

Email Client Configuration for Sabah Government Users

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1.0 About This Document

1.1 Purpose

This Email Client Configuration document contains steps by step client email configuration to configure IMAP/POP3, Outlook Anywhere, Outlook Web App (OWA) and Exchange ActiveSync

The document covered wide range of Email Client Software like, Mozilla ThunderBird, Window Live Mail, Outlook Express, Outlook 2007 and 2010 for email settings.



1.2 Outlook Anywhere, POP3, IMAP, OWA and Exchange ActiveSync Comparison Matrix













E-mail programs, such as Thunderbird, Mozilla ThunderBird, Window Live Mail, Outlook Express, access e-mail from a server in one of two ways: POP (Post Office Protocol) or IMAP (Internet Message Access Protocol).

Microsoft Outlook (PC or Mac), Entourage (Mac), Mail (Mac - 10.6 and newer) can access e-mail using POP, IMAP or Outlook Anywhere (formally known as MAPI or native Exchange).

Each method offers different advantages to the user. With POP, e-mails are downloaded from a remote server to your local machine. While this method gives users offline access to previously downloaded e-mails, keeping track of e-mails requires use of the same workstation.

IMAP and Outlook Anywhere offers greater mobility because e-mail and folders are stored on a remote server rather than your local machine. With IMAP or Outlook Anywhere you can access e-mail from any computer, from your office and house, as long as Internet or network access and an IMAP or Outlook Anywhere compatible e-mail program are available.

Symbol Key:  = More beneficial/effective  = Less beneficial/effective

	POP	IMAP	Outlook Anywhere (HTTPS over RPC)	Outlook Web Apps - OWA (WebMail)	Exchange ActiveSync (Mobile Device)
Features					
Compatibility with Email Clients				Use Web Browser to access Outlook Web Apps	Use SmartPhone
MS Outlook				N/A	N/A
Window Live Mail				N/A	N/A
Mozilla ThunderBird				N/A	N/A
Outlook Express				N/A	N/A

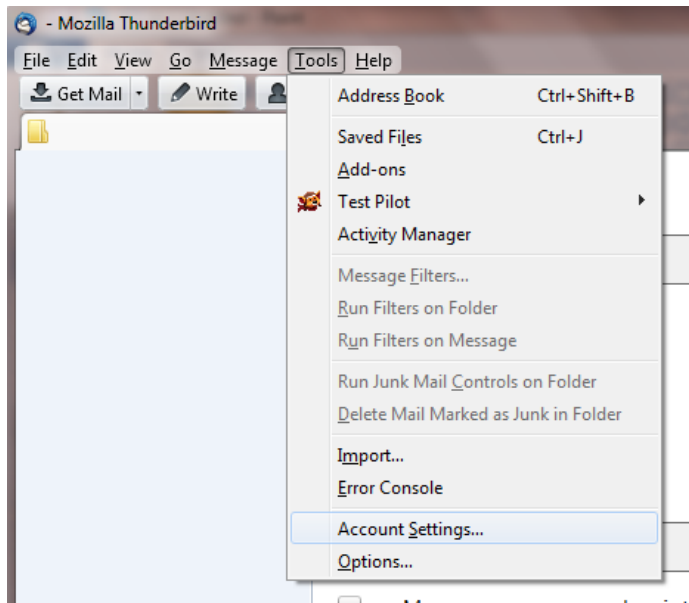
Calendar Sync					
Ability to view MS Exchange calendar entries on multiple computers and smartphone	- Ability to view own calendar only	- Ability to view own calendar only	+	+	+
Contact Sync (Address Book)					
Ability to view MS Exchange contact entries on multiple computers and smartphone	- Ability to view own contacts only	- Ability to view own contacts only	+	+	+
Message Management					
Preview New Messages	- There is no way to preview new messages before downloading them	- All e-mails can be previewed directly on the server	+	+	+
View Selected Messages	- The user has little control over which messages are downloaded. Usually, all messages and attachments are downloaded when you check your e-mail. Many e-mail clients are configurable to avoid downloading e-mails exceeding a specified file limit.	- User has complete control over which messages on the server are viewed	+	+	+
Storage					

Disk Quota Usage	<p>+</p> <p>If POP is set to delete all messages from the server after downloading them, users are less likely to exhaust disk space on the server</p>	<p>-</p> <p>Because IMAP stores e-mails on the server, users may quickly run out of disk space. You may delete messages or save them locally to clear space</p>	<p>-</p> <p>Because Outlook Anywhere stores e-mails on the server, users may quickly run out of disk space. You may delete messages or save them locally to clear space</p>	<p>-</p> <p>Because OWA stores e-mails on the server, users may quickly run out of disk space. You may delete messages or save them locally to clear space</p>	<p>-</p> <p>Because ActiveSync stores e-mails on the server, users may quickly run out of disk space. You may delete messages or save them locally to clear space</p>
Centralized E-mail Back-up	<p>-</p> <p>Only your POP inbox on the server is backed up centrally. Downloaded e-mails are stored on your local machine. Unless you back up your e-mail daily, you could lose all your e-mail if something happens to your local machine</p>	<p>+</p> <p>IMAP-based e-mail programs keep everything on the e-mail server. Since our central computers are backed up on a regular basis, a recent backup of your e-mail is always available.</p>	<p>+</p> <p>Outlook keep everything on the e-mail server. Since our central computers are backed up on a regular basis, a recent backup of your e-mail is always available</p>	<p>+</p> <p>OWA keep everything on the e-mail server. Since our central computers are backed up on a regular basis, a recent backup of your e-mail is always available</p>	<p>+</p> <p>ActiveSync keep everything on the e-mail server. Since our central computers are backed up on a regular basis, a recent backup of your e-mail is always available</p>

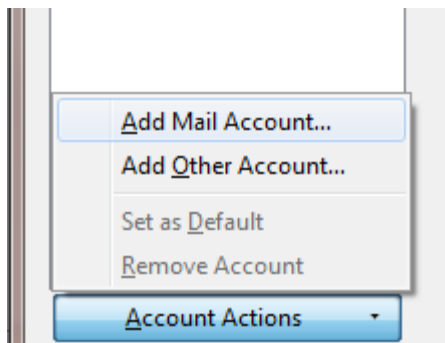
2.0 POP3 and IMAP Configuration

2.1 Mozilla ThunderBird Client

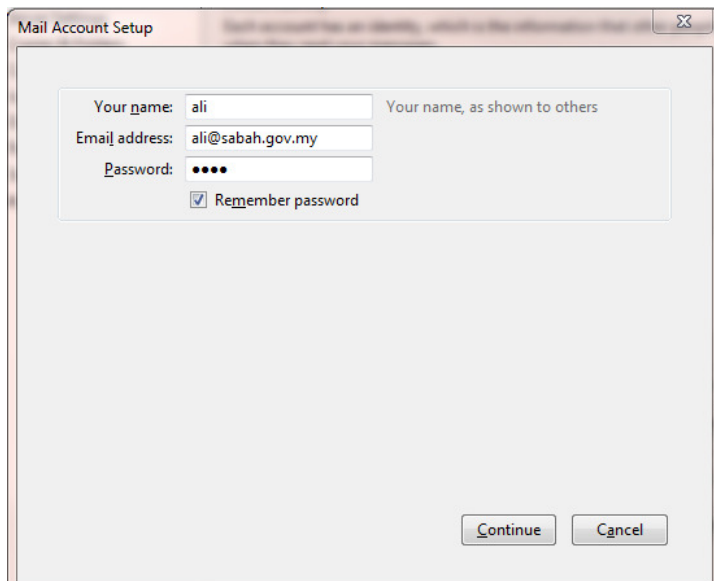
2.1.1 In Mozilla Thunderbird, from the **Tools** menu select **Account Settings**.



2.1.2 From **Account Settings** screen, Select **Email Account**, and then click **Add Mail Account**.

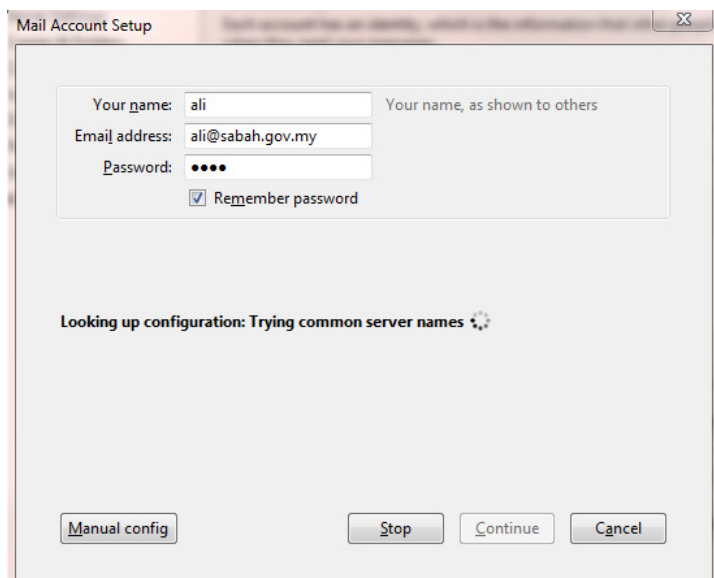


2.1.3 Enter Your Name, E-mail address and Password. Then click **Continue** button



The image shows a 'Mail Account Setup' dialog box. It contains three text input fields: 'Your name:' with the value 'ali', 'Email address:' with the value 'ali@sabah.gov.my', and 'Password:' with four dots. To the right of the 'Your name' field is the text 'Your name, as shown to others'. Below the password field is a checked checkbox labeled 'Remember password'. At the bottom right are two buttons: 'Continue' and 'Cancel'.

2.1.4 Click **Manual Config** button



The image shows the 'Mail Account Setup' dialog box in a different state. The input fields for name, email, and password are still present. Below the 'Remember password' checkbox, the text 'Looking up configuration: Trying common server names' is displayed with a circular arrow icon. At the bottom, there are four buttons: 'Manual config', 'Stop', 'Continue', and 'Cancel'.

2.1.5 For POP3 settings, Select **POP3** as the type of incoming server you are using.

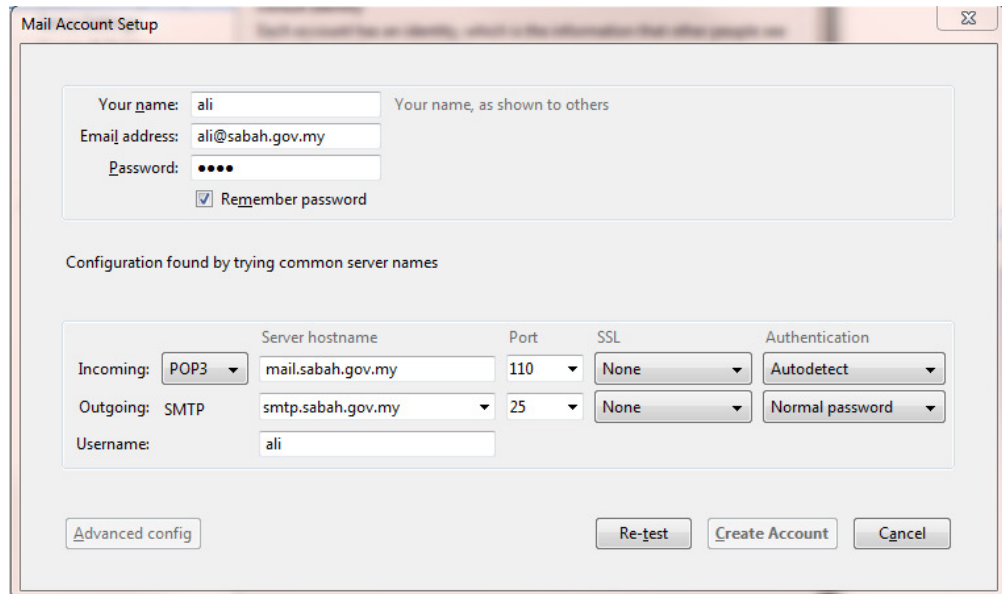
Type **Incoming POP3** server hostname: **mail.sabah.gov.my**

Select **Port : 110 or 995**

Type **Outgoing SMTP** server hostname: **smtp.sabah.gov.my**

Select **Port : 25**

Type your **Username**



The image shows a 'Mail Account Setup' window. At the top, there are fields for 'Your name' (ali), 'Email address' (ali@sabah.gov.my), and 'Password' (masked with dots). A 'Remember password' checkbox is checked. Below this, a message states 'Configuration found by trying common server names'. The main section contains a table-like interface for configuring mail servers. The 'Incoming' section is set to 'POP3' with a server hostname of 'mail.sabah.gov.my', port '110', and 'None' for SSL. The 'Outgoing' section is set to 'SMTP' with a server hostname of 'smtp.sabah.gov.my', port '25', and 'None' for SSL. The 'Authentication' for incoming is 'Autodetect' and for outgoing is 'Normal password'. The 'Username' field is filled with 'ali'. At the bottom, there are buttons for 'Advanced config', 'Re-test', 'Create Account', and 'Cancel'.

