

## G U I D E

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TECHNOLOGY: CLOUD

TITLE: OUTLOOK.COM & DOMAIN CONFIGURATION GUIDE

If you are a sole operator and still paying for email and website hosting then you are throwing money away. It may not be a lot, but then I guarantee there are richer featured options that you can benefit from. Read on.

For many the reasoning is practical. You have your own Domain and you believe this requires you to pay for an email service that supports this. For others it is simply evolutionary, you have had an email and website packaged service many years with Vendor 'X' and have never evaluated your options so you are still paying for something you don't need to.

For many of you in this scenario you will also find the interfaces for mobile connectivity and browser access are retro, as for website management solution (if at all), some websites are still limited to FTP (File Transfer Protocol) management access to a bare directory on the vendors servers, forcing you into the hands of a commercial agency to get any half decent site built and maintained at more cost.

The solution is simple:

1. For eMail = Outlook.com for full information go to <http://windows.microsoft.com/en-HK/windows/outlook-inbox>
2. For WebSite = Windows Azure (See a follow-on blog for details on this) <http://www.windowsazure.com/en-us/home/scenarios/web-sites/>

If you want to see why and fancy a punt at other options such as 'Google' apart for the privacy issues that you may not be aware of with Google's terms and Conditions, have a look at a straight feature comparison which tells you why Outlook.com is the best for you <http://windows.microsoft.com/en-HK/windows/outlook-compare>

If you are still not convince, just one feature should make it for you in this new mobile world we live in and that is **Exchange ActiveSync (EAS)** FAQ at: <http://technet.microsoft.com/en-us/exchange/bb288524>

For those who like a 3<sup>rd</sup> party opinion then head over to:

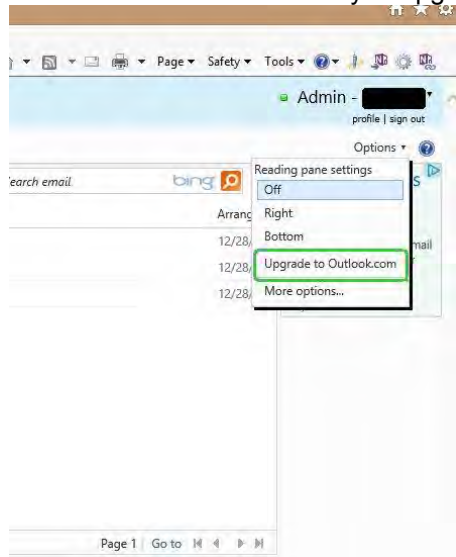
- **'10 Outlook.com Features That Makes It A Gmail Killer'** <http://www.vexite.com/2012/gmail-vs-outlook-com/>
- **'Outlook.com adds new features; some of which make transition from Gmail easier!'** <http://www.thewindowsclub.com/outlookcom-adds-features-transition-gmail-easier>

The following is a summary guide as to how to set-up your eMail and domain on Outlook.com, a separate Blog will cover the Free Website feature in Windows Azure and the rich content management options this can include:

## [Outlook.com Configuration & Admin Overview Guide](#)

### Step 1.

First off you need a 'Microsoft Account' <https://account.live.com> , formerly known as Live ID/Hotmail ID/Passport amongst others. If you already have one then that's easy, just jump straight to <http://mail.live.com> and voila, you are now running 'Outlook.com'. If as an existing Microsoft Account holder you get the old Hotmail interface, it is simple to click on the 'Options' then 'Upgrade to Outlook.com' link and that is you upgraded, per the image below:



That's you set-up with free Outlook.com email on your Microsoft Account. This is not yet active on your own domain or domains. To get your email on your own domains working you need to continue to Step 2.

