

These instructions are for setting up either a Managed Exchange 'PC & Web Access' or a 'PC & Web Access Ultra' mailbox.

Different Methods of Access

The five different types of Managed Exchange mailboxes have varying access methods as shown below:

Mailbox Type	Mailbox Access Method		
	Microsoft Outlook Access	Outlook Web Access	Mobile Access
PC & Web Access Ultra	✓	✓	✓
PC & Web Access	✓	✓	✓
Web Access	×	✓	✓
Solo Web Access	×	✓	✓
Basic Access	×	✓	✓

The following instructions will assist you to:

- Configure DeskControl.
- Create a mailbox;
- Enable Managed Exchange – **PC & Web Access or PC & Web Access Ultra**

Please note: To follow these instructions you will need:

1. A WebCentral account
2. Your username and password for WebCentral's Mission Control system – most of the set-up for your Managed Exchange mailbox is done in Mission Control.

Please note: *The Primary Contact or Administrator of your WebCentral account is the only person with access to the Mission Control username and password. If you are not the Primary Contact or Administrator, please contact that person to arrange for the Managed Exchange mailboxes to be set up. The username and password can be reissued to the Primary Contact only by calling our Sales & Service team on 1800 800 099 (ext 2).*

3. Your email address and mail password to log in to DeskControl
4. Access to the internet
5. Windows XP with service pack 1 and hotfix Q331320*
6. Internet Explorer 5.5 browser or preferably Internet Explorer 6.0

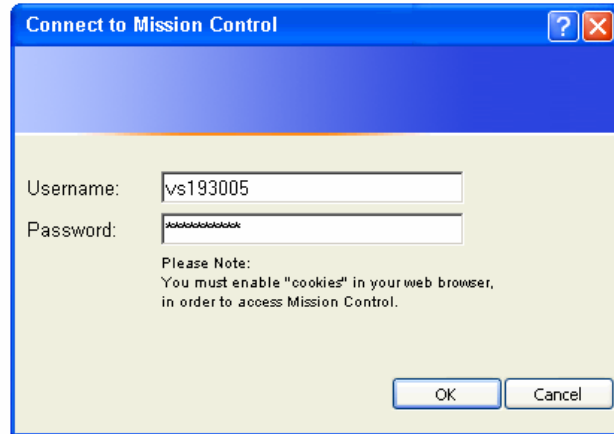
* This hotfix is required if you wish to use RPC over HTTP to connect to WebCentral's Managed Exchange servers. We recommend that you use RPC over HTTP as it avoids connection problems when your ISP is blocking Port 135. Port 135 can be blocked by ISPs as it may be accessed by viruses and other malicious exploits. You can download the required patches at

<http://support.microsoft.com/default.aspx?kbid=331320>

Step 1.
Log on to Mission Control via
<https://mc-au.server-secure.com>



Step 2.
Enter your username and password

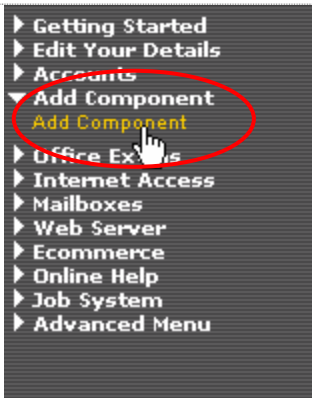


Verify DeskControl Configuration
DeskControl is a free product provided by WebCentral that you use to access your Outlook over the internet, from any computer.

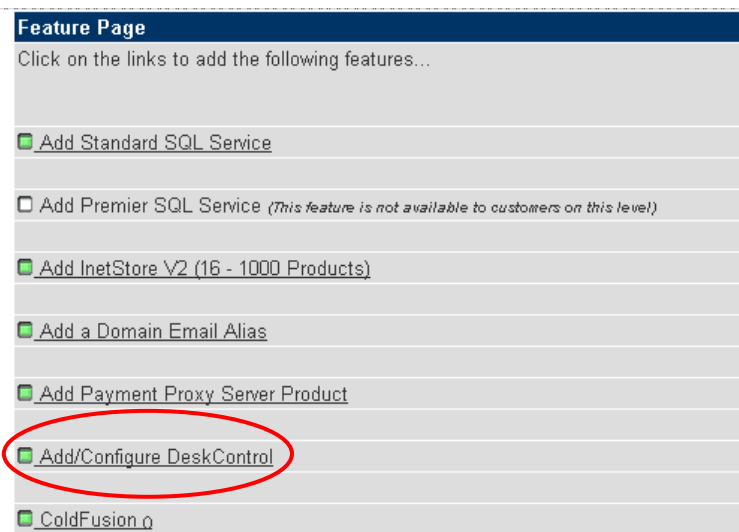
If you do not already use DeskControl, you will need to configure this to use Outlook Web Access.

Step 3.
Click on "Add Component" on left hand menu

Select "Add Component" from the sub menu



Step 4.
Select "Add/Configure DeskControl"



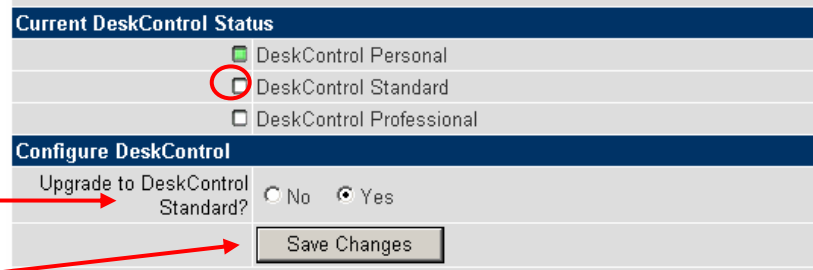
Step 5.

Your current DeskControl status will be indicated with green shading.

If you are currently using DeskControl Personal, you should select "Upgrade to DeskControl Standard"

Click on "Save changes"

You will receive a confirmation email that this upgrade has taken place.



Step 6.

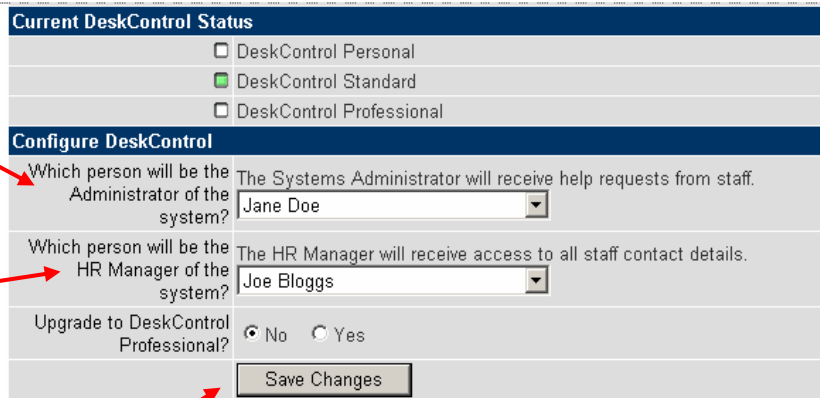
Select DeskControl Administrator
The DeskControl Administrator would usually be someone in your IT department or your IT services consultant. All help requests generated within DeskControl will be sent to this person. This person will also be able to set up DeskControl access for new staff.

Select HR Manager

The HR Manager should be the person responsible for Human Resources within your business. This person will be granted access to all staff contact details held within DeskControl.

DO NOT upgrade to DeskControl Professional. Make sure that 'No' is selected here.

Click on "Save changes"



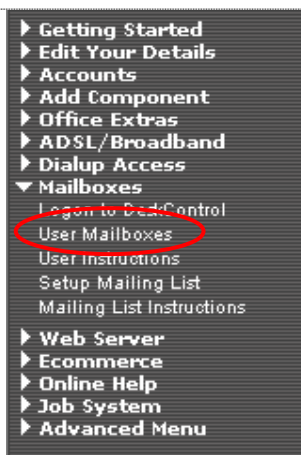
Mailbox Set-Up

If you wish to enable Managed Exchange on an **existing** mailbox, click 'Edit' on the relevant mailbox and **go to Step 10.**

If you wish to enable Managed Exchange on a new mailbox, follow the steps below

Step 7.

Select 'Mailboxes' from the left hand menu and then 'User Mailboxes' from the sub menu.



Step 8.

