

About Manual Messaging Settings for Newly Imaged Personal Computers and Laptops

When an employee whose e-mail account has been migrated to Exchange Online receives a new PC, there are several key steps that must be completed. They will need to have a profile configured in Microsoft® Outlook® 2007 and some settings added to the registry.

Topics in this guide include:

- Setting Up and Updating a Profile in Outlook
- Configuring Registry Settings

Setting Up and Updating a Profile in Outlook

1. Click **Start** and then **Control Panel**.
The Control Panel opens.
2. Double-click **Mail**.
The **Mail Setup** dialog box opens.
3. Click **Show Profiles**. See Figure A.
The **Mail profiles** dialog box opens.
4. Click **Add**. See Figure B.
You are prompted for a name for your new profile.
5. Type the new profile name and click **OK**.
The **E-mail Accounts** dialog box opens.
6. Click **Add a new e-mail account** and then click **Next**. See Figure C.

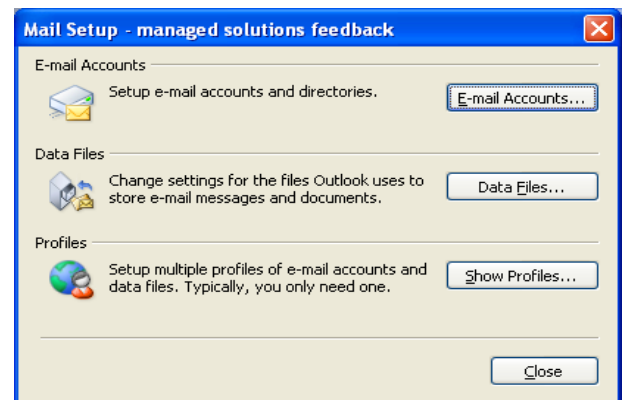


Figure A

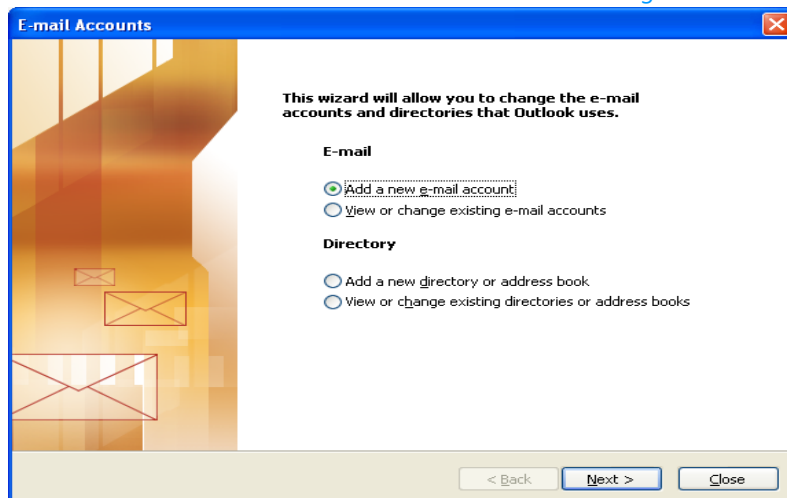


Figure C

The **Server Type** dialog box opens.

