

Hosted Exchange Quick Setup Guide

It's as simple as 1, 2, 3...

This hosted Exchange setup guide provides you with easy to follow instructions on how to setup your new 123Together.com account and add mailboxes for each user, as well as how to download and configure Microsoft Outlook or Entourage.

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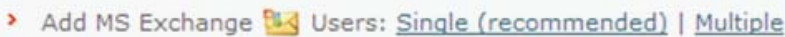
Create A Mailbox For Each User

Log into your new control panel at <https://my.123together.com/gs/login.aspx> using the email address and password included in the welcome email you should have already received. You can use your online control panel to add, change, or delete users or mailboxes, or to change other company settings.

- A. Once logged into your control panel, click the dark gray **Manage Users** button (you may also click the 'Users' menu item in the 'My Settings' section).



- B. Next, select **add MS Exchange users** from **Actions for [your company name]**.



Please Note: If you have **NOT** already selected a 123Together.com hosted Exchange package, you will be prompted to select a package at this time.

		Hosted Exchange Server 2007 Pricing				
		Please select the appropriate pricing package for your needs. This can be determined by selecting the number of users you have and the storage space required from the chart below.				
		1 User 1GB Package				
		OWA Only Package	1 User 1GB Package	1 User 2GB Package	1 User 4GB Package	10 User Package
Mailboxes Included		1	1	1	1	10
Disk Space per mailbox		0.5 GB	1 GB	2 GB	4 GB	5 GB
Total Disk Space In Package		0.5 GB	1 GB	2 GB	4 GB	50 GB
Monthly Fee		\$5.99	\$9.99	\$10.99	\$13.99	\$124.99
Setup Fee		\$5.99	\$9.99	\$10.99	\$13.99	\$124.99
Additional Mailbox per month		\$5.99 includes 0.5 GB	\$9.99 includes 1 GB	\$10.99 includes 2 GB	\$13.99 includes 4 GB	\$10.99 includes 2 GB
Web Access		Yes	Yes	Yes	Yes	Yes
Full Outlook Access		No	Yes	Yes	Yes	Yes
Mobile Device Support		No	Yes	Yes	Yes	Yes

Create A Mailbox For Each User (continued)

- C. After you've selected a package, you can now add users one at a time or in groups of up to five. You can also create Control Panel Only Administrator accounts - users that have Administrator privileges but do not have a fully functional email account.

When creating a new user, enter information in the required fields for each new user, noted with an asterisk (*). All other fields are optional.

Please Note: Will you be the only user of 123Together.com's email service? If so, you will still need to enable a mailbox for yourself. You have a couple of options:

- a. Create a new mailbox containing your domain name in the email address. To do this, please follow the steps listed above.
- b. Exchange enable the email address you used during the signup process. To do this please take the following steps:
 1. Click **'Users'** from your control panel.
 2. Click the **'Actions'** dropdown from the menu.
 3. Click **'Exchange enable'**.

Name ▲▼	Primary E-Mail▲▼	Type▲▼	Admin	Actions
craig elworthy	celworthy@033109.com		✓	craig elworthy X General Settings Change Password Delete Exchange Enable Sharepoint Enable CRM Enable

Save all exchange users

Actions for 033109

- > Add MS Exchange 📧 Users: [Single \(recommended\)](#) | [Multiple](#)
- > Add External Contact 📧: [Single](#)
- > Add SharePoint 📁 Users: [Single](#)
- > Add CRM 📊 Users: [Single](#)
- > Add Control Panel Only Administrators ✓: [Single](#)

2 Start Receiving Email*

Are you using your own domain?

Please continue following the instructions below on how to redirect your email.

Are you using a 123Together.com temporary domain?

Please skip to Section 3 on page 4

Now that your mailboxes have been setup, you will need to change your Mail Exchanger (MX) record to redirect your incoming emails to your new mailbox(s) on the 123Together.com email server. All incoming emails will then be delivered to your new mailbox.

First, you will need to contact the company from whom you purchased your company domain (for example: godaddy.com). This could be a domain registrar or a web hosting company.

Redirect Email

To redirect your email to 123Together.com's email server, you will need to change your Mail (MX) record. All incoming emails will then be delivered to your new mailbox.

- A. First, you will need to contact the company from whom you purchased your company domain (for example: godaddy.com). This could be a domain registrar or a web hosting company. Most domain registrar or web hosting companies will allow you to change your MX records through their domain management console.
- B. You will need to provide the following information regarding the @123Together Mail or MX servers:
 - *Primary / priority = 0; Server Name = mx1.123Together.com*
 - *Secondary / priority = 5; Server Name = mx2.123Together.com*

More detailed information on changing your MX record can be found in section A, document number 3 in the custom support center. The answer center can be easily accessed from within your control panel. Click on the **Help** button in the left hand navigation and then the **Custom Support Center** button.

- C. If you plan to use Microsoft Outlook 2007 as your email client, you must now enable the connection between your new mailbox on the 123Together.com hosted Exchange 2007 server using Outlook's auto-discover feature. To enable the connection, you will need to create a special DNS record, called a CNAME record, which you should set up for your domain and point it to our server. A CNAME is a nickname which enables you to access your email in your Outlook 2007 client.

You can create your CNAME record within your control panel created for you by your domain registrar. If you are unable to do this, please contact your DNS provider and request the following subdomain: autodiscover.yourdomain.com. Please note: It is important to rename the subdomain using this exact syntax.

- D. Point the CNAME record for [autodiscover.yourdomain.com] to: **ADR1.123Together.com**

More detailed information on auto-discover can be found in section A, document number 4 "Auto Discover for Exchange 2007" of the **Custom Support Center** within your control panel. Alternatively, our technical support staff is available to assist you 24x7. Feel free to call us at (800) 967-3924 or email at support@123Together.com.

***Please Note:** Should you wish to **FORWARD** email from an existing account to your new mailbox rather than redirecting your email, please visit our **Custom Support Center** for additional instructions. Click on the **Help** button in the left hand navigation and then the **Custom Support Center** button. The "How to Forward Email to Your 123Together Exchange Mailbox" document can be found in section A, number 8.

3 Install Outlook or Entourage

- A. If you would like to download your copy of Outlook (for Windows) or Entourage (for Mac) please email our technical support team: support@123together.com. Follow the instructions provided by our support team to install your copy of Outlook.



- B. Finally, our Outlook Auto Setup Tool can create a new Outlook profile for each of your new mailboxes. The use of this tool is a quick way to provide the necessary user information to the email server. This tool can be downloaded once and used multiple times. Download our Outlook Auto Setup Tool at: <http://images.123together.com/Downloads/OLSetupv3.exe>.

More detailed information on the Outlook Auto Setup Tool can be found in section A, document number 7 in the **Custom Support Center**.

Remember: You can always access a more detailed set of setup instructions from within your control panel by clicking on the Help button on the left hand navigation. Our Technical Support Team is also here 24x7x365 to walk you through the setup process or answer any questions you may have. We can be reached by phone at (800) 967-3924, by email at support@123together.com or by [Live Chat](#).

Thank you for selecting 123Together.com as your hosted Exchange email provider of choice, and we look forward to providing you with superior hosted email service for years to come!

Was this document helpful?

We value your feedback! Please email us and let us know if you thought this Setup Guide was helpful to you. Suggestions or comments are welcome! **Email us at: feedback@123together.com**

Thank You,
123Together.com Team