


Setting Up Outlook with Kerio Outlook Connector

1. **Download Kerio Offline Connector** (<https://mail.simpcomp.com/download/koff>)
 - a. The file will ask you to install, *press Run* (Internet Explorer) or let it auto-download (Chrome)
 - b. *Click* the EXE **Kerio Outlook Connector (Offline Edition)** to download
 - c. *Install* the product

2. Open the **Mail** feature in **Control Panel**

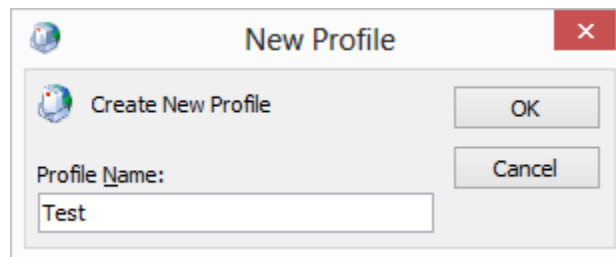
- a. Windows 7, Vista, XP
 - i. *Press* the **Start** button
 - ii. *Click* **Control Panel**
 - iii. *Click* **Mail** icon

- b. Windows 8

- i. *Press* the **Windows** key 
- ii. *Type* "Control Panel" in the search menu
- iii. *Click* on the **Control Panel**
- iv. *Click* **Mail** icon

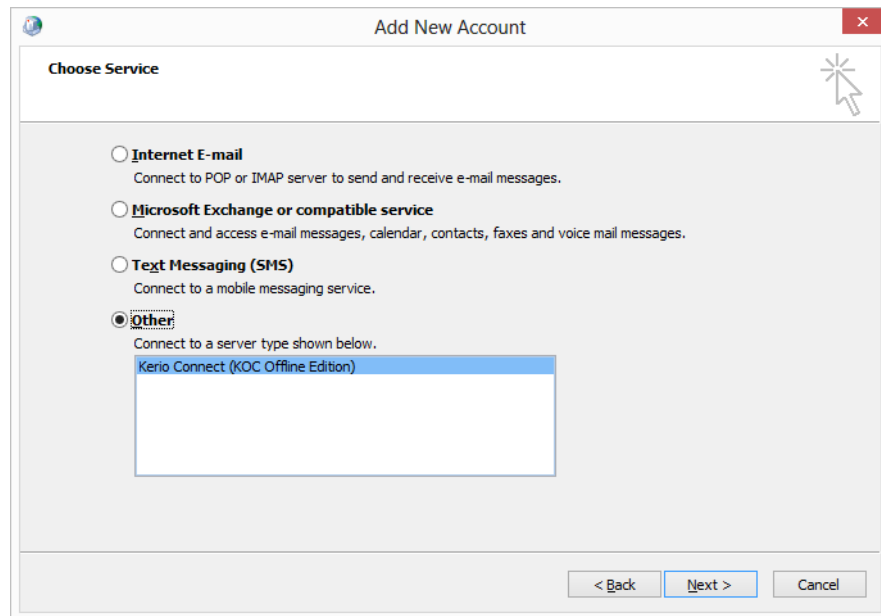
3. *Click* **Show Profiles**

- a. *Click* **Add**
- b. *Enter* a profile name at the prompt and *press* **OK**