Choose "Exchange 2003 – PC & Web Access" from the drop down box at the base of the screen.

(Note – you may also wish to choose PC & Web Access Ultra which has a larger storage allocation than the standard PC & Web Access product).

Then click 'Create mailbox'

Scroll down to the "General Settings" section

Step 9.

Change the 'Mailbox Status' to 'On'.

Make sure that the 'PC & Web Access' option is selected

Select the level of Public Folder Access that you require

Most staff will have public folder author privileges. Your mail administrator would usually have publishing editor privileges.

Enter the mailbox name and the main email address

Enter e-mail alias or aliases in the 'Extra Email' options

These addresses will be directed to your main email address, but can use other variations of your name or a generic name like sales@promo.webcentral.com.

Set quotas for this mailbox

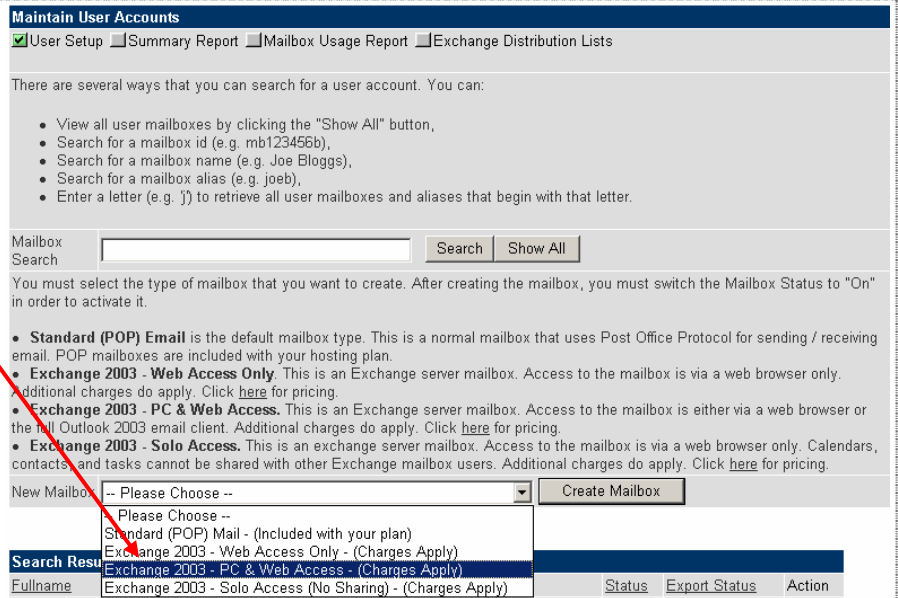
Each Managed Exchange mailbox comes with 100MB (200MB for Ultra) of included storage. Set 'warning' and prohibit' quotas to help you to manage your mailbox storage. Additional storage space can be purchased, so you are not limited to using only 100MB.

Enter password

This will be the password that you use to enter DeskControl and view Outlook Web Access

Click on 'Save'

Go to Step 14



Maintain User Accounts

User Setup Summary Report Mailbox Usage Report Exchange Distribution Lists

There are several ways that you can search for a user account. You can:

- View all user mailboxes by clicking the "Show All" button,
- Search for a mailbox id (e.g. mb123456b),
- Search for a mailbox name (e.g. Joe Bloggs),
- Search for a mailbox alias (e.g. joeb),
- Enter a letter (e.g. j) to retrieve all user mailboxes and aliases that begin with that letter.

Mailbox Search:

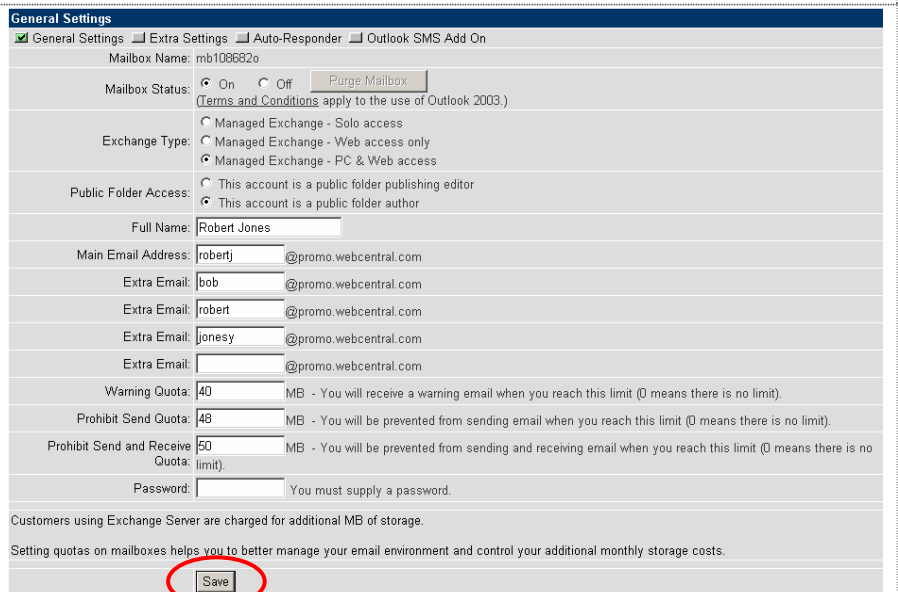
You must select the type of mailbox that you want to create. After creating the mailbox, you must switch the Mailbox Status to "On" in order to activate it.

- Standard (POP) Email** is the default mailbox type. This is a normal mailbox that uses Post Office Protocol for sending / receiving email. POP mailboxes are included with your hosting plan.
- Exchange 2003 - Web Access Only.** This is an Exchange server mailbox. Access to the mailbox is via a web browser only. Additional charges do apply. Click [here](#) for pricing.
- Exchange 2003 - PC & Web Access.** This is an Exchange server mailbox. Access to the mailbox is either via a web browser or the full Outlook 2003 email client. Additional charges do apply. Click [here](#) for pricing.
- Exchange 2003 - Solo Access.** This is an exchange server mailbox. Access to the mailbox is via a web browser only. Calendars, contacts, and tasks cannot be shared with other Exchange mailbox users. Additional charges do apply. Click [here](#) for pricing.

New Mailbox:

Search Results:

Fullname	Status	Export Status	Action
Standard (POP) Mail - (Included with your plan)			
Exchange 2003 - Web Access Only - (Charges Apply)			
Exchange 2003 - PC & Web Access - (Charges Apply)			
Exchange 2003 - Solo Access (No Sharing) - (Charges Apply)			



General Settings

General Settings Extra Settings Auto-Responder Outlook SMS Add On

Mailbox Name: mb106682o

Mailbox Status: On Off
(Terms and Conditions apply to the use of Outlook 2003.)

Exchange Type: Managed Exchange - Solo access Managed Exchange - Web access only Managed Exchange - PC & Web access

Public Folder Access: This account is a public folder publishing editor This account is a public folder author

Full Name: Robert Jones

Main Email Address: robertj@promo.webcentral.com

Extra Email: bob@promo.webcentral.com

Extra Email: robert@promo.webcentral.com

Extra Email: jonesy@promo.webcentral.com

Extra Email: @promo.webcentral.com

Warning Quota: 40 MB - You will receive a warning email when you reach this limit (0 means there is no limit).

Prohibit Send Quota: 48 MB - You will be prevented from sending email when you reach this limit (0 means there is no limit).

Prohibit Send and Receive Quota: 60 MB - You will be prevented from sending and receiving email when you reach this limit (0 means there is no limit).

Password: You must supply a password.

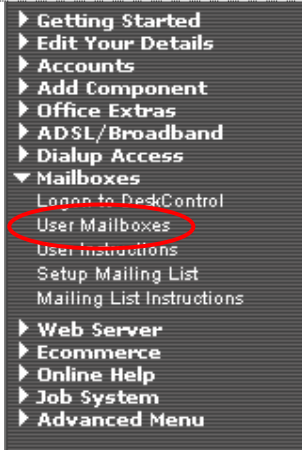
Customers using Exchange Server are charged for additional MB of storage.

Setting quotas on mailboxes helps you to better manage your email environment and control your additional monthly storage costs.

Please note: These changes will take up to 2 hours to take effect

Upgrade an existing mailbox
 Change an existing POP mailbox to a Managed Exchange PC & Web Access or PC & Web Access Ultra mailbox

Step 10.
 Select 'Mailboxes' from the left hand menu and then 'User Mailboxes' from the sub menu.