	Server hostname	Port	SSL	Authentication
Incoming: POP3	mail.sabah.gov.my	110	None	Autodetect
Outgoing: SMTP	smtp.sabah.gov.my	25	None	Normal password
Username:	ali			

2.1.6 For IMAP settings, Select **IMAP** as the type of incoming server you are using.

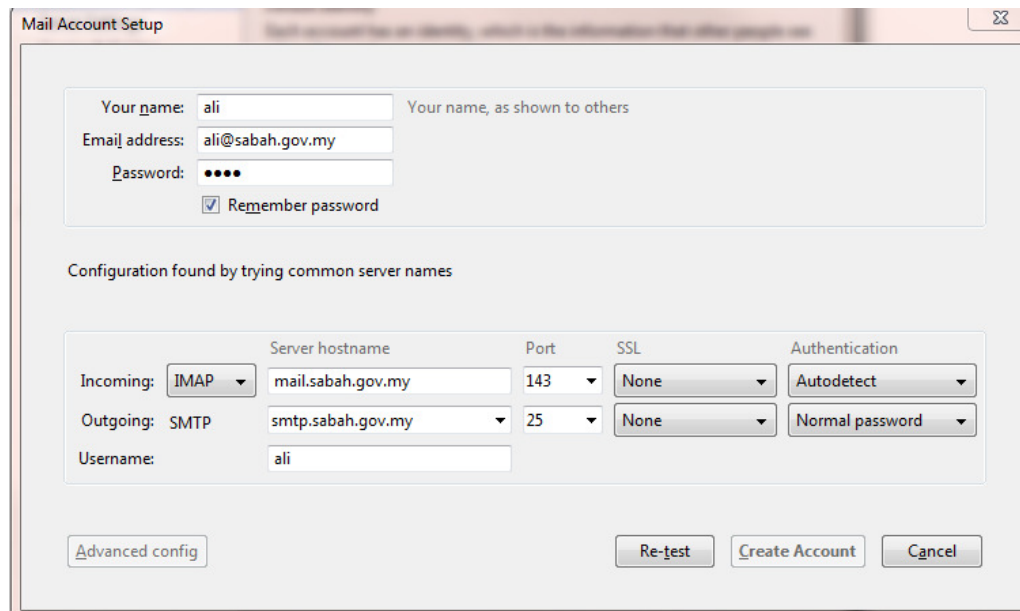
Type **Incoming POP3** server hostname: **mail.sabah.gov.my**

Select Port : **143 or 993**

Type **Outgoing SMTP** server hostname: **smtp.sabah.gov.my**

Select Port : **25**

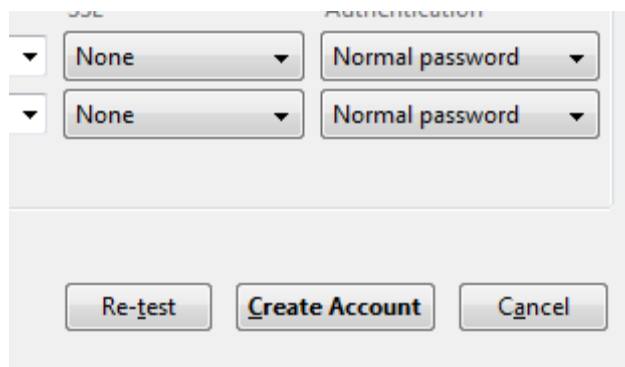
Type your **Username**



The image shows a 'Mail Account Setup' dialog box. At the top, it has fields for 'Your name' (ali), 'Email address' (ali@sabah.gov.my), and 'Password' (masked with dots). There is a 'Remember password' checkbox checked. Below this, it says 'Configuration found by trying common server names'. The main section has a table-like structure with columns: Incoming, Outgoing, Username, Server hostname, Port, SSL, and Authentication. The Incoming row is set to IMAP, mail.sabah.gov.my, 143, None, and Autodetect. The Outgoing row is set to SMTP, smtp.sabah.gov.my, 25, None, and Normal password. The Username field is ali. At the bottom, there are buttons for 'Advanced config', 'Re-test', 'Create Account', and 'Cancel'.

	Incoming	Outgoing	Username	Server hostname	Port	SSL	Authentication
1	IMAP	SMTP	ali	mail.sabah.gov.my	143	None	Autodetect
2				smtp.sabah.gov.my	25	None	Normal password

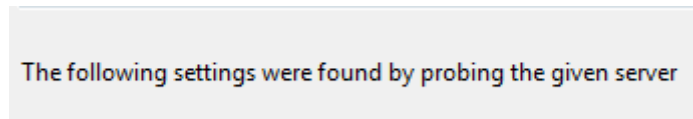
2.1.7 Verify your account information and click **Re-test** button.



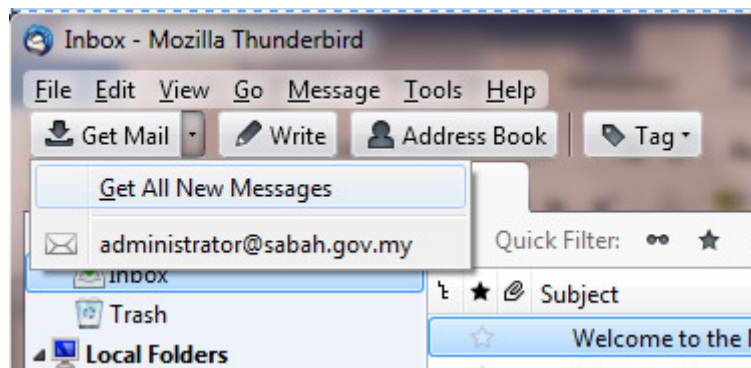
This is a close-up view of the bottom right portion of the 'Mail Account Setup' dialog box. It shows the 'SSL' and 'Authentication' dropdown menus for both incoming and outgoing servers. Both are set to 'None' and 'Normal password' respectively. Below these are the 'Re-test', 'Create Account', and 'Cancel' buttons.

2.1.8 Following message will appear if POP/IMAP configuration are correct: **The following settings were found by probing the given server.**

If fails, please check again all the server name, port settings, user name and password value.

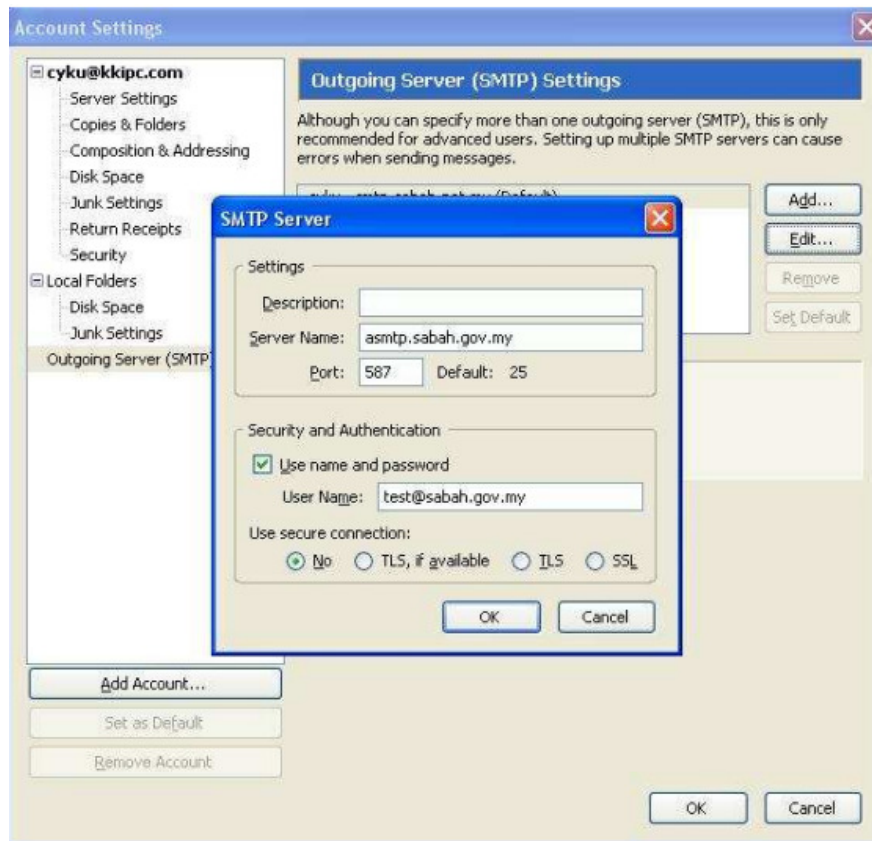


2.1.9 Click **Get Mail** button to download all new messages



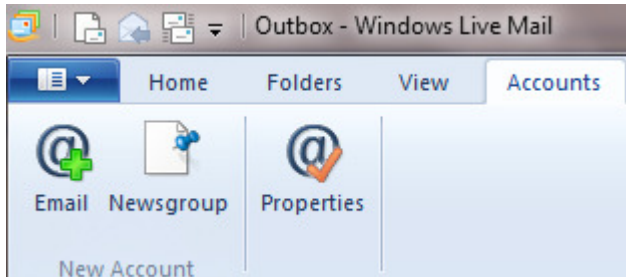
2.1.10 Optional: Configure Authenticated SMTP server

- Open Mozilla Thunderbird and under the **Tools** menu select **Accounts Settings..**
- Select **Outgoing Server(SMTP)**
- Edit your default outgoing server
- Under **Security And Authentication**
- Select Use name and password
- Fill in your regular user name(eg ali@sabah.gov.my) and your normal password used to check email
- Set your port **587** instead of 25
- Change your server name to **asmtplib.sabah.gov.my**



2.2 Window Live Mail Client

2.2.1 Open Window Live Mail. Click **Account** Tab and Click **Email** button



2.2.2 In **Add Your Email Account** page, Type the following information for

Email Address, Password and Display Name

Tick **Manually configure server settings**

Click **Next** Button

A screenshot of the 'Add your email accounts' dialog box in Windows Live Mail. The title bar reads 'Windows Live Mail'. The main heading is 'Add your email accounts' in green. Below it, a message says: 'If you have a Windows Live ID, sign in now. If not, you can create one later. [Sign in to Windows Live](#)'. The form contains the following fields and options:

- Email address:** A text box containing 'ali@sabah.gov.my'. Below it is a link: '[Get a Windows Live email address](#)'.
- Password:** A text box with masked characters '*****'. Below it is a checked checkbox: '☒ Remember this password'.
- Display name for your sent messages:** A text box containing 'ali'.
- At the bottom, there are two checkboxes: '☐ Make this my default email account' and '☒ Manually configure server settings'.

On the right side of the dialog, there is text: 'Most email accounts work with Windows Live Mail including Hotmail, Gmail and many others.' At the bottom right, there are two buttons: 'Cancel' and 'Next'.

2.2.3 For POP email configuration:

Under **Incoming Server Information**:

For **Server Type**, select **POP**

For **Server Address**, enter : **mail.sabah.gov.my**

For **Port**, type: **110 or 995**

Optional: Tick box **Requires a secure connection (SSL)**

Under **Outgoing Server Information**:

For Server Address, type: **smtp.sabah.gov.my**

For Port, type : **25**

The screenshot shows the 'Configure server settings' window in Windows Live Mail. The window has a title bar with 'Windows Live Mail' and a close button. The main content area has a green header 'Configure server settings' and a subtitle 'If you don't know your email server settings, contact your ISP or network administrator.' Below this, there are two sections: 'Incoming server information' and 'Outgoing server information'. In the 'Incoming server information' section, 'Server type' is set to 'POP' in a dropdown menu. 'Server address' is 'mail.sabah.gov.my' and 'Port' is '110'. There is an unchecked checkbox for 'Requires a secure connection (SSL)'. 'Authenticate using' is set to 'Clear text' in a dropdown menu. 'Logon user name' is 'ali'. In the 'Outgoing server information' section, 'Server address' is 'smtp.sabah.gov.my' and 'Port' is '25'. There are two unchecked checkboxes: 'Requires a secure connection (SSL)' and 'Requires authentication'. At the bottom right, there are three buttons: 'Cancel', 'Back', and 'Next'.

2.2.4 For IMAP email configuration:

Under **Incoming Server Information**:

For **Server Type**, select **IMAP**

For **Server Address**, type : **mail.sabah.gov.my**

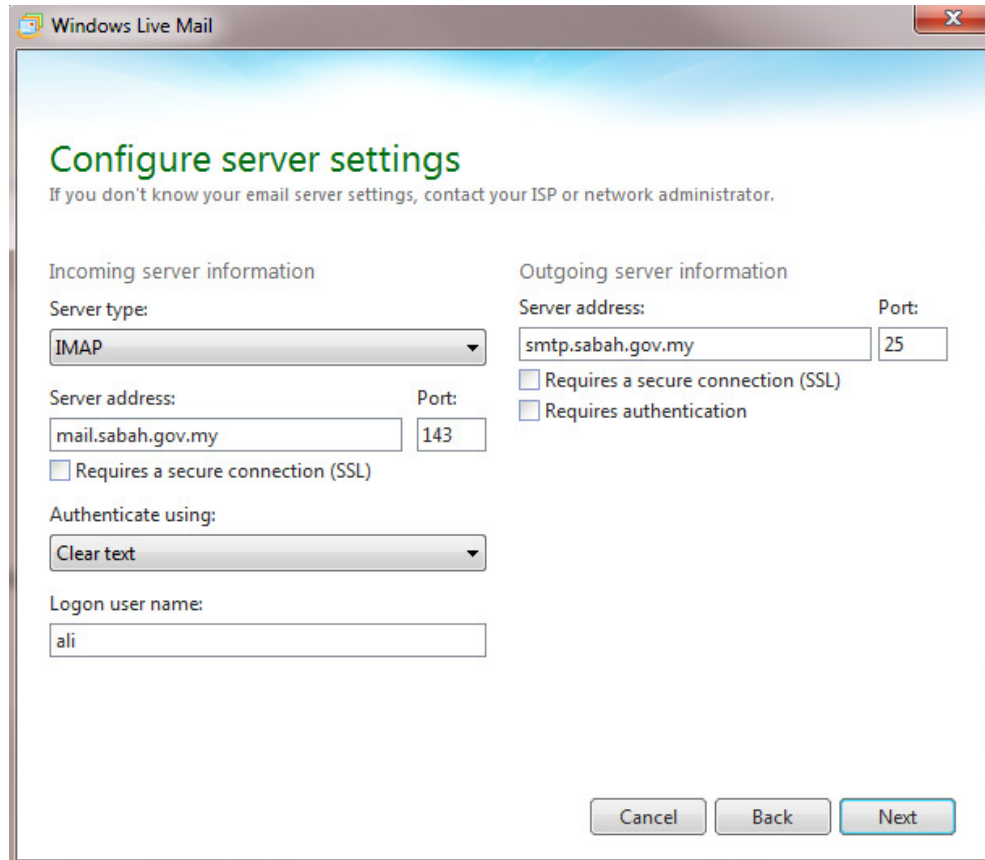
For Port, type: **143 or 993**

Optional: Tick box : **Requires a secure connection (SSL)**

Under **Outgoing Server Information**:

For **Server Address**, type: **smtp.sabah.gov.my**

For **Port**, type : **25**



The screenshot shows the 'Configure server settings' window in Windows Live Mail. The window has a title bar with the 'Windows Live Mail' logo and a close button. The main content area has a light blue header with the title 'Configure server settings' and a subtitle 'If you don't know your email server settings, contact your ISP or network administrator.' Below this, there are two columns of settings. The left column is for 'Incoming server information' and the right column is for 'Outgoing server information'. In the incoming section, the 'Server type' is set to 'IMAP', the 'Server address' is 'mail.sabah.gov.my', the 'Port' is '143', and 'Authenticate using' is set to 'Clear text'. The 'Logon user name' is 'ali'. In the outgoing section, the 'Server address' is 'smtp.sabah.gov.my', the 'Port' is '25', and there are two unchecked checkboxes: 'Requires a secure connection (SSL)' and 'Requires authentication'. At the bottom right, there are three buttons: 'Cancel', 'Back', and 'Next'.

Windows Live Mail

Configure server settings

If you don't know your email server settings, contact your ISP or network administrator.

