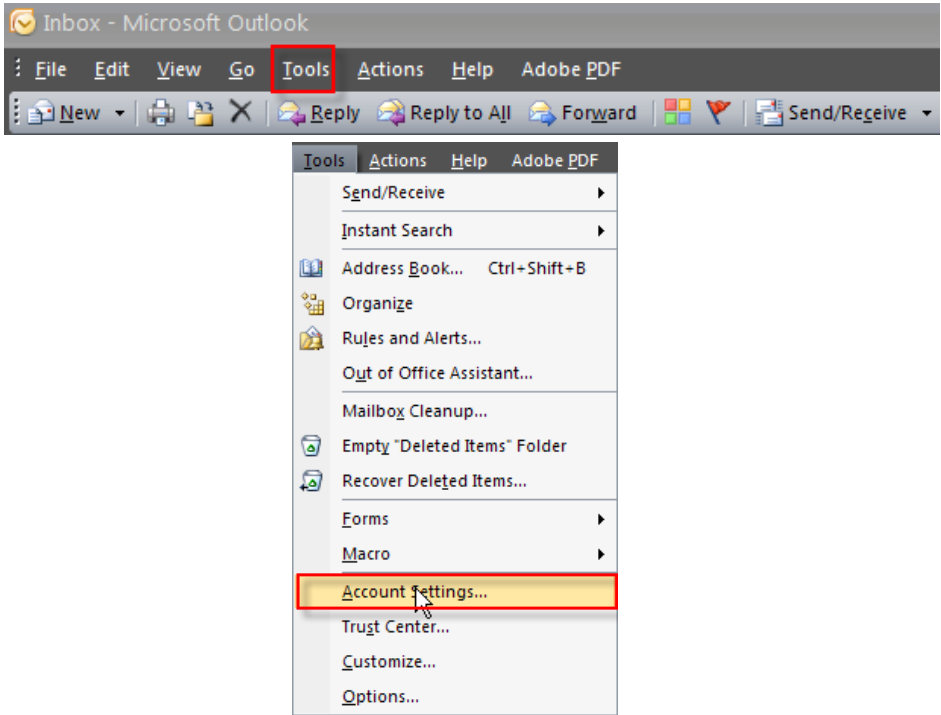
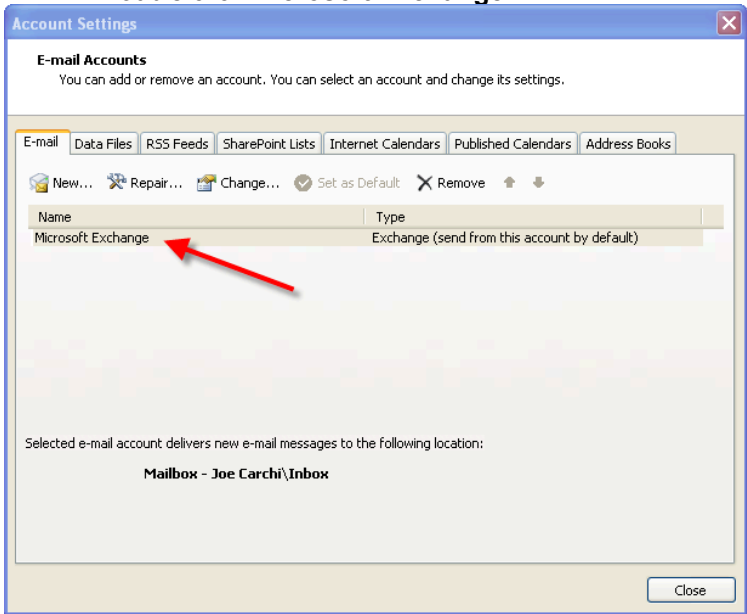