Step 11.
 Select 'Edit' for the mailbox that you wish to upgrade to Managed Exchange.

Search Results					
Fullname	Number	Mailbox Type	Status	Export Status	Action
	mb108682l	Standard	Off	Operational	Edit
	mb108682n	Standard	Off	Operational	Edit
business@promo.webcentral.com	mb108682b	Web Access	On	Operational	Edit
enterprise@promo.webcentral.co	mb108682c	Standard	On	Operational	Edit
info@promo.webcentral.com	mb108682a	Standard	On	Operational	Edit
Jane Doe	mb108682d	PC & Web Access	On	Operational	Edit
Joanne Roberts	mb108682f	PC & Web Access	On	Operational	Edit
Joe Bloggs	mb108682i	PC & Web Access	On	Operational	Edit
John Doe	mb108682j	PC & Web Access	On	Operational	Edit
Macro Demo	mb108682k	Standard	On	Operational	Edit
Nadia test	mb108682m	Standard	Off	Operational	Edit
promo@promo.webcentral.com	mb108682e	Standard	On	Operational	Edit
roadshow	mb108682g	Standard	On	Operational	Edit
roadshow2003	mb108682h	Standard	On	Operational	Edit
Robert Jones	mb108682o	PC & Web Access	On	Operational	Edit

Step 12.
 Scroll down to the "General Settings" section

Click 'Upgrade to Exchange' from the top left hand side of the screen

General Settings	
<input checked="" type="checkbox"/> General Settings	<input type="checkbox"/> Extra Settings
<input type="checkbox"/> Upgrade to Exchange	<input type="checkbox"/> Auto-Responder
<input type="checkbox"/> Auto-Forwarder	<input type="checkbox"/> Mailbox Test Page
<input type="checkbox"/> Instructions	<input type="checkbox"/> SpamTrap
Mailbox Name:	mb108682f
Mailbox Status:	<input checked="" type="radio"/> On <input type="radio"/> Off
Full Name:	Joanne Roberts
Main Email Address:	joanner@promo.webcentral.com
Extra Email:	joanne@promo.webcentral.com
Extra Email:	jo@promo.webcentral.com
Extra Email:	sales@promo.webcentral.com
Extra Email:	@promo.webcentral.com
Password:	efgh5678 <small>You must supply a password.</small>
	<input type="button" value="Save"/>

Step 13.

Make sure that the 'PC & Web Access' or 'PC & Web Access Ultra' option is selected

Select the level of Public Folder Access that you require

Most staff will have public folder author privileges. Your mail administrator would usually have publishing editor privileges.

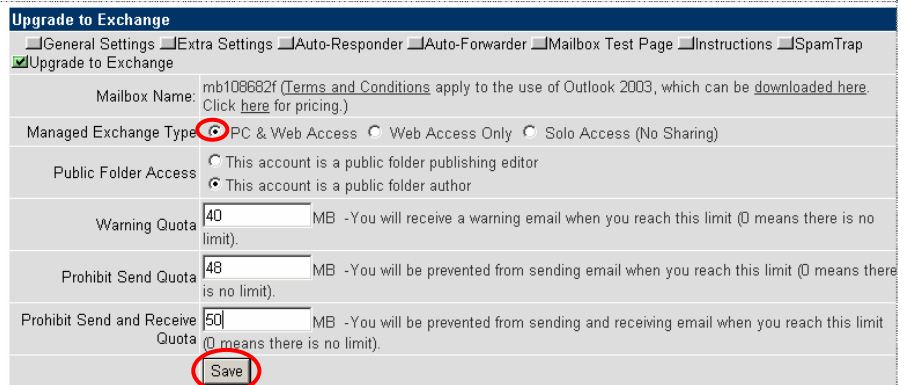
Set quotas for this mailbox

Each Managed Exchange mailbox comes with 100MB of included storage except for the Managed Exchange PC & Web Access Ultra mailbox which comes with 200MB. Set 'warning' and prohibit' quotas to help you to manage your mailbox storage. Additional storage space can be purchased, so you are not limited to using only 100MB or 200MB

Click on 'Save'

It will take up to 30 minutes for Managed Exchange to be enabled on this mailbox

Important: if you decide that you no longer wish to have Managed Exchange enabled on your mailbox, the only way to remove this service is to log a job on your account. Currently, Managed Exchange cannot be disabled in Mission Control.



Upgrade to Exchange

General Settings | Extra Settings | Auto-Responder | Auto-Forwarder | Mailbox Test Page | Instructions | SpamTrap

Upgrade to Exchange

Mailbox Name: mb108682f (Terms and Conditions apply to the use of Outlook 2003, which can be downloaded here. Click here for pricing.)

Managed Exchange Type: PC & Web Access Web Access Only Solo Access (No Sharing)

Public Folder Access: This account is a public folder publishing editor This account is a public folder author

Warning Quota: 40 MB -You will receive a warning email when you reach this limit (0 means there is no limit).

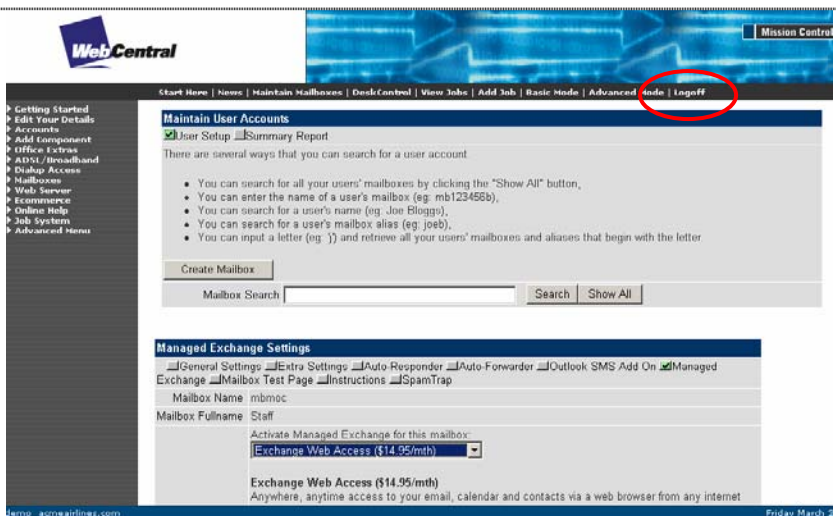
Prohibit Send Quota: 48 MB -You will be prevented from sending email when you reach this limit (0 means there is no limit).

Prohibit Send and Receive Quota: 50 MB -You will be prevented from sending and receiving email when you reach this limit (0 means there is no limit).

Save

Step 14.

Log out of Mission Control



Web Central Mission Control

Start Here | Home | Maintain Mailboxes | DeskControl | View Jobs | Add Job | Basic Mode | Advanced Mode | **Log Off**

Maintain User Accounts

User Setup Summary Report

There are several ways that you can search for a user account

- You can search for all your users' mailboxes by clicking the "Show All" button,
- You can enter the name of a user's mailbox (eg. mb123456b),
- You can search for a user's name (eg. Joe Bloggs),
- You can search for a user's mailbox alias (eg. joeb),
- You can input a letter (eg. j) and retrieve all your users' mailboxes and aliases that begin with the letter

Create Mailbox

Mailbox Search: Search Show All

Managed Exchange Settings

General Settings | Extra Settings | Auto-Responder | Auto-Forwarder | Outlook SMS Add On | **Managed Exchange** | Mailbox Test Page | Instructions | SpamTrap

Mailbox Name: mbmcc

Mailbox Fullname: Staff

Activate Managed Exchange for this mailbox:

Exchange Web Access (\$14.95/mth)

Exchange Web Access (\$14.95/mth)

Anywhere, anytime access to your email, calendar and contacts via a web browser from any internet

Demo: aqcentral.com Friday March 5

Verify Outlook Web Access has been set up

Once Managed Exchange has been enabled on your mailbox, you should log into DeskControl to verify that all new mail is arriving in the Managed Exchange mailbox. After you have confirmed this, you can then proceed to migrate your existing mail into this new mailbox.

