How to Configure Windows Microsoft Outlook and Exchange
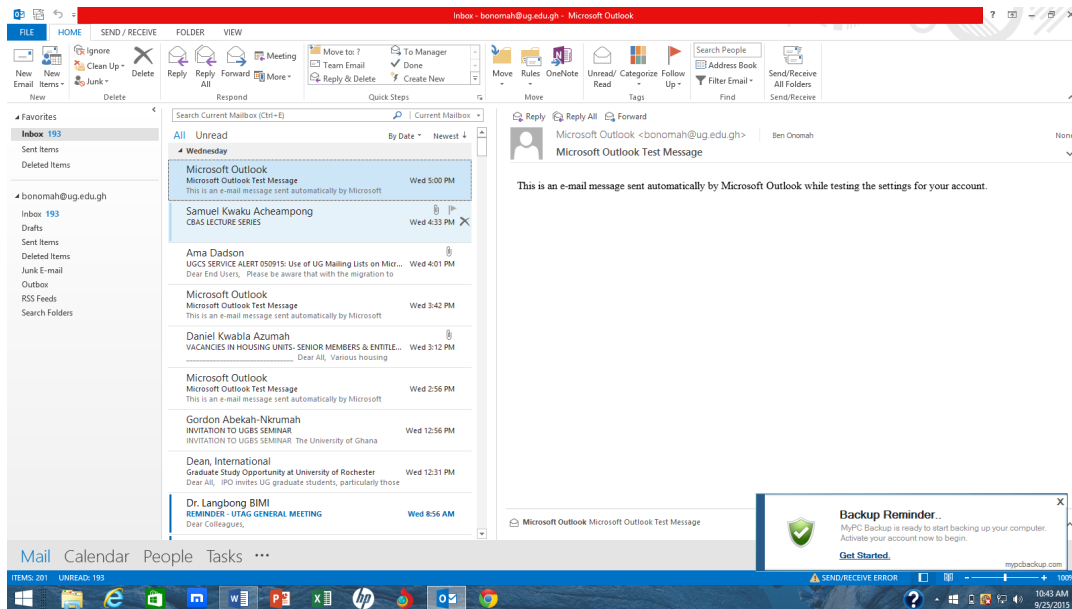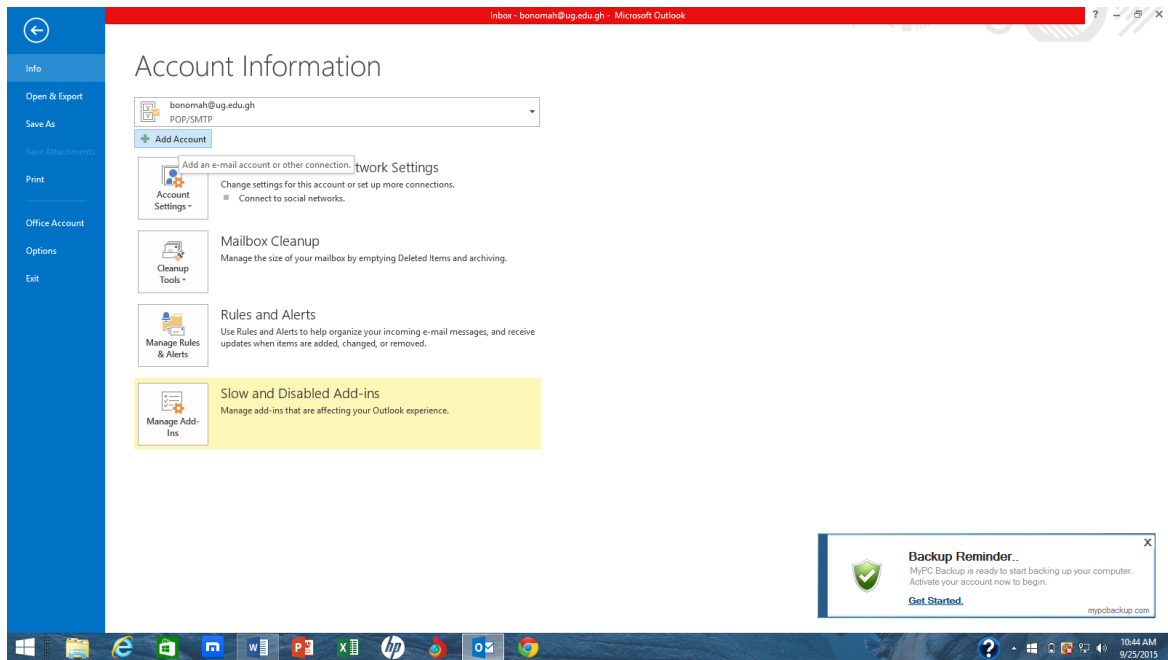
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How to Configure Outlook to connect to Microsoft Exchange.

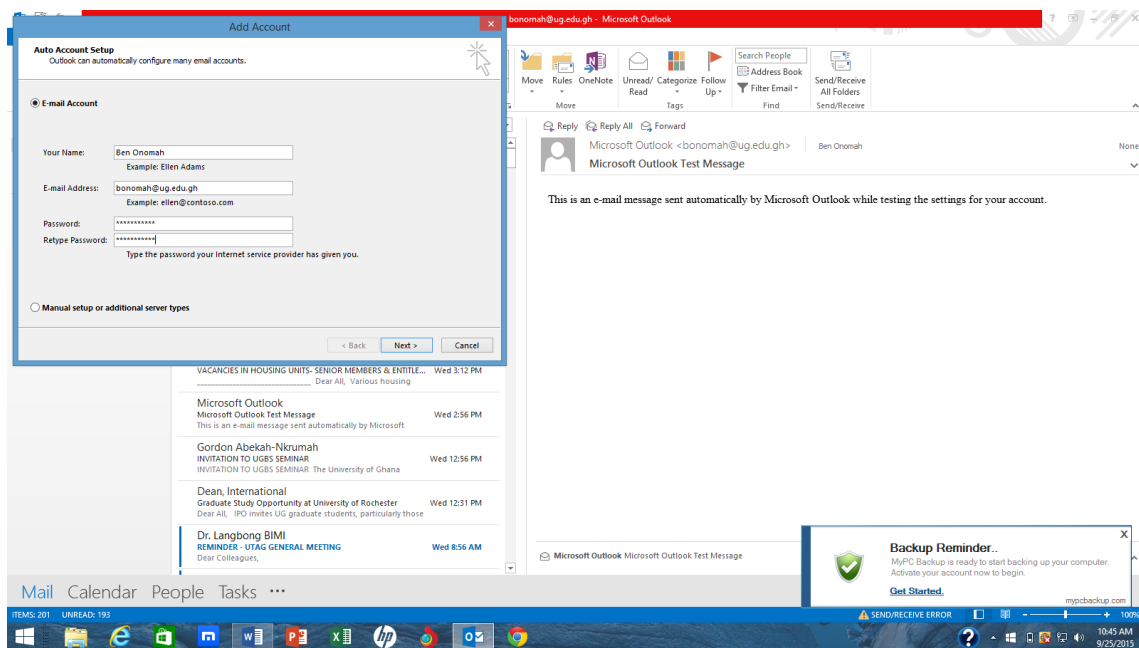Please proceed if you have MS Outlook configured to read your Axigen and or any other mails

