

Exchange Service

Outlook Client configuration & Outlook Web Access

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DATAGATE EXCHANGE SERVER DETAILS

Server address: exchange.datagate.net.uk

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>

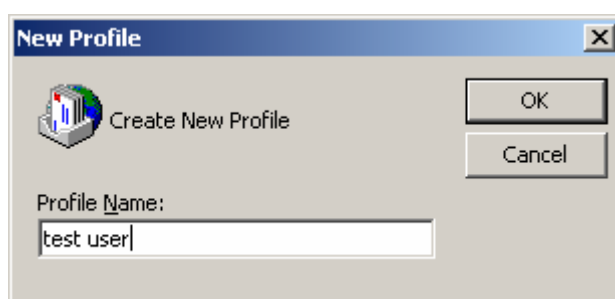
You will be asked to enter you're your **mailbox name** and **password**.

CONNECTING TO MS EXCHANGE SERVER

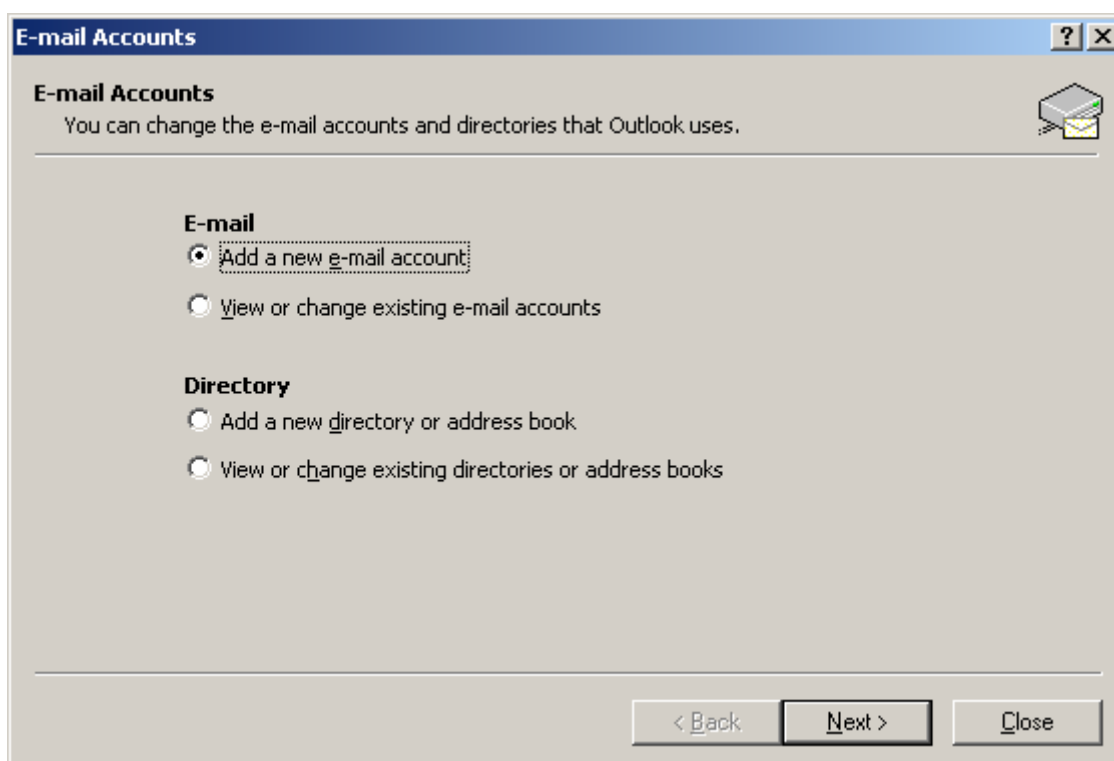
IF YOU HAVE NOT CREATED A PROFILE ON YOUR COMPUTER

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

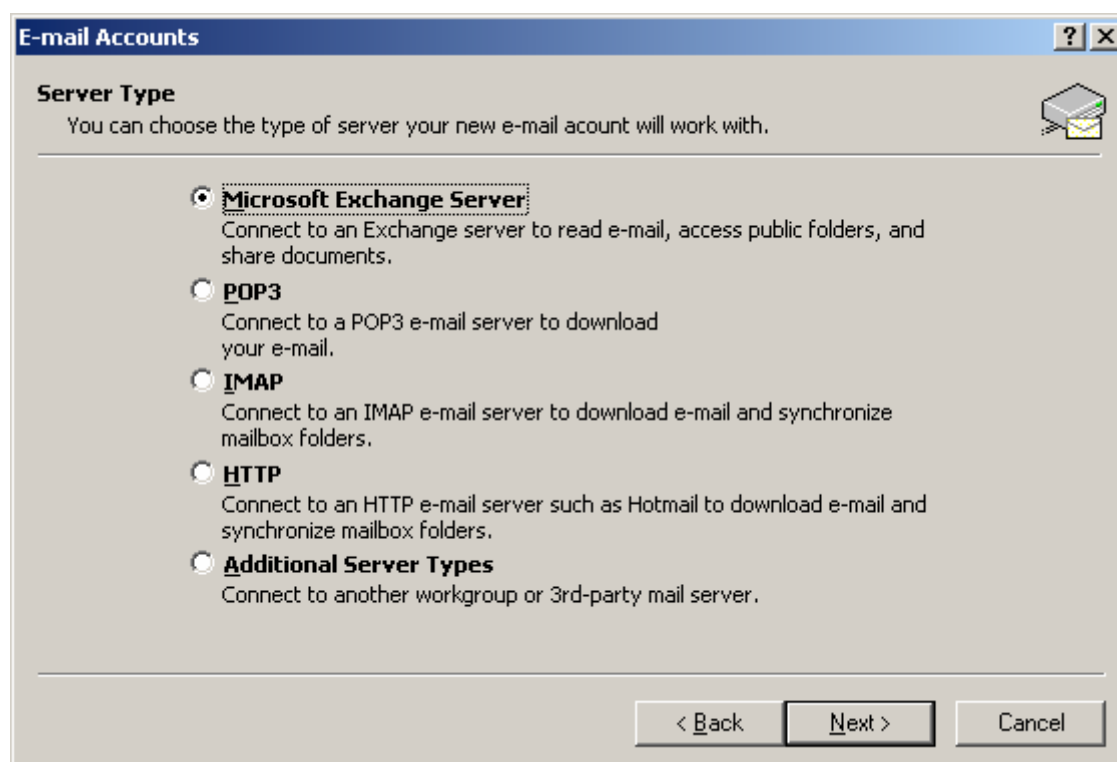
1. Open Outlook 2002. A New Profile window will appear (as below)