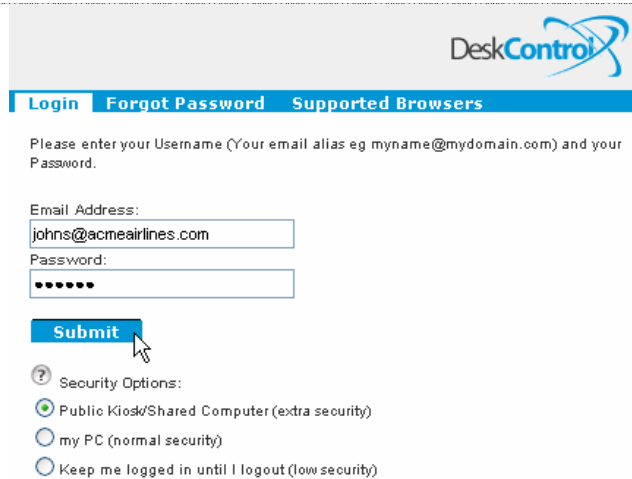


Step 15.

Go to DeskControl

Step 16.

Use your e-mail address and password to log on



Step 17.

Click on 'Messages' then 'Show Inbox'

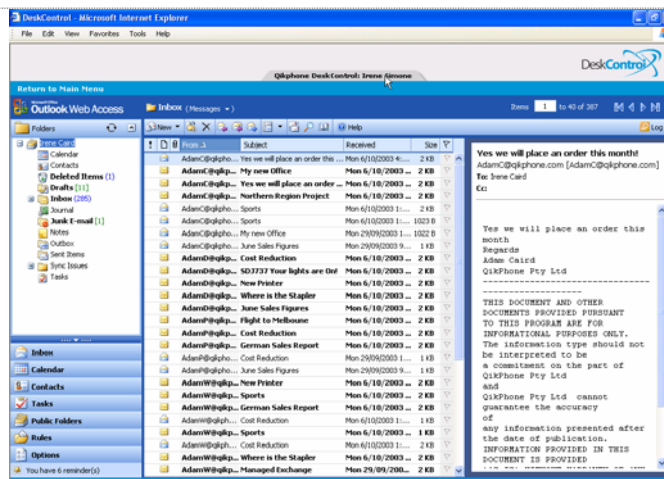
Select the 'High bandwidth' option if you are using broadband and 'Low bandwidth' if you are using a dial up connection.



Step 18.

You will now be able to verify that your email is being delivered into your new Managed Exchange mailbox.

You can also now use Outlook Web Access via DeskControl to manage your email, calendar and contacts from any internet-connected computer.



Migrate your existing email, calendar and contacts

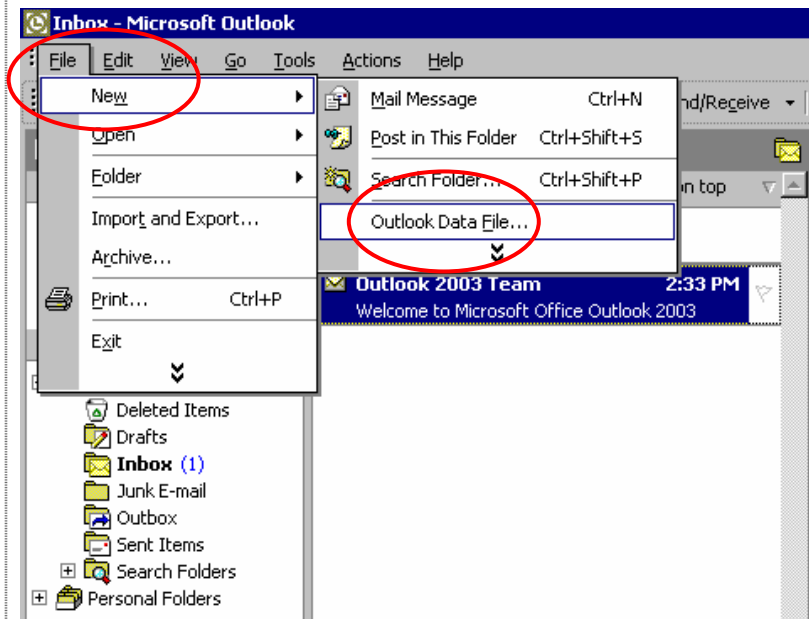
Once Managed Exchange 'PC & Web Access' or 'PC & Web Access Ultra' has been enabled on your account, you will need to migrate your existing Outlook data (if applicable) and then download the latest version of Outlook 2003 from Mission Control.

A .pst file can be created in Outlook as a way of storing data. The .pst file is also used during the Managed Exchange migration process. The types of data that you should migrate would include your inbox, sent items, calendar and contacts.

Step 19.

Open your existing Outlook client. These instructions should be correct for Outlook 2000 and 2002 as well.

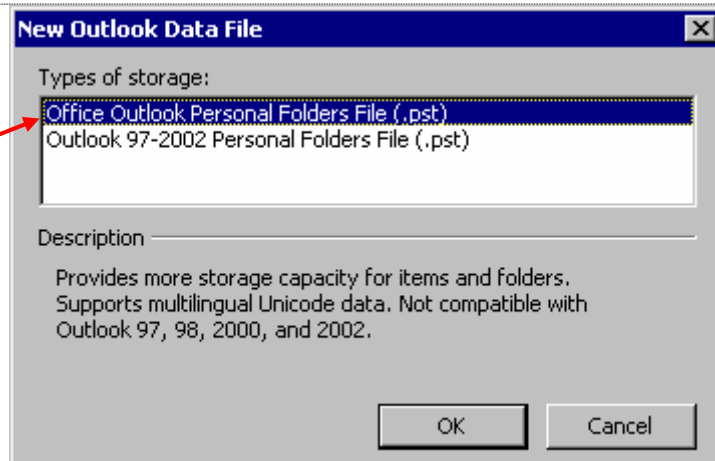
Select 'File', then 'New', then 'Outlook Data File'



Step 20.

Choose the .pst type that you would like to create.

Then click 'OK'

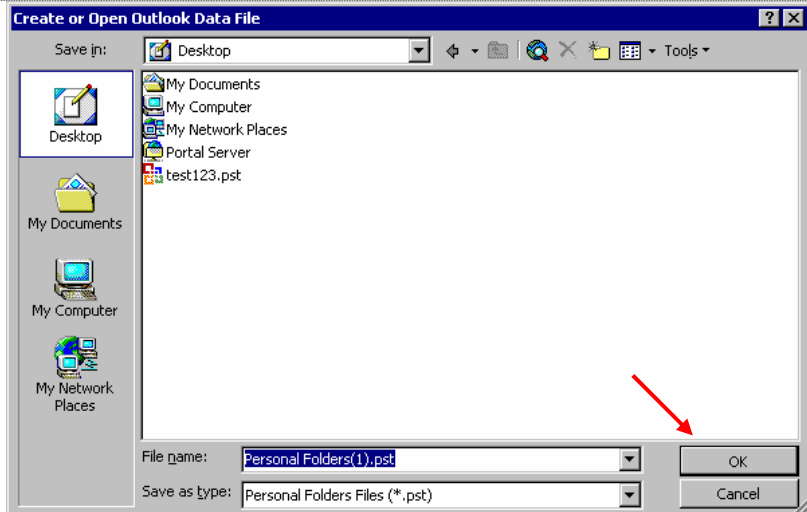


Step 21.

Save the .pst file to a suitable network or local location.

Then click 'OK'

Make sure you remember where you have saved it!



Step 22.

.pst files can be encrypted and password protected.

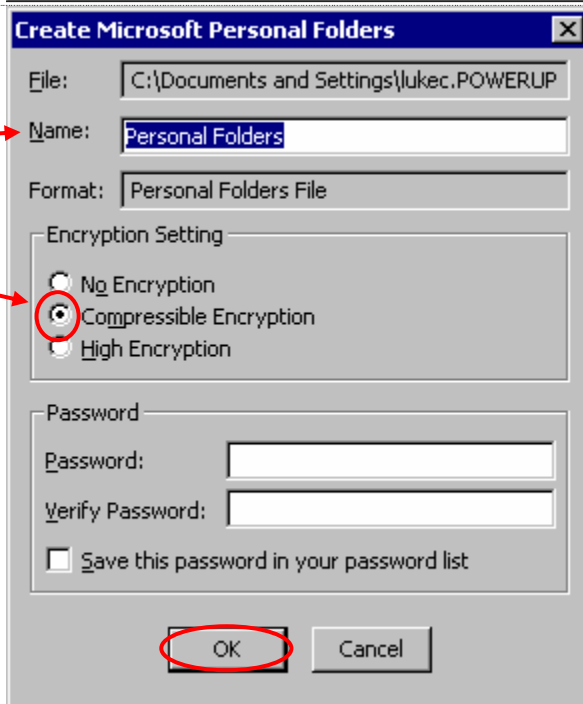
Name your .pst file

Maintain the default option for encryption, which should be 'Compressible encryption'

This encrypts your offline folder file so that it can be compressed if your computer uses disk compression to help with file storage management.