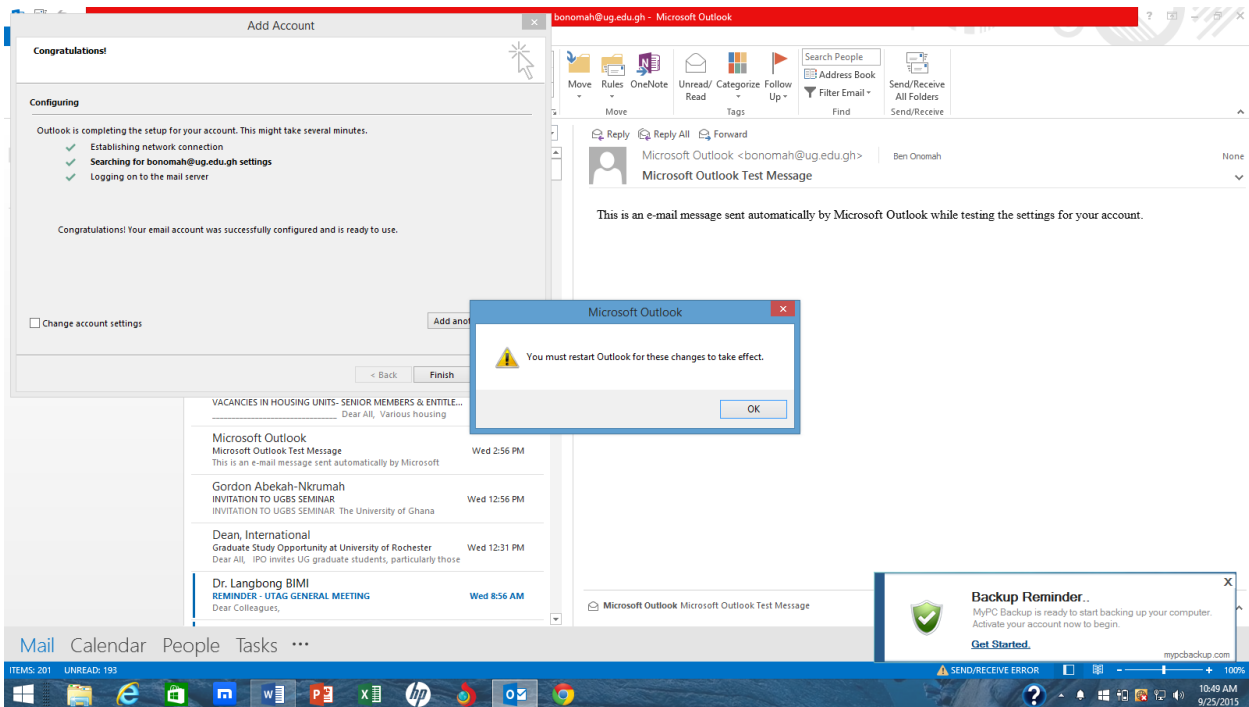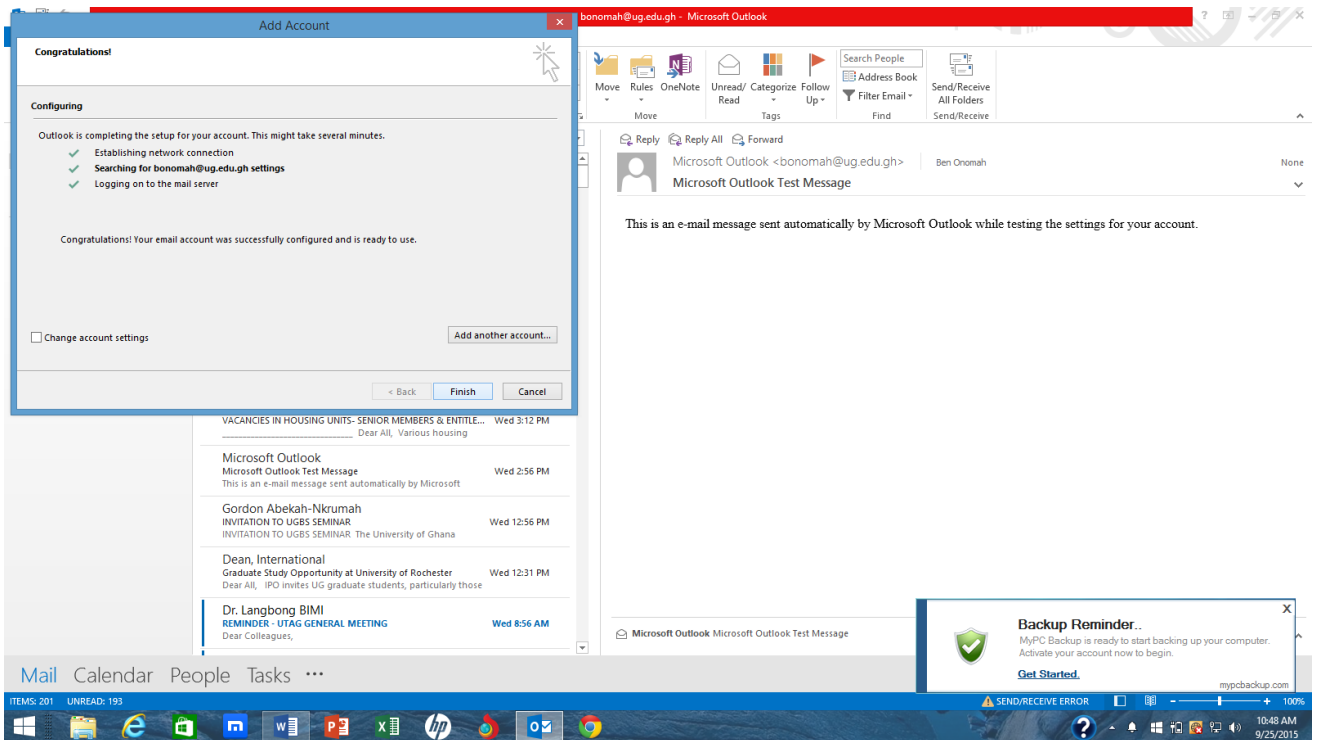1. Open MS Outlook and click on file in the upper left corner


2. Click on Add Account

3. Fill in your details (Name, Email Address and Password) as shown below. **Do not check the manual settings box and click next**

