

MS Outlook 2003 - Installation of Kerio Outlook Connector 6.6.2 or higher

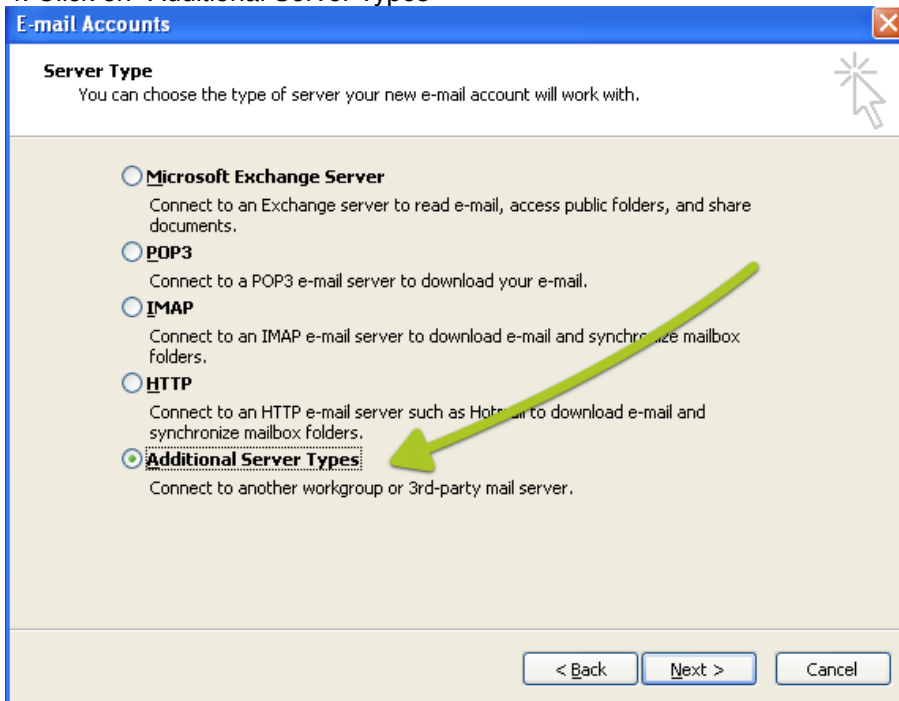
Requirements

- MS Outlook 2003
- Service Pack 3 or higher

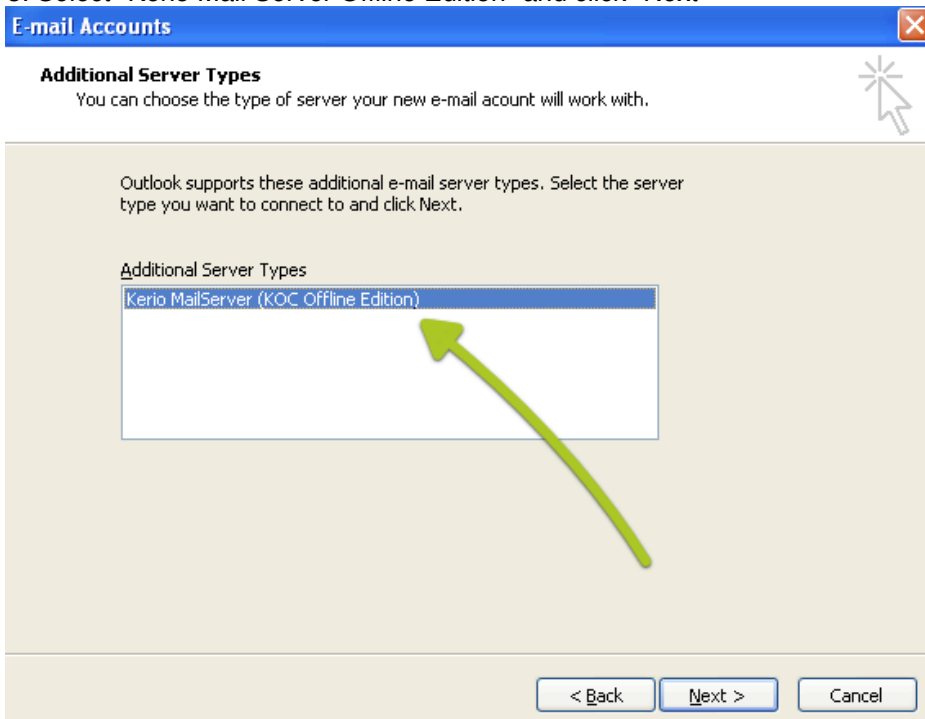
Click the following link to download the MS Outlook Plugion or request it from NetSol
<http://www.kerio.com/download.php?lang=us&product=koff6-win>

Install the downloaded File

1. Open MS Outlook
2. Go to "Tools" and "E-Mail Accounts"
3. Click on "Add new E-Mail Accounts" and then on "Next"
4. Click on "Additional Server Types"