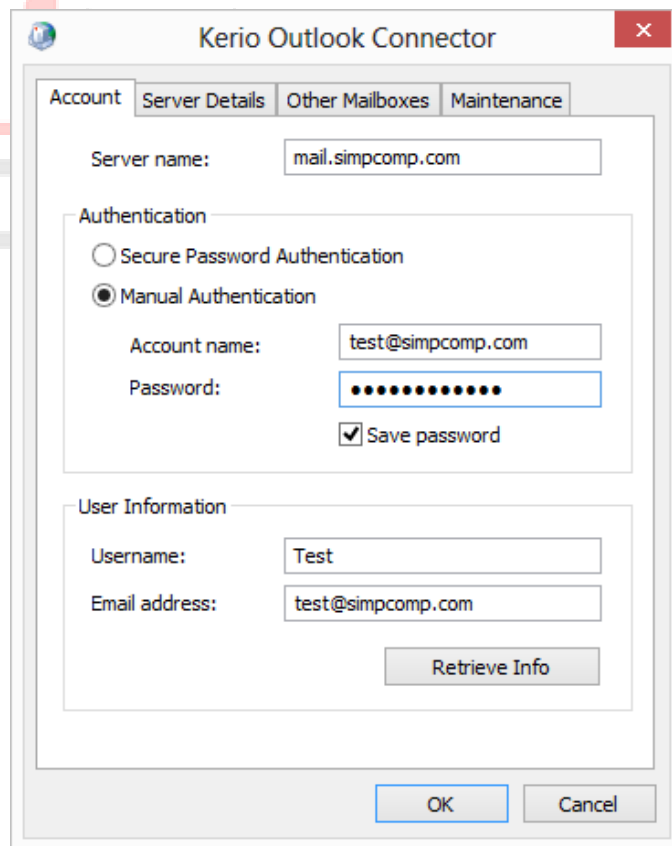


4. *Click* the **Manually configure server settings or additional server types** button and *press* **Next**

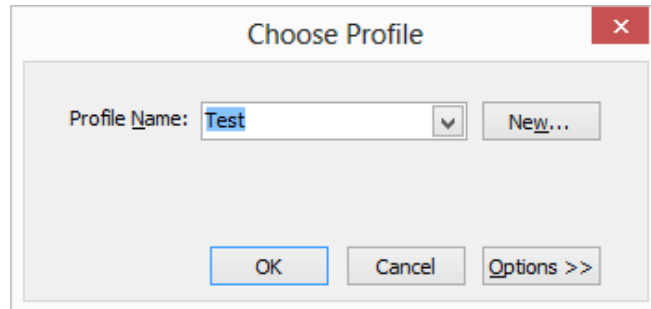
5. Click **Other** and make sure **Kerio Connect (KOC Offline Edition)** is highlighted



6. Enter the **Server name**, **Manual Authentication** with **Account name** and **Password**



- a. Press **Retrieve Info** and make sure your name and email address comes up correctly to verify your settings then *press* **OK**
7. Outlook will ask you to restart Outlook to complete setup
 - a. Press **OK** then *press* **Finish** at the final screen
8. *Open* Outlook again and it will ask you to choose a profile
 - a. Choose the one you just created and *press* **OK**

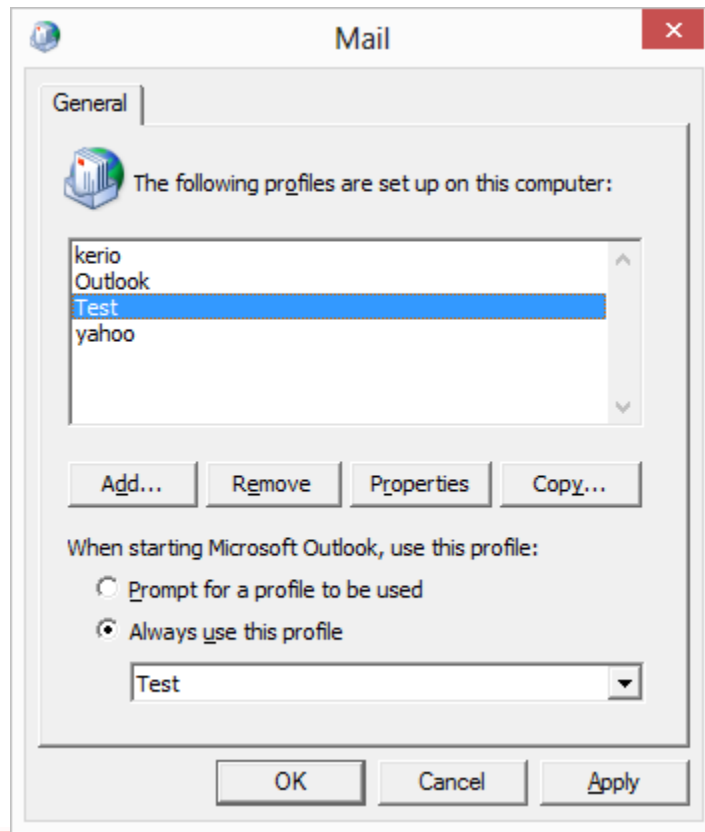


9. Outlook will then start and will begin to sync your email and folders from your Kerio account

To avoid choosing which profile to load each time you open Outlook follow these steps:

1. Go to **Control Panel** and *press* the **Mail** icon again (Follow steps 1 and 2 of the previous guide)
2. *Click* on **Show Profiles**
3. *Click* **Always use this profile**

- a. *Select* the profile you just created by using the down arrow



- b. *Click Apply* then **OK** then *start Outlook*

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