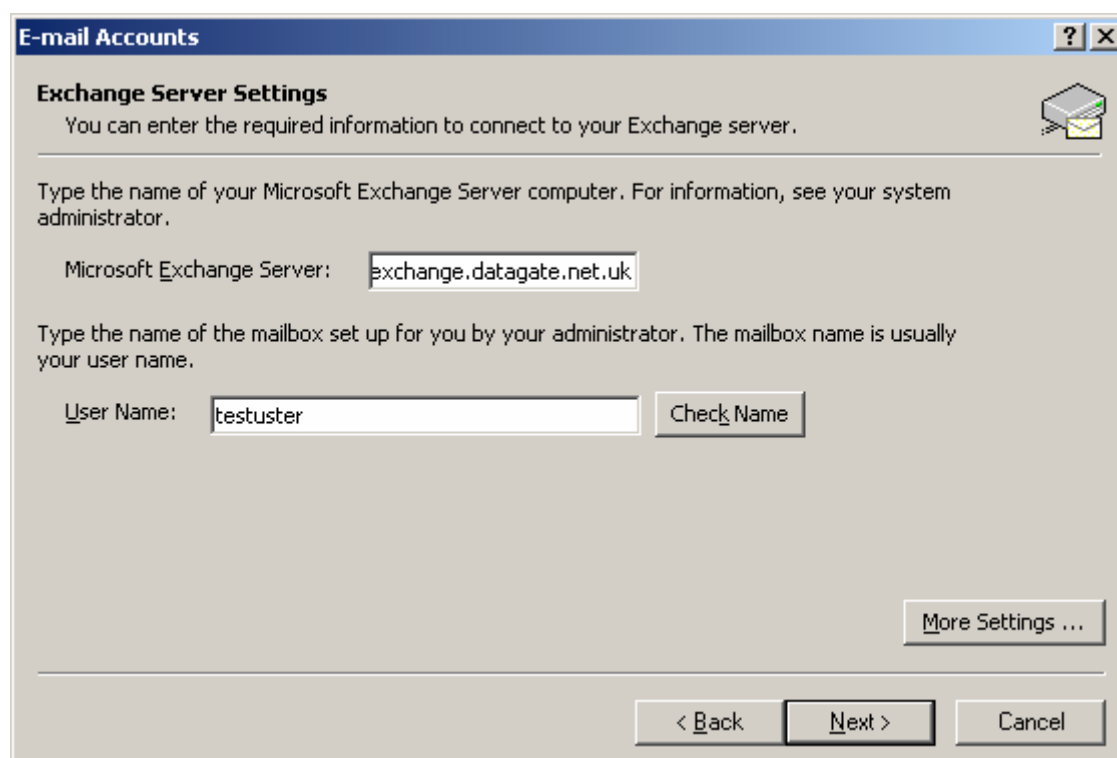
2. Type in your profile name (this can be whatever you like) and click OK. This will open the E-mail accounts window (below).



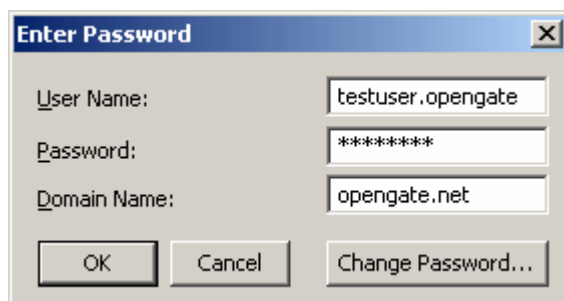
3. Select Add a new e-mail account and click next. This will open the server type window (as below).



4. Select Microsoft Exchange Server and click next. This opens the Exchange Server Settings (Below).



5. In the Microsoft Exchange Server window, enter **exchange.datagate.net.uk**
In the username window enter your username. When you have entered the data, click Check name.
6. You will be prompted for your Username and passwords (as below).