4. If all goes well you should have three green checks as shown below. Click on the "Finish" button. You may be asked to restart MS Outlook Client.
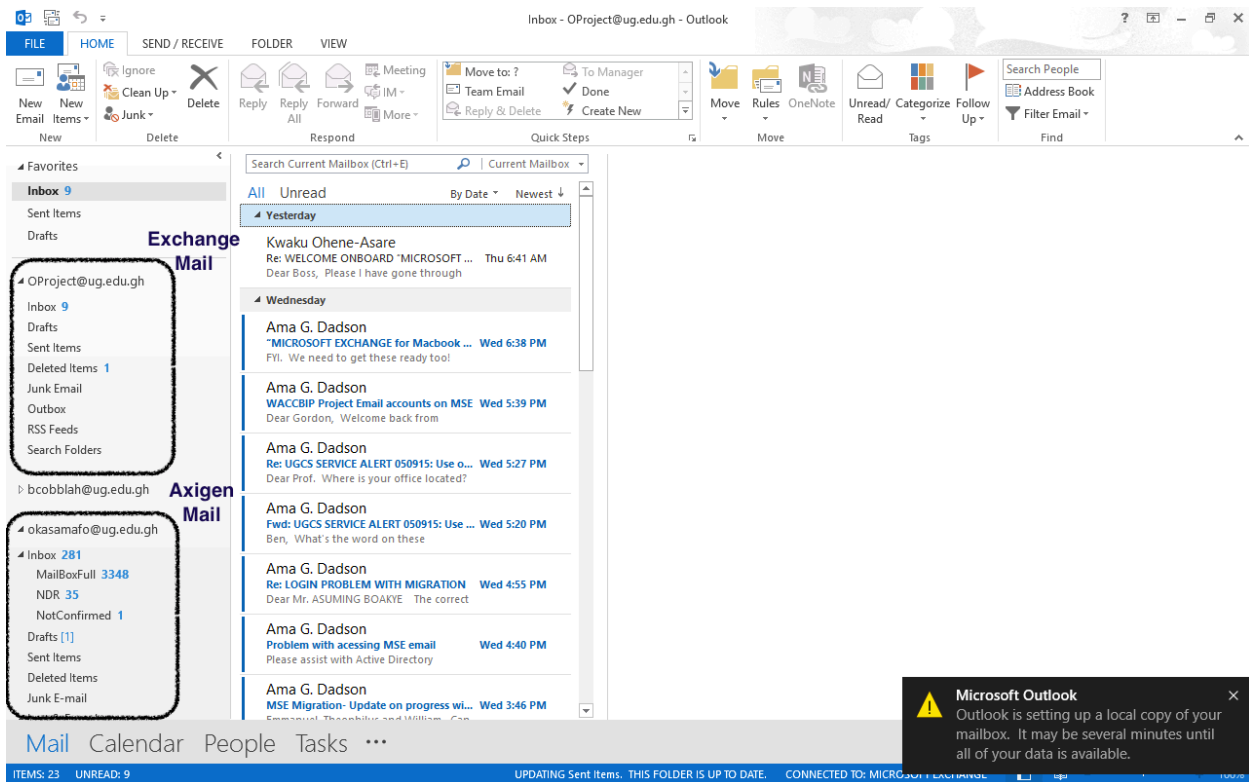
After restarting your MS Outlook Client, you will be prompted for a password to your exchange mail. Please supply it and click on OK.
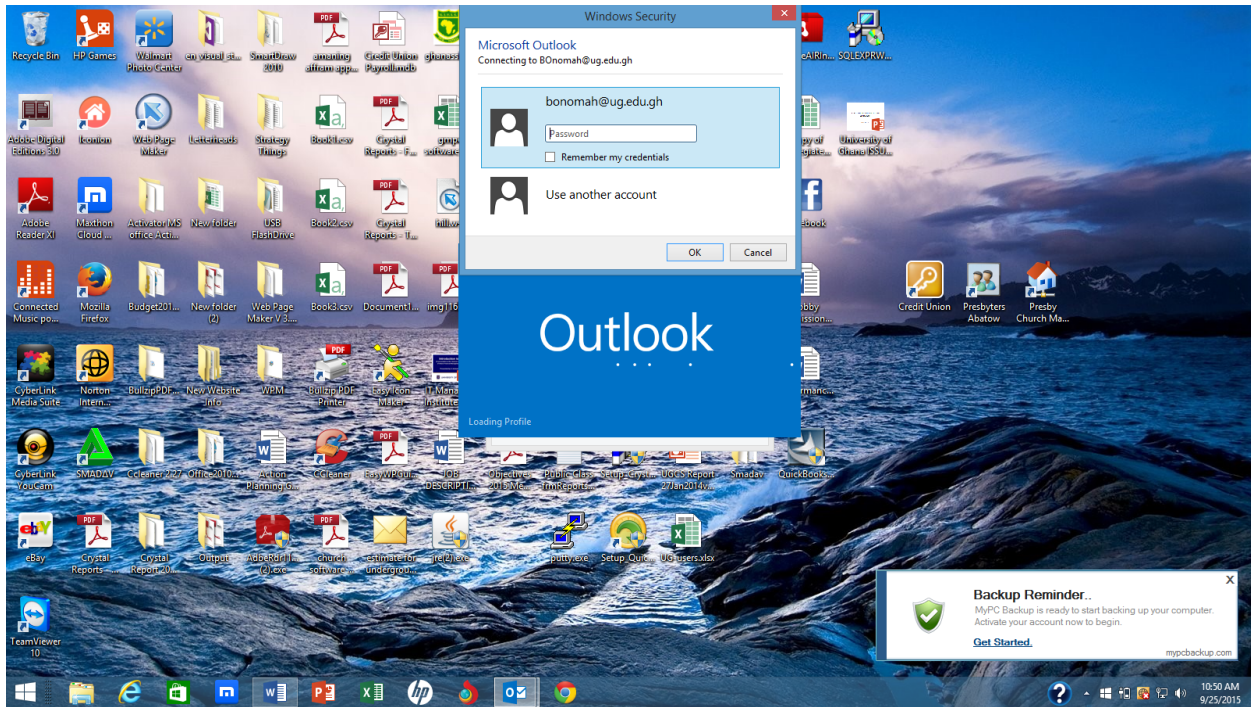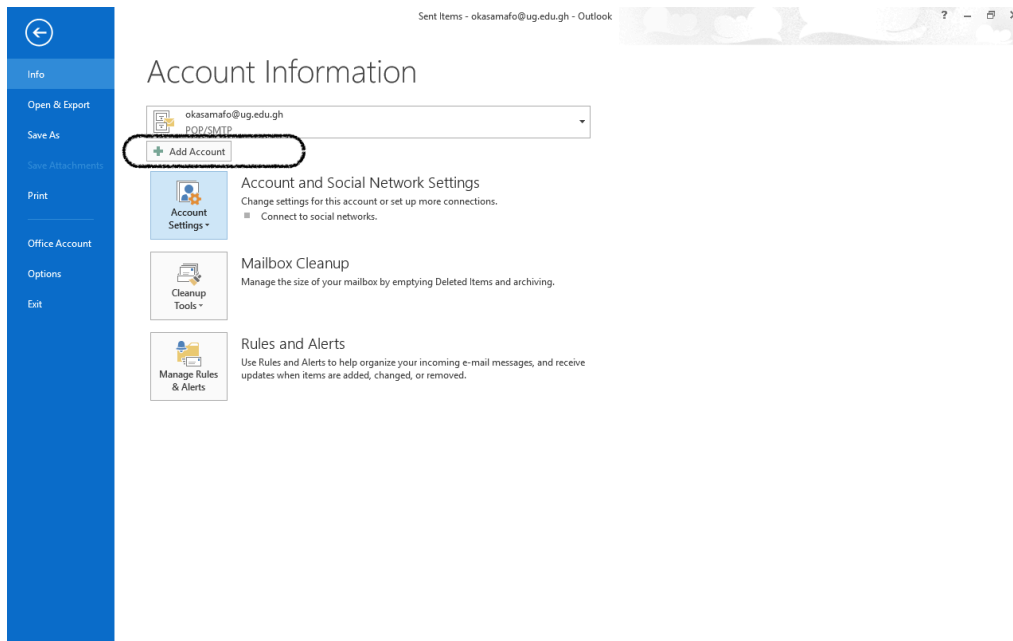
You will be ushered into your new mail. Notice that you have two (2) mailboxes on the left side of your Outlook Client. Your Axigen mailbox would be highly populated than your Exchange mailbox as shown below.
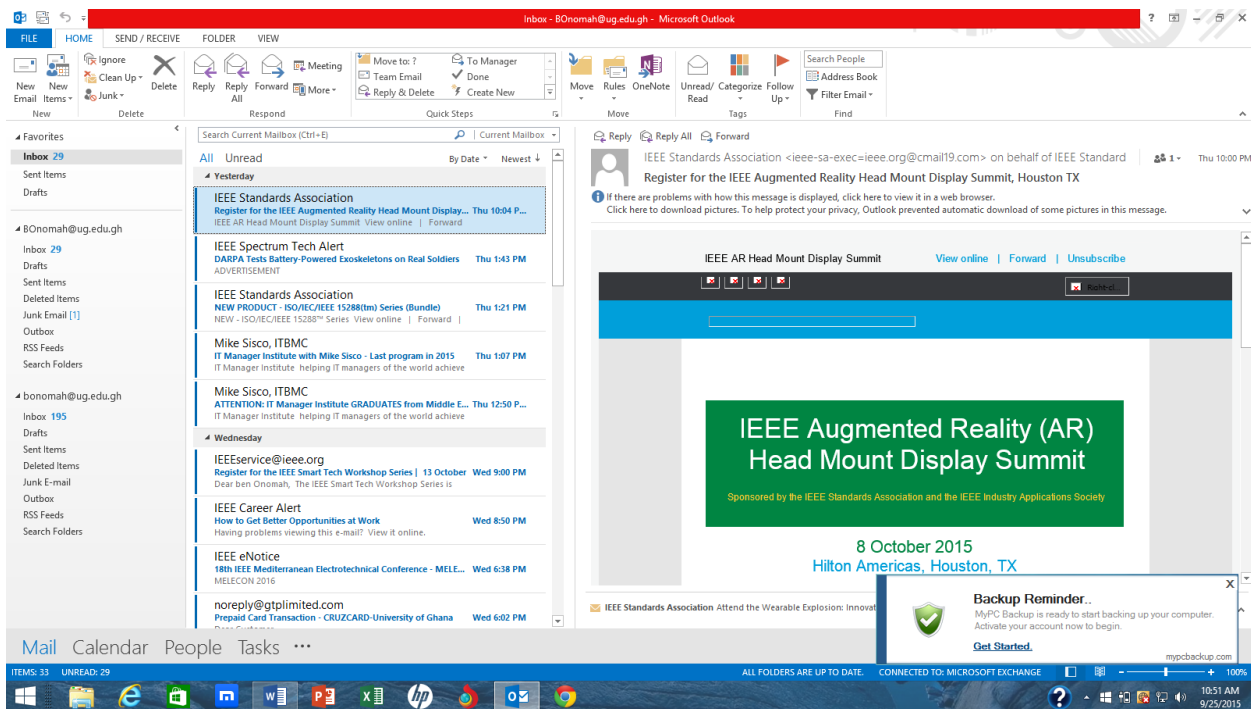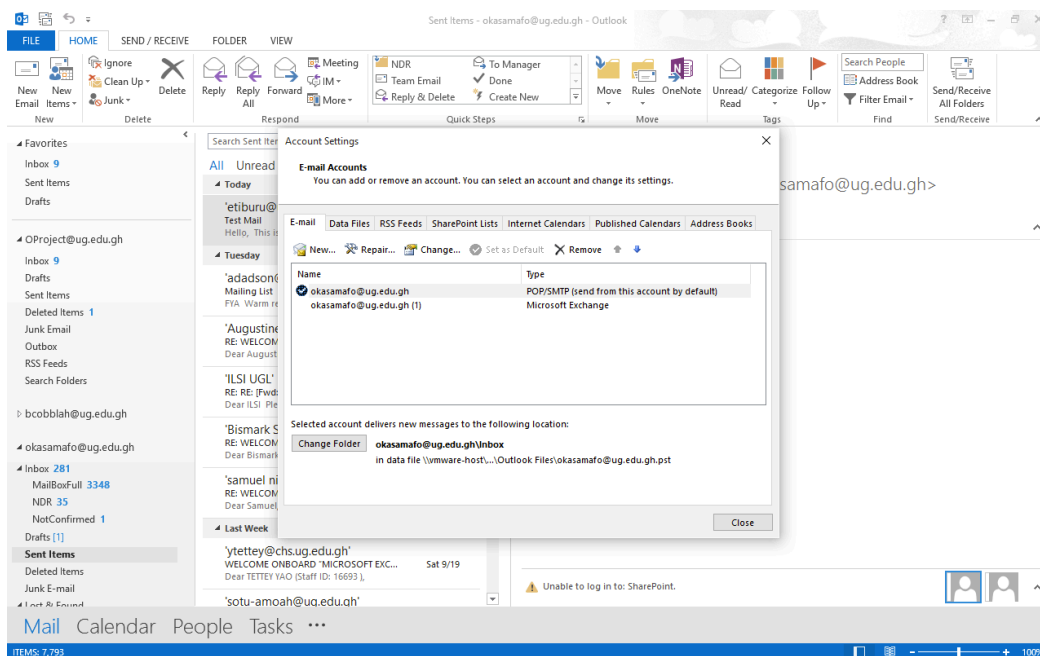
# To set up MS Outlook to send mails from MS Exchange

