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Document Name:	Client Setup Notes.doc
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Created:	14/11/02
Last Updated:	14/11/02
Revision:	A Documents first draft

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Setting up VPN connections:

Your server will allow secure connections to it over the Internet, allowing email and file access, for a fraction of the cost of a traditional leased line set –up.

Windows 98, Me, 2000 and XP all allow a VPN connection. Please see the Help in your version of Windows, on how to set-up the VPN connection. The only information you should need is the address of the remote computer (your server). This information is shown in:

- your **Setup System notes** (the documents that has your passwords etc)
- under the section **Internet Connections**
- **Your Server (VPN, OWA).**

Once the VPN connection has been created and you have connected to your server OK, you can then access your “Home” folder by doing:

<Start> <Run> and in the Open Box type [\\datasvr01\YourShare\\$](#) where **YourShare** is your first initial plus your last name, e.g. [\\datasvr01\rbird\\$](#)

To connect to the Shared Data area, do:

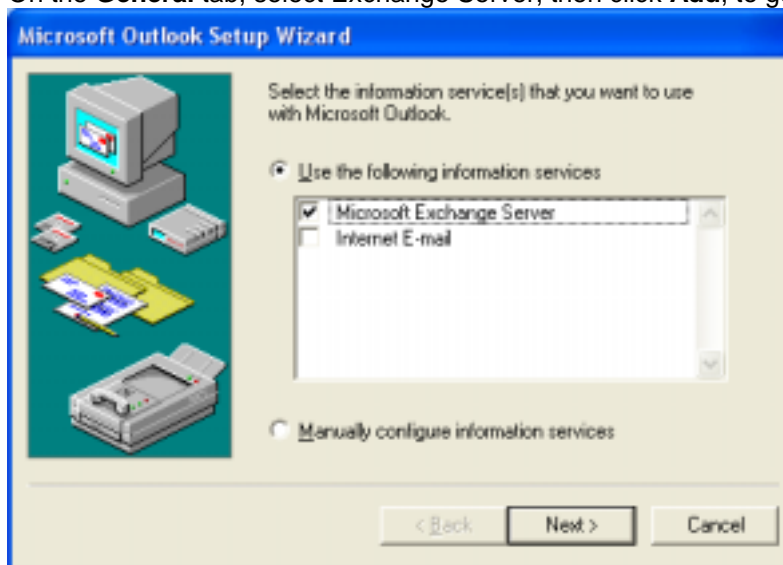
<Start> <Run> and in the Open Box type [\\datasvr01\shareddata](#) .

You can create shortcuts to these areas for easy access in the future.

Outlook: Setting up Your Account:

To set-up Microsoft Outlook, either from a PC attached to the main Server or on a PC with an **Active VPN** (i.e. connected), follow the guide below:

- Click **Start**, point to **Settings**, and then click **Control Panel**.
- Double-click the **Mail** icon.
- On the **Services** tab, click **Show Profiles**.
- On the **General** tab, select Exchange Server, then click **Add**, to get the following dialog:



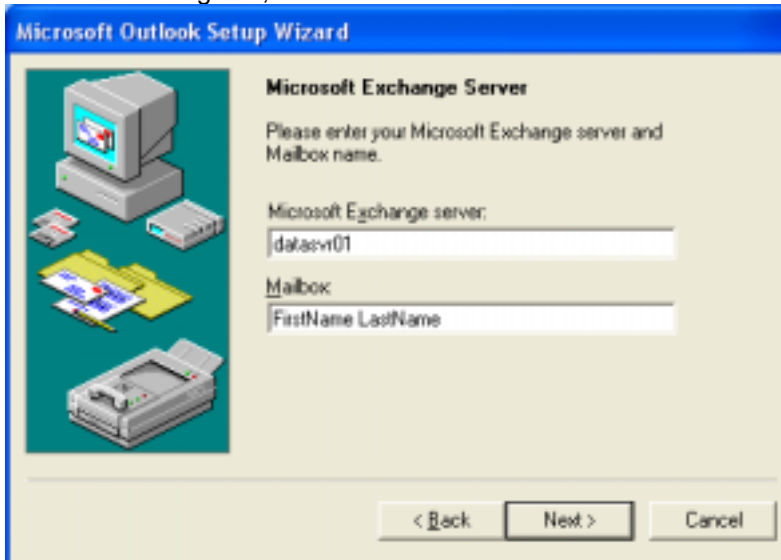
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- Click **Next**, to be prompted for a Profile Name. Use your Name. Click **Next**.
- At the next dialog box, as shown below:



Enter your exchange server, and your Mailbox name (use Firstname LastName – note no .(dot) in the middle, but a space!). Click **Next**.