You can choose to enter a password to protect your .pst file if you wish.

Then click 'OK'



Copy content into the .pst file
Copy the items from your current version of Microsoft Outlook that you want to migrate to your new Managed Exchange mailbox.

Step 23.

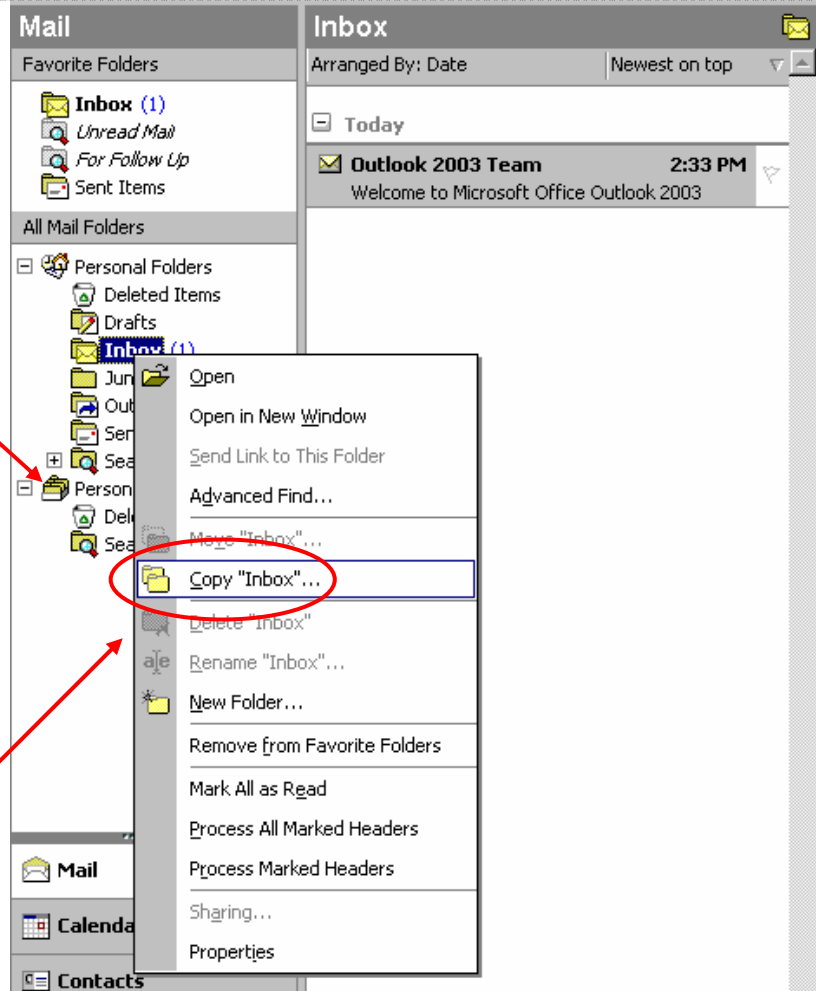
Underneath your mailbox is a new folder called 'Personal Folders'. This is your .pst file.

You can now drag and drop items into this new 'Personal Folders' location.

Or you can right click on folder(s) you wish to copy, such as your:

- Inbox
- Sent Items
- Calendar and
- Contacts

Select 'Copy' from the menu that appears when you right click on the item

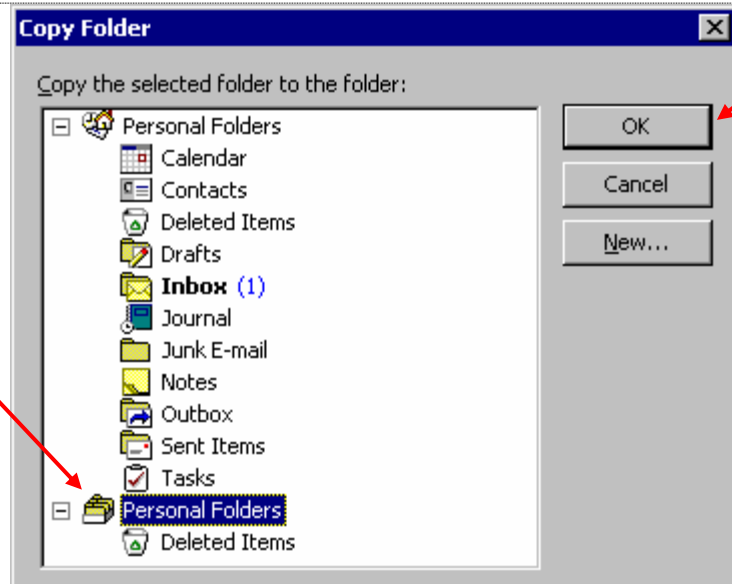


Step 24.

Then select the new .pst file 'Personal Folders' as the destination to copy the item to.

Then click OK.

Repeat this 'Copy' process for each of the items in your Outlook that you wish to migrate to your new Managed Exchange mailbox. All of the items can be copied to the one .pst file.



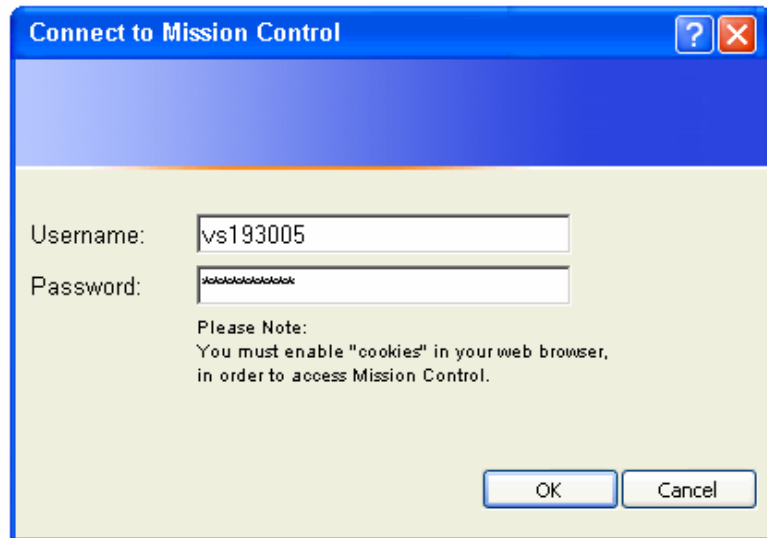
Download Microsoft Outlook 2003 software from Mission Control

The next step in the migration process is to download the Microsoft Outlook 2003 software by returning to Mission Control. **Please note that installing this new version of Outlook will replace your existing version of Outlook.**

If you already have the latest version of Outlook 2003 on your computer, please **go to Step 30.**

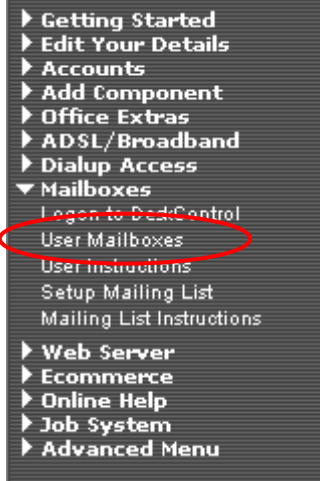
Step 25.

Log on to Mission Control via <https://mc-au.server-secure.com> with your username and password



Step 26.

Select 'Mailboxes' from the left hand menu and then 'User Mailboxes' from the sub menu.



Step 27.

Select 'Edit' for the mailbox you have already enabled Managed Exchange on.