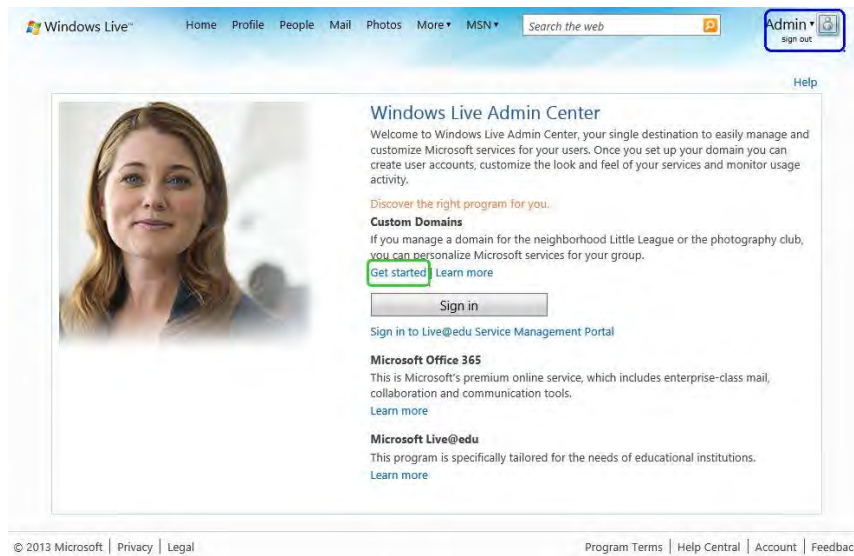
**It is advisable to be ready to move ALL our email accounts to Outlook.com BEFORE you commence Step 2.**

This should include being clear who controls your domain(s) DNS settings. If in doubt contact your hosting provider AFTER reading through the rest of this guide so you are clear on what is involved.

### **Step2.**

Configure your domain and get access to Multiple User accounts on your own domain FOR FREE.

1. Head over to the 'Windows Live Admin Center' at <http://domains.live.com>
2. Click on the '**Get Started**' link' Assuming you're already logged in!



3. Enter your domain name. Don't get confused by the 'www' prefix, it is perhaps not the most intuitive way of simply requesting a domain name! Then Click '**Continue**'

Your domains

### Create a Microsoft services experience for your domain

Provide your domain name

www.

Example: lucernepublishing.com

[I need to purchase a domain.](#)

Choose mail service for your domain

Set up Outlook.com for my domain

No mail for my domain (you can add mail later)

4. Next you will have to go through a formality, check the settings are correct and assuming your OK with the Terms & Conditions click '**I Accept**'

Your domains

### Review settings and accept agreement

Please confirm your request. You will always use this Microsoft account to administer this domain.

**Domain:** [REDACTED]

**Mail service:** Outlook.com

**Administrator:** nrg@[REDACTED] ([Change user](#))

Clicking **I Accept** means that you agree to the terms applicable to your program.

- [Custom Domains/Admin Center](#)

5. The next screen is a little overwhelming for the non-techies. If you have access to your domain's DNS or DNS management page then I assume you know what you're doing, if not you will be emailing a copy of this page to your Domains Registrar or Hosting provider who controls your domain's DNS.

In summary this page update your DNS records so that email etc will start getting pointed to your new Outlook.com profile.

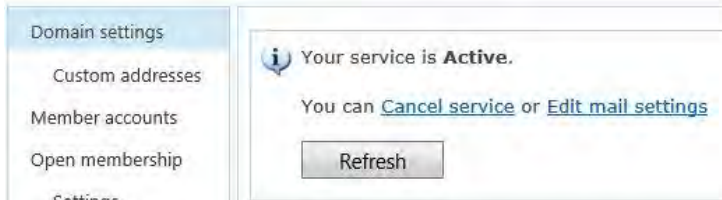
**DO NOT initiate this till you're ready for email to STOP arriving at your old email service, and you are ready to set-up all your email accounts on Outlook.com.**

You can pre-configure this and leave it as is, note the 'Prove Ownership' box highlighted in Blue. Until you have either made the changes or instructed someone else to and this box is replaced with a 'Your Service is Active' statement your email routing is unaltered.

