

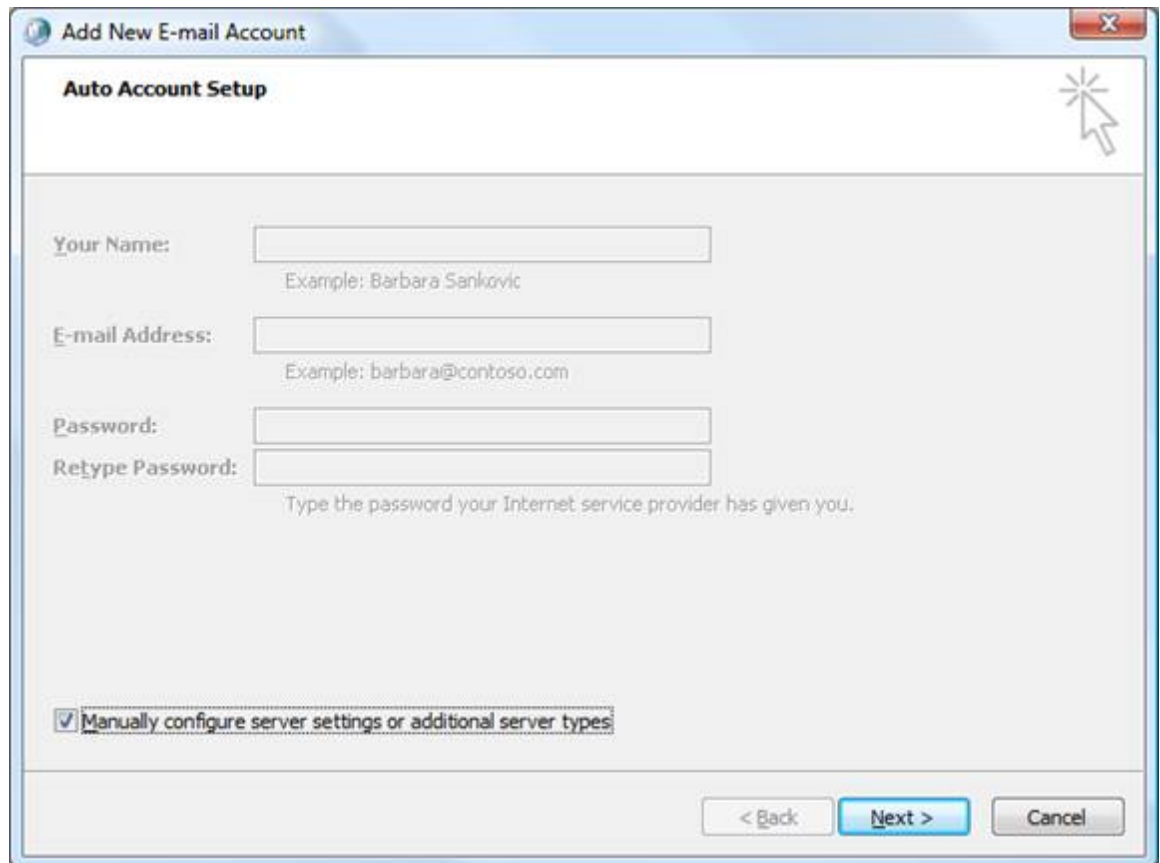
## Instructions for Configuring Outlook 2007 RPC/HTTPS

For the following instructions, we will use a fictitious person with the following parameters. You, of course, will substitute your specific information.

Full Name: **Ned Nash**  
Ned's e-mail address is: [nedn@mailbox.sc.edu](mailto:nedn@mailbox.sc.edu)  
Ned's network username is: **NEDN**

**NOTE: The Client machine must be fully updated Windows XP Sp2 and Outlook 2003 Sp2.**

1. On a profile where Outlook has never been used, the startup wizard should initialize by default after selecting the **Microsoft Outlook** icon.
2. Select **Next**.
3. If the wizard does not initialize by default, browse to Start\Control Panel\Mail>Show Profiles then create a new profile tab. and create a new profile.
4. Select **manually configure server settings or additional server types** and **Next**

