Outlook Contacts with MailSite 11

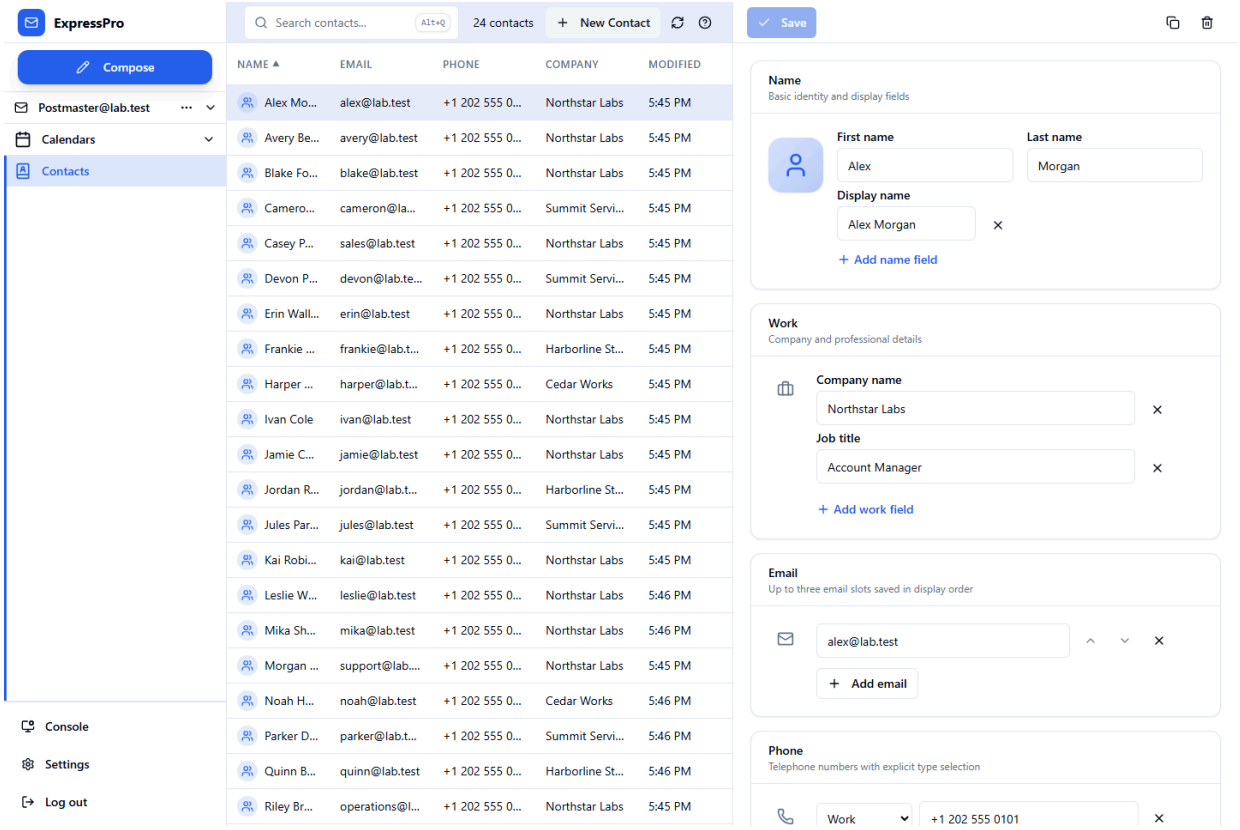
This document describes how Classic Outlook for Windows works with MailSite 11 contacts. The data is located on the MailSite server, so contacts stay synchronized everywhere: in Outlook, in MailSite ExpressPro webmail and on your phone.

CONTACTS

MailSite 11 has no "Link to Outlook" button. Outlook connects to MailSite the way it connects to Exchange, over MAPI over HTTP (Messaging Application Programming Interface over HTTPS). Your contacts arrive with your mail in one account, with no connector to install.

Add the account in Outlook with your full email address (user@example.com) and password. Outlook finds the server through Autodiscover and sets up the account by itself. MAPI access must be turned on for your mailbox, and the server's license must include MAPI.

Your contacts appear in Outlook's Contacts view with all of Outlook's fields, including photos, attached files and custom fields. Extra contacts folders appear in Outlook, ExpressPro and on phones. Outlook's address book also looks up the people on your server.



IMPORTING LOCAL OUTLOOK CONTACTS TO THE MAILSITE CONTACT LIST

Highlight the contacts in your local Outlook contact list, for example in an old data file, that you want to copy to your MailSite contacts. Copy them, then right-click and paste them into the MailSite Contacts folder.

Or highlight the contacts and drag and drop them from list to list.

The copied contacts are saved on the server and appear in ExpressPro and on your phone too.

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