Incoming server information

Server type:
IMAP

Server address: Port:
mail.sabah.gov.my 143

☐ Requires a secure connection (SSL)

Authenticate using:
Clear text

Logon user name:
ali

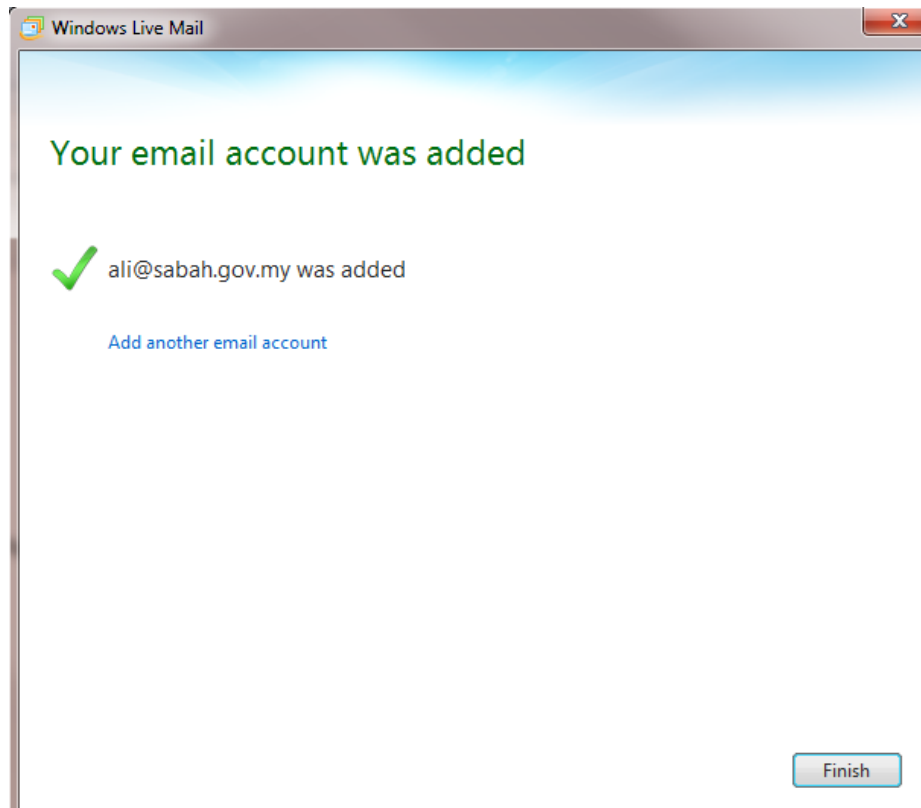
Outgoing server information

Server address: Port:
smtp.sabah.gov.my 25

☐ Requires a secure connection (SSL)
☐ Requires authentication

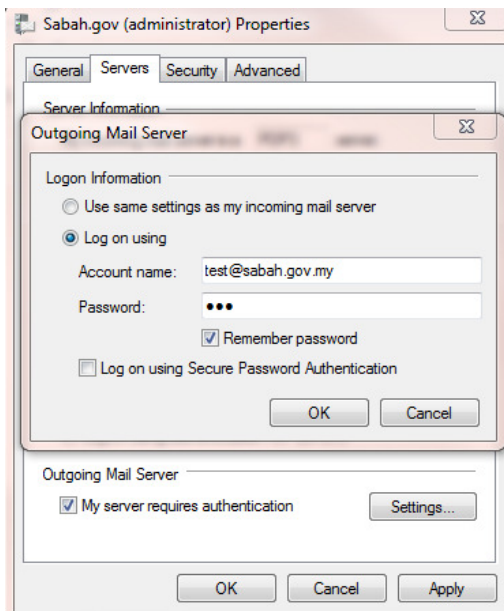
Cancel Back Next

2.2.5 Click **Next** button and **Finish** button

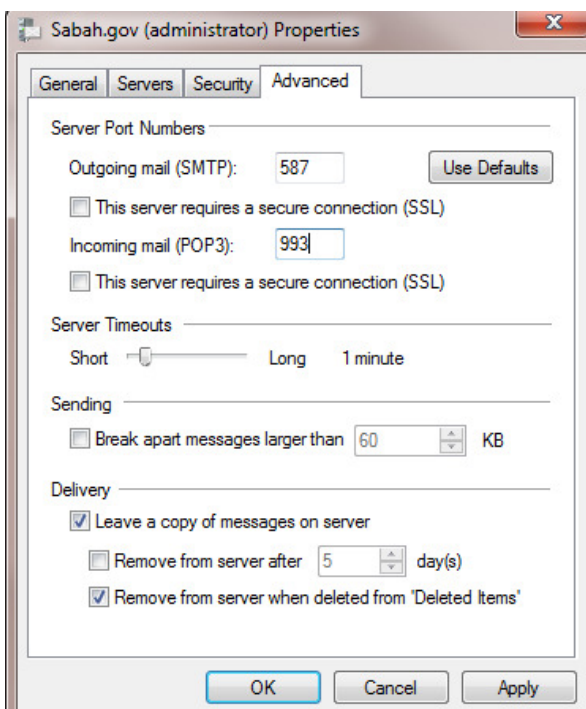


2.2.6 **Optional:** Configure Authenticated SMTP server

- a) Click **Accounts** Tab, then Click **Properties**.
- b) Click **Servers** Tab,
- c) Under **Outgoing Mail Server**, Tick box "**My Server requires authentication**"
- d) Click **Settings..** button
- e) Under **Logon Information** area, select **Log on Using**
- f) Fill in your regular user name(eg ali@sabah.gov.my) and your normal password
- g) Click **Remember password**. Click **Ok**



h) Click **Advanced** Tab, set your **Outgoing mail (SMTP)** port to **587** instead of 25



- i) Click to **Servers** Tab, change **Outgoing Mail** to **asmtplib.sabah.gov.my**

The screenshot shows the 'Sabah.gov (ali) Properties' dialog box with the 'Servers' tab selected. The 'Server Information' section indicates the incoming mail server is an IMAP server. The 'Incoming mail (IMAP)' field is set to 'mail.sabah.gov.my' and the 'Outgoing mail (SMTP)' field is set to 'asmtplib.sabah.gov.my'. The 'Incoming Mail Server' section shows the email username as 'ali' and the password field is masked with dots. The 'Remember password' checkbox is checked. The 'Log on using clear text authentication' radio button is selected. The 'Outgoing Mail Server' section has the 'My server requires authentication' checkbox unchecked, and a 'Settings...' button is visible. The dialog box has 'OK', 'Cancel', and 'Apply' buttons at the bottom.

Sabah.gov (ali) Properties

General Servers Security Advanced IMAP

Server Information

My incoming mail server is a IMAP server.

Incoming mail (IMAP): mail.sabah.gov.my

Outgoing mail (SMTP): asmtplib.sabah.gov.my

Incoming Mail Server

Email username: ali

Password: ••••••••

☒ Remember password

☒ Log on using clear text authentication

☐ Log on using secure password authentication

Outgoing Mail Server

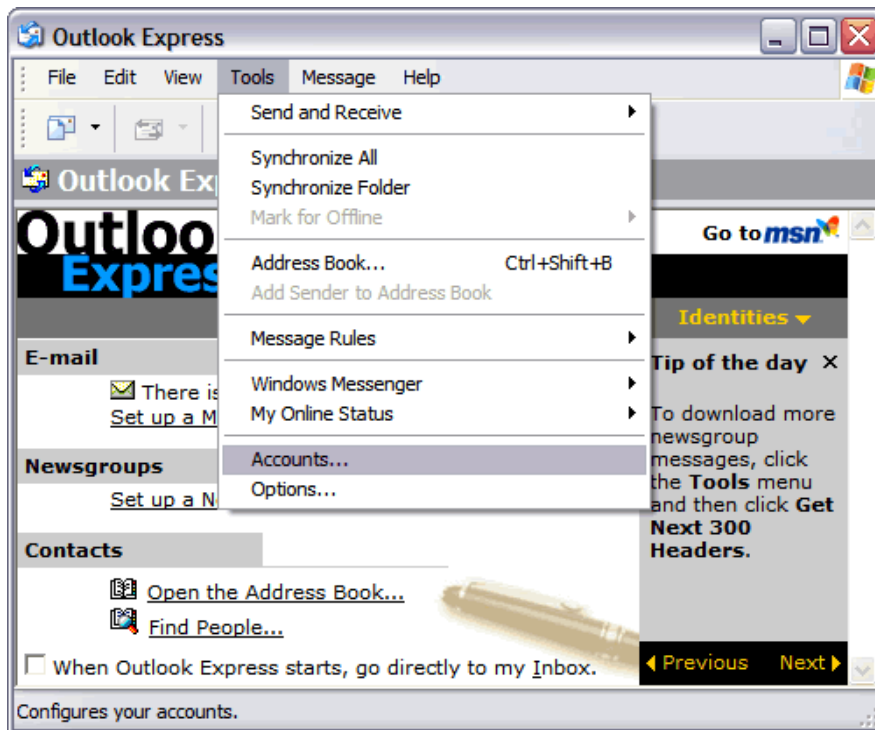
☐ My server requires authentication

Settings...

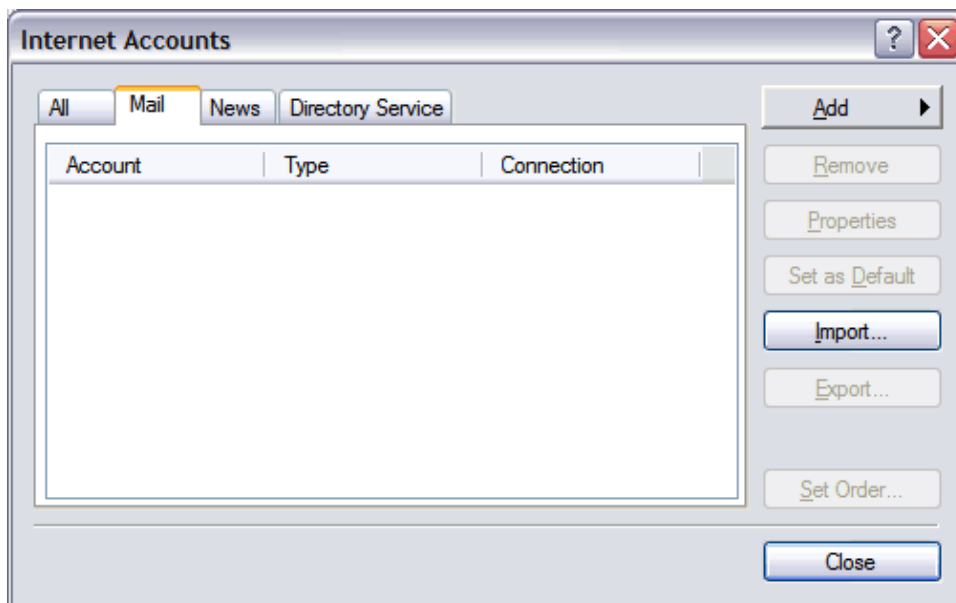
OK Cancel Apply

2.3 Outlook Express

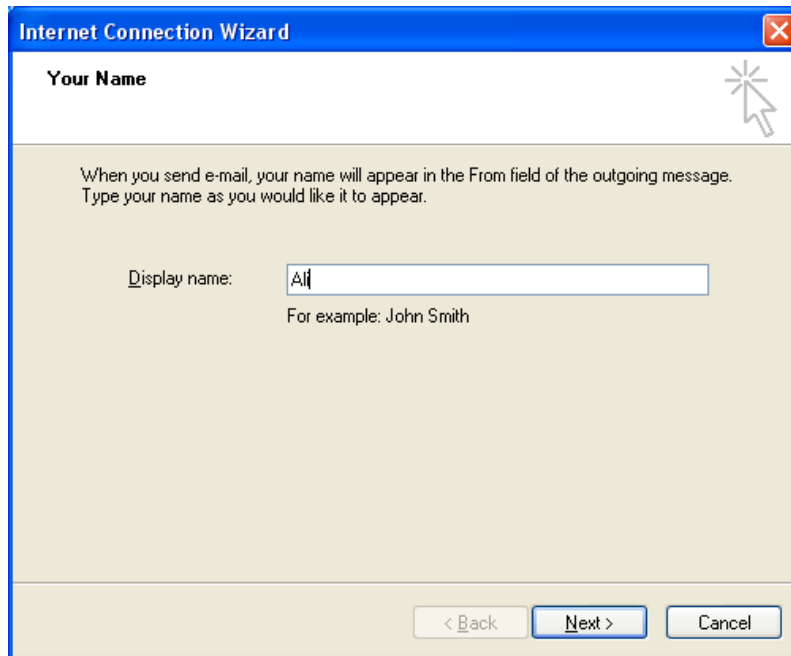
2.3.1 In Microsoft Outlook Express, from the **Tools** menu, select **Accounts**



2.3.2 Go to the **Mail** tab and from the **Add** menu, select **Mail**.

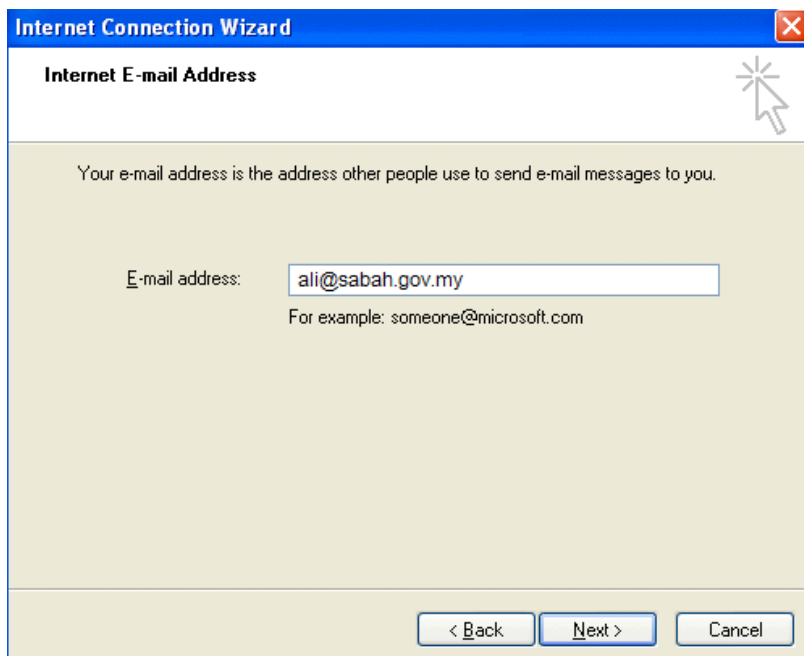


2.3.2 In the **Display Name** field, enter you full name and click **Next**.



The screenshot shows the 'Internet Connection Wizard' window with the title 'Your Name'. The window has a blue title bar with a close button. The main area is light beige. At the top, it says 'Your Name' in bold. Below that, a message reads: 'When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.' There is a text input field labeled 'Display name:' containing the text 'Ali'. Below the field, it says 'For example: John Smith'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

2.3.4 In the E-mail address field, enter your email address and click **Next**.



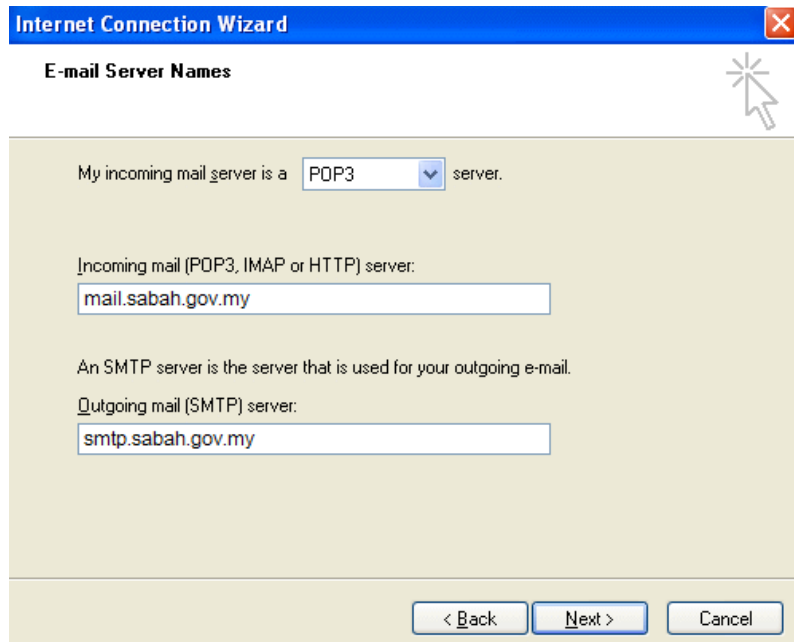
The screenshot shows the 'Internet Connection Wizard' window with the title 'Internet E-mail Address'. The window has a blue title bar with a close button. The main area is light beige. At the top, it says 'Internet E-mail Address' in bold. Below that, a message reads: 'Your e-mail address is the address other people use to send e-mail messages to you.' There is a text input field labeled 'E-mail address:' containing the text 'ali@sabah.gov.my'. Below the field, it says 'For example: someone@microsoft.com'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

2.3.5 On the **E-mail Server Names** page, complete your information as follows:

My incoming mail server is a POP3 or IMAP.