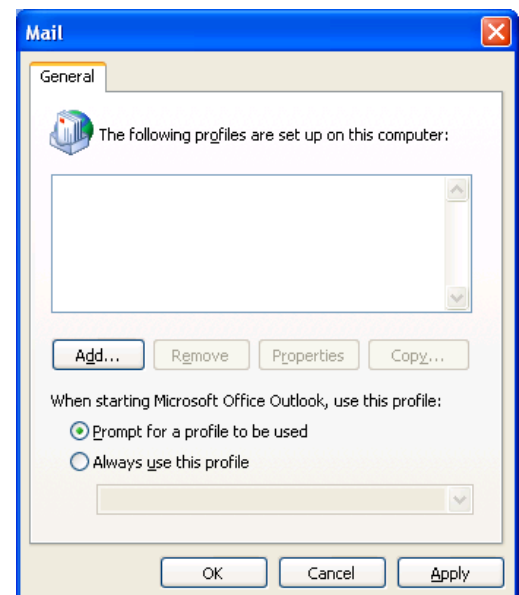


Figure B

7. Click **Microsoft Exchange Server** and then click **Next**. See Figure D.

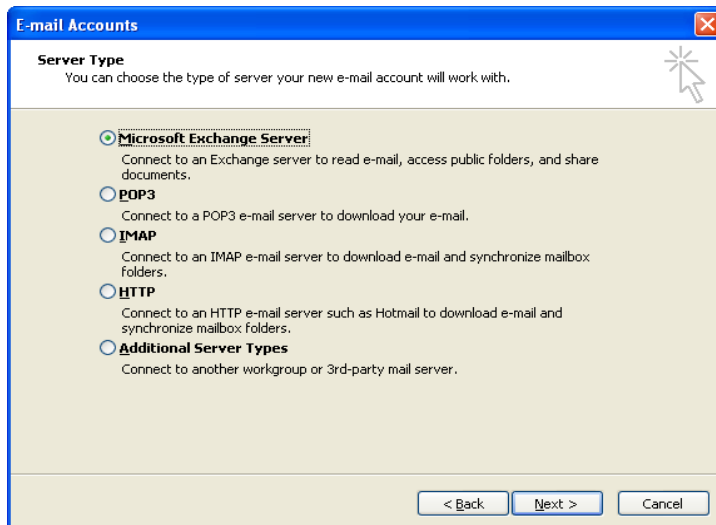


Figure D

The **Exchange Server Settings** dialog box opens.

8. Type the name of the Microsoft Exchange Server for your e-mail.
If you don't know the name of your Microsoft Exchange server, please contact Helpdesk.
9. Type your User Name (the same one you use to log on to your PC) and click **Check Name**. See Figure E.

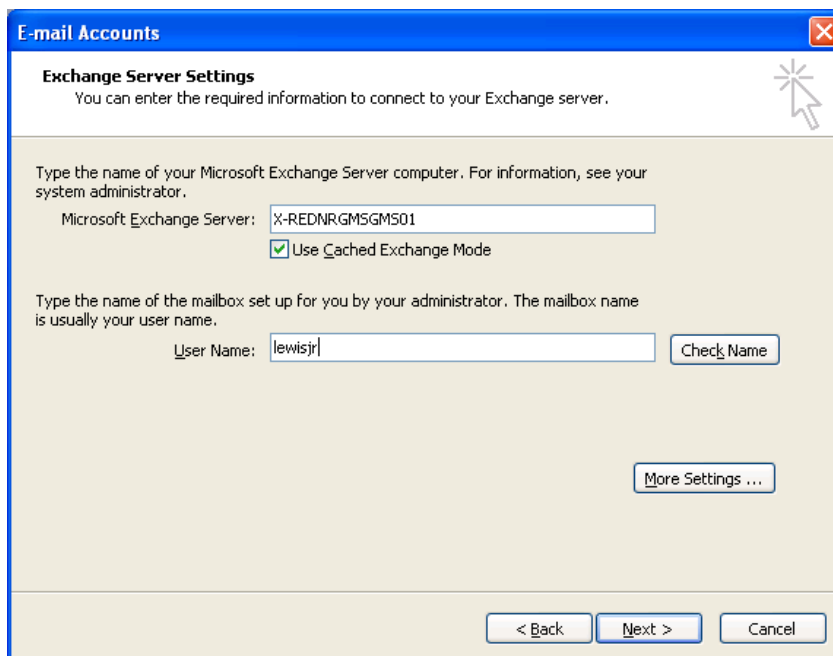


Figure E

Your user name replaces your alias and displays as underlined and the entry in the Microsoft Exchange Server text box displays as underlined.

10. Click **Next**.

A confirmation screen appears, as shown in [Figure F](#). This indicates that your Outlook profile has been successfully created.