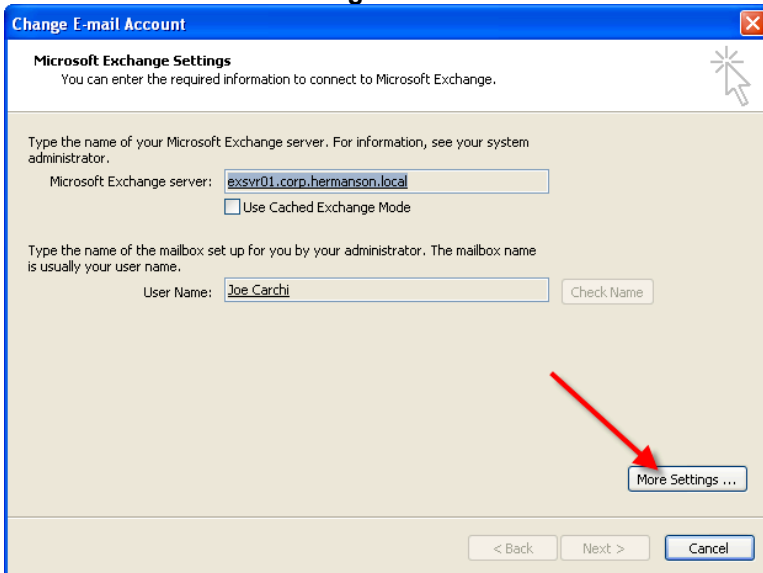
1. Open Outlook and select **Tools**  **Account Settings**



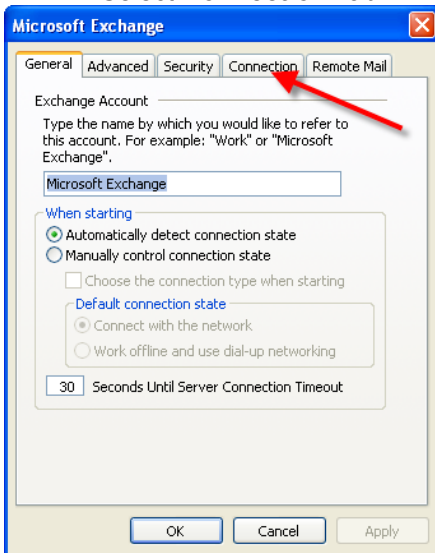
2. Double click **Microsoft Exchange**



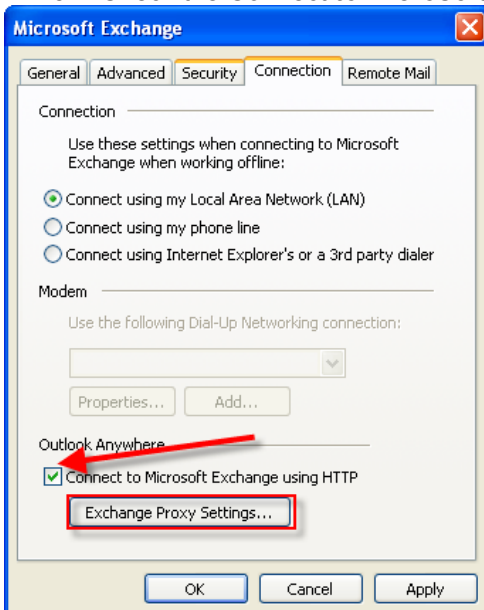
### 3. Click on **More Settings...** button



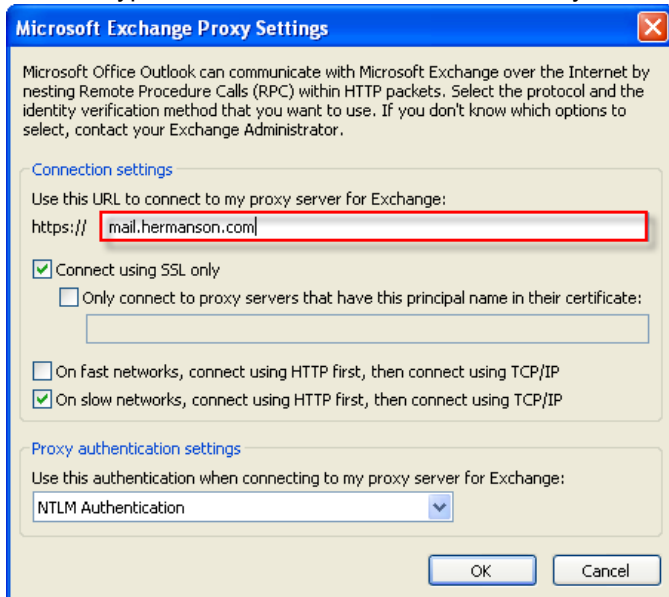
### 4. Select **Connection** Tab



### 5. Check the **Connect to Microsoft Exchange using HTTP** and click **Exchange Proxy Settings...**



6. Type in **mail.hermanson.com** and verify all other settings.



7. Launching Exchange will require username and password.  
Example: corp\username