The screenshot shows the 'Domain settings' page with a sidebar on the left containing links for 'Custom addresses', 'Open membership', 'Settings', 'Sign-up module', 'Co-branding', 'SDK', and 'Reporting'. The main content area is titled 'You need to prove ownership of this domain by creating a DNS record. Use the settings below.' and includes a 'Cancel service' link and a 'Refresh' button. Below this are four sections of DNS configuration instructions:

- Mail setup (required)**: To set up mail and prove ownership of this domain, you must create an MX record through your domain registrar. Use the following settings:
  - DNS record type: MX
  - Host: nrgfx[redacted]
  - MX server: 6ee[redacted].pamx1.hotmail.com
  - TTL: 3600 or 1 hour
  - Priority: 10 (or High priority)[More information](#)
- Prove domain ownership (optional)**: If you would like to prove the ownership of domain and create users without setting up mail, you can use one of the following methods for up to 30 days. After 30 days, you will need to set up an MX record for mail routing as shown above.
  - If your domain registrar allows you to create TXT records, use these settings:
    - DNS record type: TXT
    - Host: nrgfx[redacted]
    - Value: v=msv1 t=6ee[redacted][More information](#)
  - If your domain registrar allows you to create MX records, use these settings:
    - DNS record type: MX
    - Host: nrgfx[redacted]
    - Value: 6ee[redacted].msv1.invalid
    - Priority: Higher value than existing records, or Low priority.[More information](#)
- Server trust (recommended)**: Create a TXT record to allow other mail servers to trust email originating from your domain. Also known as sender ID configuration, this setting will help prevent your mail from being marked as junk mail. Use the following settings:
  - DNS record type: TXT
  - Host: nrgfx[redacted]
  - Value: v=spf1 include:hotmail.com ~all
  - TTL: 3600 or 1 hour (if requested)[More information](#)
- Messenger configuration (recommended)**: To federate Messenger with other compatible networks, you need to create the following SRV record in DNS.
  - DNS record type: SRV
  - Service: \_sipfederationtls\_tcp.nrgfx[redacted]
  - Protocol: \_tcp
  - Domain Name: nrgfx[redacted]
  - Priority: 10 (or High priority)
  - Weight: 2
  - Port: 5061
  - Target: federation.messenger.msn.com[More information](#)

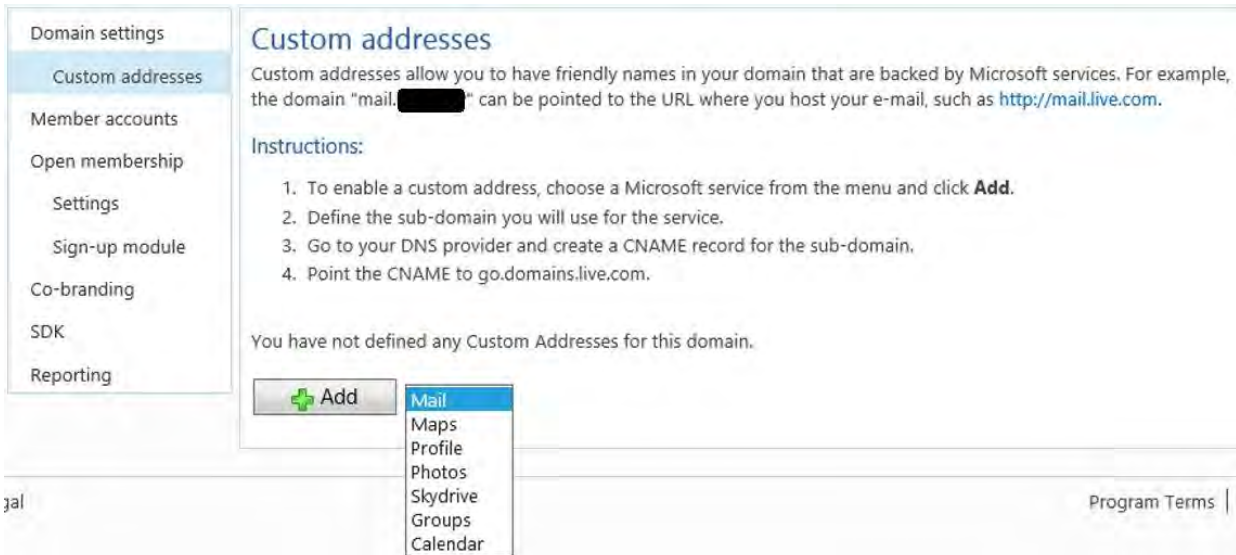
6. Assuming were good to go with Outlook.com and you have made the changes noted above in DNS instead of the yellow 'Prove Ownership' box, you should now see an 'Your Service is Active' message box as illustrated below:



7. Now you can configure a variety of features from the left hand Admin menu:

**Custom Addresses** –

This allows you to create additional Domain URL prefix's for your mail domain ie: 'mail.yourdomain.com' :



**User / Members Accounts**

User mailbox's (Up to 500!!)