- Select **No** on the next dialog, then **Next**.
- Click **Finish**.
- Start Outlook and you should be prompted for the “Profile” to use. Select your profile to start using Outlook.

Outlook: How to see a Shared Mailbox

This procedure shows a user how to see a shared mailbox. The demo below uses **sales** as an example. In the case of **Your Company**, you need to replace **sales** with the Group Email Alias as given to you by Cube Connection Ltd. (**N.B.** the administrator (i.e. Cube) must first configure the server for the shared mailbox).

1. In Outlook, go to **Tools > Services**:



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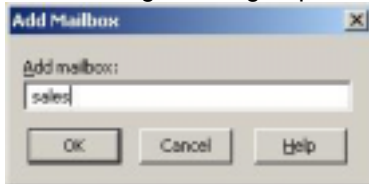
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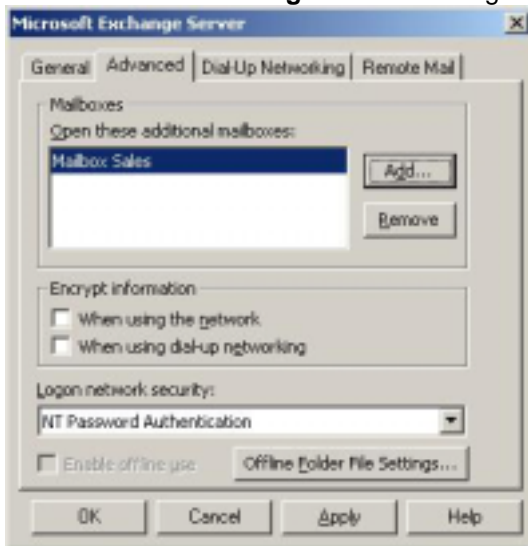
2. Highlight **“Microsoft Exchange Server”** and click on **“Properties”**. Select the **“Advanced”** tab from the properties sheet that pops up.



3. In the **“Mailboxes”** section click on **“Add”**
4. In the **“Add Mailbox”** dialogue box enter the alias of the mailbox you wish to open, and click OK, e.g. for an group email alias of sales, type **sales**



5. The alias you enter should be resolved to the actual mailbox name, and will now appear in the **“Microsoft Exchange Server”** dialogue box.



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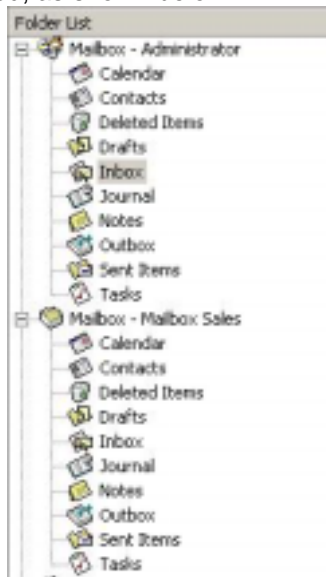
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6. Exit out of the “Microsoft Exchange Server” dialogue box.

What you should now see in Outlook, is the users original mailbox and the new **Sales** mailbox listed, as shown below.



These steps will have to be performed by each user that needs access to this “Group” mailbox.

And finally...

One final step we must take to get this to work; when a user sends a piece of mail from the new Group Mailbox (**sales**), we want the From field to say it came from **Sales** and not show the users actual name. If we didn't do this, then anyone replying to sent email would reply to the user directly and so it would not appear in the shared mailbox for the other users to see.

Make sure you follow these steps to send email from **Sales**

- Compose a New message in Outlook on the users machine.
- Go to the “**View**” Menu and make sure the “**From Field**” menu option is selected.
- When the users compose an email they will need to select who they want the message to be addressed from. If it is to be them then leave the From field empty. If however they want replies to go to Sales, then click the From button and select the Sales account. This will fill in the From field with the correct account.



That pretty much wraps it up!

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