click on the "File" menu at the top corner of the Outlook window and "Add Account" as shown below.

You can notice from the screen shot below that there are two type of accounts. One by "POP/SMTP" and one from "Microsoft Exchange". The new mail is of type Microsoft Exchange.

Select the new mail as shown below and click on "Set as Default" to be able to send and receive mails from exchange.
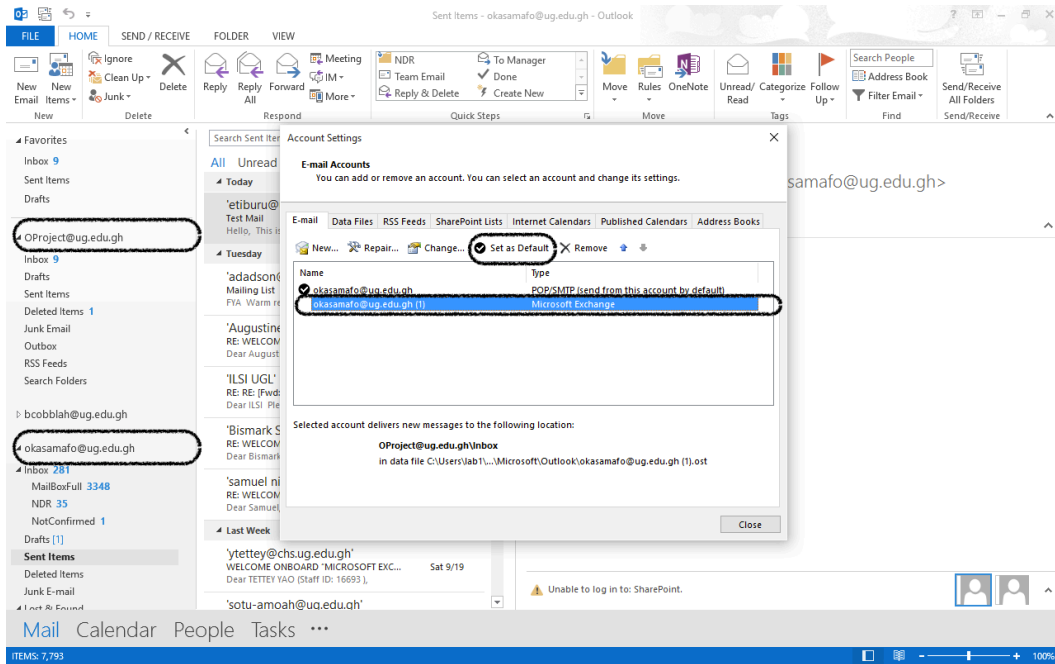
When it takes effect, you will notice that the "Exchange" type account moves to the top as shown below. Click on close when done.
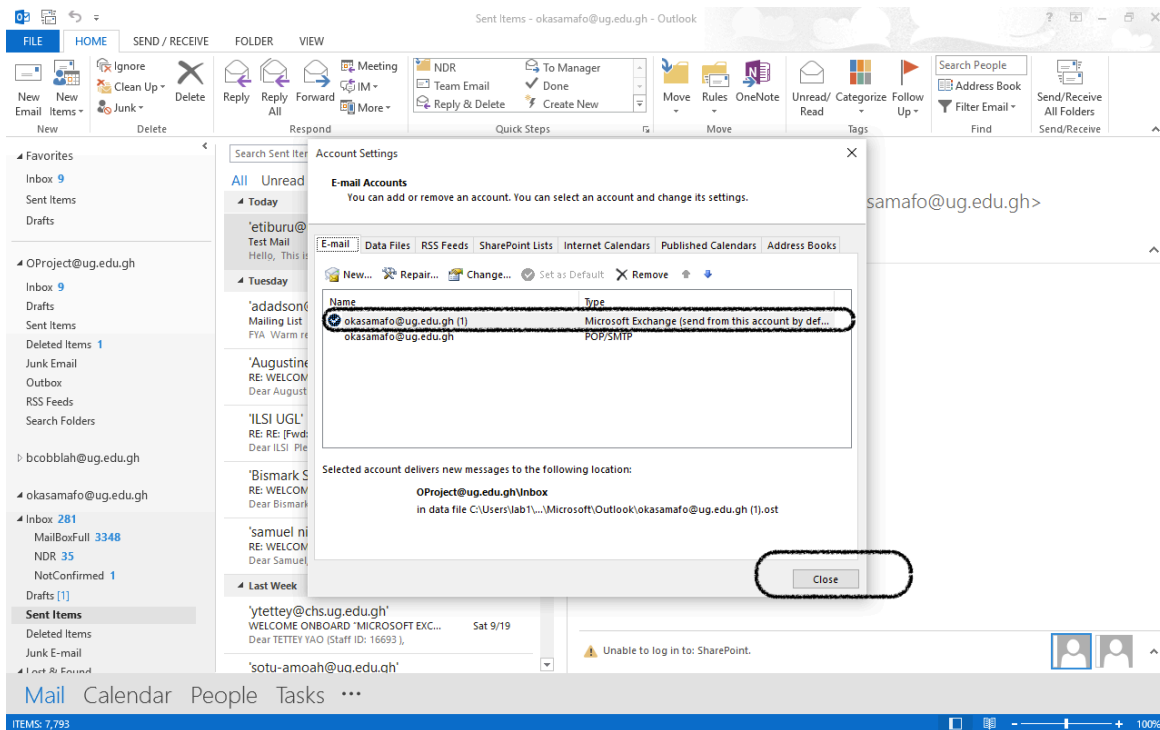
You can now send from Exchange through the Outlook Client.

To Sync Mails from Axigen to Exchange through Outlook

Click on the Axigen mail box, select the entire inbox and drag and drop it on the Exchange mailbox. Repeat this process for Drafts, Sent boxes. This would move your Axigen mails to Exchange.
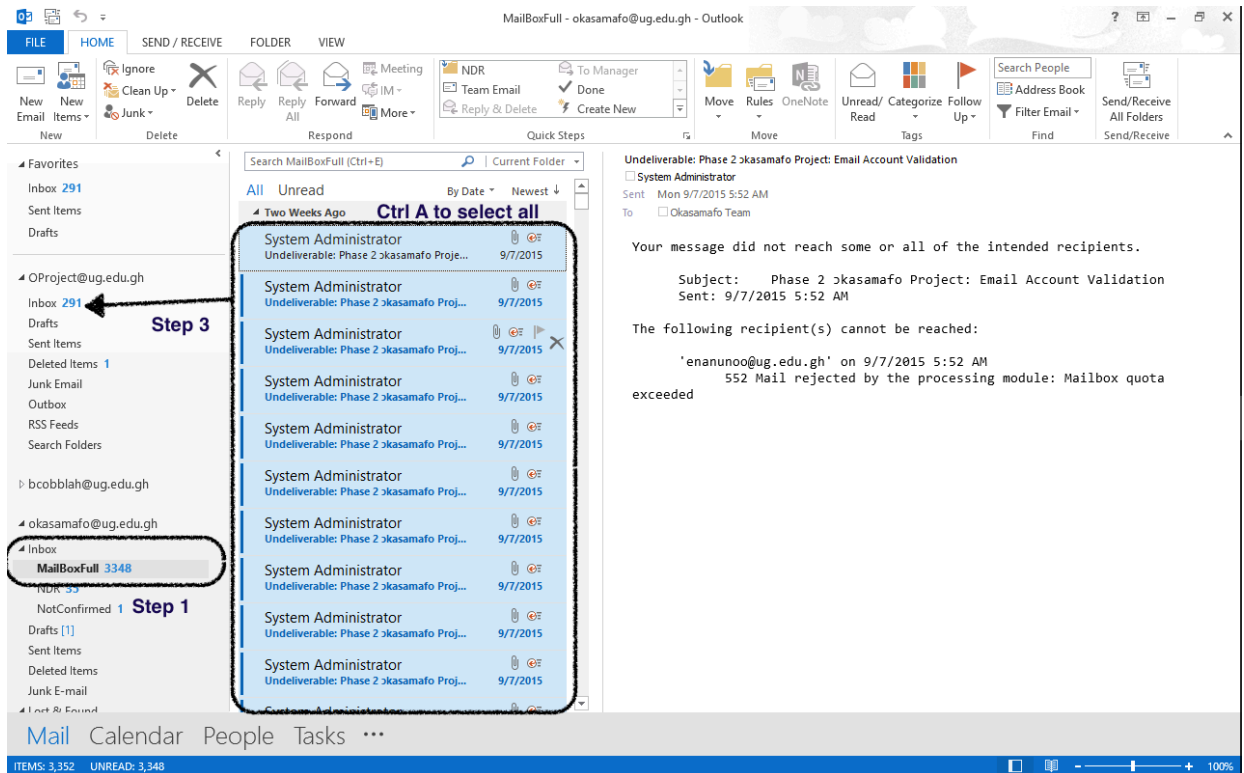
If you get an error message as the one shown below,