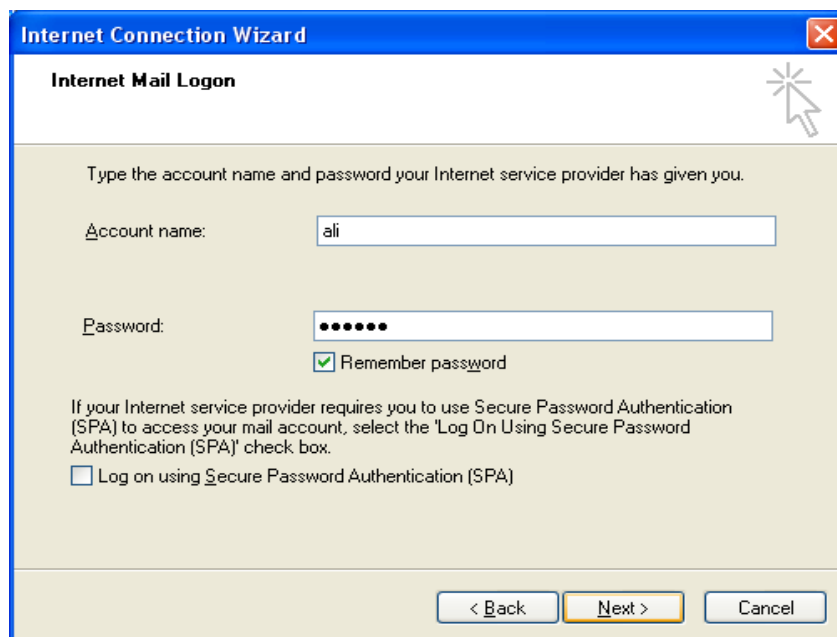
Incoming mail (POP3, IMAP or HTTP) server : mail.sabah.gov.my

Outgoing mail (SMTP) server: Smtп.sabah.gov.my



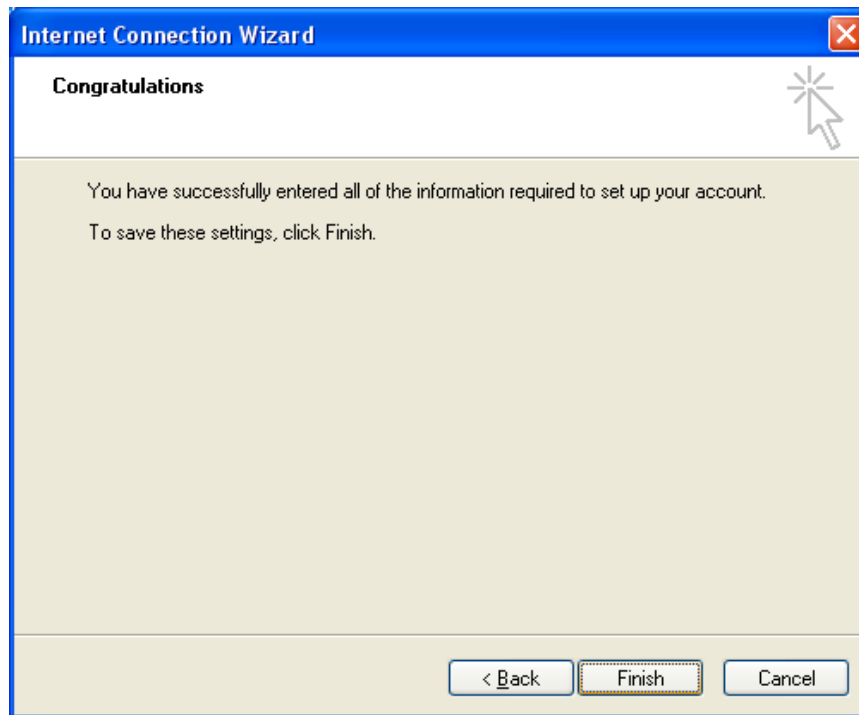
The screenshot shows the 'Internet Connection Wizard' window with the 'E-mail Server Names' tab selected. The window has a blue title bar and a standard Windows XP-style border. The main area is light beige. At the top, it says 'My incoming mail server is a' followed by a dropdown menu set to 'POP3' and the word 'server.'. Below this, it says 'Incoming mail (POP3, IMAP or HTTP) server:' followed by a text box containing 'mail.sabah.gov.my'. Then it says 'An SMTP server is the server that is used for your outgoing e-mail.' followed by 'Outgoing mail (SMTP) server:' and a text box containing 'smtp.sabah.gov.my'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

2.3.6 In the **Account Name** and **Password** fields, enter your email address and password, and then click **Next**.

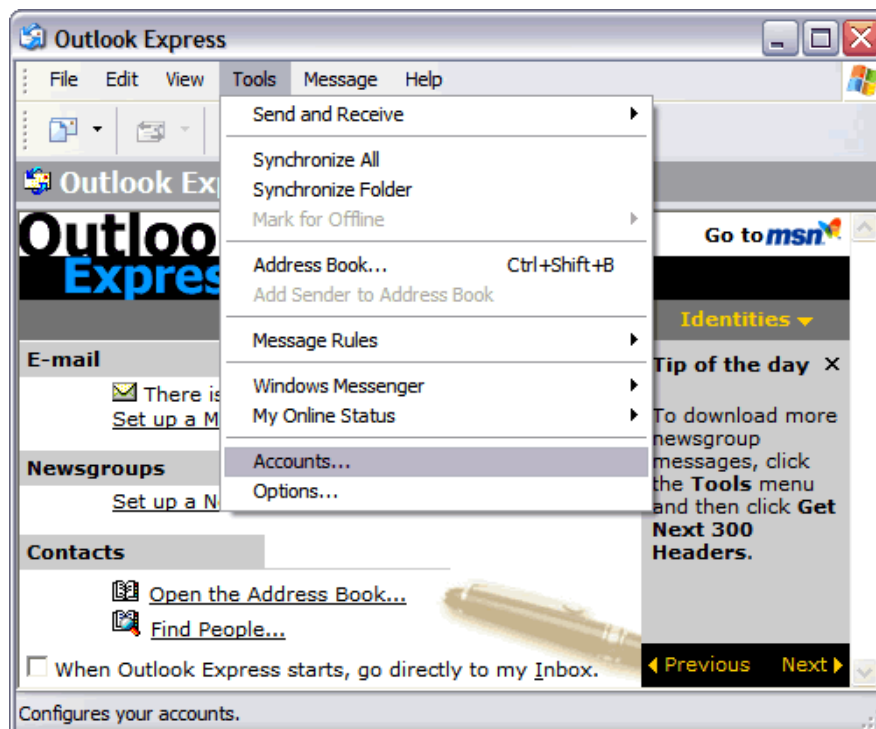


The screenshot shows the 'Internet Connection Wizard' window with the 'Internet Mail Logon' tab selected. The window has a blue title bar and a standard Windows XP-style border. The main area is light beige. At the top, it says 'Type the account name and password your Internet service provider has given you.'. Below this, it says 'Account name:' followed by a text box containing 'ali'. Then it says 'Password:' followed by a text box containing seven dots. Below the password box is a checked checkbox labeled 'Remember password'. Then it says 'If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.' followed by an unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

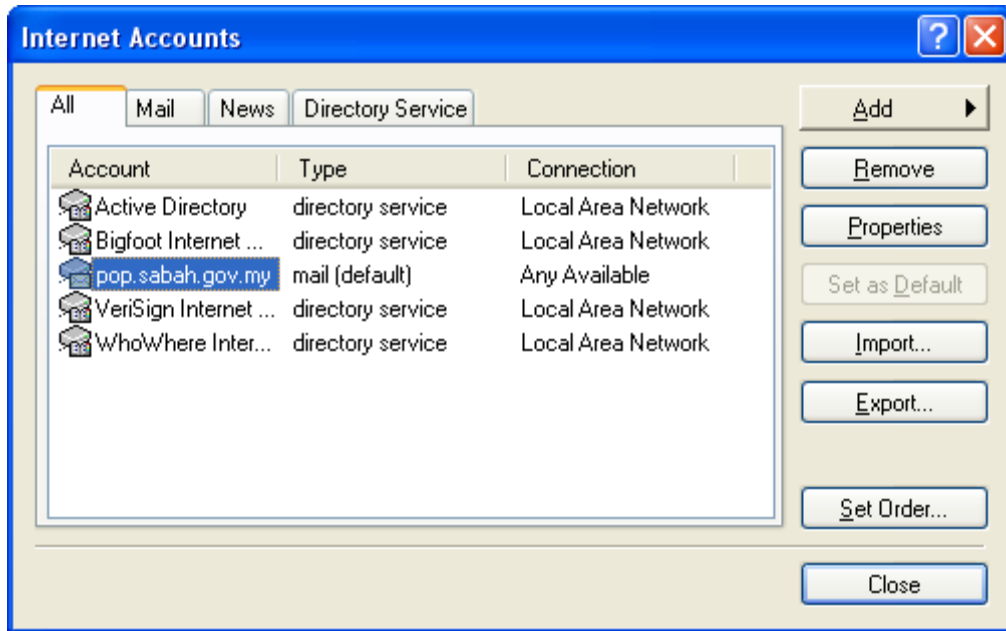
2.3.7 Click **Finish** button



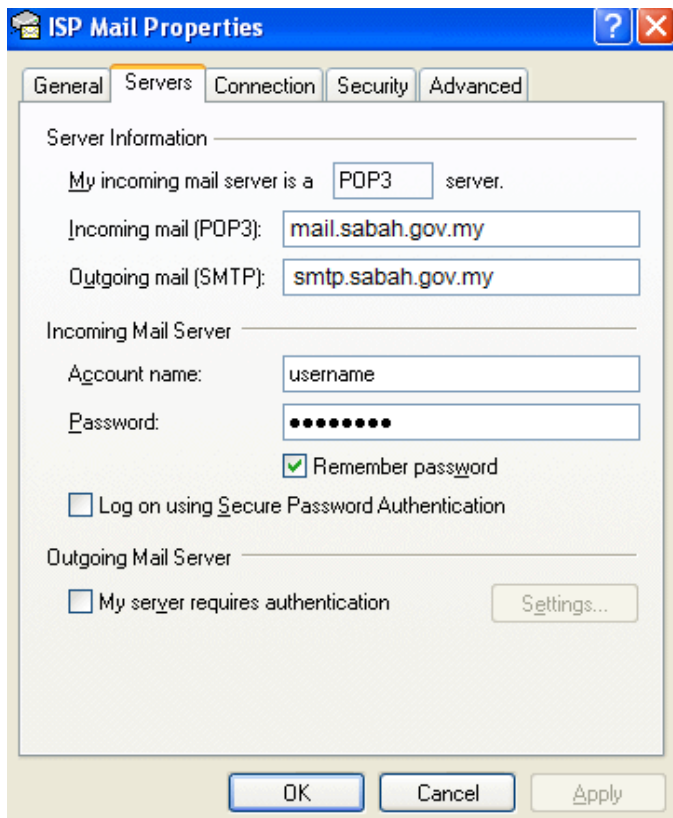
2.3.8 Again from Microsoft Outlook Express, from the **Tools** menu, select **Accounts**



2.3.9 Go to Account name that was created from above steps. Then ,Click **Properties** button



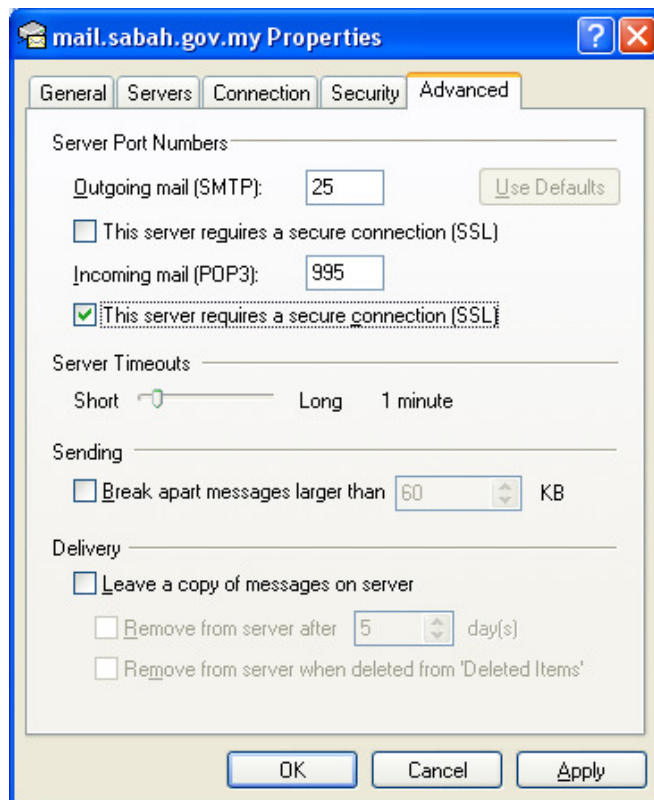
2.3.9 Go to **Servers** Tab, Make sure all information under **Server Information** and **Incoming Mail Server** are set correctly accordingly.



