

## MS Outlook 2007 - Installation of Kerio Outlook Connector 6.6.2 or higher

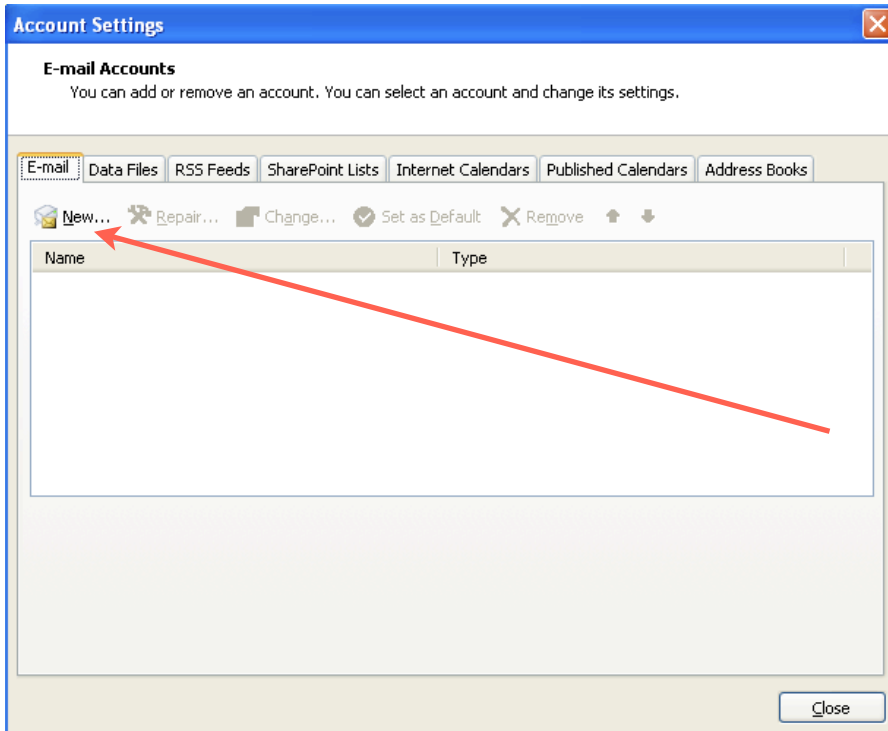
### Requirements

- MS Outlook 2007
- Service Pack 1 or higher

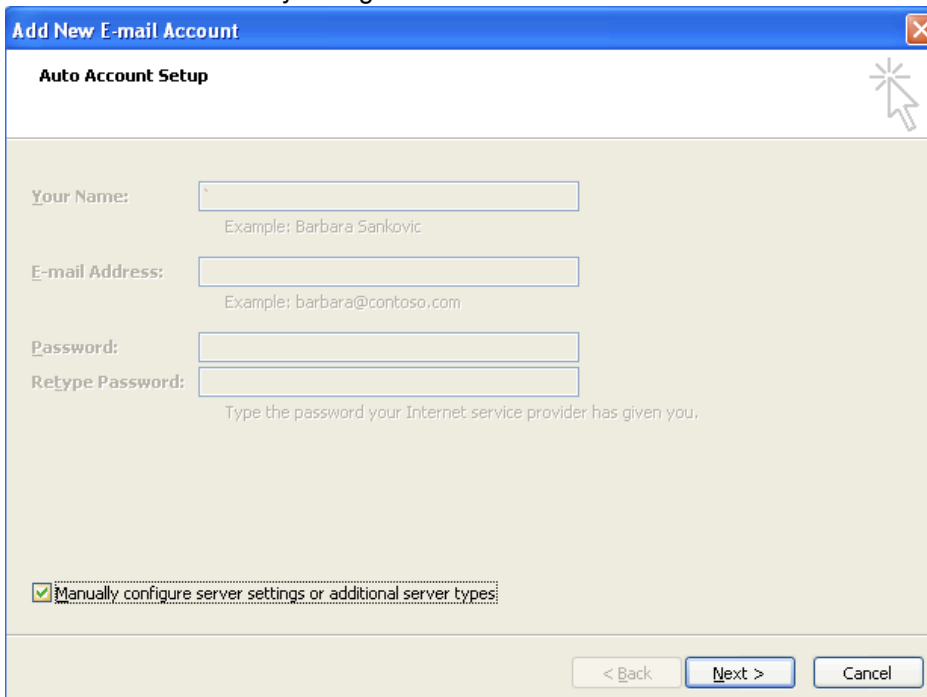
Click the following link to download the MS Outlook Plugion or request it from NetSol  
<http://www.kerio.com/download.php?lang=us&product=koff6-win>

Install the downloaded File

1. Open MS Outlook
2. Go to "Tools" and "E-Mail Accounts"
3. Click on "New"

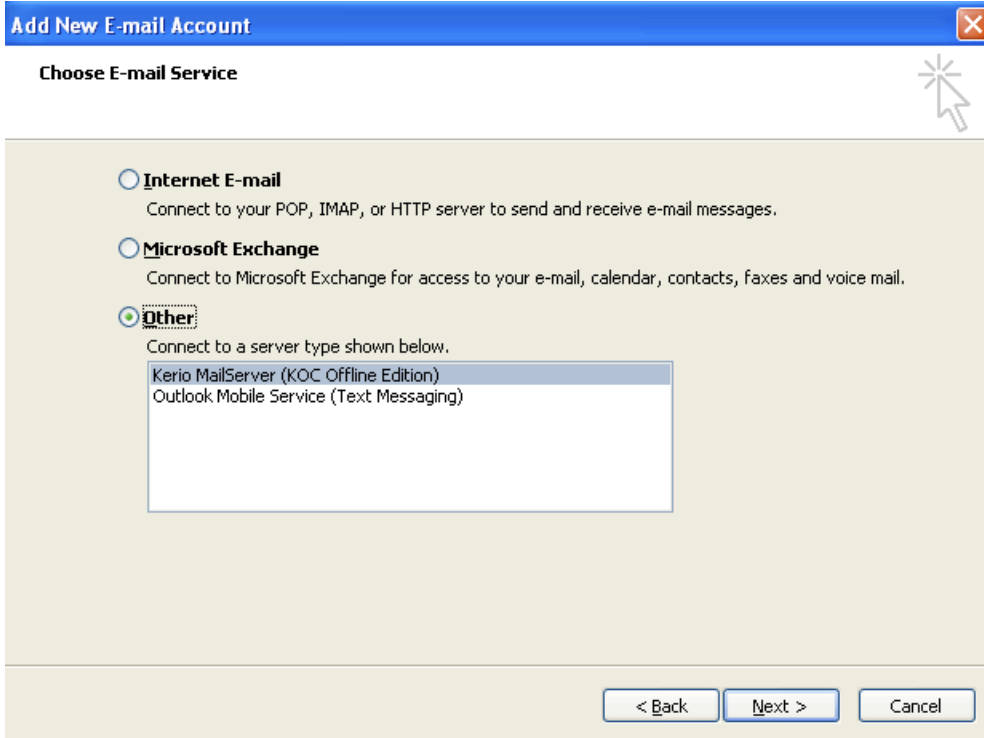


4. Checkmark "Manually configure Server ....." and click "Next"

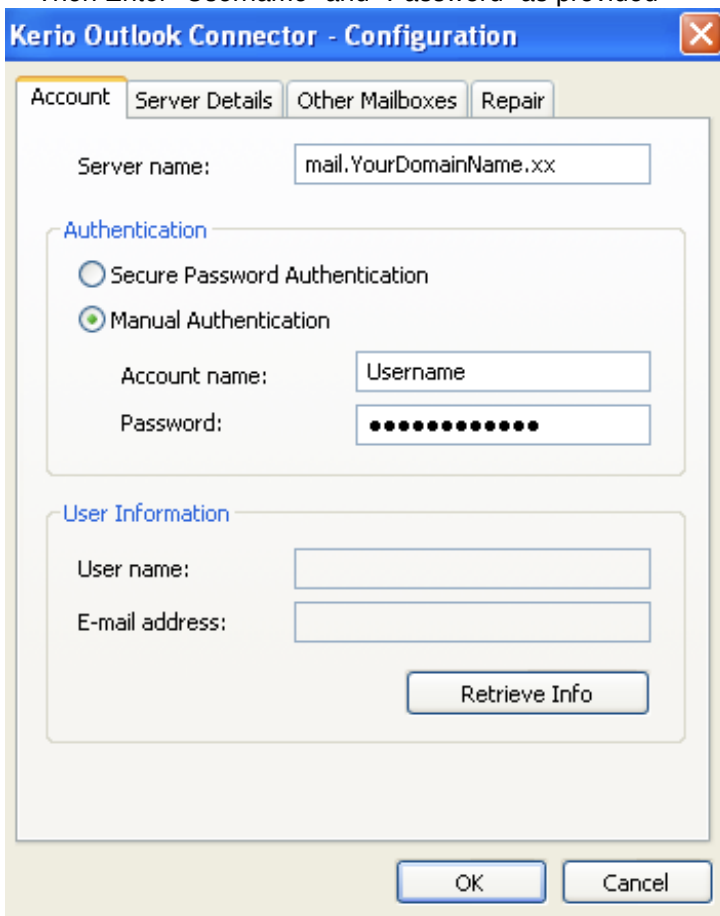


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5. Click on "Other" and select "Kerio Mail Server Offline Edition" and click "Next"



