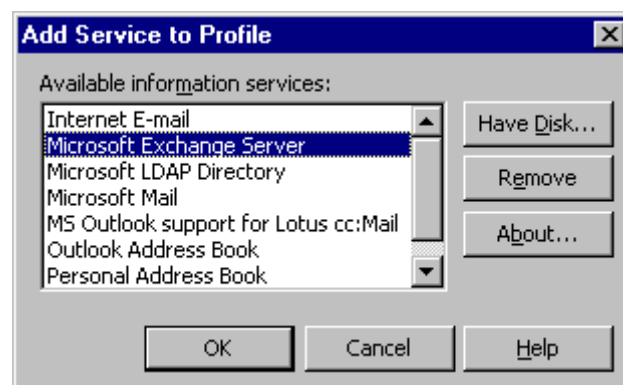
2. Select "Corporate or Workgroup" and click "Next":



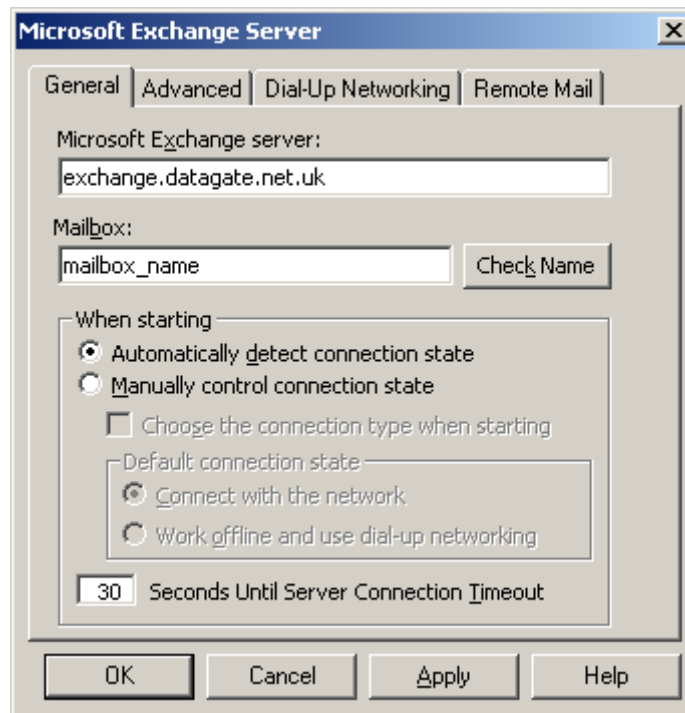
3. Close "Options" dialog box, close Outlook.
4. Select Settings -> Control Panel from Windows Start Menu. In the Control Panel locate "Mail" icon and double click on it:



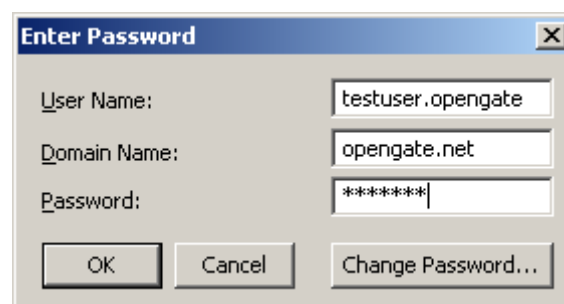
5. Highlight "Internet E-mail" and click "Remove" (You may skip this step if you still want to collect mail from your current mail server). Then click on "Add..." and select "Microsoft Exchange Server" from the list of components, click "OK":



- Exchange Server Configuration dialog box will pop up. Enter the Exchange server name (**exchange.datagate.net.uk**) and your user name:

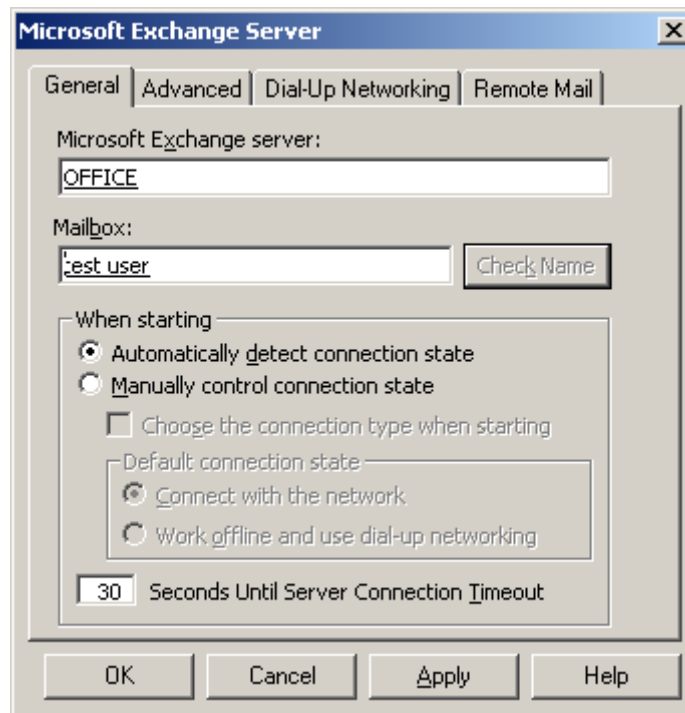


- Click on "Check Name", you will be prompted for a password, enter your user ID and password (**see introduction email**) you selected during mailbox setup, The domain name should be "**opengate.net**":



8.

- After you have entered your user credentials the user ID on Microsoft Exchange server settings dialog will be replaced with your real name:



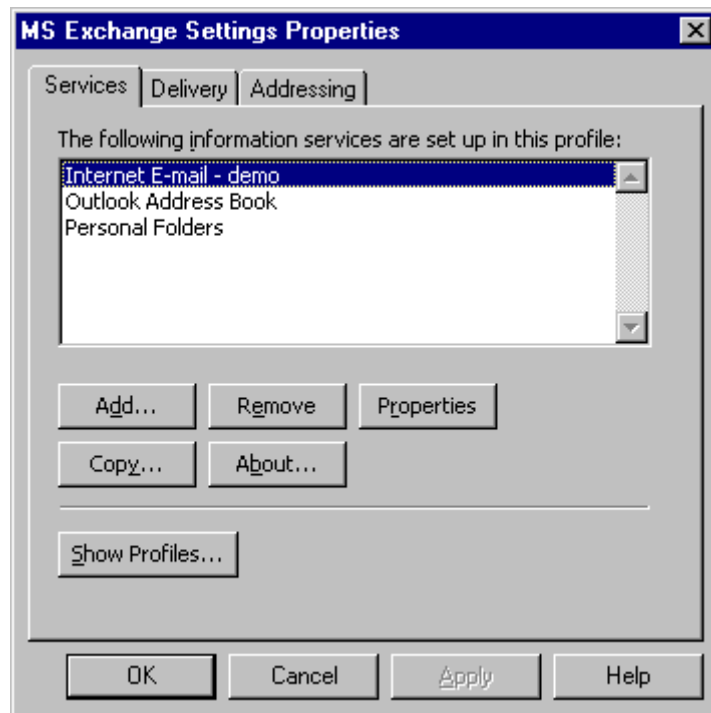
- Switch to "Advanced" tab and select "none" under "Advanced Network Security":



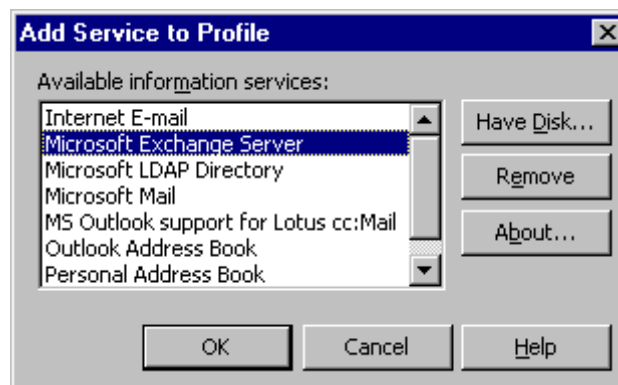
- Click "OK", close Control Panel, launch Outlook (enter password when prompted) and start working.

IF YOU NEED TO ADD AN ADDITIONAL EXCHANGE PROFILE

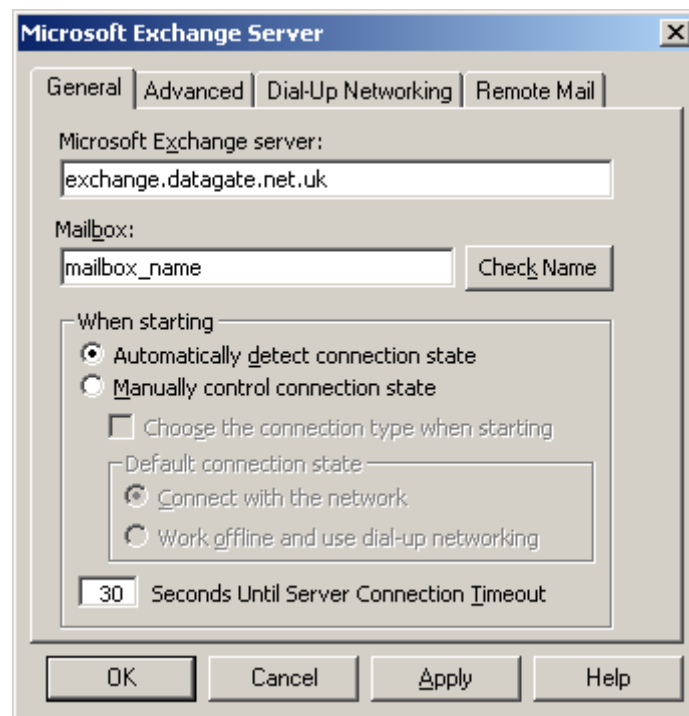
1. Close Outlook and make sure computer is connected to the Internet.
2. Select Settings -> Control Panel from Windows Start Menu. In the Control Panel locate "Mail" icon and double click on it:



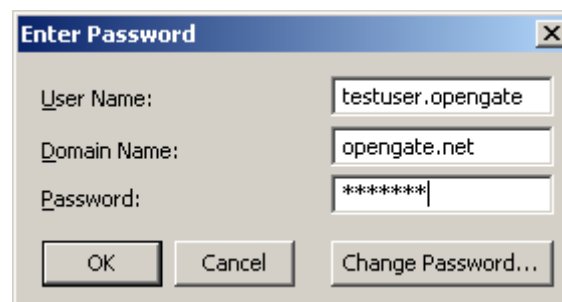
3. Then click on "Add..." and select "Microsoft Exchange Server" from the list of components, click "OK":



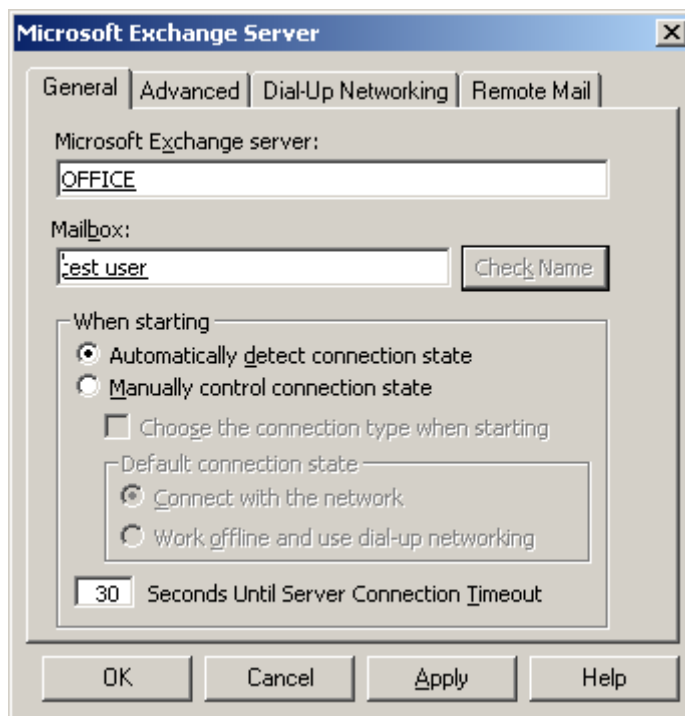
- Exchange Server Configuration dialog box will pop up. Enter the Exchange server name (**exchange.datagate.net.uk**) and your user name:



- Click on "Check Name", you will be prompted for a password, enter your user ID and password (**see introduction email**) you selected during mailbox setup, The domain name should be "**opengate.net**":



- After you have entered your user credentials the user ID on Microsoft Exchange server settings dialog will be replaced with your real name:



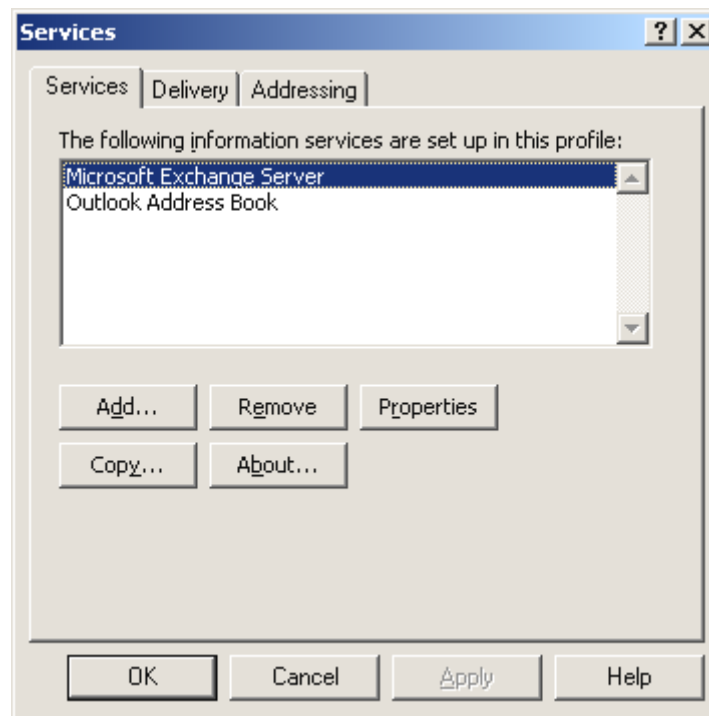
- Switch to "Advanced" tab and select "none" under "Advanced Network Security":



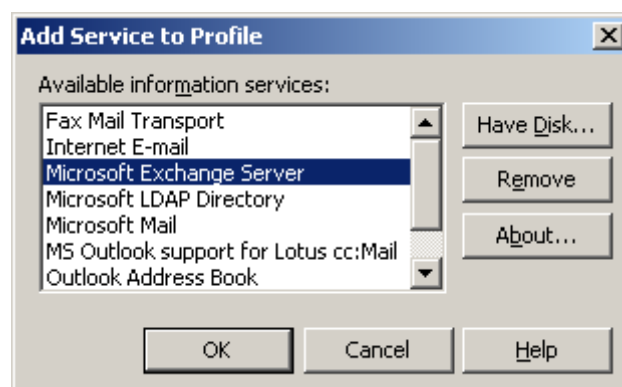
- Click "OK", close Control Panel, launch Outlook (enter password when prompted) and start working.