Click OK and close MS Outlook,
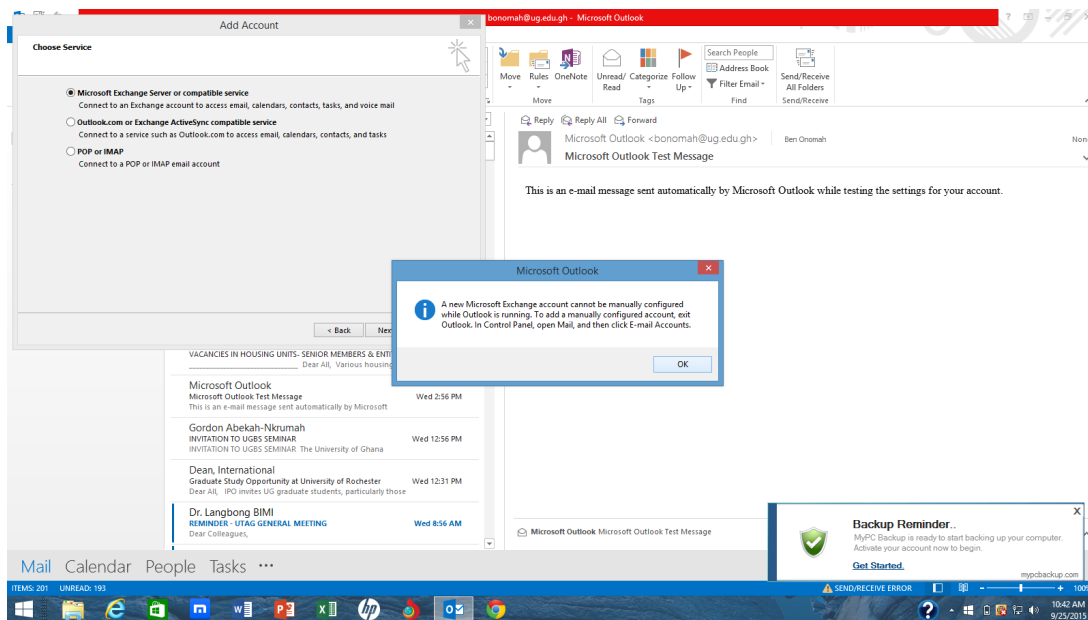
Open "Control Panel"

In Windows 8, Open Control Panel by swiping in from the right edge of the screen, tapping Search (or if you're using a mouse, pointing to the upper-right corner of the screen, moving the mouse pointer down, and then clicking Search), entering Control Panel in the search box, and then tapping or clicking Control Panel. Or