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



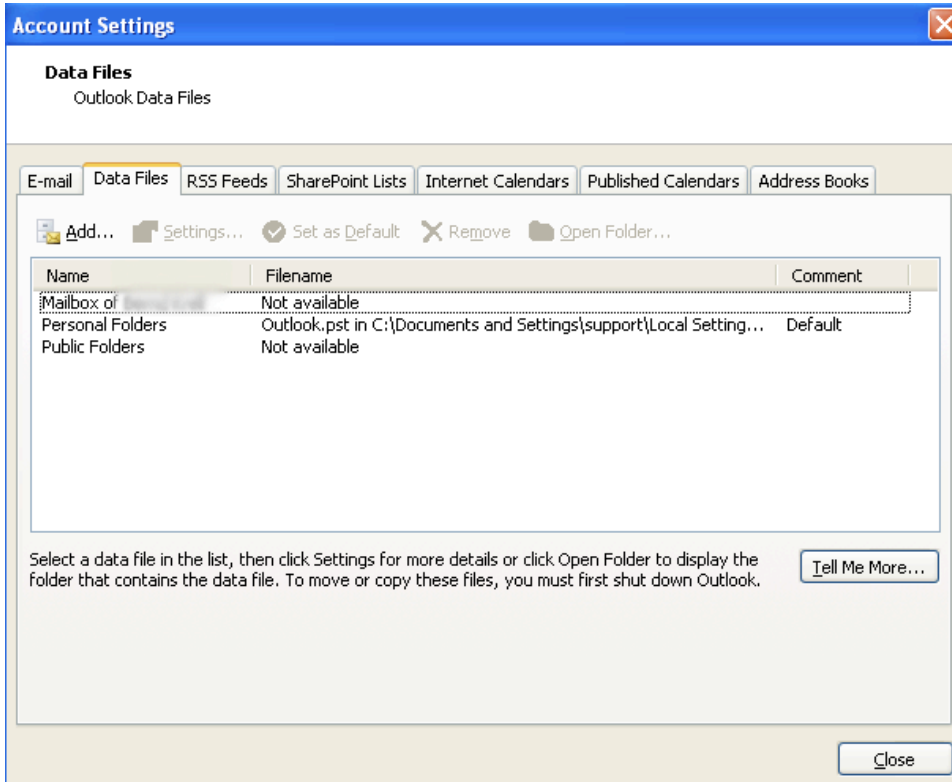
7. Click "Retrieve Info", then click "OK"

8. Restart MS Outlook

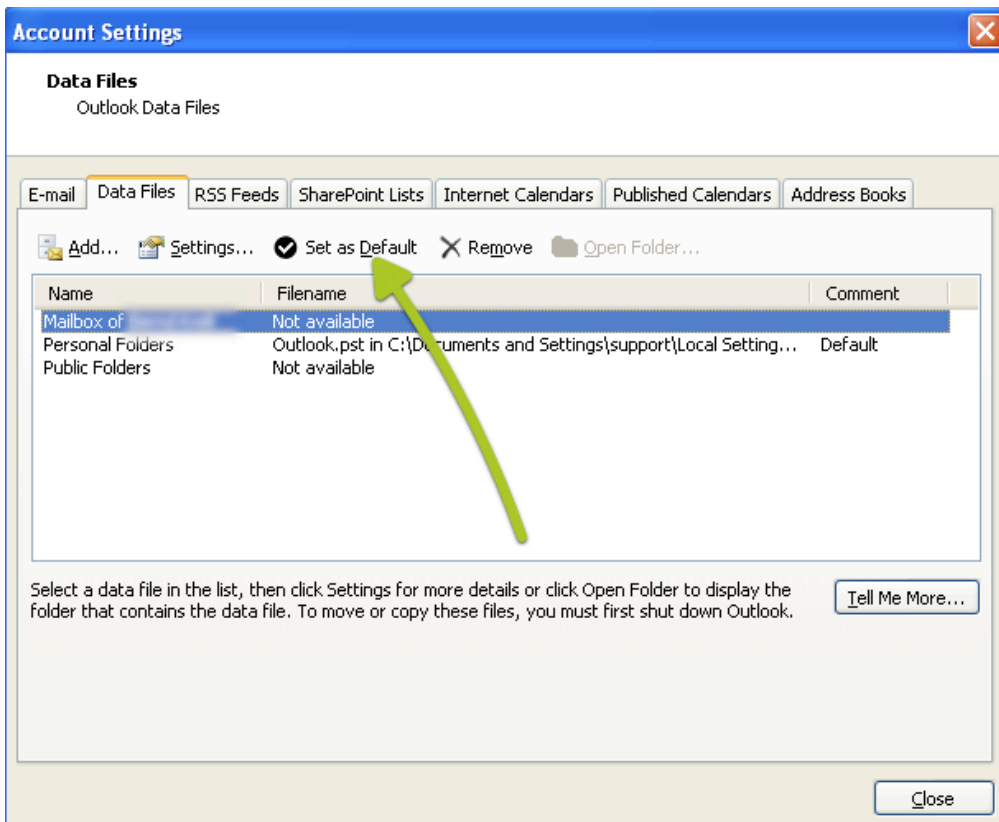
9. Go to "Tools" and "E-Mail Accounts"

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10. Click on "Data Files" and click on "Mailbox of....."