2.3.10 Go to **Advanced Tab**, Under **Server Port Numbers** area.

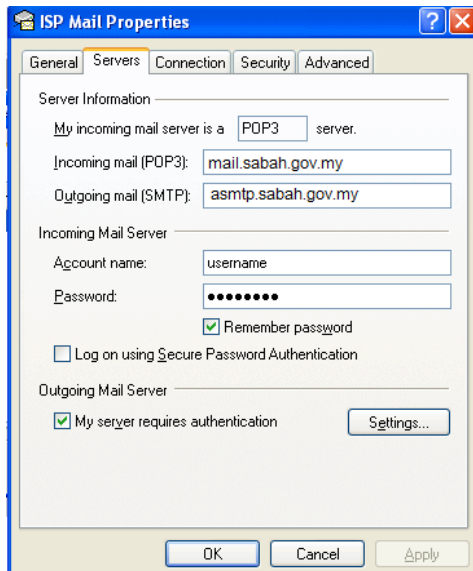
For **POP3** :You can choose to use Port **110** or use port **995** by ticking “**This server requires a secure connection (SSL)**”

For **IMAP** :You can choose to use Port **143** or use port **993** by ticking “**This server requires a secure connection (SSL)**”



2.3.10 Optional: Configure Authenticated SMTP server

- Open **Outlook** and under the **Tools** menu select **Accounts**
- Select your Sabah Gov Account and click **Properties** button
- Select **Server** tab, type Outgoing mail (SMTP) to **asmtplib.sabah.gov.my**



- d) Tick box **"My server requires Authentication"**. Click **Settings..** button
- e) Under the **Outgoing Mail Server** area, check the box for "My outgoing server (SMTP) requires authentication" button
- f) Then select the option for **"Log on using"** and fill in your regular user name(eg ali@sabah.gov.my) and your normal password used to check email. Click OK



- g) Go to Advanced Tab, Change Outgoing Mail (SMTP) port to **587** instead 25

mail.sabah.gov.my Properties

General Servers Connection Security **Advanced**

Server Port Numbers


Outgoing mail (SMTP): 587 [Use Defaults](#)

☐ This server requires a secure connection (SSL)

Incoming mail (POP3): 995

☒ This server requires a secure connection (SSL)

Server Timeouts

Short  Long 1 minute

Sending

☐ Break apart messages larger than 60 KB

Delivery

☐ Leave a copy of messages on server

☐ Remove from server after 5 day(s)

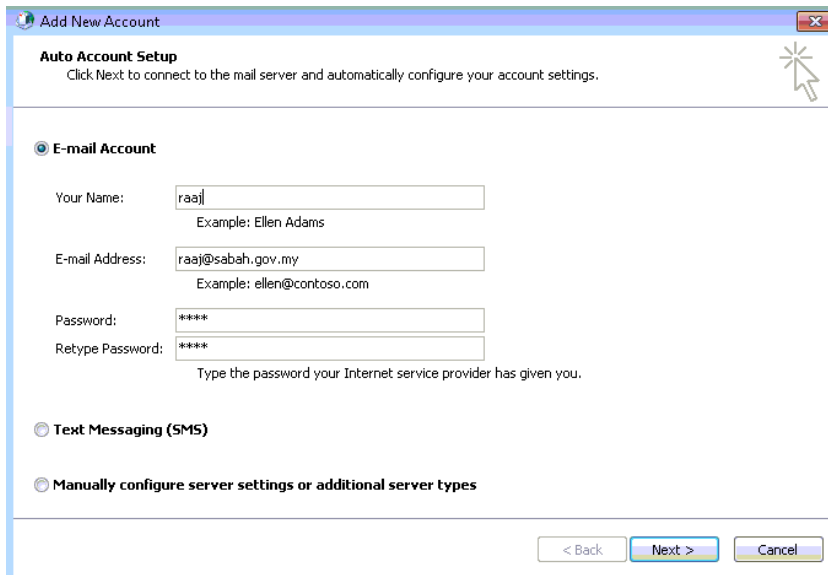
☐ Remove from server when deleted from 'Deleted Items'

OK Cancel Apply

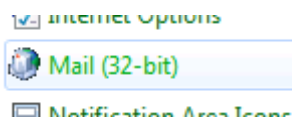
3.0 Outlook Anywhere (RPC over HTTPS)

3.1 Outlook 2007 and 2010 (Autodiscover Configuration)

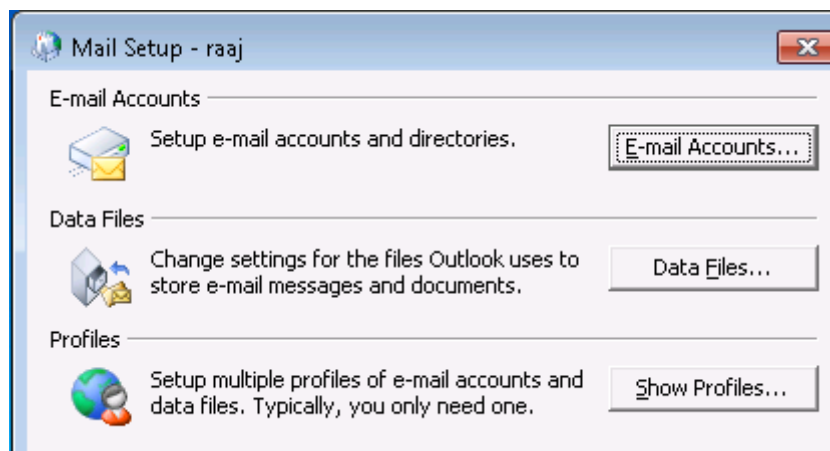
Supported Client: Supported Outlook client are Outlook 2010, 2007 and Outlook 2003 SP2/SP3



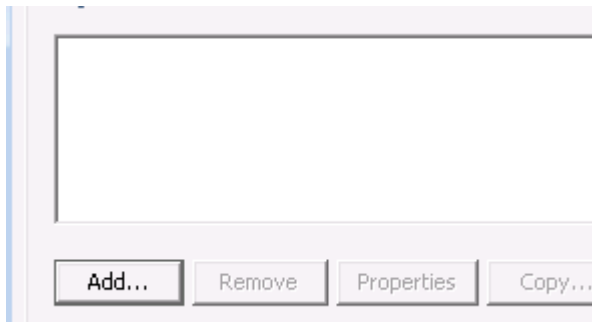
3.1.1 Click **Start**, Go to **Control Panel**. Click Mail icon



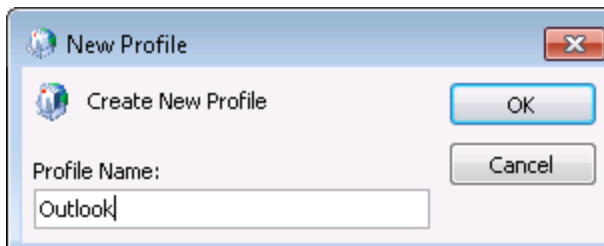
3.1.2 Click **Show Profiles** button




3.1.3 Click **Add** button



3.1.4 Enter name for **New Profile**. Click **OK**



3.1.5 Tick "**Manually Configure server settings or additional server types**". Click **Next** button

 Add New Account

Auto Account Setup
Connect to other server types.

☐ **E-mail Account**

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

☐ **Text Messaging (SMS)**

☒ **Manually configure server settings or additional server types**

3.1.6 Select “**Microsoft Exchange or Compatible service**”. Click **Next** button

Choose Service

☐ **Internet E-mail**
Connect to POP or IMAP server to send and receive e-mail messages.

☒ **Microsoft Exchange or compatible service**
Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.

☐ **Text Messaging (SMS)**
Connect to a mobile messaging service.

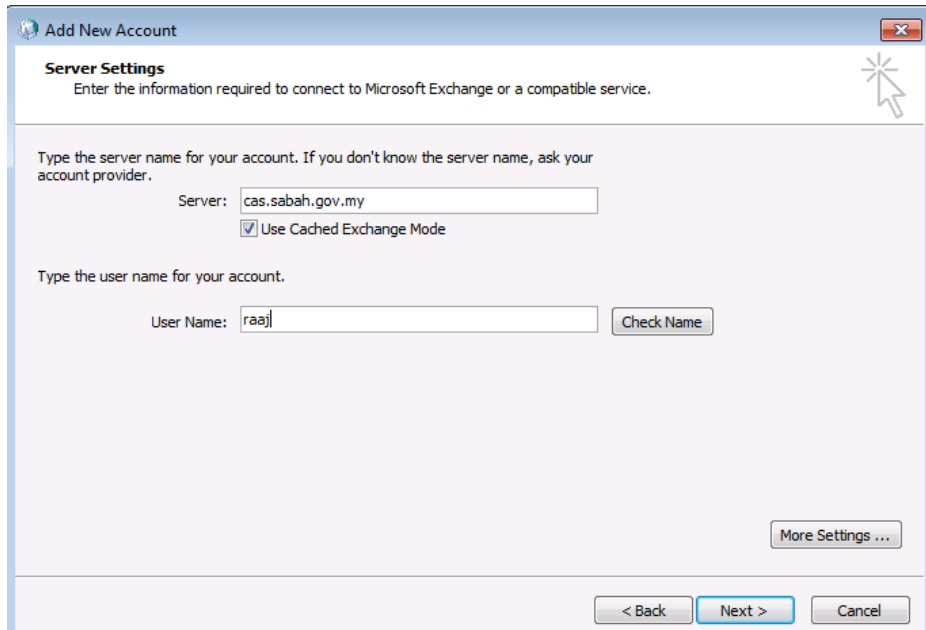
☐ **Other**

3.1.7 Type **cas.sabah.gov.my** in Server field

Tick box : **Use Cached Exchange Mode**

Type User Name in **User Name** field. Don't click **Check Name** button

Click **More Settings** button



Add New Account

Server Settings
Enter the information required to connect to Microsoft Exchange or a compatible service.

Type the server name for your account. If you don't know the server name, ask your account provider.

Server:

☒ Use Cached Exchange Mode

Type the user name for your account.

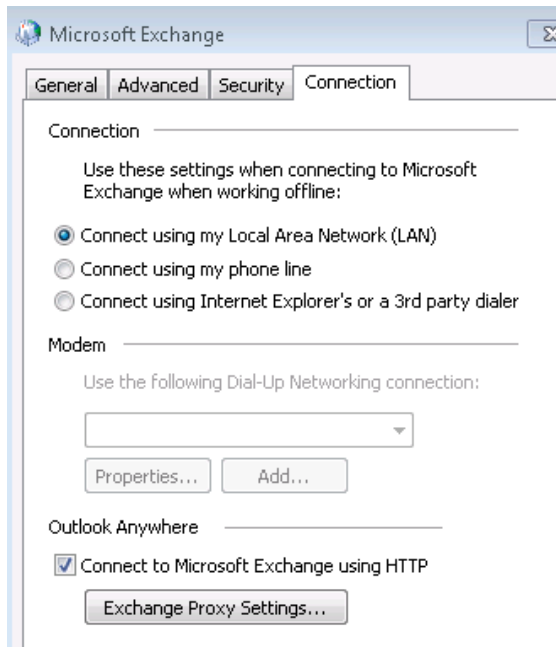
User Name:

3.1.8 Go to **Connection** Tab in Microsoft Exchange screen

Under Outlook Anywhere

Tick box for **Connect to Microsoft Exchange using HTTP.**

Click **Exchange Proxy Settings** button



3.1.9 In Microsoft Exchange Proxy Settings:

Under Connection Settings column:

For "Use this URL to connect to my proxy server for Exchange", Type

outlook.sabah.gov.my

Tick box for "**Only connect to proxy servers that have this principal name in their certificate**".

In the field, Type: **msstd:*.sabah.gov.my**

Under **Proxy Authentication Settings** column:

For Use this authentication when connecting to my proxy server for Exchange:

Select: **Basic Authentication**

Click **Apply** and **OK** button

Microsoft Exchange Proxy Settings

Microsoft Outlook can communicate with Microsoft Exchange over the Internet by nesting Remote Procedure Calls (RPC) within HTTP packets. Select the protocol and the identity verification method that you want to use. If you don't know which options to select, contact your Exchange Administrator.

Connection settings

Use this URL to connect to my proxy server for Exchange:
 https:// outlook.sabah.gov.my

☒ Connect using SSL only

☒ Only connect to proxy servers that have this principal name in their certificate:
 msstd:*.sabah.gov.my

☐ On fast networks, connect using HTTP first, then connect using TCP/IP

☒ On slow networks, connect using HTTP first, then connect using TCP/IP

Proxy authentication settings

Use this authentication when connecting to my proxy server for Exchange:
 Basic Authentication

OK Cancel

3.1.10 Click **Check Name** button. Wait for Outlook to resolve its username and server.

Once resolve you will see underline on both username and server.

Then, Click **Next** button in **Add New Account** screen

Add New Account

Server Settings
 Enter the information required to connect to Microsoft Exchange or a compatible service.

Type the server name for your account. If you don't know the server name, ask your account provider.
 Server: cas.sabah.gov.my

☒ Use Cached Exchange Mode

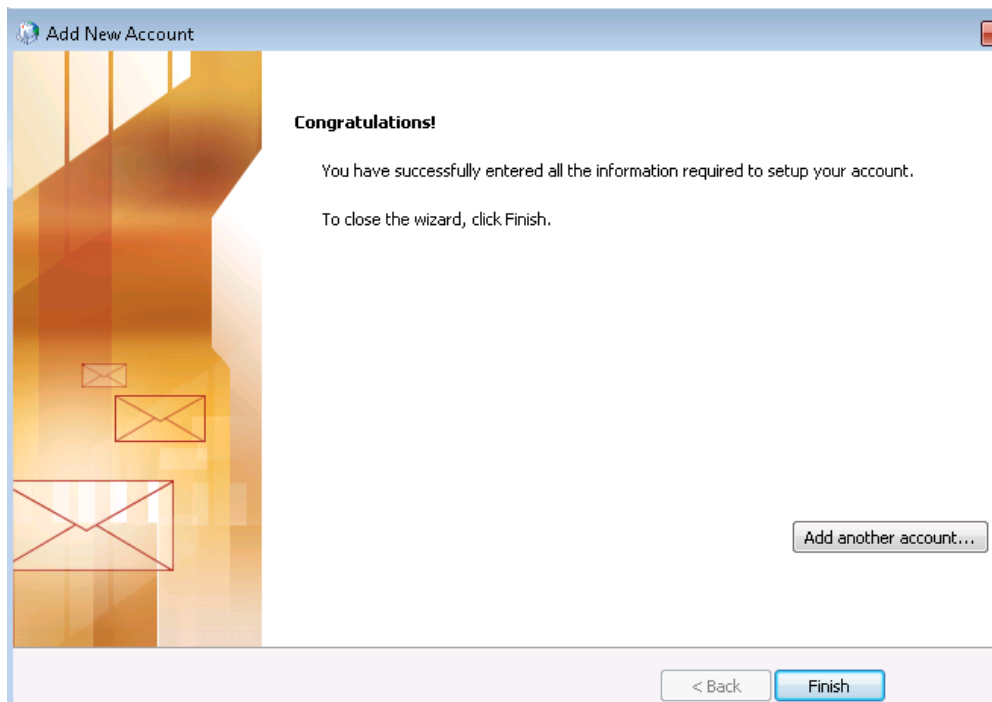
Type the user name for your account.
 User Name: raai

Check Name

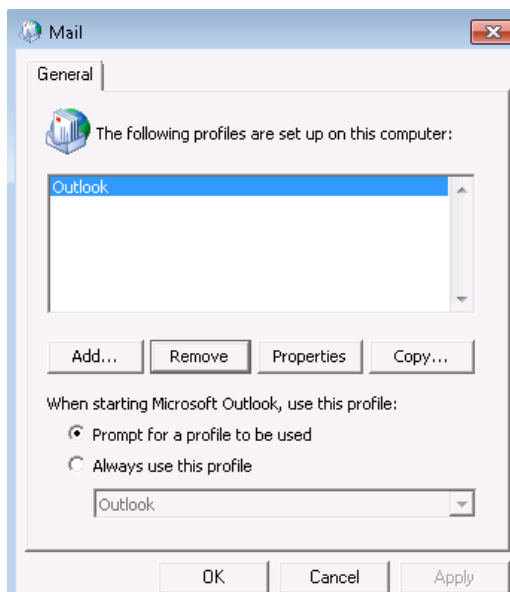
More Settings ...