Press Windows key and the X key. This opens a menu in the lower-right corner of the screen, with Control Panel listed among its options. Or
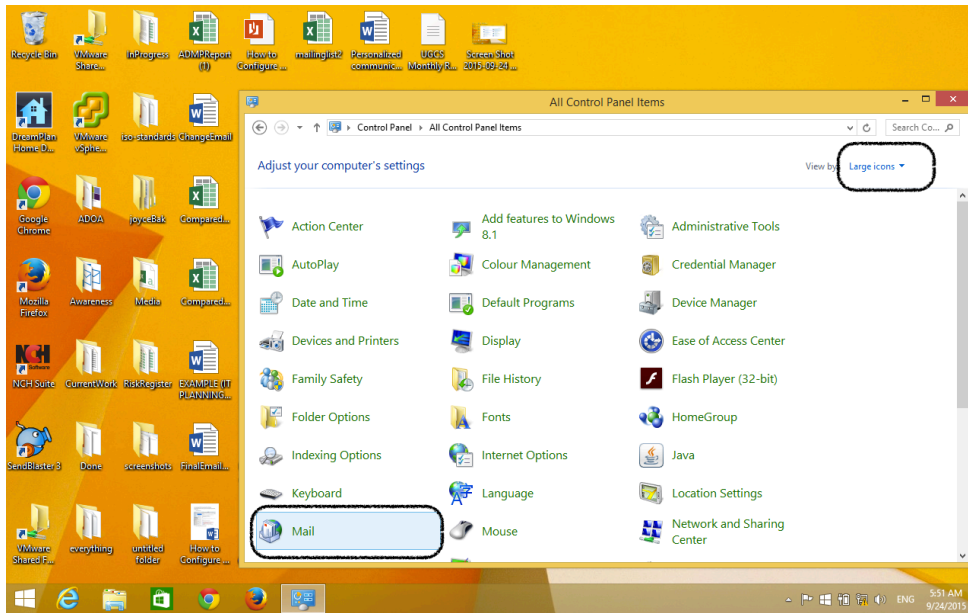
Press Windows-I. This opens the Settings menu of the charms bar on the right edge of the screen, with, yes, the Control Panel as one of its options.