Enter Password

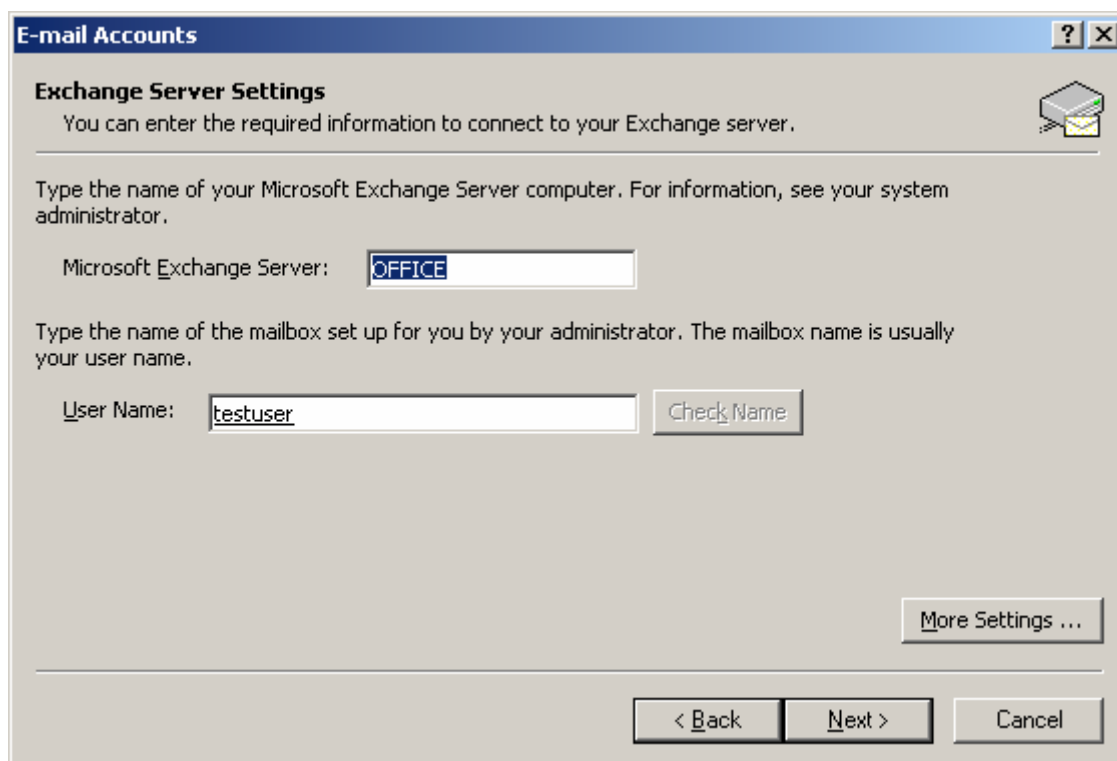
User Name: testuser.opengate

Password: *****

Domain Name: opengate.net

OK Cancel Change Password...

7. Enter your username and password. Click OK and if your username has been found on the server you will see both the server and username underlined (as below).



E-mail Accounts

Exchange Server Settings

You can enter the required information to connect to your Exchange server.

Type the name of your Microsoft Exchange Server computer. For information, see your system administrator.

Microsoft Exchange Server: OFFICE

Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name: testuser Check Name

More Settings ...

< Back Next > Cancel

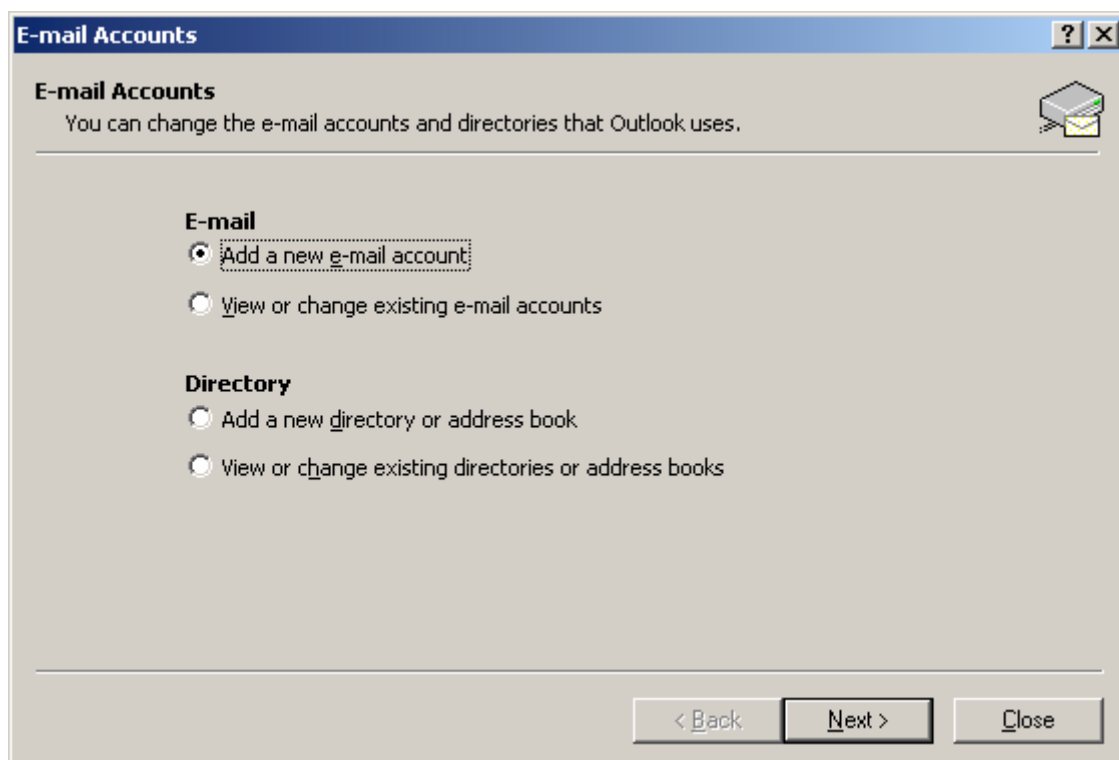
8. Click next. You see the Congratulation window, click finish.
9. You are finished. Simply open up Outlook 2002 and enter your username and passwords when prompted. That is it.

IF YOU HAVE AN EXISTING POP3 ACCOUNT

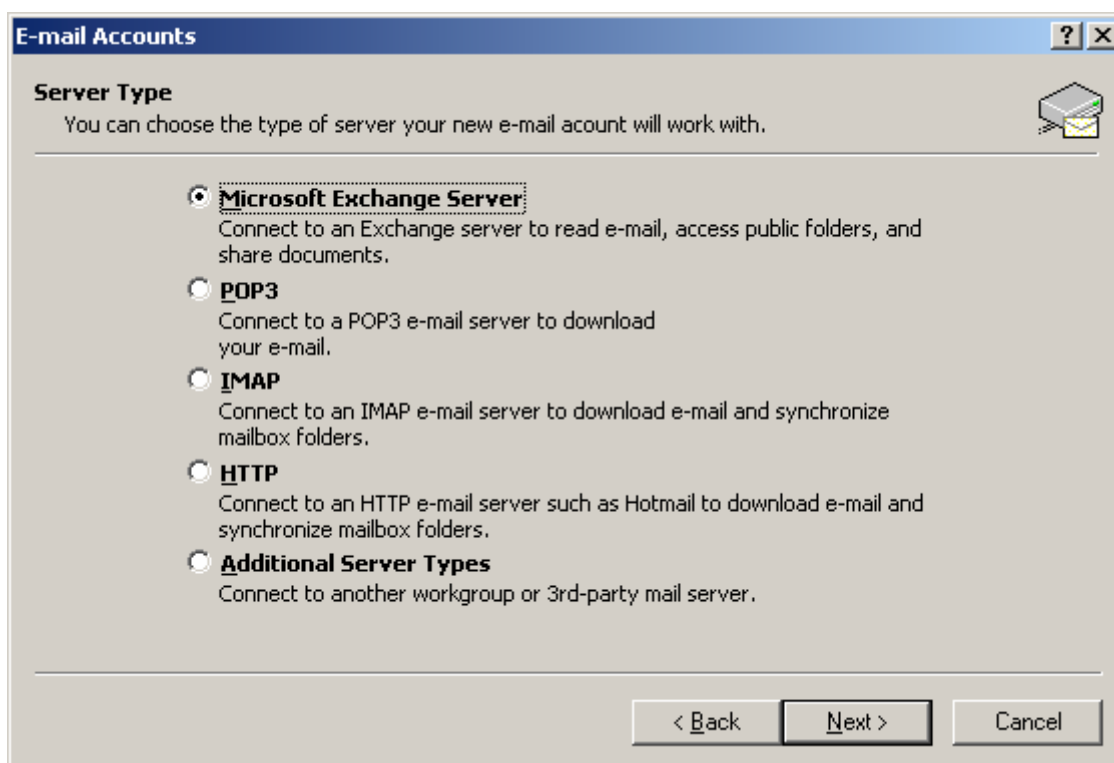
1. Go to Start → settings → Control panel
2. Double click on Mail. This opens the Mail Setup window (as below)