< Back Next > Cancel

3.1.11 Click **Finish** button



3.1.12 Click **Apply** ,then **OK** button



3.1.13 Open Outlook 2007/2010 to check email.

4.0 Outlook Web App (OWA) Configuration

4.1 Outlook Web App

4.1.1 Open Web Browser ie, Internet Explorer, Mozilla Firefox, Google Chrome and etc,

Type OWA URL : <https://webmail.sabah.gov.my>

Supported Client:

- OWA Premium is supported on [Internet Explorer 7](#) or later, [Mozilla Firefox](#) 3.01 and later, [Google Chrome](#) or [Apple Safari](#) 3.1 and later for full functionality
- Browser that is not supported will be offer with Outlook Light Apps. You can also use Outlook Web Apps when your network connection is slow.

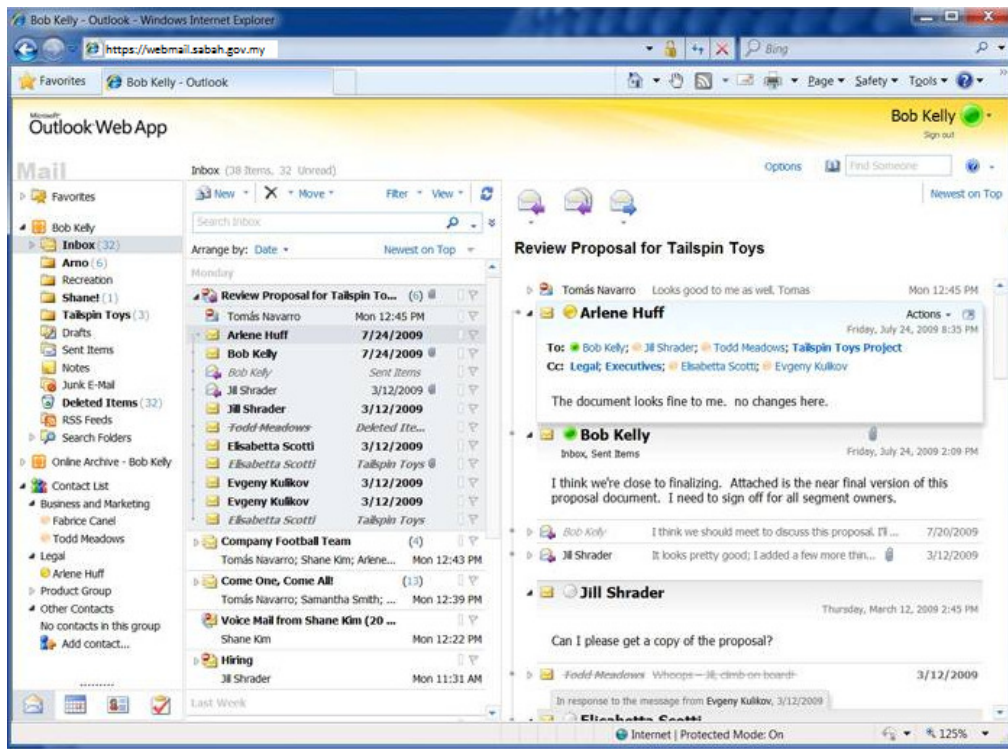
4.1.2 In Outlook Web App login page, Type **User Name** (email address) and **Password**.

Click **Sign-In** button

In security option, you can choose two option for your OWA timeout. Here is default timeout:

- This is public user or shared computer.** Default timeout **15 mins**
- This is a private computer.** Default timeout **8 hours**

4.1.3 Outlook Web App page



5.0 Exchange ActiveSync

5.1 ActiveSync Configuration

Supported Client: Any Smartphones that support Microsoft Active Sync

5.1.2 Below are common information required to Configure your Exchange ActiveSync on your Iphone, Android, Window 7 Phone and other Mobile Devices

User Name: <Your User Name>

Password : <Your Email password>

Domain : **Sabah**

Email Address: <Your Full Email address>

Exchange Server Name: **Outlook.sabah.gov.my**

If this option below available:

Tick box for : **Use secure connection**

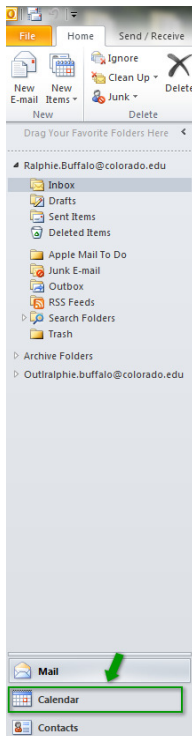
Tick box for : **Accept all SSL certificate**

6.0 Calendaring

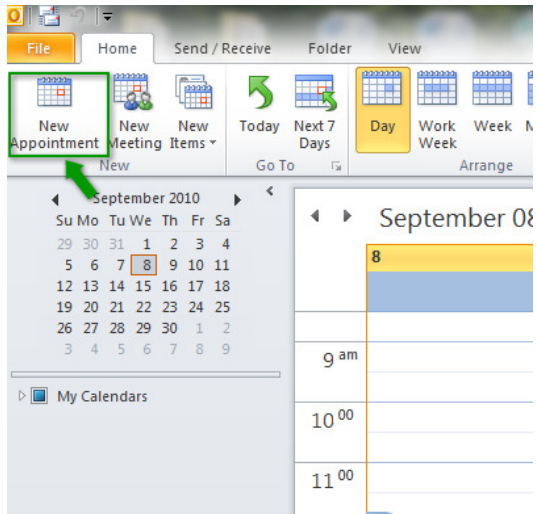
6.1 Create and send new Calendar Invitation (Appointment)

When scheduling a meeting, you can invite others to the meeting. If they are an Exchange user, they can accept calendar invitations and have them automatically entered into their calendars. You can also send invitations to others via e-mail. Also, note that in order to schedule resources, you simply have to invite them like any other user. You will receive an automated response based on the resources availability.

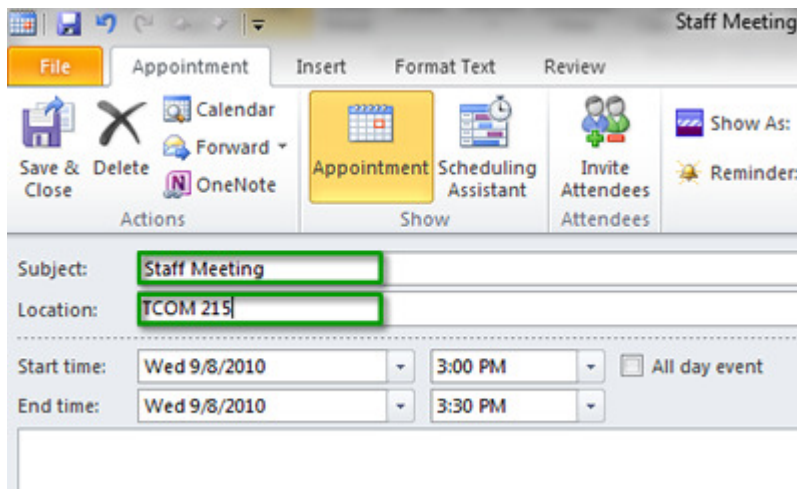
6.1.1 Open **Outlook**. Click the Calendar button on the navigation pane.



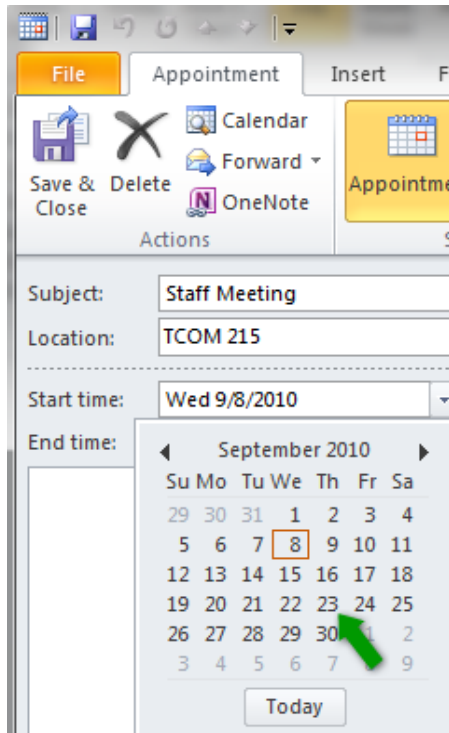
6.1.2 Click the New Appointment button in the upper-left hand corner of Outlook.



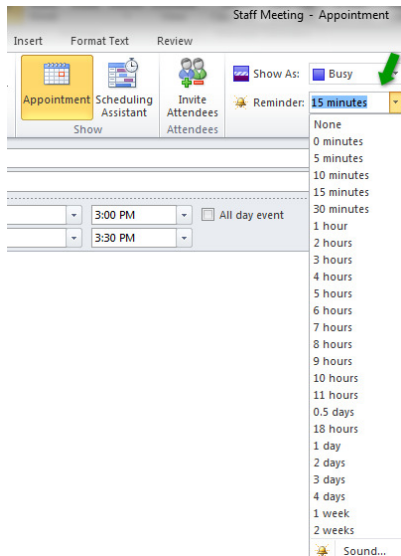
6.1.3 In the **Subject:** text field, enter a title for your event. In the **Location:** field, enter a location if needed.



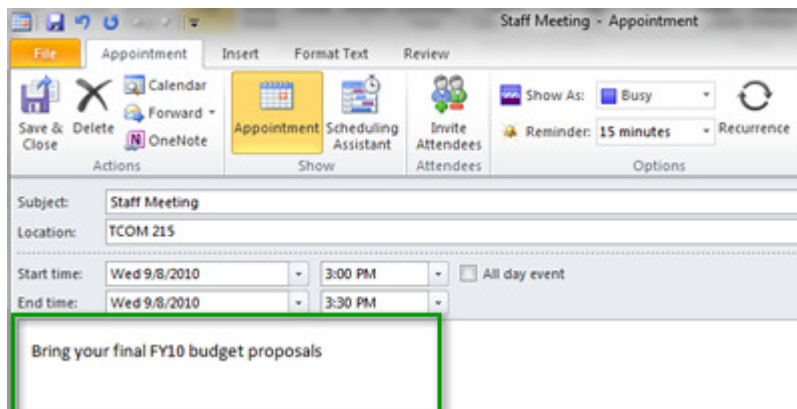
6.1.4 Set the Start time and End time. Note that you can click the drop-down arrow for a more user friendly view of both the date and time functions



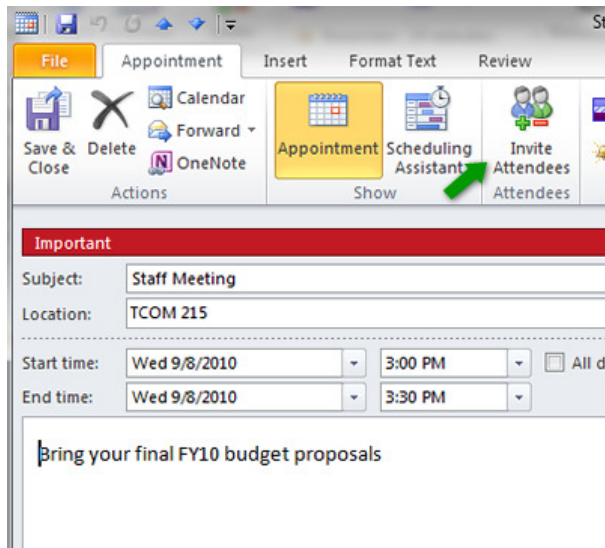
6.1.5 You can set a reminder for the event if you wish. The default reminder is set at 15 minutes. Click the drop-down menu to select a different reminder



6.1.6 You can type in a note about the event in the large text field.



6.1.7 To invite others to your event click the Invite **Attendees** button.



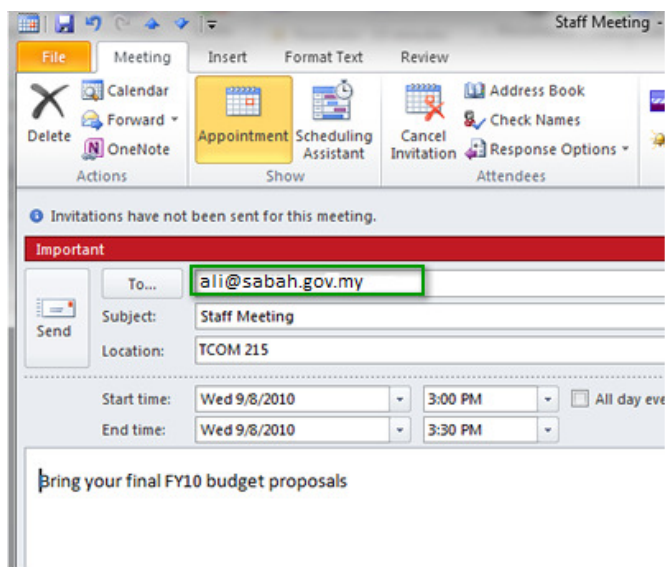
6.1.8 In the **To.** field, enter the names of those you wish to send invitations to.

To schedule a resource or location, enter its name in the **Location** field (Example: Meeting Room 2).

