

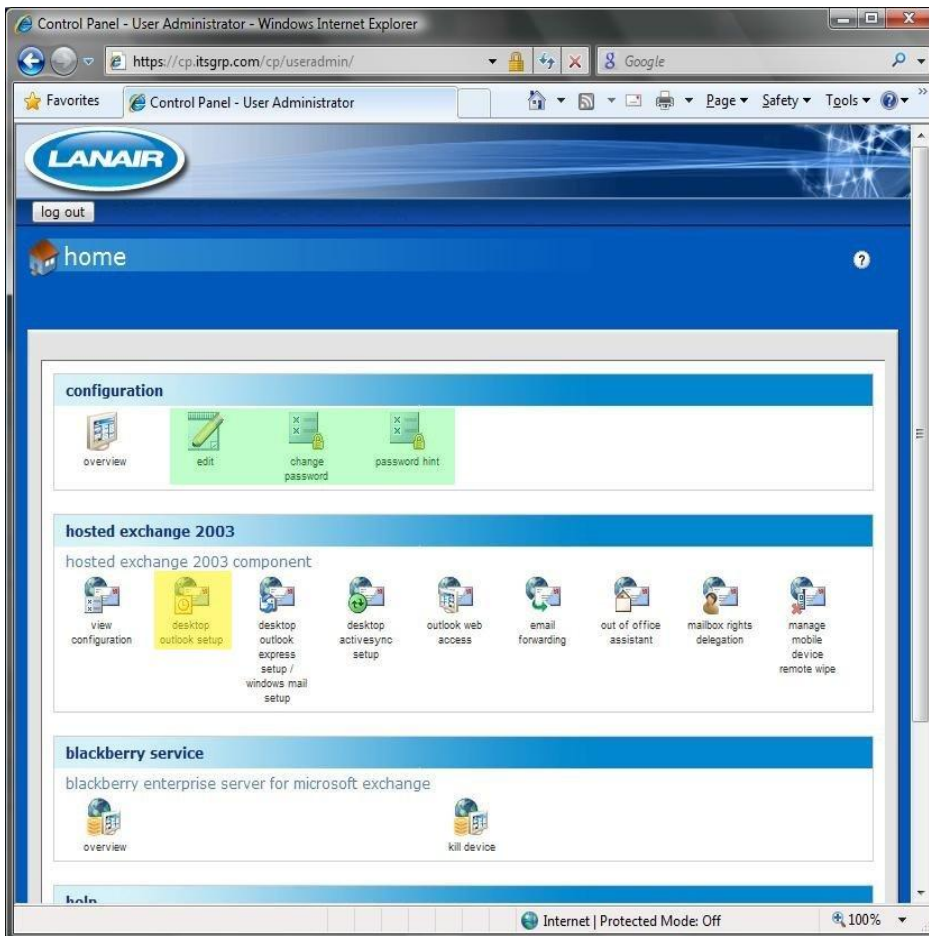
Lanair Hosted Exchange Set Up:

The following document will walk you through all of the steps to configure your Lanair Hosted Exchange Email Account using our Automated Set Up Tool.

Open up a web browser such as Internet Explorer and browse to the page <https://cp.itsgrp.com>.



After you enter in the web address, you will see the login screen to the left. Your username and password will be supplied to you by a Lanair Engineer.



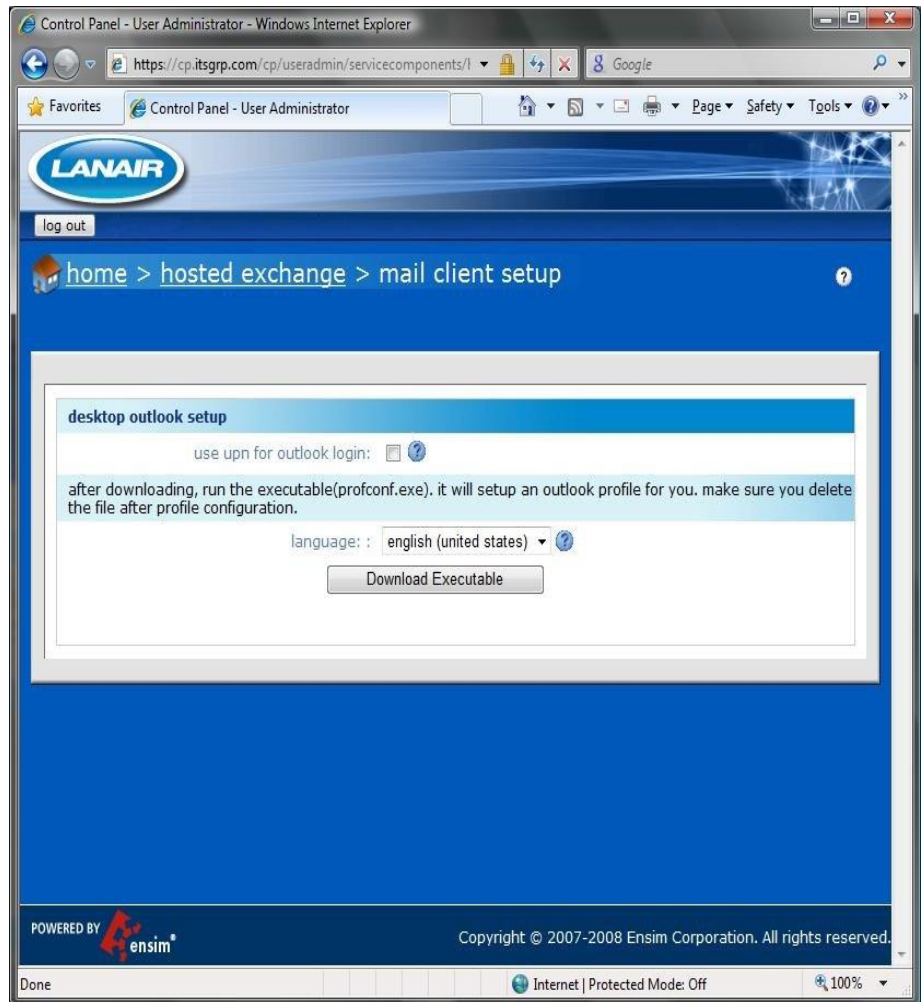
Once logged in, the following page will appear. This portal will allow you to configure any device with your Lanair Hosted Exchange Account, including but not limited to your local PC email client, Blackberry Mobile Device, and Windows Mobile device.

Highlighted in Green are the options to edit your account settings. You can also change your password here or display information.

The item that we are going to download is highlighted in yellow on the image to the left titled "Desktop Outlook Setup." Click on this link.

The next webpage will allow you to download the program to set up your email account as illustrated on the right. Click on the button that says Download Executable. You will be prompted to save this file to a location of your choosing.

Locate the file that was downloaded. An image of this is below.



When you find it, click on the ProfConf.exe icon. You will see several boxes pop up, including outlook as it starts configuring your account. Feel free to let this go until completion. It may take a few minutes to run through the set up depending on your computer's speed.

During the set up process, you will be prompted to enter in your display name and Initials. Make sure that they are accurate should they automatically be entered in and click OK.

Your Outlook inbox will come up automatically and it may take a while to download all of your email messages. Also, you may get a box that offers you to get online help, download an Office trouble shooting program, or sign up for a program to collect anonymous data for Microsoft. All of these choices are optional. To remove this screen, make sure no boxes are checked, and then click OK in the lower right corner.



You have now successfully set up your Lanair Hosted Exchange Outlook Inbox.