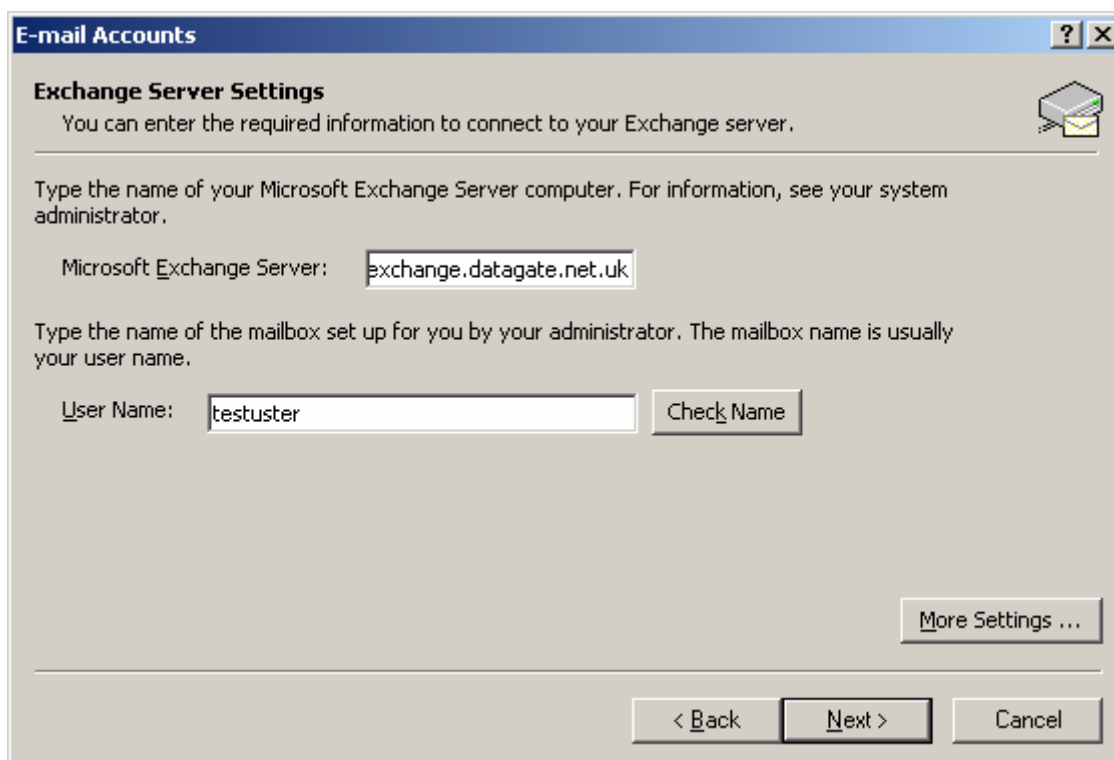
3. Click on e-mail accounts. This brings up the E-mail Accounts window (as below).



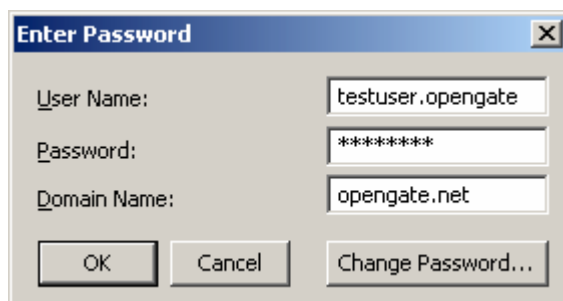
4. Select add new e-mail account and click next. This brings up the Server type window (as below). Select Microsoft Exchange Server and click next.