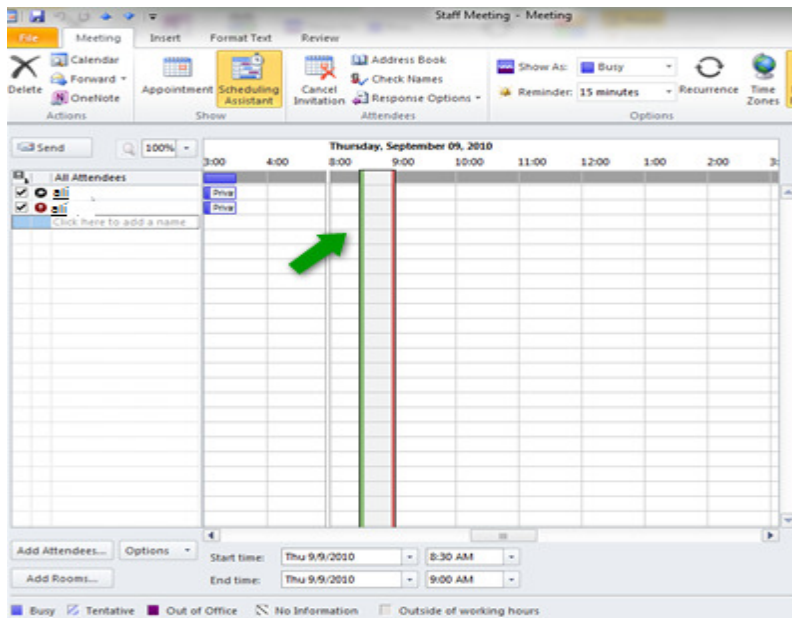
You will receive an automated response based on its availability.

Click the **Check Names** icon.

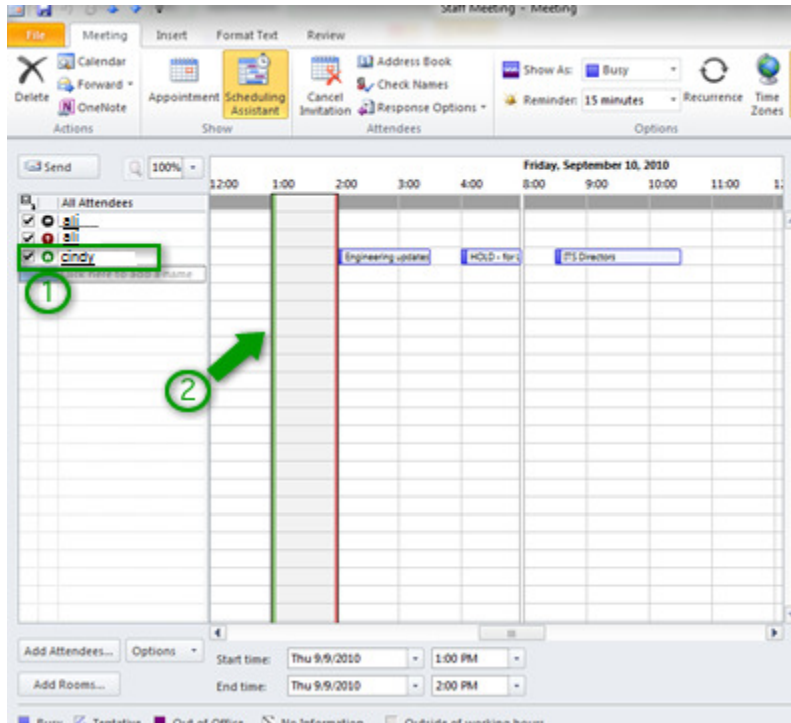
TIP: You can also enter the e-mail addresses of non-Exchange users (non Sabah Government staff) to send them an e-mail invitation too. Example john@penang.gov.my



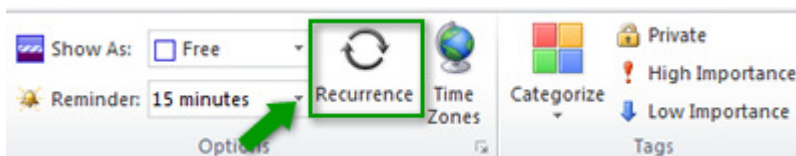
6.1.9 Select the **Scheduling** tab to view the availability of your invitees. Ensure that your invitees are available during the requested time. Blue bars mean they are busy, blue-and-white hashes indicate they are tentatively busy, purple bars indicate they are out-of-the-office, and black-and-white hashes indicate they are not on Exchange. You can also adjust the date and time if necessary



- 6.1.8 You can also add attendees and/or resources by clicking an empty space beneath a name already present, and entering another name (example:cindy@sabah.gov.my) or resource. You can then adjust the meeting time if necessary.

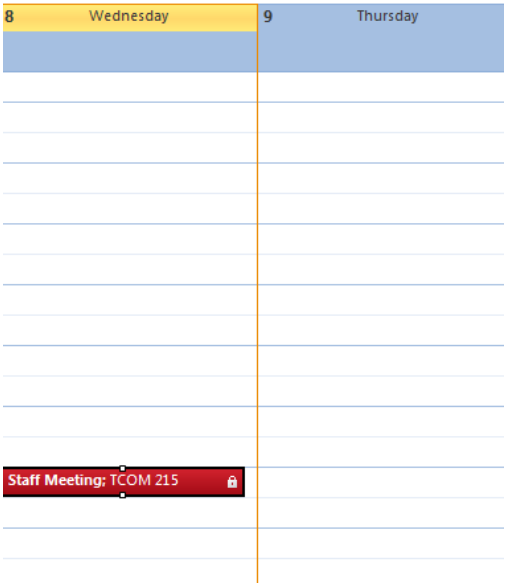


- 6.1.9 You can also set a **Recurrence** if you want the event to repeat.



- 6.1.10 When you are ready to send your invitation, click the **Send** button

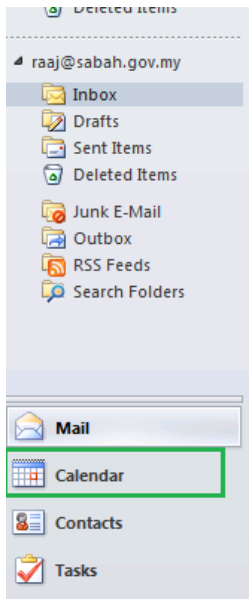
6.1.11 Your meeting is scheduled and now appears on your calendar. Invitees will receive an invitation in their mailbox



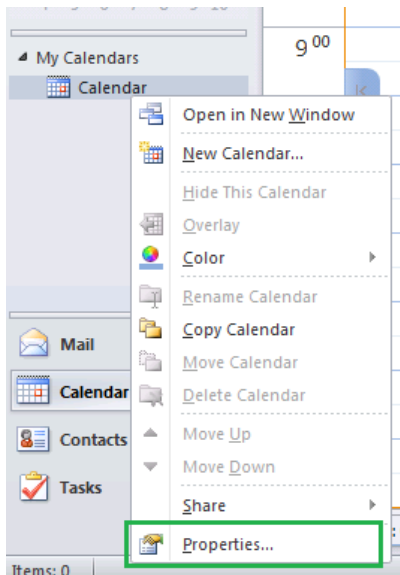
6.2 Share your Calendar from Outlook 2007/2010

You can allow your calendar to be seen by others with Exchange. They have to open your calendar on their computers, however to see this

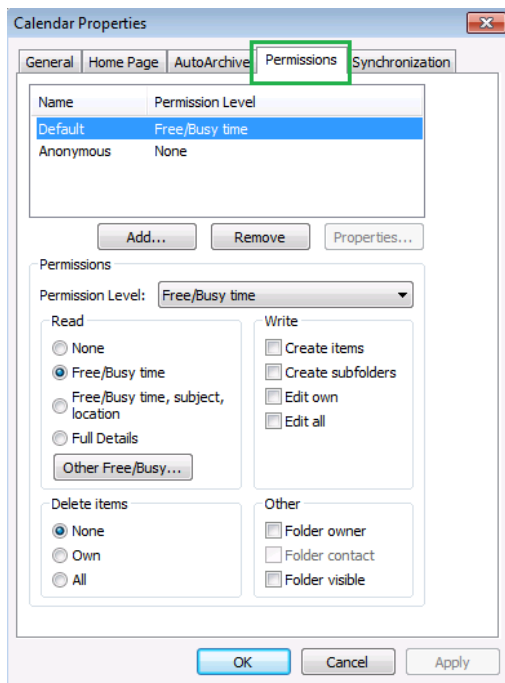
6.2.1 Open Outlook. Click the **Calendar** button on the navigation pane



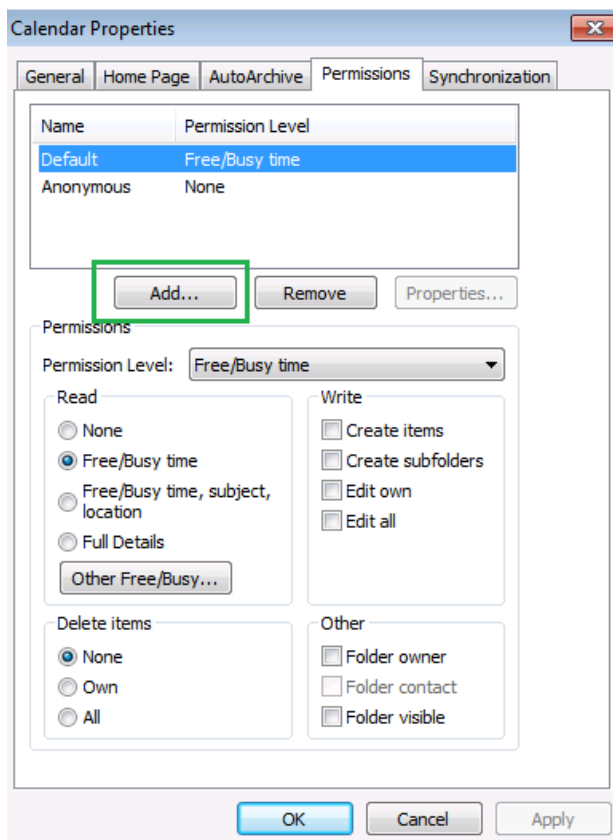
6.2.2 Right click your **Exchange** calendar, then click **Properties** from the drop-down menu.



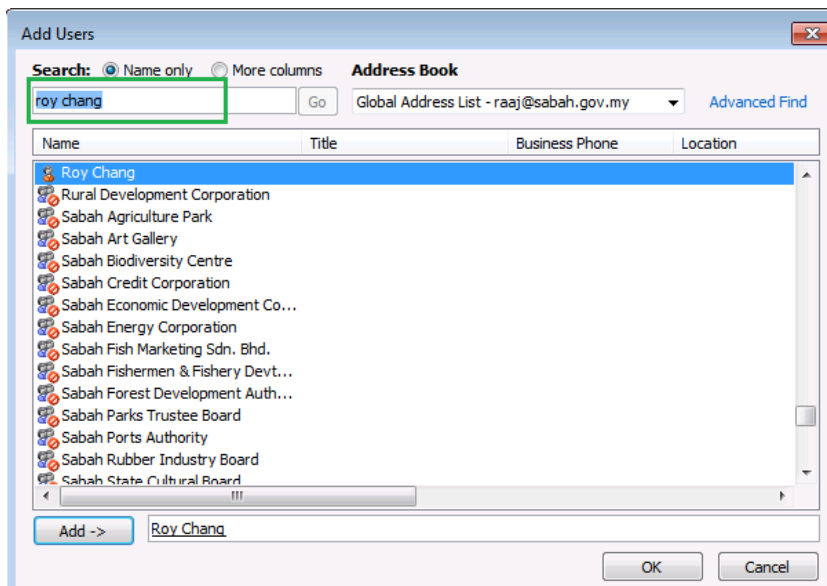
6.2.3 Click the **Permissions** tab at the top of the window



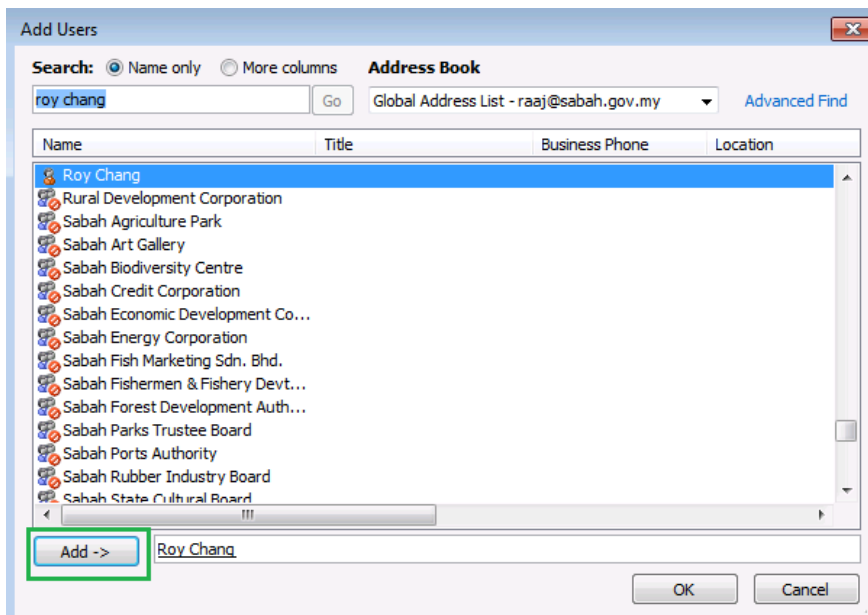
6.2.4 Click the **Add...** button.



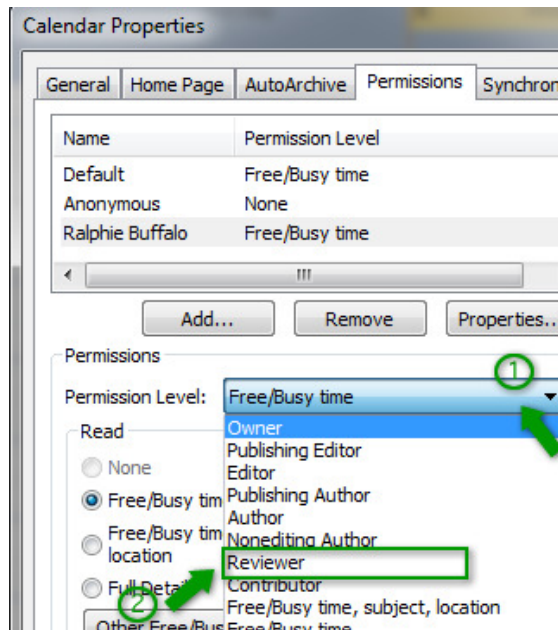
6.2.5 Type in the name you want to find and search for it. Select the name of the person with which you would like to share your calendar.