Search Results					
Fullname	Number	Mailbox Type	Status	Export Status	Action
	mb108682l	Standard	Off	Operational	Edit
	mb108682n	Standard	Off	Operational	Edit
business@promo.webcentral.com	mb108682b	Web Access	On	Operational	Edit
enterprise@promo.webcentral.co	mb108682c	Standard	On	Operational	Edit
info@promo.webcentral.com	mb108682a	Standard	On	Operational	Edit
Jane Doe	mb108682d	PC & Web Access	On	Operational	Edit
Joanne Roberts	mb108682f	PC & Web Access	On	Operational	Edit
Joe Bloggs	mb108682i	PC & Web Access	On	Operational	Edit
John Doe	mb108682j	PC & Web Access	On	Operational	Edit
Macro Demo	mb108682k	Standard	On	Operational	Edit
Nadia test	mb108682m	Standard	Off	Operational	Edit
promo@promo.webcentral.com	mb108682e	Standard	On	Operational	Edit
roadshow	mb108682g	Standard	On	Operational	Edit
roadshow2003	mb108682h	Standard	On	Operational	Edit
Robert Jones	mb108682o	PC & Web Access	On	Operational	Edit

Step 28.

Read the Terms & Conditions that apply to the Outlook 2003 software

Please note that this software download is only available to customers signed up for either the Managed Exchange PC & Web Access or PC & Web Access Ultra product.

Write down your mailbox number – which is in the format mbxxxxxxx – and password as you will need this to complete the set-up process.

General Settings	
<input checked="" type="checkbox"/> General Settings	<input type="checkbox"/> Extra Settings
<input type="checkbox"/> Auto-Responder <input type="checkbox"/> Outlook SMS Add On	
Mailbox Name:	mb108682f (Terms and Conditions apply to the use of our MAPI client software.)
Mailbox Status:	<input checked="" type="radio"/> On <input type="radio"/> Off <input type="button" value="Purge Mailbox"/>
Managed Exchange Type:	<input checked="" type="radio"/> PC & Web Access <input type="radio"/> Web Access Only <input type="radio"/> Solo Access (No Sharing)
Public Folder Access:	<input type="radio"/> This account is a public folder publishing editor <input checked="" type="radio"/> This account is a public folder author
Full Name:	Joanne Roberts
Main Email Address:	joanner @promo.webcentral.com
Extra Email:	joanne @promo.webcentral.com
Extra Email:	jo @promo.webcentral.com
Extra Email:	sales @promo.webcentral.com
Extra Email:	@promo.webcentral.com
Warning Quota:	40 MB -You will receive a warning email when you reach this limit (0 means there is no limit).
Prohibit Send Quota:	48 MB -You will be prevented from sending email when you reach this limit (0 means there is no limit).
Prohibit Send and Receive Quota:	50 MB -You will be prevented from sending and receiving email when you reach this limit (0 means there is no limit).
Password:	efgh5678 You must supply a password.
<input type="button" value="Save"/>	

Step 29.

The link for the Microsoft Outlook 2003 software and the product key are available at the base of the Terms & Conditions page.

8. WARRANTIES AND LIABILITIES

To the extent permitted by applicable law, we do not make any representations or express warranties and disclaims all warranties, duties and conditions with respect to the Software, whether express, implied or statutory, including but not limited to, implied warranties or conditions of merchantability, fitness for a particular purpose, lack of viruses, accuracy or completeness of responses or results, or correspondence to description. The entire risk as to the quality of or arising out of use or performance of the software products, if any, remains with you. Notwithstanding anything in this agreement, consumers may have the benefit of certain rights or remedies pursuant to the Trade Practices Act 1974 (Cth) and similar state and territory laws in Australia in respect of which liability may not be excluded. If so, then to the maximum extent permitted by law, such liability is limited at our option, in the case of goods to either (i) replacement of the goods or (ii) correction of defects in the goods, and in the case of services to either (i) resupply of the services or (ii) the cost of the resupply of the services.

9. PRODUCT SUPPORT

We will only provide basic configuration support for the Software. Microsoft or its affiliates or subsidiaries will not provide any product support.

10. NOT FAULT TOLERANT

THE SOFTWARE MAY CONTAIN TECHNOLOGY THAT IS NOT FAULT TOLERANT AND IS NOT DESIGNED, MANUFACTURED, OR INTENDED FOR USE IN ENVIRONMENTS OR APPLICATIONS IN WHICH THE FAILURE OF THE SOFTWARE COULD LEAD TO DEATH, PERSONAL INJURY, OR SEVERE PHYSICAL, PROPERTY OR ENVIRONMENTAL DAMAGE.

11. EXPORT RESTRICTIONS

The Software is of U.S. origin for purposes for U.S. export control laws. You agree to comply with all applicable international and national laws that apply to the Software, including the U.S. Export Administration Regulations, as well as end-user, end-use and destination restrictions issued by U.S. and other governments. For additional information, see <http://www.microsoft.com/exporting/>.

12. LIABILITY FOR BREACH

In addition to any liability you may have to us you agree that you will also be legally responsible directly to Microsoft for any breach of these terms and conditions.

If you are a PC and Web Access customer and you accept these Terms and Conditions please [click here to download the software](#) (download size 173MB).

* Only PC and Web Access customers are entitled to download and use this software under the above license.

* The product key for the client software is: MYFJW-T2G49-77Y4P-R6VPV-WG6BB

Configure RPC over HTTP connection to Managed Exchange
 Managed Exchange 2003 supports a new connection protocol called RPC over HTTP. When this method is used, connections to the Managed Exchange servers are made over ports 80 and 443 eliminating the need for port 135, which has been blocked by many ISPs due to worms such as MSBlaster.

These connections should be set up through an Outlook Profile file (PRF) prior to importing your existing mail, calendar and contact information.

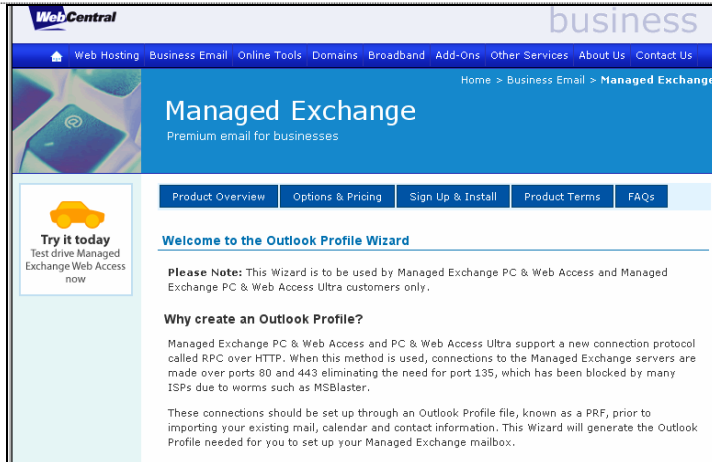
Step 30.

We have developed an easy-to-use

wizard to assist you in creating an Outlook Profile (PRF)

Visit this special page on our web site to create your PRF.

<http://www.webcentral.com.au/mgdexchangeprfwizard>



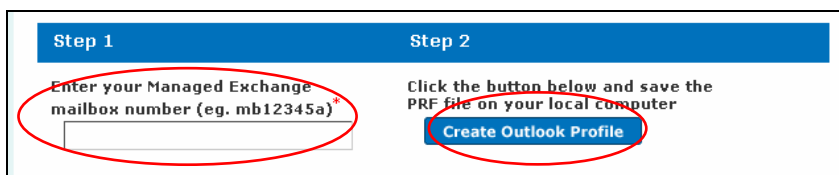
Step 31.

Enter your Managed Exchange mailbox number.

Click the 'Create Outlook Profile' button.

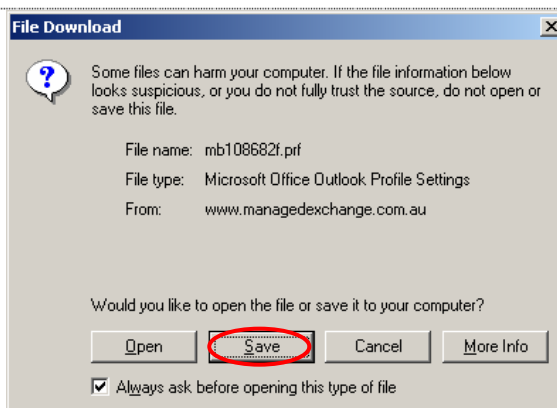
Please note: RPC over HTTP requires Windows XP with service pack 1 and hotfix Q331320. You can get the required patch at <http://support.microsoft.com/default.aspx?kbid=331320>

If for some reason you are not able to use RPC over HTTP, please contact our Technical Support team on 1800 800 099 (ext 1) to discuss other options that may be available to you.