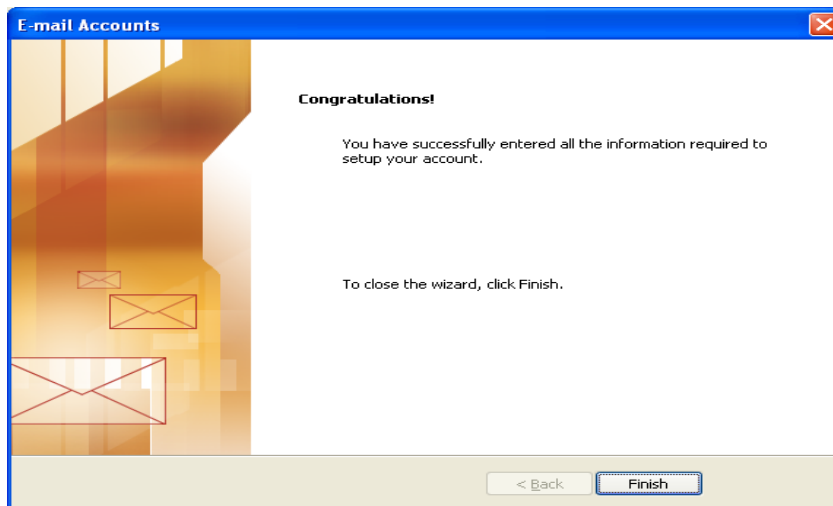


Figure F

11. Click **Finish** and then restart Outlook.

The new profile is set up and ready to use.

Configuring Registry Settings

To configure registry settings for outbound faxing, "Dumpster Always On," and "Safe Senders List and Trusted Sites," run the Profile Migration Tool (PMT). After running the tool, you can verify that the registry settings are correct by comparing them with the information in the following sections.

Registry Settings for Outbound Faxing from Office 2003

The following registry settings configure outbound fax for an end user.

Registry Key	Setting
HKEY_CURRENT_USER	\Software\Microsoft\Office\12.0\Common\Services\Fax "FaxAddress"="%D <%F@smtpfax.concord.net>" "Provider"="Concord.net" "UseCoverSheet"=dword:00000001 (1) "TicketOptions"=dword:00000001 (1) "CostButton"=dword:00000000 (0)

Approved company cover sheet templates need to be placed in this location for use with outbound fax – C:\Program Files\Microsoft Office\Templates\1033\FAX. Please contact your internal Exchange Online Deployment team for the necessary templates. If you are unable to obtain the templates, please follow the standard support channels to obtain copies from Microsoft.

Registry Settings for "Dumpster Always On"

The following registry settings configure outbound fax for an end user.

Registry Key	Setting
HKEY_LOCAL_MACHINE	\Software\Microsoft\Exchange\Client\Options "DumpsterAlwaysOn"=dword:00000001

Registry Settings for "Safe Senders List"

Follow these steps to set the registry settings to manually configure the workstation's Safe Senders List:

You will need to first copy the junkmail.txt file to the following path:

%USERPROFILE%\Local Settings\Temp. Please contact your internal Exchange Online Deployment team for the necessary .txt file. If you are unable to obtain the file, please follow the standard support channels to obtain a copy from Microsoft.

Once that is completed, you will need to set the following registry keys.

Registry Key	Setting
HKEY_CURRENT_USER	\Software\Microsoft\Office\12.0\Outlook\Options\Mail\Junk MailImportLists", 1, "REG_DWORD"
HKEY_CURRENT_USER	\Software\Microsoft\Office\12.0\Outlook\Options\Mail\JunkMailSafe SendersFile to %USERPROFILE%\<logon name>\Local Settings\Temp \JunkMail.txt"

Note The value listed above as %USERPROFILE% can be obtained by typing "Set" at a command prompt.

Registry Settings for Trusted Sites

Registry Key	Setting
HKCU	\Software\Microsoft\Windows\CurrentVersion\Internet Settings\ZoneMap\Domains\<your company name>.com\spsites\https, 1, "REG_DWORD"