5. The next window is the Exchange Server Settings (as below).



- In the Microsoft Exchange Server window, enter **exchange.datagate.net.uk**
In the username window enter your username. When you have entered the data, click Check name.
- You will be prompted for your Username and passwords (as below).



Enter Password

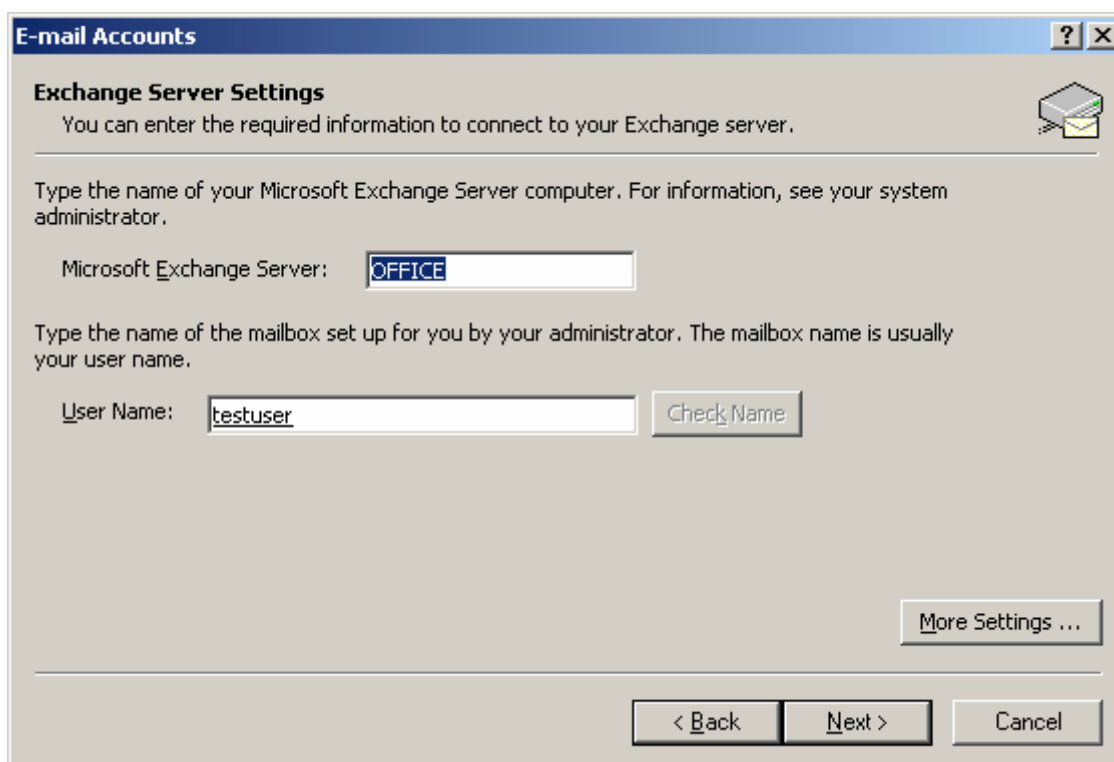
User Name: testuser.opengate

Password: *****

Domain Name: opengate.net

OK Cancel Change Password...

- Enter your username and password. Click OK and if your username has been found on the server you will see both the server and username underlined (as below)



E-mail Accounts

Exchange Server Settings

You can enter the required information to connect to your Exchange server.

Type the name of your Microsoft Exchange Server computer. For information, see your system administrator.

Microsoft Exchange Server: OFFICE

Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name: testuser Check Name

More Settings ...

< Back Next > Cancel

- Click next. You see the Congratulations window, click finish.
- You are finished. Simply open up Outlook 2002 and enter your username and passwords when prompted. That is it.