Click 'Save' to save the PRF on your computer.

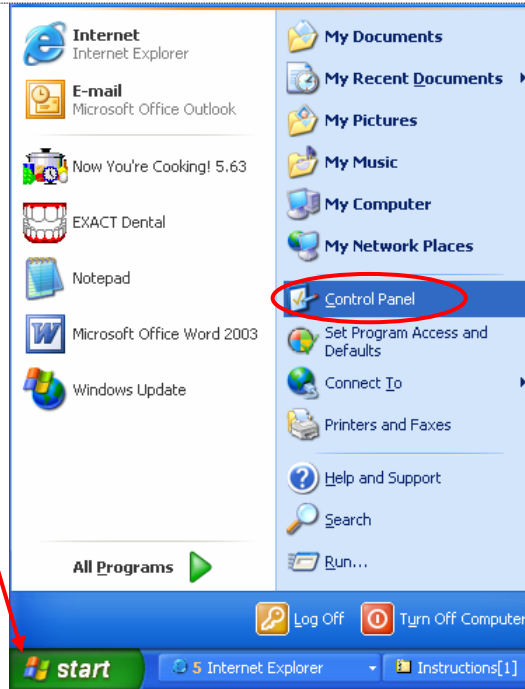
Make sure you remember where you have saved it!



Installing the PRF file and creating your Outlook profile

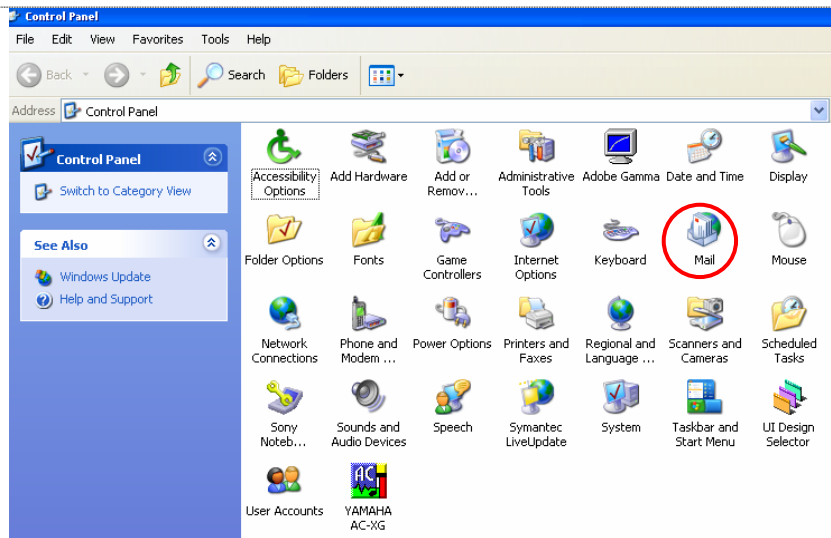
Step 32.

Once you have saved the PRF file, you need to open Control Panel on your computer by using the 'Start' bar



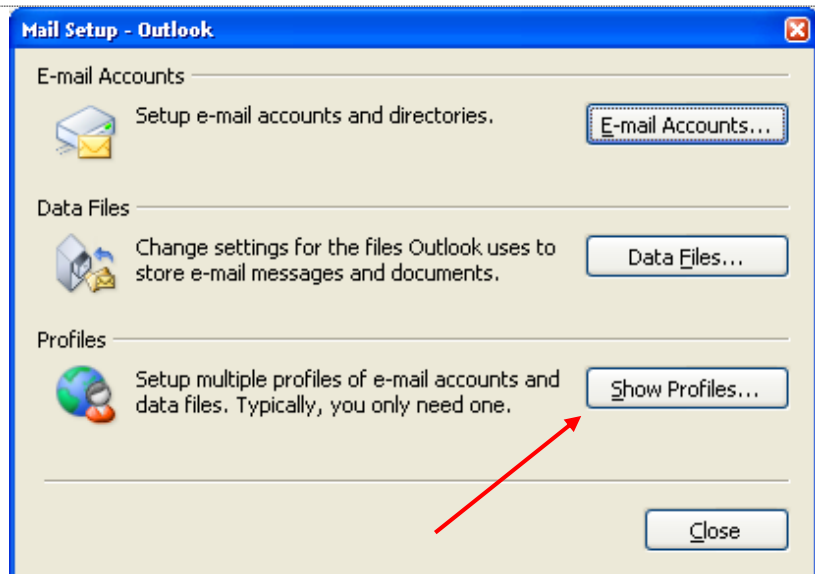
Step 33.

Then double click on the Mail icon

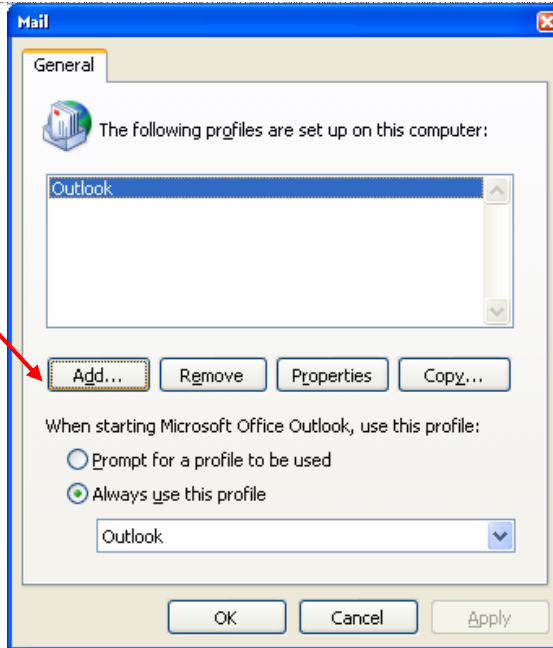


Step 34.

Once open, select the 'Show Profiles' option.

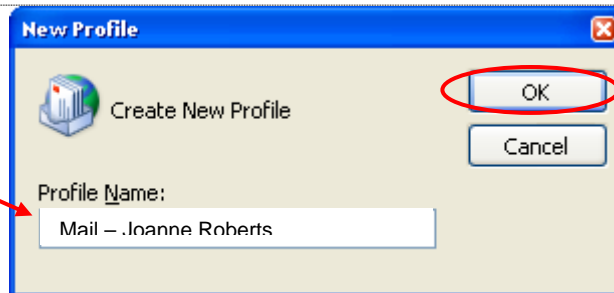


Step 35.
Then select 'Add'

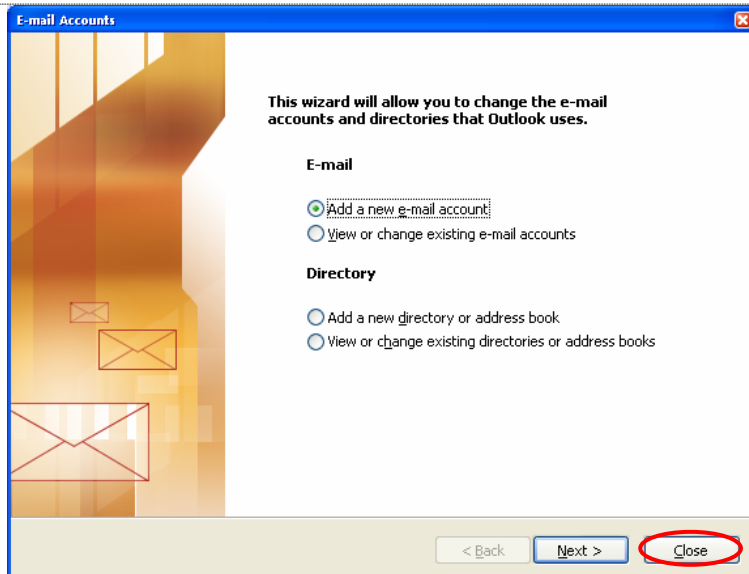


Step 36.
Enter a unique name for this profile, so that you will be able to easily identify it in the future.