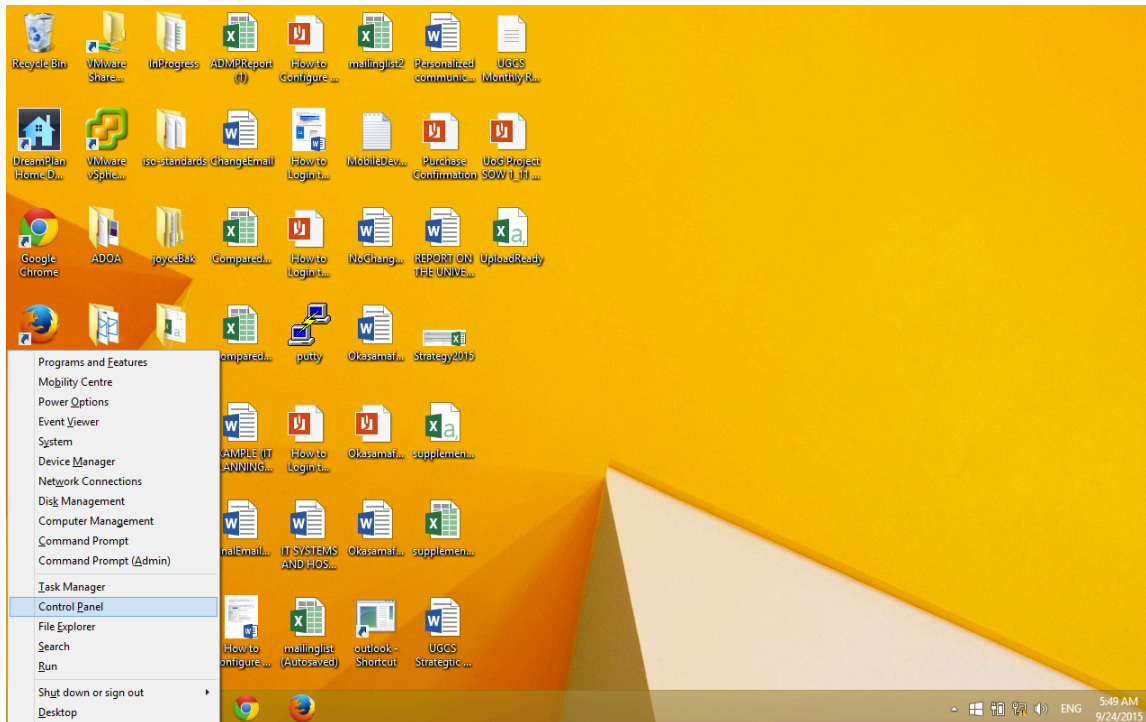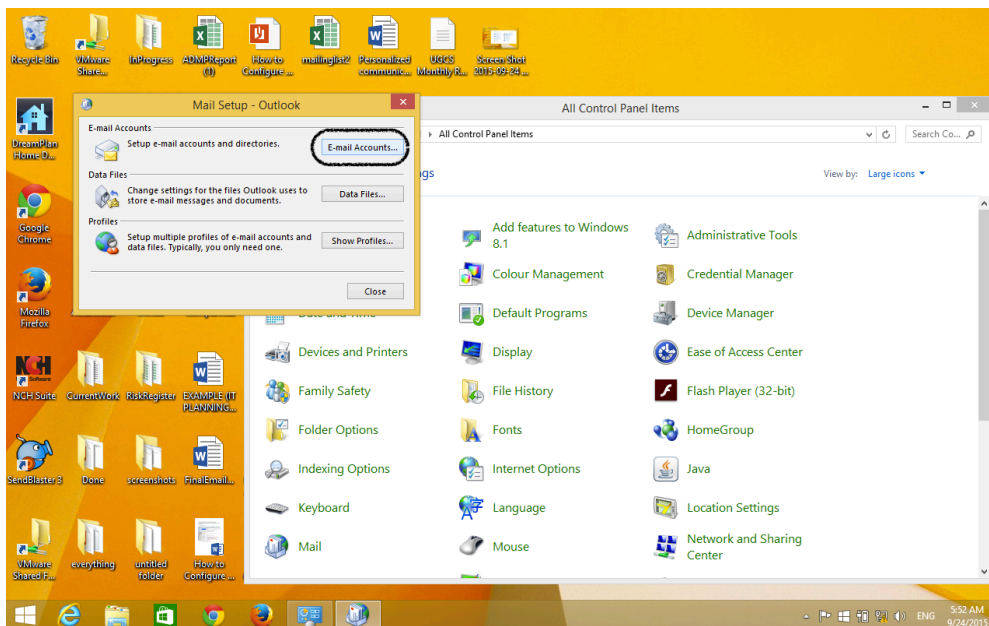
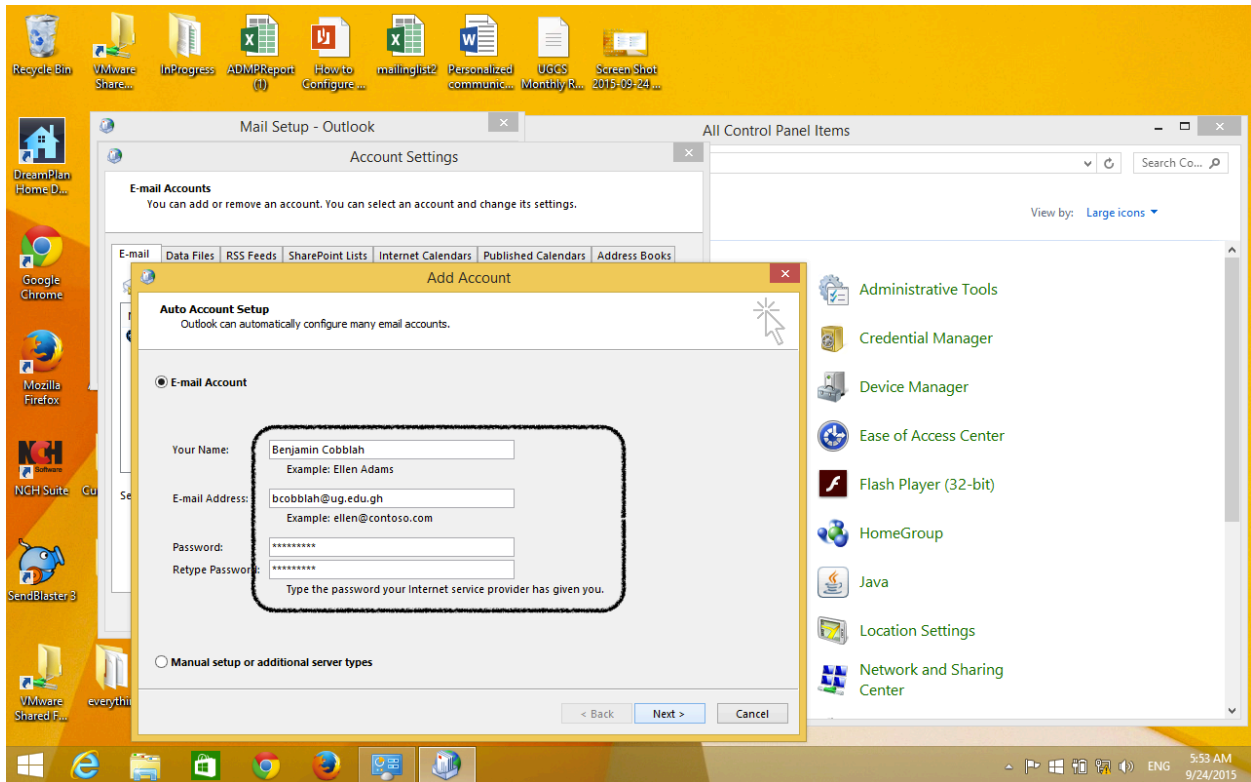Click on the "Category" button as shown and select large icons.
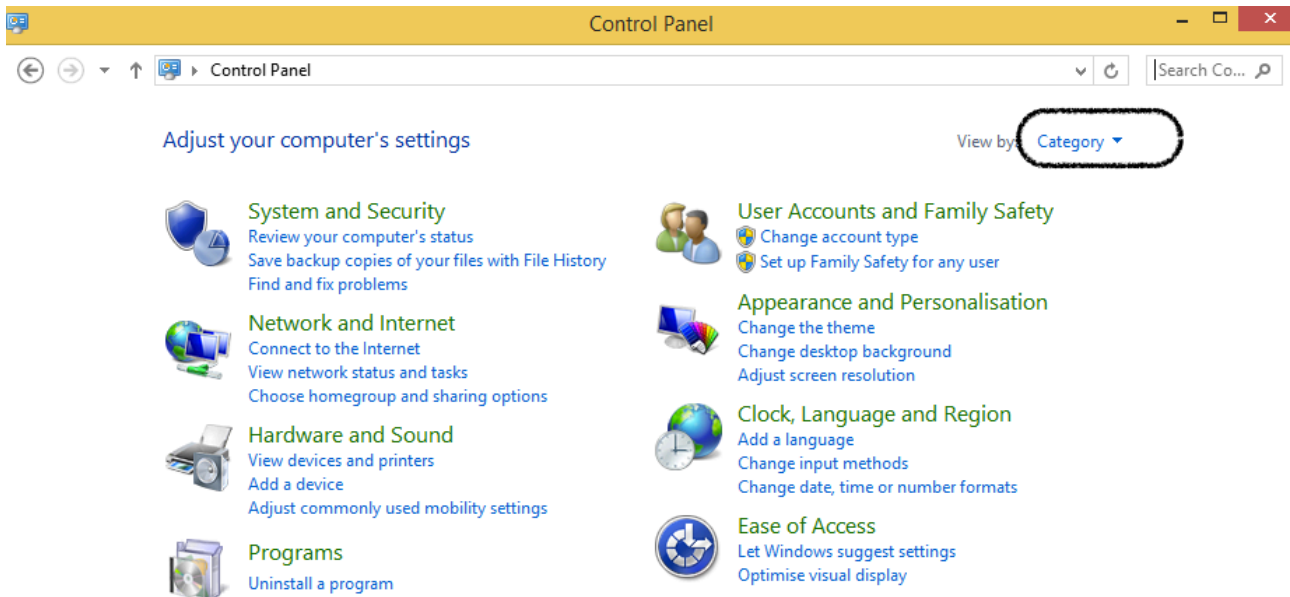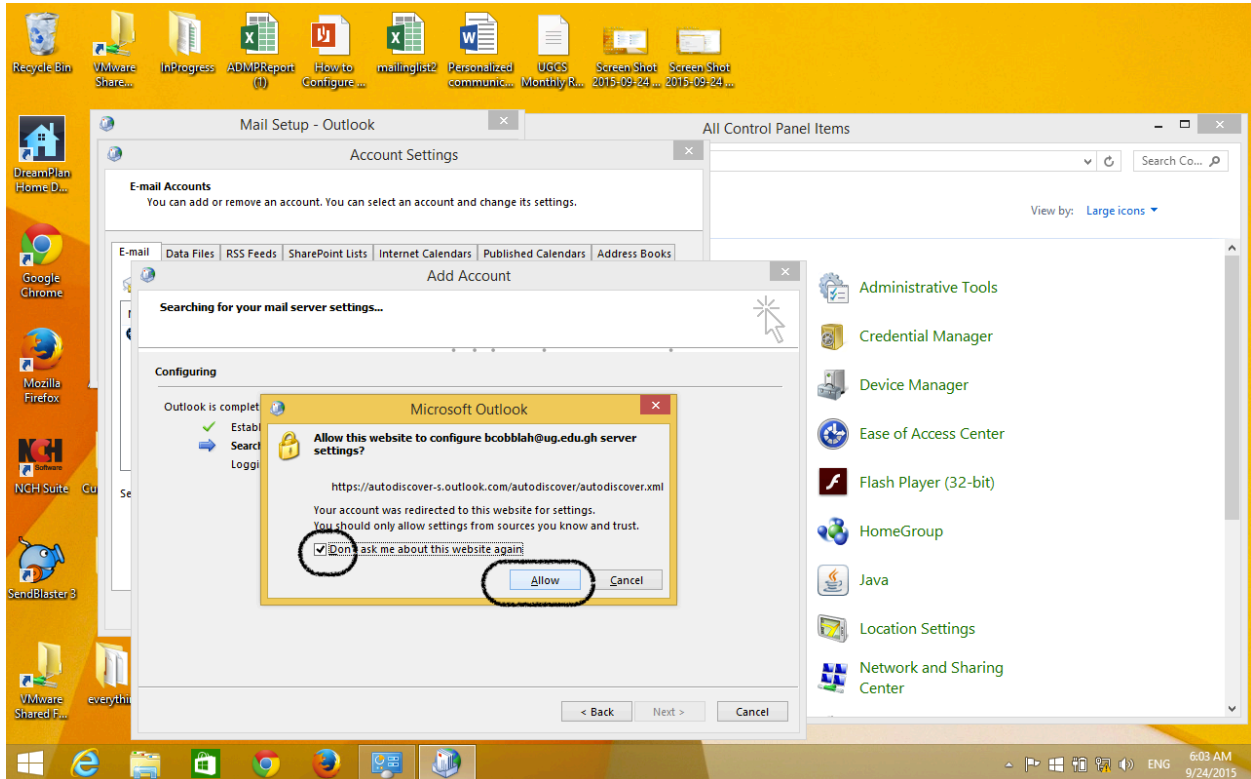

Click on mail as shown below

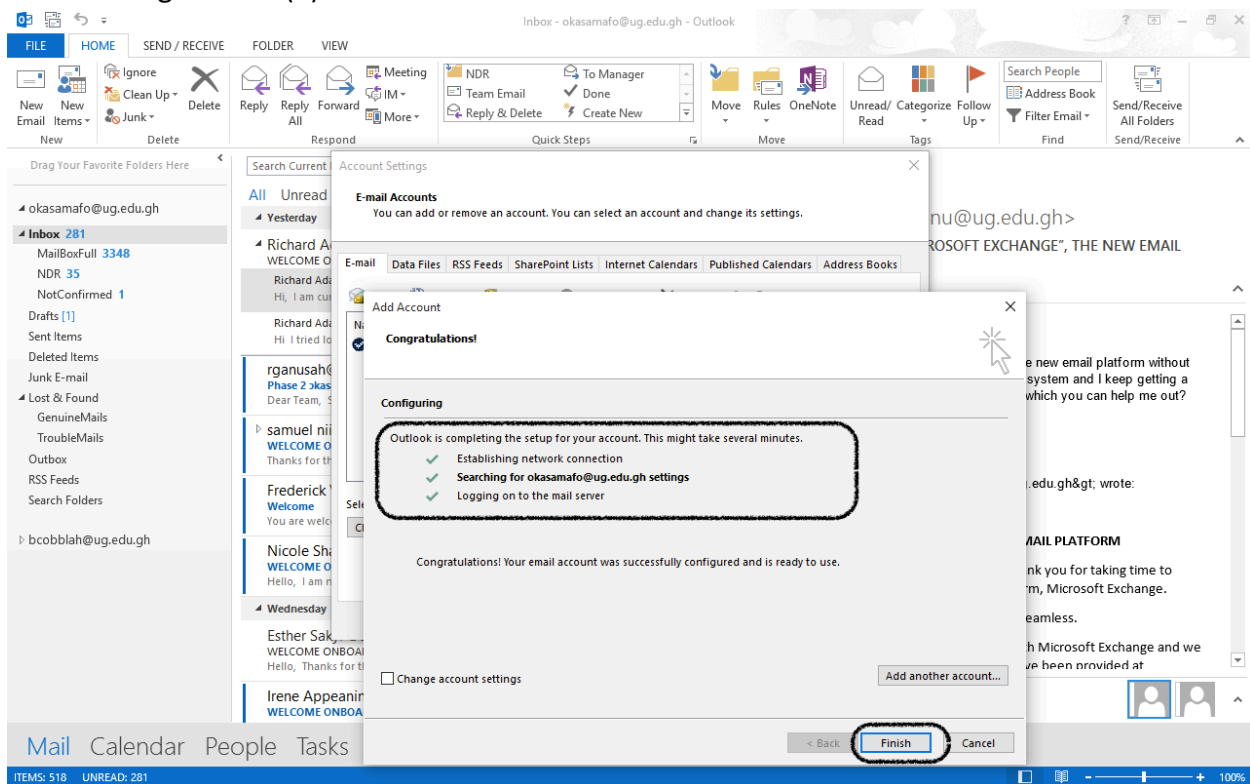A dialog box opens, click on email accounts as shown below

Fill in the details as shown below using your Exchange credentials. **Do not** check the "Manual Setup up or additional server types" button. Click on next button

Click to allow the "auto-discovery" dialog box to continue

You should get three (3) check boxes as shown below.

Click on finish, start outlook and login with your exchange credentials.

You have successfully configured Outlook Client to work with Exchange.