IF YOU NEED TO ADD AN EXCHANGE ACCOUNT TO AN EXISTING PROFILE

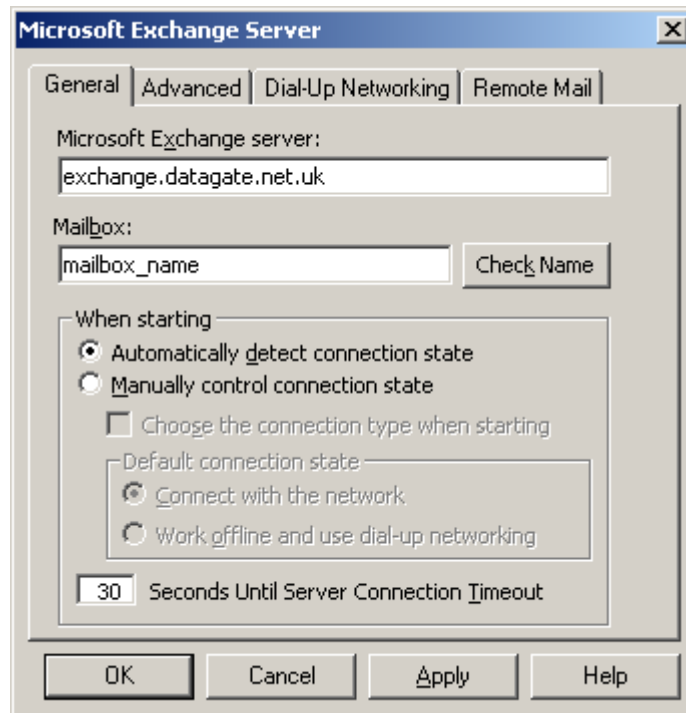
1. Either right click on the Outlook icon on the desktop or from within Outlook
2. Select Tools -> Services. The window below should appear.



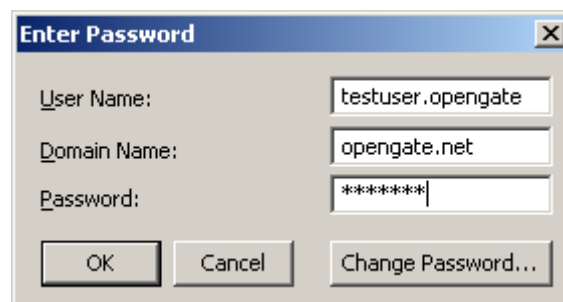
3. Click the "Add" button
4. Select "Microsoft Exchange Server" and click OK



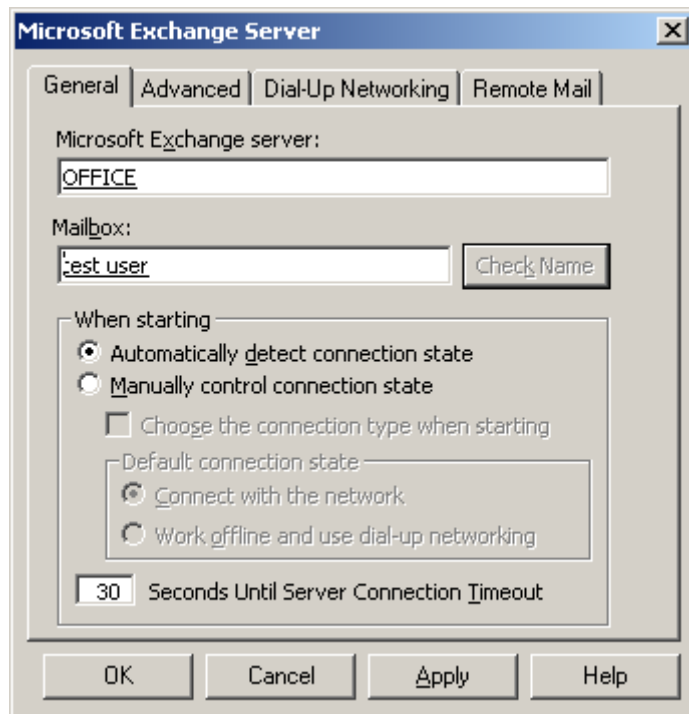
5. Exchange Server Configuration dialog box will pop up. Enter the Exchange server name (**exchange.datagate.net.uk**) and your user name (**see introduction email**):



6. Click on "Check Name", you will be prompted for a password, enter your user ID and password (see introduction email) you selected during mailbox setup, The domain name should be "opengate.net":



- After you have entered your user credentials the user ID on Microsoft Exchange server settings dialog will be replaced with your real name:



- Switch to "Advanced" tab and select "none" under "Advanced Network Security":



9. Click "OK", close Control Panel, launch Outlook (enter password when prompted) and start working.