Then click 'OK'

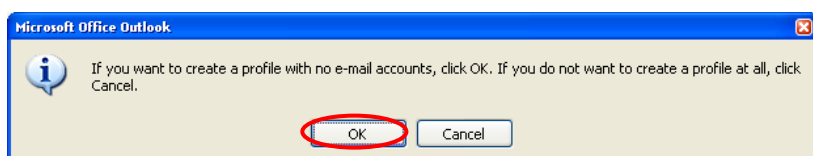


Step 37.
Select 'Close'



Then click 'OK' to the resulting pop up box.

You have now created a blank Outlook profile into which you will import the data you saved in the .pst file and the necessary information for the new RPC over HTTP connection.



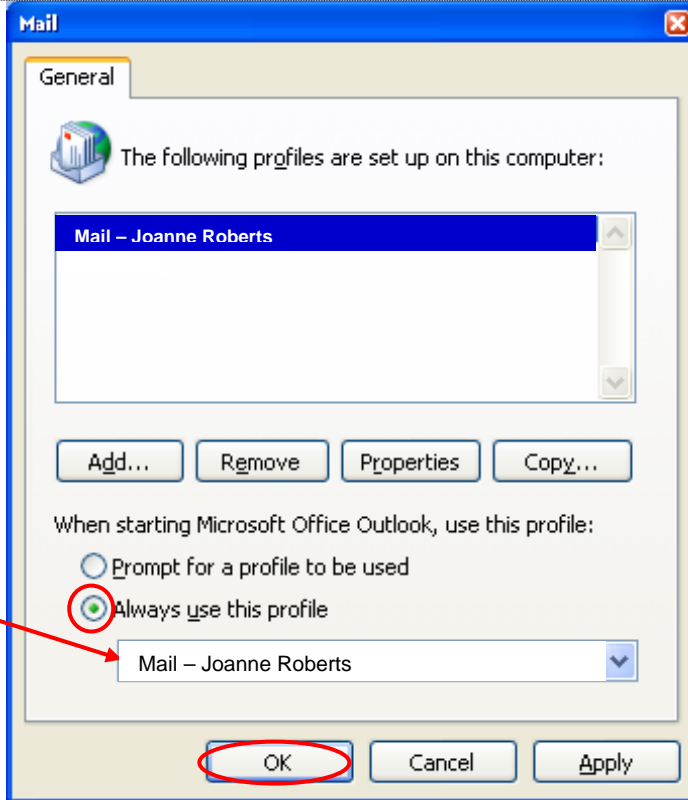
Step 38.

Select 'Always use this profile'

And select the profile you have just created

Click 'OK'

This is a crucial step as the PRF import will alter the default profile. If you do not set this correctly you may lose your current mail settings. Once selected, you can go back and select either the 'Prompt for profile to be used' or 'Always use this profile' radio buttons once you have selected the correct profile.



Step 39.

You now need to access the file that you downloaded using the PRF Wizard in Step 31.

Make sure that your Microsoft Outlook program is closed and double click on the PRF file

Select 'Yes' when the dialogue box appears.

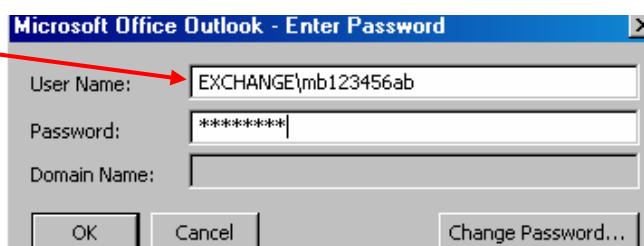
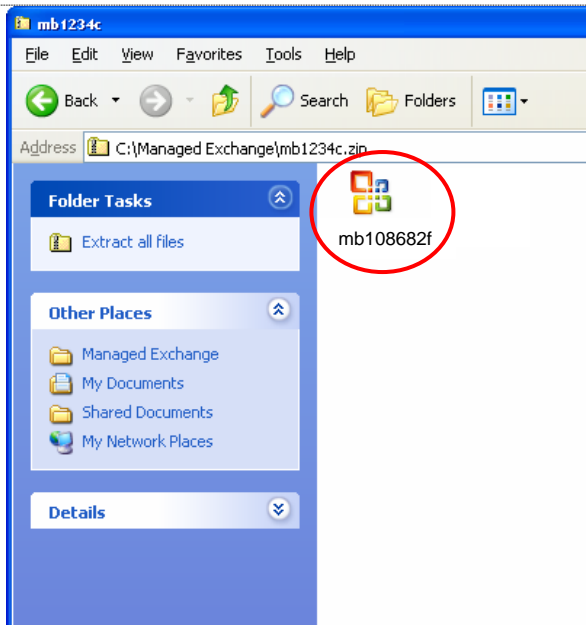
Then start your Microsoft Outlook program and select the profile you have just created in Step 36.

Enter your username and password when prompted.

Your username is your mailbox number and should be preceded by EXCHANGE and a backslash, so it will need to be entered in this format:

EXCHANGE\mbxxxxxxx

If you do not have your mailbox username and password, you will need to get these from Mission Control or from your administrator.



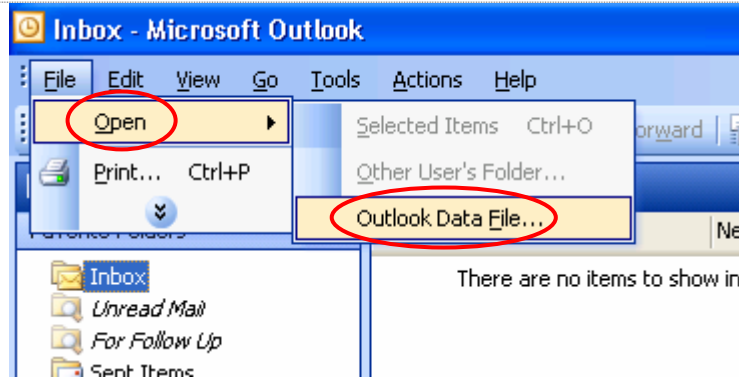
Import your saved Outlook data

Now that you have set up your Outlook profile, you can import the Outlook data saved in your .pst file into your new Managed Exchange mailbox

Step 40.

Select 'Open' and then 'Outlook Data File'

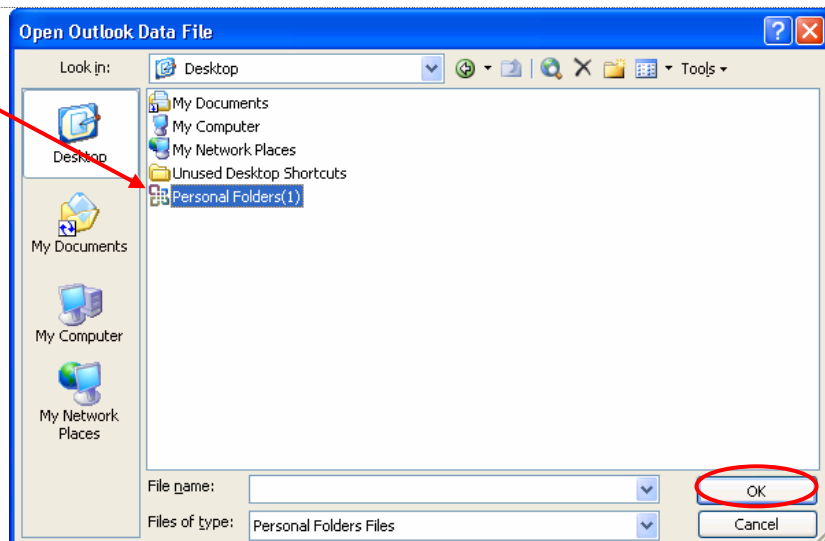
Please note: The first sync that you do between the Managed Exchange servers and your Outlook 2003 software after your data has been migrated will take longer than usual.



Step 41.

Select your .pst file from the saved location.

Select 'OK'



Step 42.

Your saved .pst file will appear beneath your existing mailbox items in 'Personal Folders'.

You can now copy or drag and drop items from these Personal Folders into your Managed Exchange Inbox, Sent Items, Contact and Calendar.

THE END

You have now finished setting up your Managed Exchange PC & Web Access or PC & Web Access Ultra mailbox!

If you need any further information, please contact our Technical Support team on 1800 800 099 (ext 1).