11. Click on "Set as default" and then "Close".



11. Restart Outlook

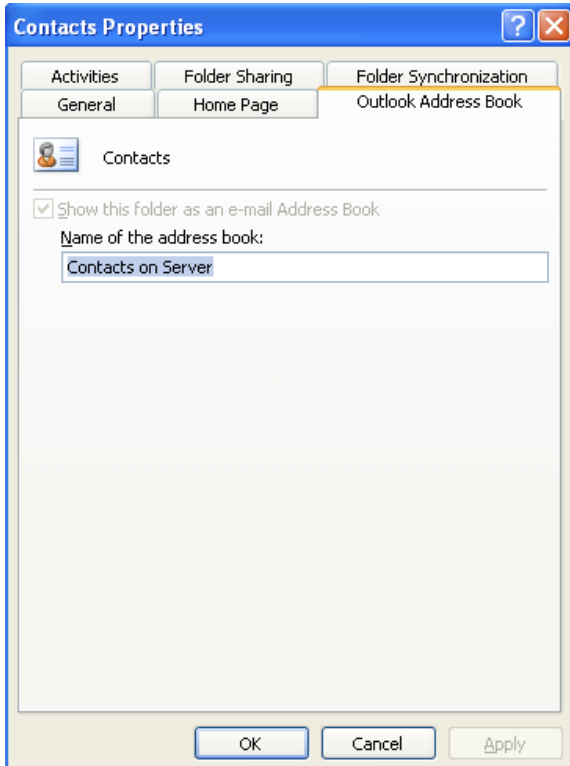
12. In MS Outlook, click on "Calendar" and checkmark "Calendar in Mailbox of ....."

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

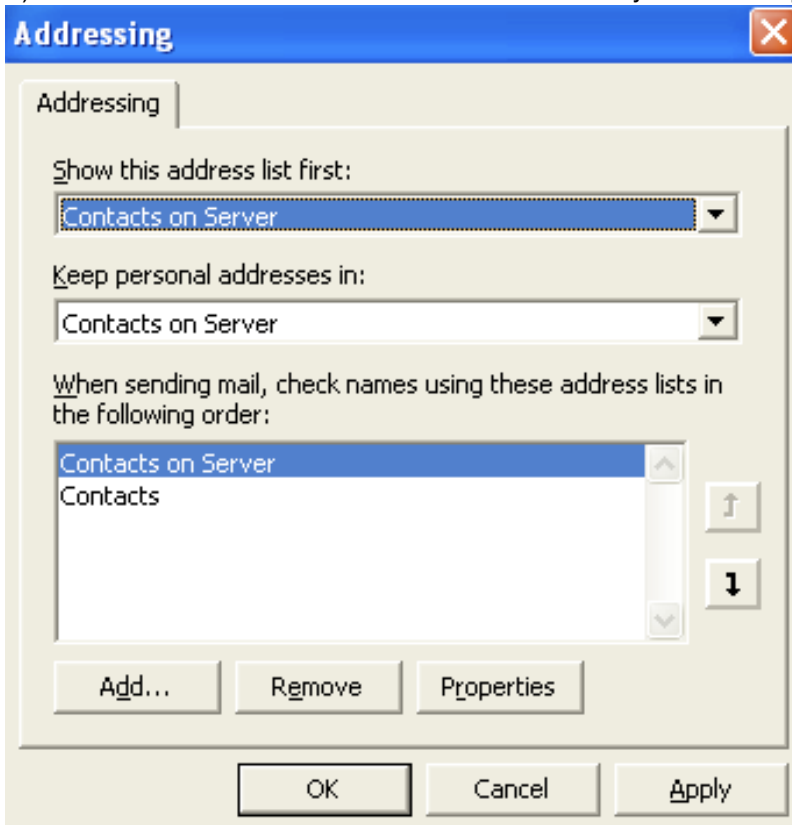
a) Click in MS Outlook on "Contacts" and then right click on "Contacts in Mailbox of...." and select "Properties".

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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Note: If Calendar and Adresbook are not changed to the Server, you won't have a backup of it and you won't have it available in Webmail or when you use an Exchange connection from either iPhone or Windows Mobile Phone.

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.