6.2.6 You must click the **Add** button, to have the name appear in the **Add** text field. Then you can click OK.



6.2.7 Select the **Permission Level**: you would like to grant that person. The most common permission level is **Reviewer**, which allows others to see events on your calendar but prevents them from editing or removing events from your calendar. Click **OK**

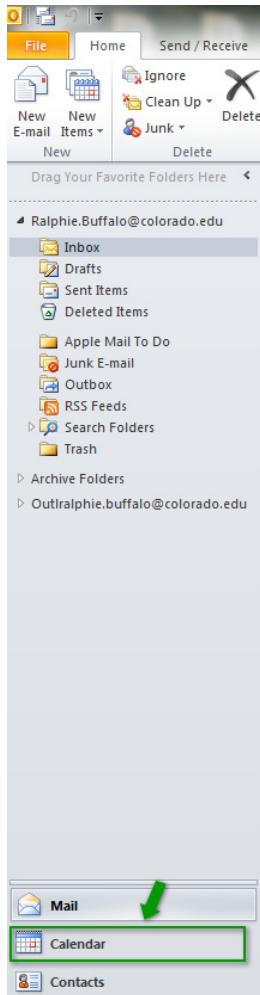


6.2.8 Now the person you have shared your calendar with has the proper permissions.

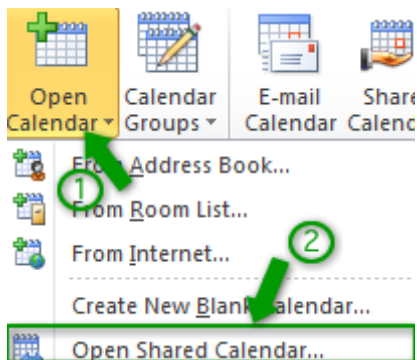
6.3 Open a Share Calendar in Outlook 2007/2010

Now the person you have shared your calendar with has the proper permissions

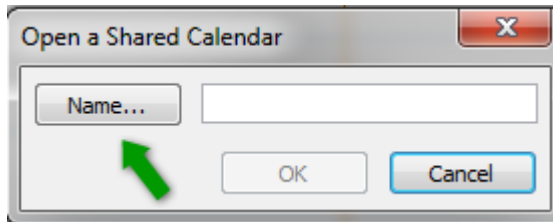
6.3.1 Open Outlook. Click the **Calendar** button on the navigation pane



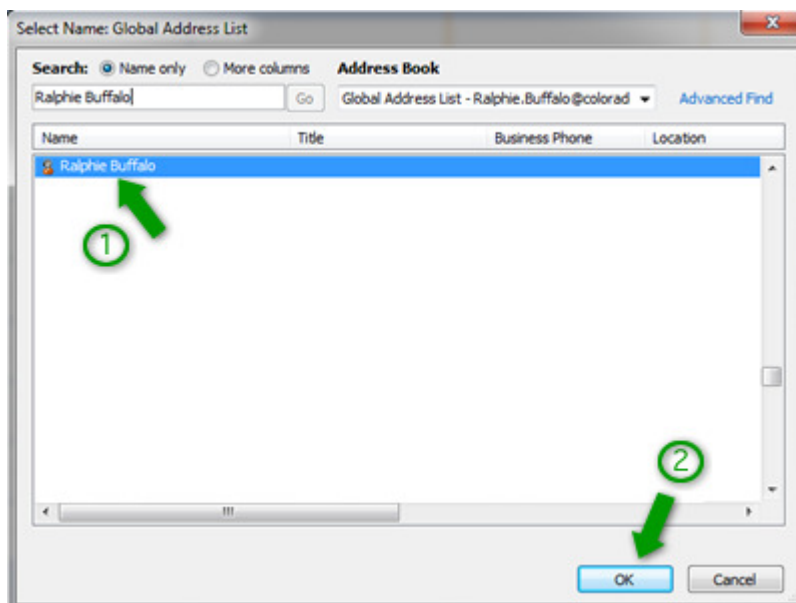
6.3.2 Click the **Open Calendar** drop down menu. Select **Open Shared Calendar...**



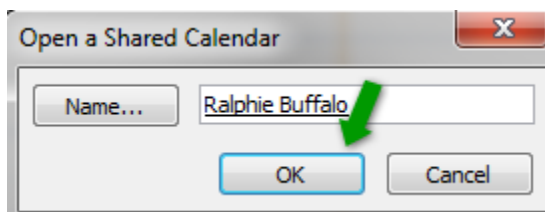
6.3.3 Click the **Name...** button



6.3.4 Select the name of the person whose calendar you would like to view from the list.
Click **OK**. (Note: This person must first grant you permission to view their calendar)

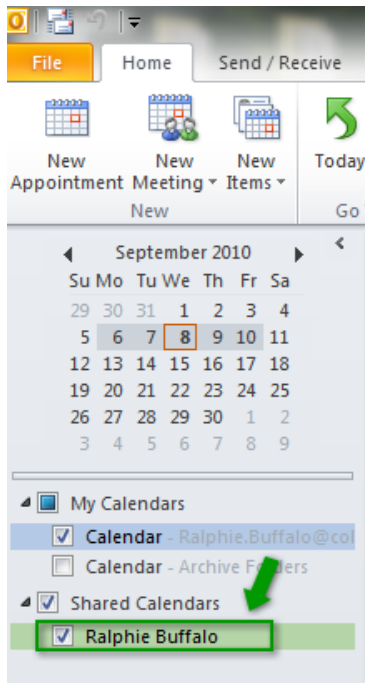


6.3.5 Click OK.



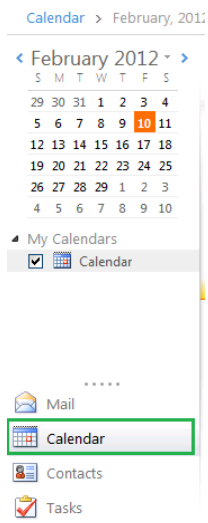
6.3.6 The shared calendar will appear on the right side of your screen. You can click the name of the calendar, and view its content.

TIP: The name of the shared calendar will also appear on the left-hand side of the screen with a checkbox beside it. Uncheck this box to close the shared calendar. You can recheck this box later to view the shared calendar again.



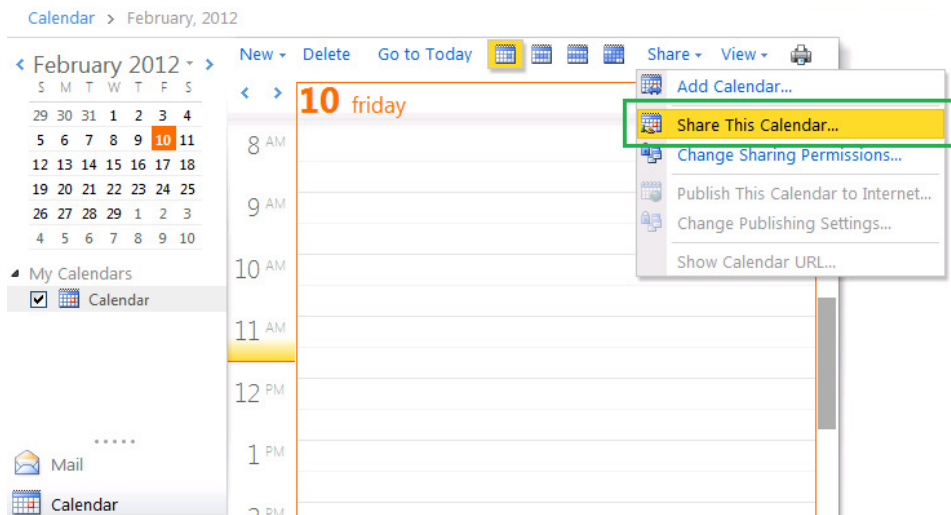
6.4 Share your Calendar from Outlook Web App (OWA)

6.4.1 In Outlook Web App, click Calendar in the Navigation Panel.



6.4.2 Click Share in the Calendar.

Click 'Share a calendar' and the name of the calendar that you want to share.

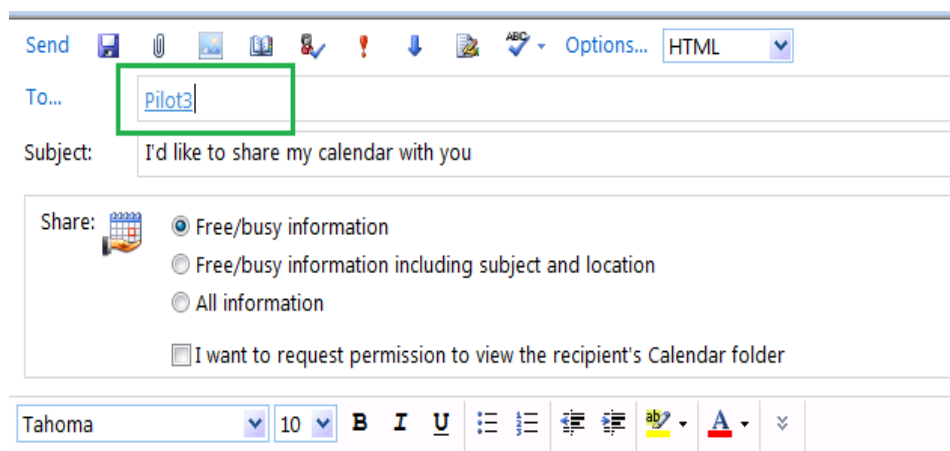


6.4.2 Enter the names of the people you want to share your calendar with on the To line, the way you would address a message

Under **Share**, click one of the following buttons to set how much information you want to share:

- Free/busy information Shares only free/busy information.
- Free/busy information including subject and location Shares free/busy information, as well as the subject and location of calendar items.
- All information lets the recipient see your free/busy information, subject, location, and other calendar details

Note: If you want to automatically request permission to view the recipient's Calendar folder, select I want to request permission to view the recipient's Calendar folder

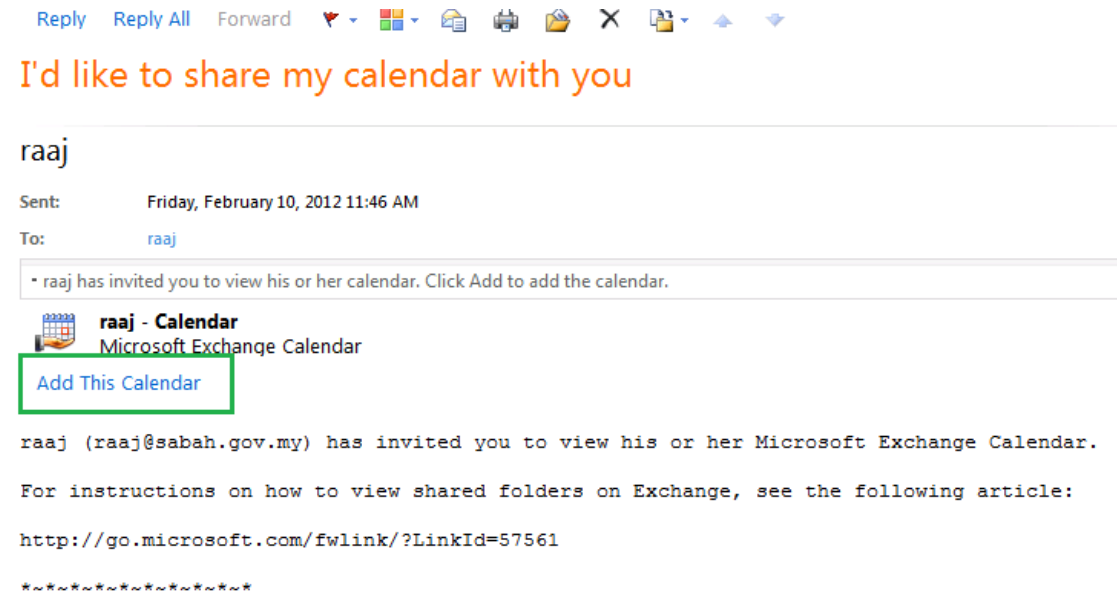


Add any information you want to the body of the request, as you would with any other message.

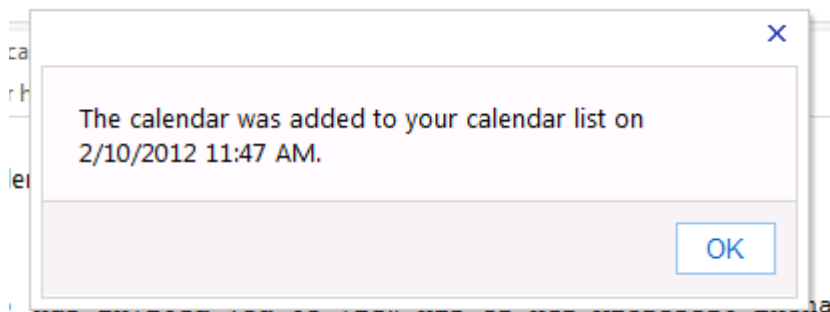
Click **Send** to send your request

6.4.2 Recipient (Person who you want to access your calendar) will get this message below.

Just click **Add This Calendar** and your recipient will have view to your calendar.



6.4.2 You will get the below notification after your successful click the button.

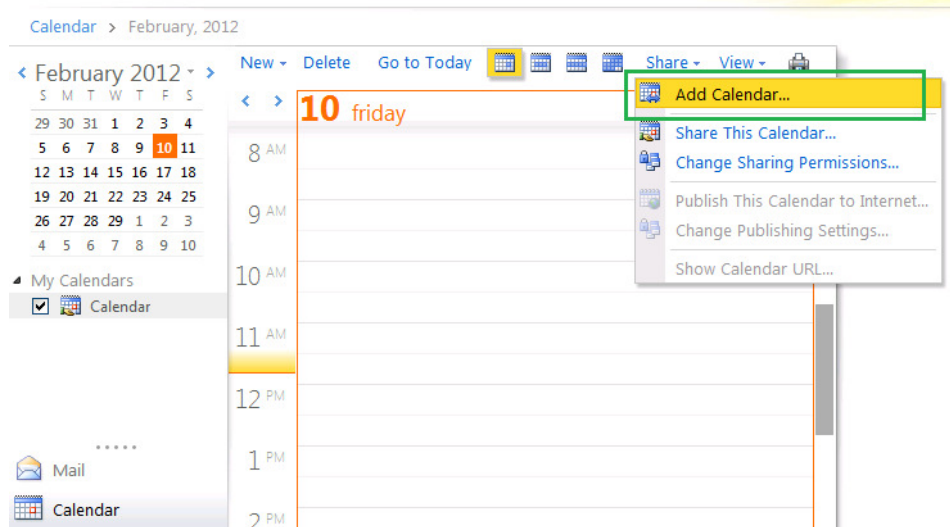


6.5 Open share Calendar from Outlook Web App (OWA)

Once you are given permission to access someone calendar. Add their calendar in your Outlook Web Apps

6.5.1 Click **Calendar** in your left panel.

Click **Share** on the Calendar tool bar, and then click **Add Calendar**.




6.5.2 Select **Calendar from your organization**, Enter the name.

Add Calendar ✕

You can add a calendar from your organization or from the Internet.

☒ Calendar from your organization

 Name... (Example: Tony Smith)

☐ Calendar from the Internet

Calendar URL: (Example: webcal://contoso/soccer.ics)

Note: If you want to give someone permission to make changes to your calendar, you'll have to use Outlook to connect to your mailbox. You can use Calendar Permissions in Outlook to give people permission to change your calendar.

6.5.3 You will be able view other people calendar you just have added.