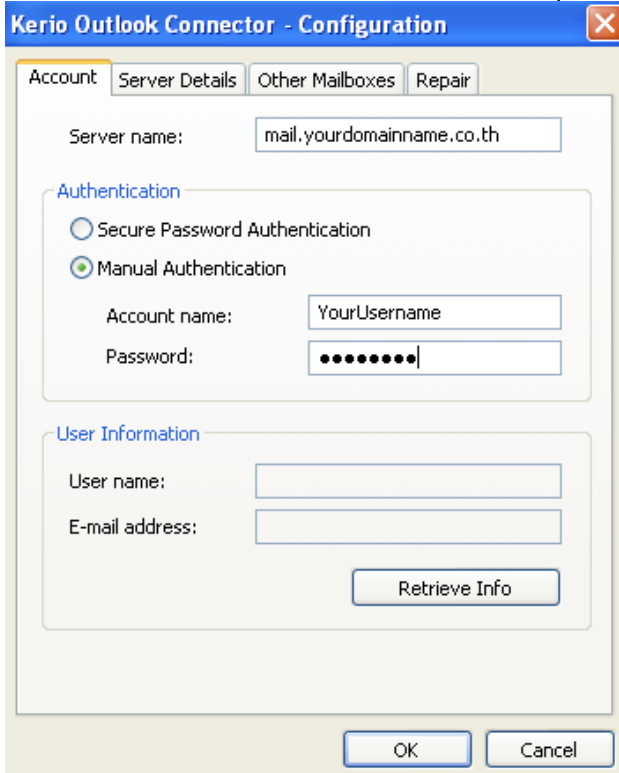


5. Select "Kerio Mail Server Offline Edition" and click "Next"



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6. Enter Server Name as provided by NetSol mail.yourdomainname.xx
Then Enter "Username" and "Password" as provided



Kerio Outlook Connector - Configuration

Account | Server Details | Other Mailboxes | Repair

Server name: mail.yourdomainname.co.th

Authentication

Secure Password Authentication
 Manual Authentication

Account name: YourUsername
Password: ●●●●●●●●

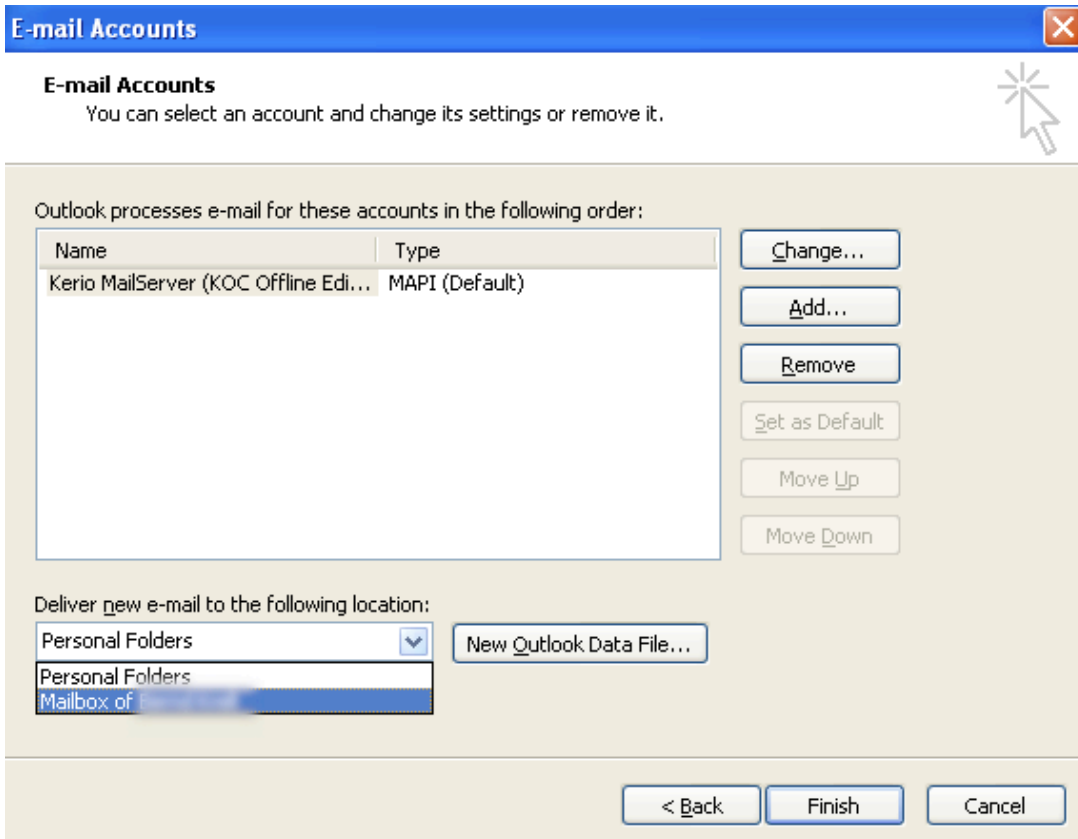
User Information

User name:
E-mail address:

Retrieve Info

OK Cancel

7. Click "Retrieve Info", then click "OK"
8. Restart MS Outlook
9. Go to "Tools" and "E-Mail Accounts"
10. Click on "View E-Mail Accounts", and then on the bottom where it says "deliver new email to" change from "Personal Folders" to "Mailbox of".



E-mail Accounts

You can select an account and change its settings or remove it.

Outlook processes e-mail for these accounts in the following order:

Name	Type
Kerio MailServer (KOC Offline Edi...	MAPI (Default)

Change...
Add...
Remove
Set as Default
Move Up
Move Down

Deliver new e-mail to the following location:

Personal Folders
Personal Folders
Mailbox of ...

New Outlook Data File...

< Back Finish Cancel

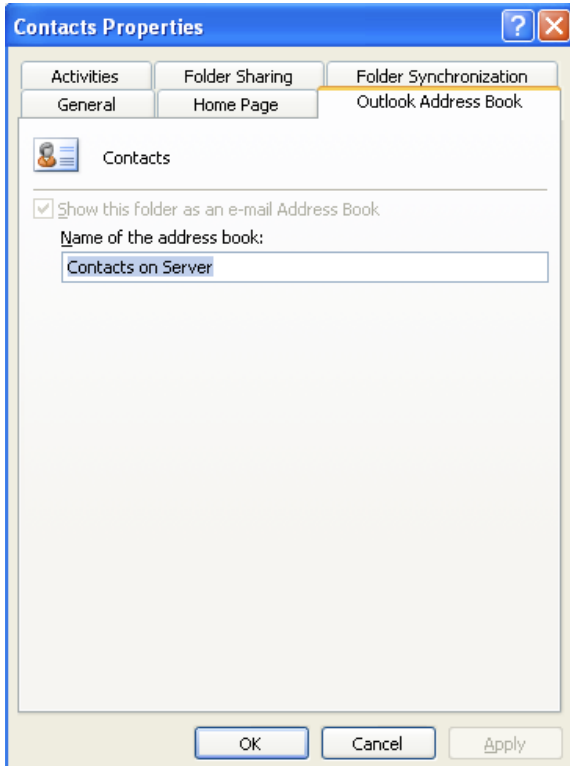
11. Restart Outlook

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Now we need to set the Addressbook on the Server as default.

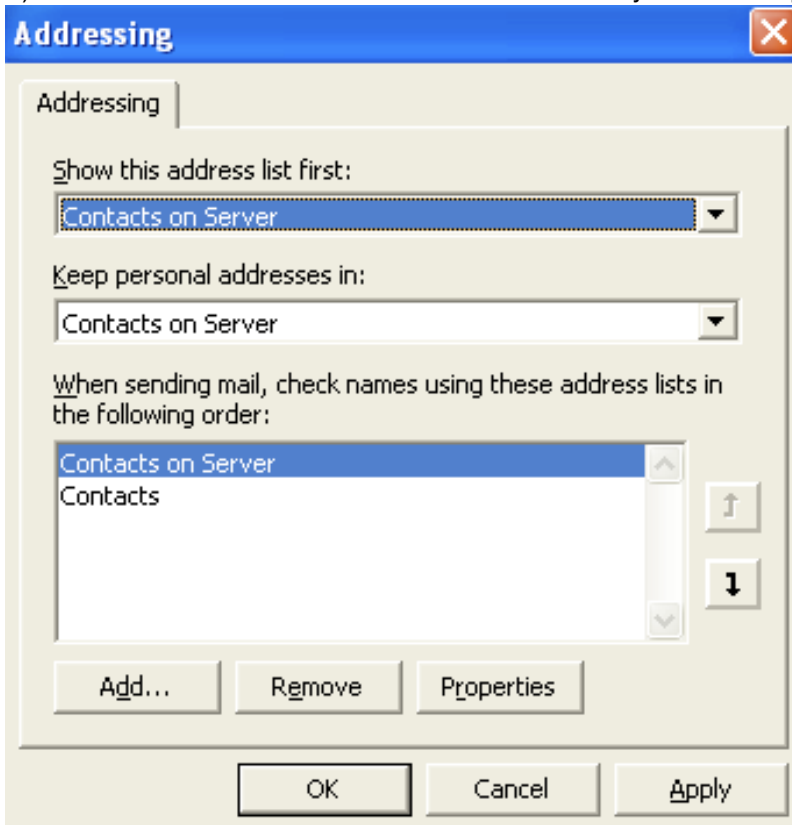
a) Click in MS Outlook on "Contacts" and then on the next screen right click on "Contacts" in the upper left menu and select "Properties".

b) Click on "Outlook Addressbook" and checkmark "Show this Folder as", then change the name to "Contacts on Server" and click "OK"



c) Click "Tools" from the Menu and select "Addressbook". Then click "Tools" within this Window and "Options"

d) Make sure that it shows "Contacts on Server" everywhere on Top. Click "OK" and "Close"



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You can now start to move your emails from the Personal Folder to the new Kerio Profile so the old emails are available on the Server.

E-Mails will be available even you are not connected to the Internet.

Additionally you can use webmail. Please request the correct address for your Webmail access from NetSol.

If you would like to setup iPhone and/or Windows Mobile devices for eMail access (using exchange account), please contact us for instructions.