**Open Membership**

Great commercial angle to allow you to share your Domain with subscribers to a service or your website:


- Domain settings
- Custom addresses
- Member accounts
- Open membership
- Settings
- Sign-up module
- Co-branding
- SDK
- Reporting

### Let anyone create accounts

If you use your domain for your family, your group, or if you just have a cool domain name, open membership is for you.

Visitors to your website can create their own e-mail accounts in your domain. This gives you:

- **More visits to your website.** Visitors come to your website to check their e-mail, and this gives them more chances to explore the rest of what your website has to offer.
- **Free advertising.** Every time members use their e-mail, they're promoting your website.
- **Self-service sign up.** Visitors can get their e-mail accounts in real time. No need to wait for you to manually create their e-mail address.\*
- **Less stress.** Let people choose their own e-mail address.



How does it work?

We provide a customizable module you can install on your website. The module promotes open membership and lets visitors create their own accounts with your domain name. Or if you don't have a website, you can put the module in an e-mail message.

Go to the Sign-up module page to customize the web module you use to advertise for sign-ups.

\*If you need to approve every sign-up request, do not turn on open membership.

**Co-Branding**

Allow you to brand your email experience, ideal if you are using Open membership features:

- Domain settings
- Custom addresses
- Member accounts
- Open membership
- Settings
- Sign-up module
- Co-branding
- Header logo
- SDK
- Reporting

### Customize Microsoft services

Show users your organization's look and feel across Microsoft services.

Click the Microsoft service or component you want to customize. IMPORTANT: you must publish each language/region separately.

Service	Last updated	Status	Preview changes
Header logo		Not started	Preview

Preview changes
Publish to the web

**Note:**

- After you build your preview, you can preview changes for up to 72 hours or until you publish your changes. After 72 hours, you can publish your changes or begin a new preview session. Click here to end your preview session now.
- Changes won't be made public until you click **Publish to the web**. It may take up to 24 hours to see your changes. Accounts using Outlook.com may need to restart their computers to see your changes.

Unpublish from the web

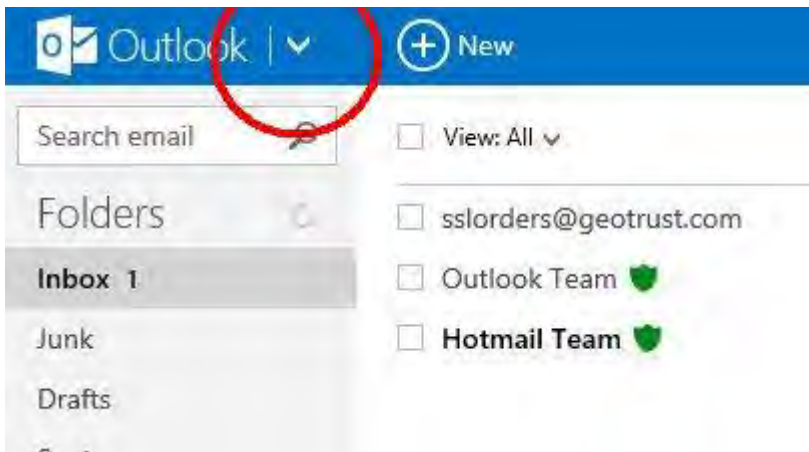
**Domain Reports**

All important management tool to monitor activity on your email usage, a summary list of available reports below:



You should not be set-up with your Outlook.com service. You can add additional domains to this all managed by your principle Microsoft Account, or any other Microsoft Account you may wish to designate.

Other features you may wish to explore will include the Microsoft Live SkyDrive and Office Web application linkage that you get for collaboration with Outlook.com, you can access this from the Outlook.com mail interface at <http://mail.live.com>, top left click the down arrow next to the Outlook banner, see image below:



This will open up a link menu to other rich interface features and SkyDrive for document sharing and Office Web Apps integration:

