

# How to connect Outlook 2003 to your Manex mailbox using OPC.NET

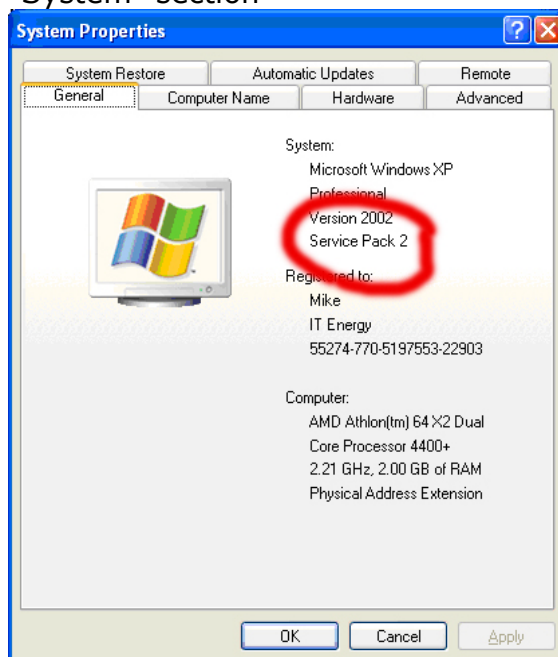
## Overview

This short guide explains how to connect Microsoft Outlook 2003 to your Managed Exchange mailbox. This uses a tool called OPC.NET which will update your computer with the necessary software components and create a personalised profile in Outlook linked to your mailbox.

## Notes & Requirements

Please make sure that:

1. The PC that you are using to create your Manex profile is running Microsoft Windows XP and that Service Pack 2 is installed. You can verify the service pack level as follows:
  - a. Click START then CONTROL PANEL then SYSTEM
  - b. On the GENERAL tab, note the "Service Pack" level under the "System" section

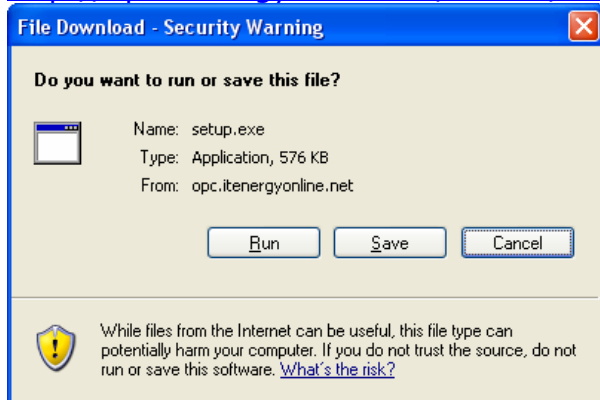


- c.
2. Please note that you can only create a profile with Outlook if you have purchased a full feature "MAPI" mailbox. This process will not work if you have a POP3 or IMAP4 mailbox.
3. It is NOT necessary to have Outlook 2003 installed – OPC will install or upgrade the version for you automatically
4. If you already have Outlook installed, your existing profiles will not be affected and you will not lose any of your mail. OPC creates an additional Manex profile which does not impact on your existing mail setup. OPC does however upgrade Outlook to version 2003 if required, but this will also not adversely affect your existing mail setup

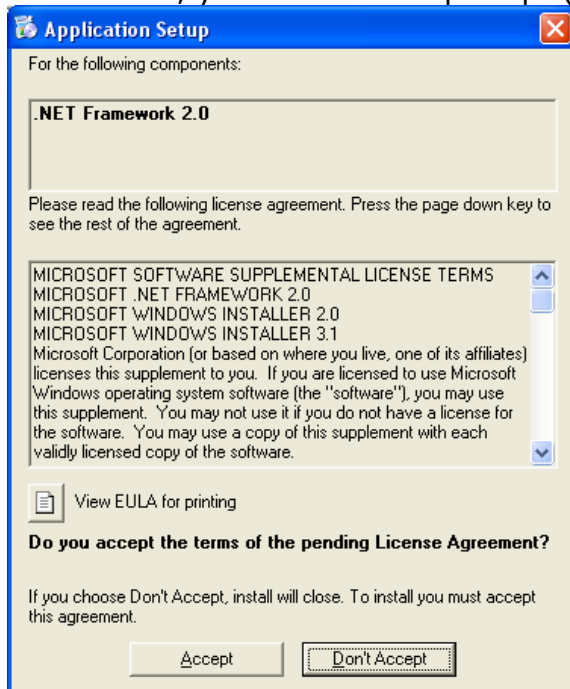
5. You can run OPC.NET on more than one PC, for example your office and home PCs, so that either could be used for desktop email access.
6. Once set up, you can use Outlook to access your email from any location as long as you have an active broadband internet connection.

### Step-by-step guide

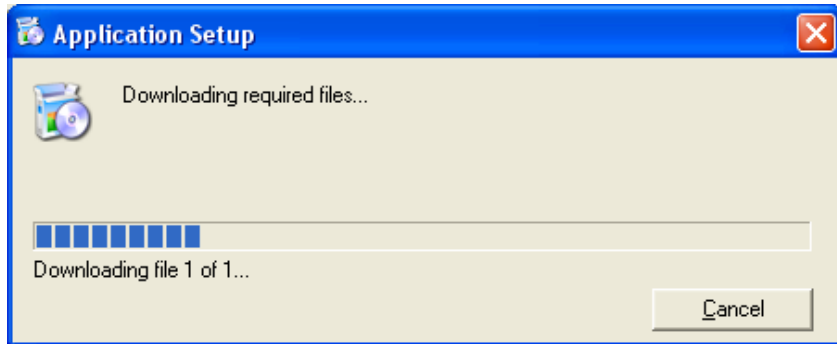
1. Open a browser and go to:  
<http://opc.itenergyonline.net/manex/setup.exe>



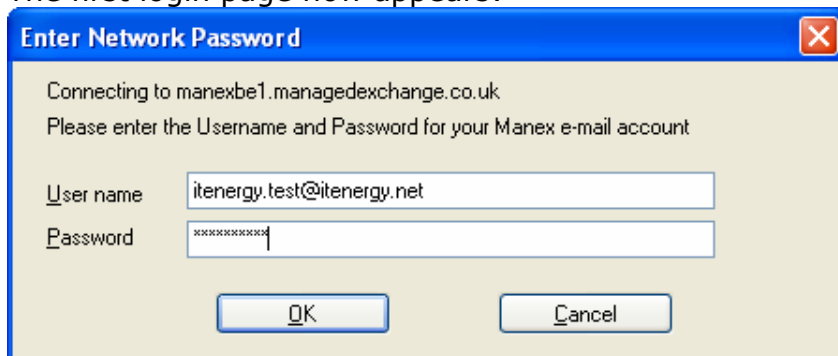
- 2.
3. Click RUN. If your PC does not have the Microsoft .NET Framework v2 installed, you will see this prompt (otherwise skip to step 8 ):



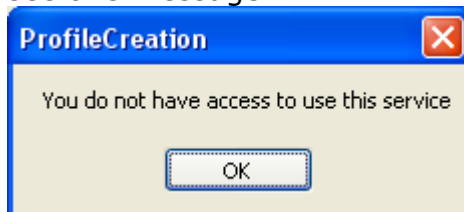
- 4.
5. click ACCEPT



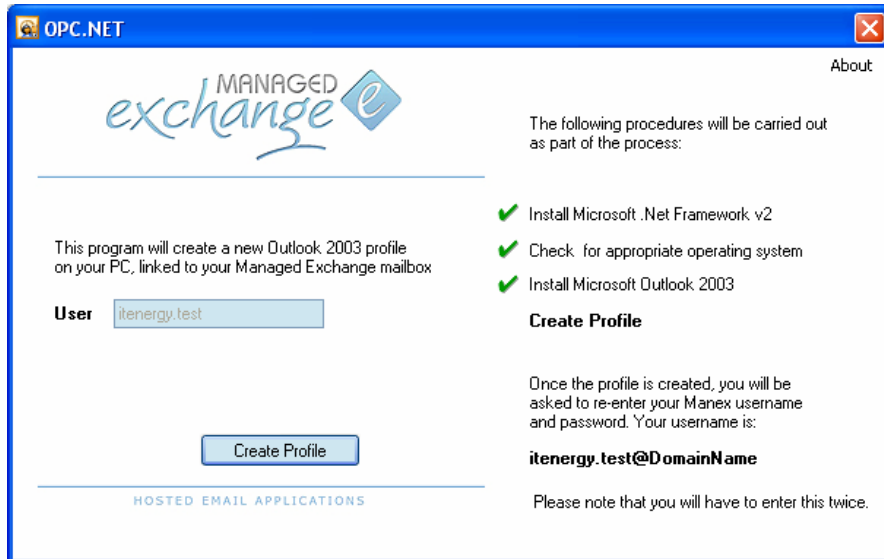
- 6.
7. Allow the automatic installation to download and install (takes about 5 minutes)
8. If you do have .NET installed, you will be asked to confirm security access – please respond by clicking RUN then RUN on the next page
9. The first login page now appears:



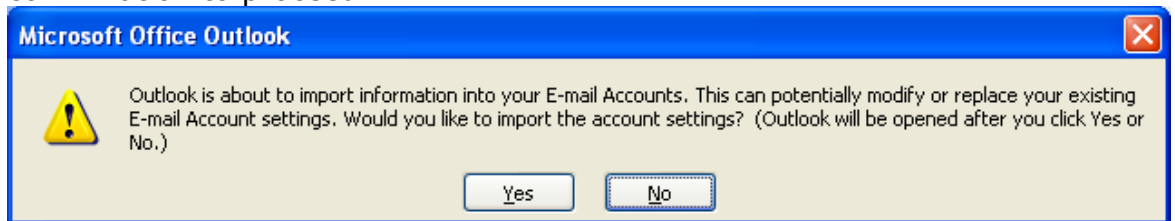
- 10.
11. Please enter your Manex username and password. This will validate if your account has been enabled for Outlook 2003 access. If you are not activated for Outlook 2003 access you will see this message:



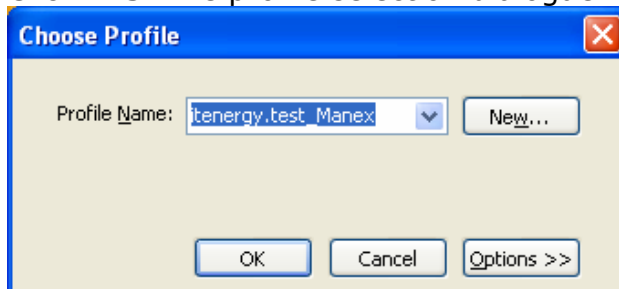
- 12.
13. If you do have access you will see the OPC.NET status page:



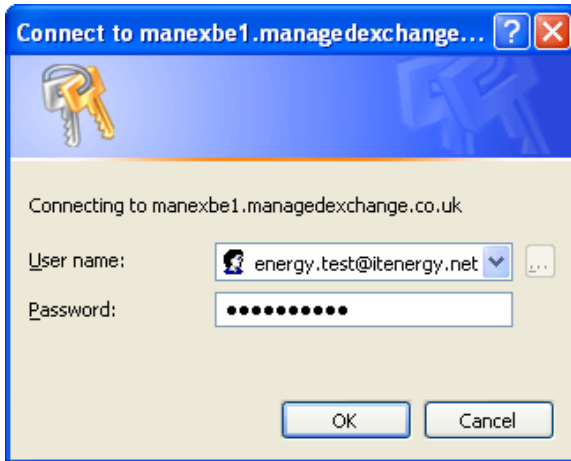
- 14.
15. The status page shows whether your PC has all the necessary installed components to continue to the next step. If you see three green tick boxes as shown above, your PC has all the necessary software to proceed with the profile creation. If you have one or more cross, please refer to the following section – *Installing additional components*
16. Press CREATE PROFILE. Outlook will now load and ask you for confirmation to proceed:



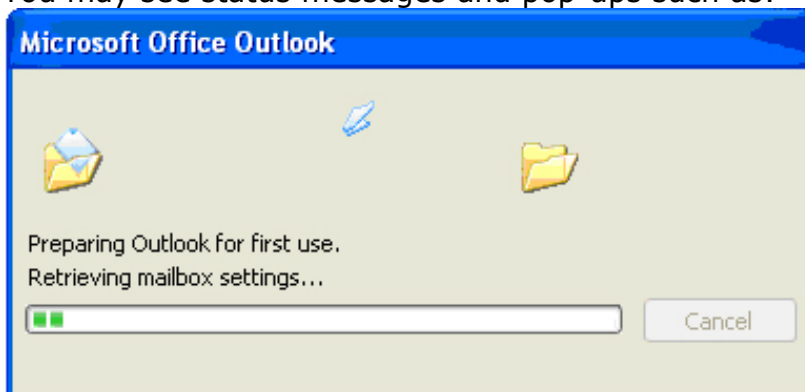
- 17.
18. Click YES. The profile selection dialogue will appear:



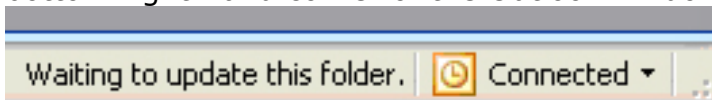
- 19.
20. Choose the newly created profile and click OK. Outlook will now prompt you to login:



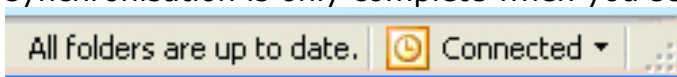
- 21.
22. Please ensure that you enter your full Manex login name and password correctly. It is important to ensure the spelling is correct. Usernames are NOT case sensitive but passwords ARE case sensitive.
23. Press OK
24. Outlook will now automatically connect to the servers, open the necessary files and folders and start synchronising your mailbox. You may see status messages and pop-ups such as:



- 25.
26. Please take notice of the status messages that appear at the bottom right-hand corner of the Outlook window:



- 27.
28. All your email is copied to your local PC, but retained on the servers for webmail, access from other PC's and for backup purposes. It can however take some time to synchronise your mail, depending on how much you have in your Manex mailbox and depending on the speed of your internet connection. Usually you can start using Outlook after about 2 minutes, but the synchronisation is only complete when you see:



- 29.
30. You are now complete!

## Installing additional components

When you reach the OPC.NET status page, OPC will inform you of whether your PC has the necessary software components to continue. If any of the three components are marked with a red cross, follow the instructions below:

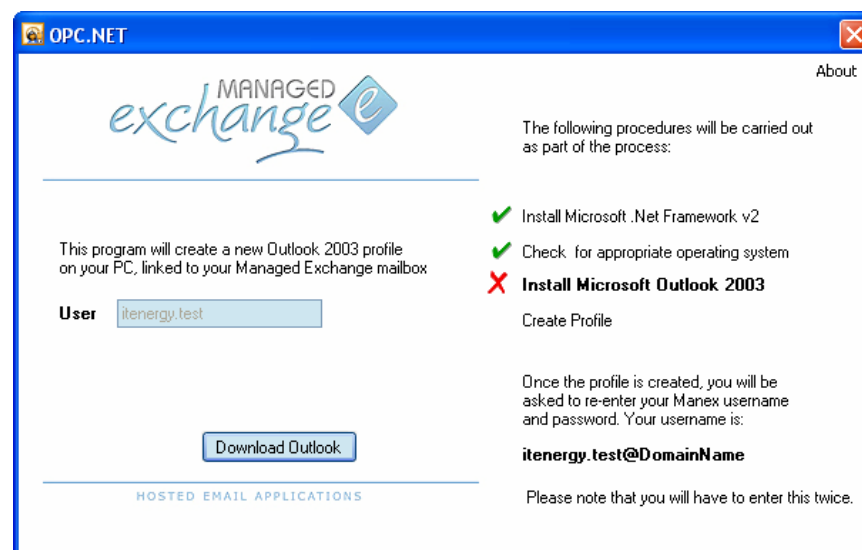
### Check for appropriate operating system

If your PC is not running Windows XP Service Pack 2, you can still use the premium service. Please download and install Windows XP Service Pack 2 from Microsoft then run OPC.NET. The easiest way to do this is to use the Windows Update site:

1. Open a browser (Internet Explorer)
2. Click TOOLS then WINDOWS UPDATE then follow the prompts to update your PC with the latest service packs.

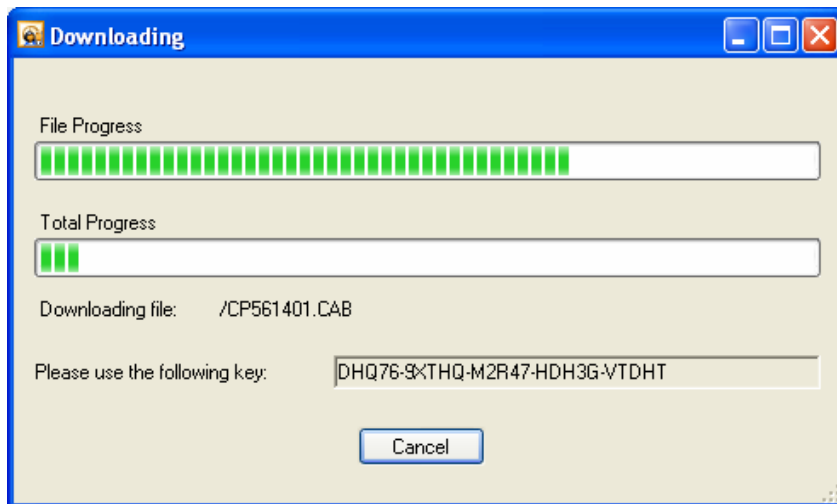
If you are using an earlier version of Windows, please note that Outlook 2003 is only supported on Windows XP and Windows 2000. If using Windows 2000 it is necessary to manually connect your Outlook to the service. Please contact [support@itenergy.net](mailto:support@itenergy.net) for a setup guide

### Install Microsoft Outlook 2003



In this scenario, the CREATE PROFILE button will instead display as INSTALL OUTLOOK

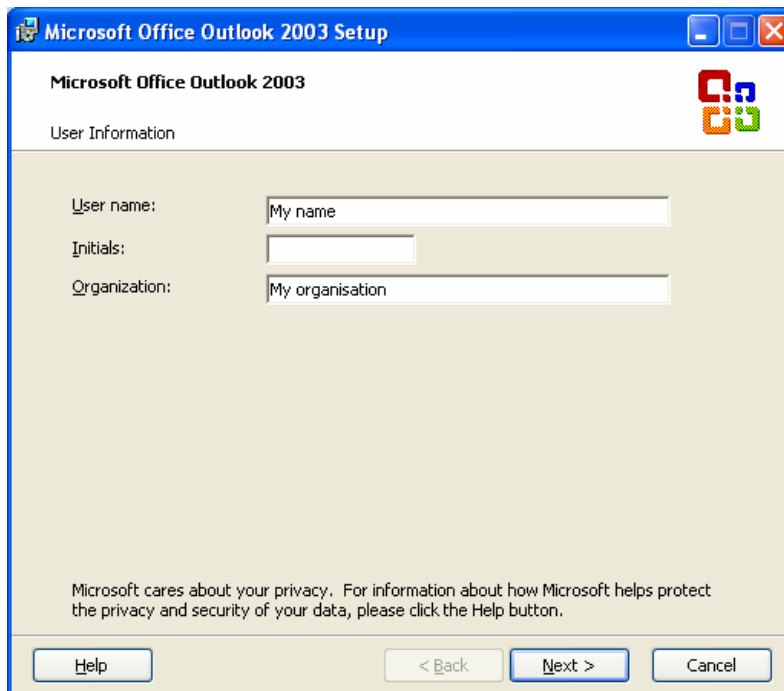
1. Click DOWNLOAD OUTLOOK. OPC will now download all the Outlook 2003 installation files. This can take some time depending on the speed of your internet connection, but a progress window is shown:



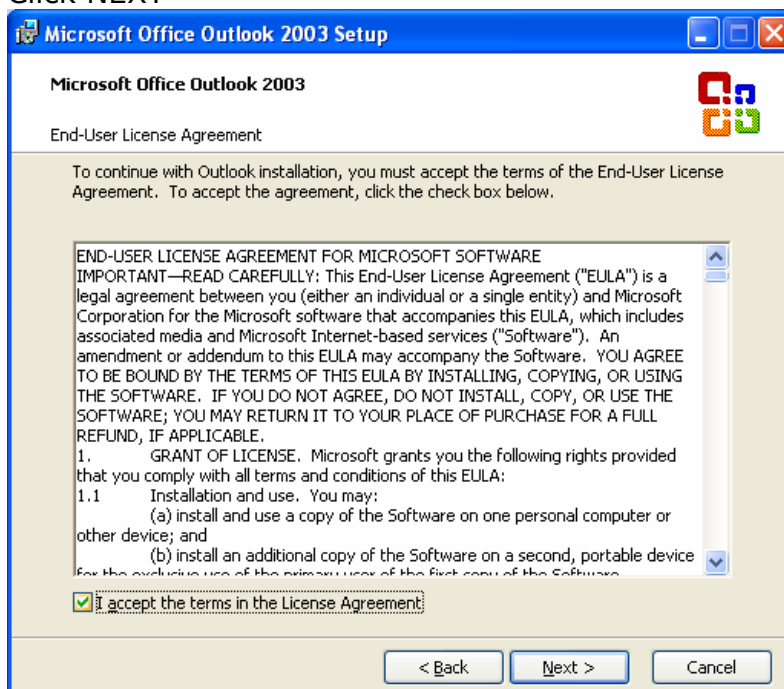
- 2.
3. After the download completes, the Microsoft installation program will start automatically. Please follow the prompts in the installation wizard to install the software
4. Start by entering the software license key as displayed:



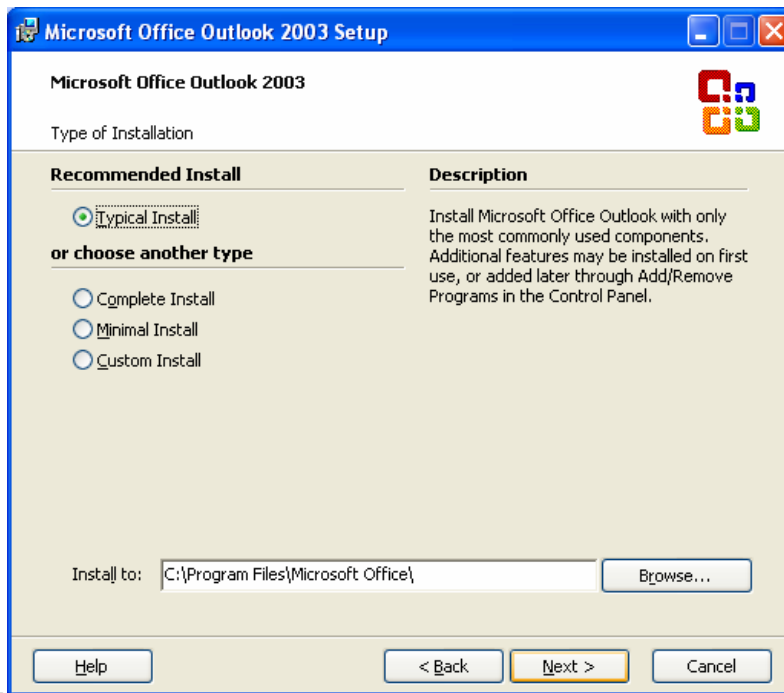
- 5.
6. Click NEXT



- 7.
8. Click NEXT

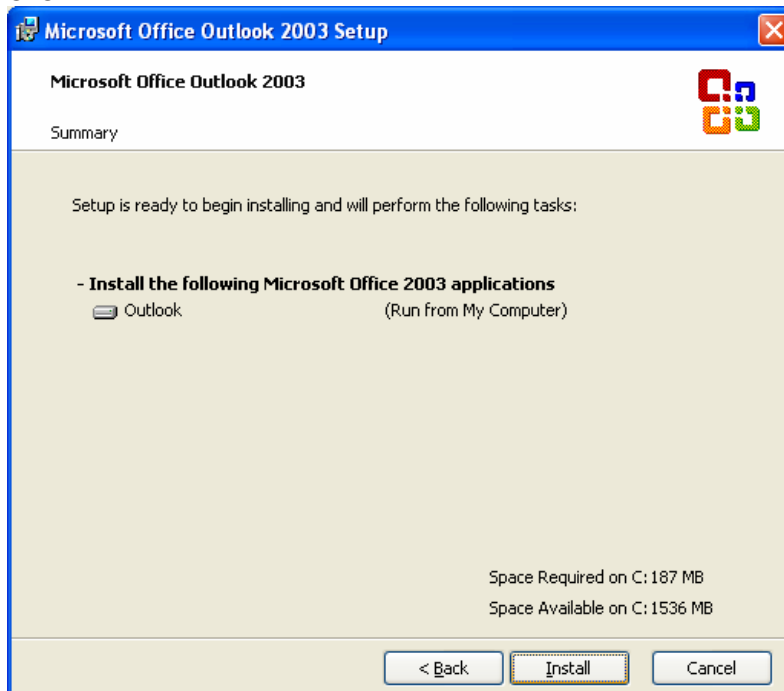


- 9.
10. Tick the box to accept the license agreement and click NEXT



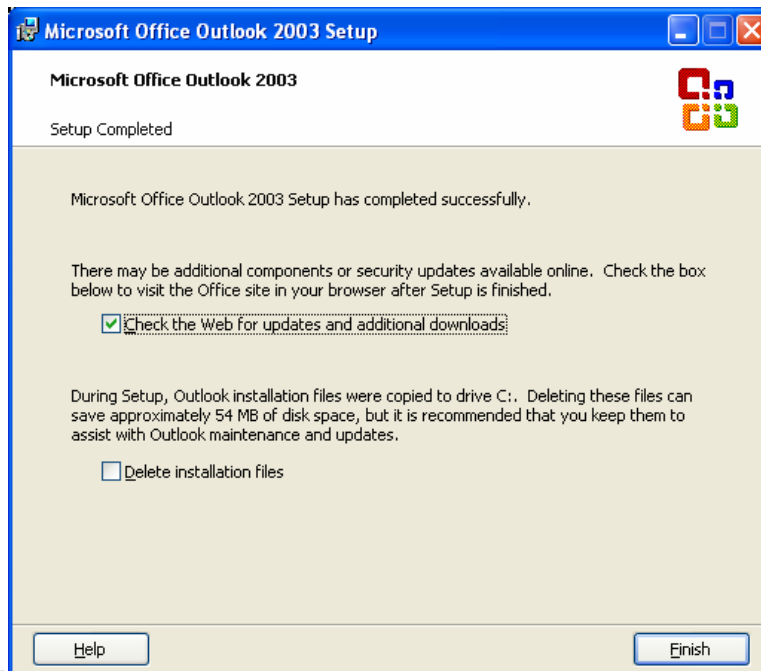
11.

12. click NEXT



13.

14. Click FINISH



- 15.
16. When installation is complete you should ensure the 'Delete installation files' box is NOT ticked and if you wish you can tick the 'Check the web for updates..' box to connect to MS Office Update to download service packs and patches for Outlook.
17. Finally, click CLOSE on the outlook download progress window
18. Outlook is now installed. Please revert to step 10 in the first *Step-by-step guide* section

END

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