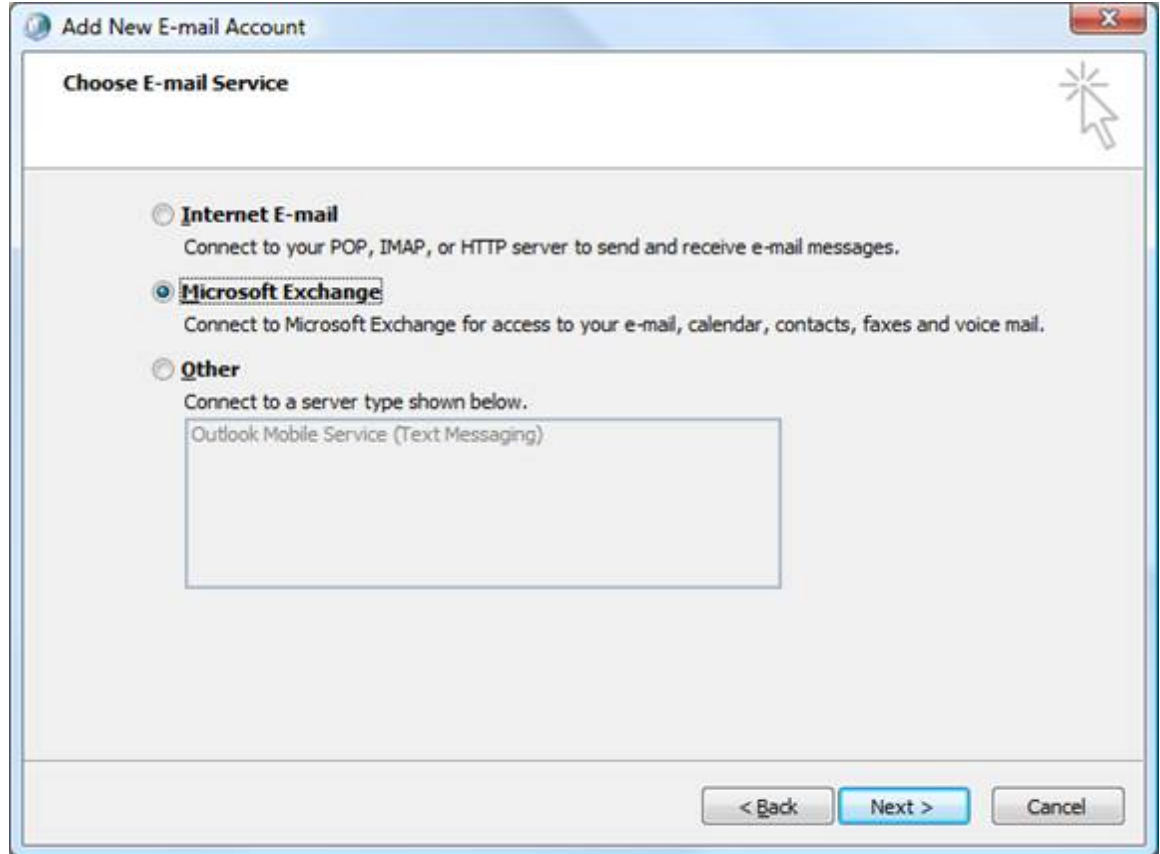


The screenshot shows the 'Add New E-mail Account' wizard window, specifically the 'Auto Account Setup' step. The window has a title bar with the text 'Add New E-mail Account' and a close button. The main area contains the following fields and options:

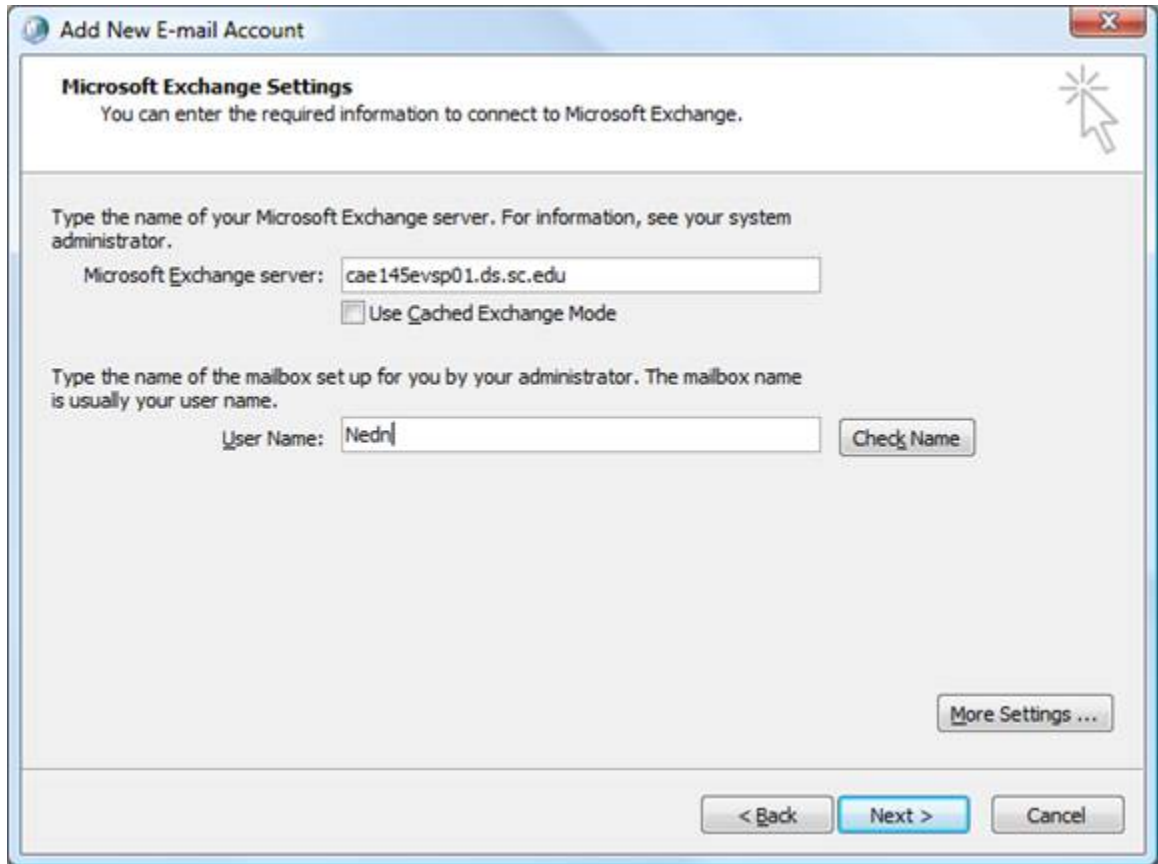
- Your Name:** A text input field with the example text 'Example: Barbara Sankovic' below it.
- E-mail Address:** A text input field with the example text 'Example: barbara@contoso.com' below it.
- Password:** A text input field.
- Retype Password:** A text input field with the instruction 'Type the password your Internet service provider has given you.' below it.
- Manually configure server settings or additional server types**

At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted in blue.

5. Select **Microsoft Exchange** and **Next**.

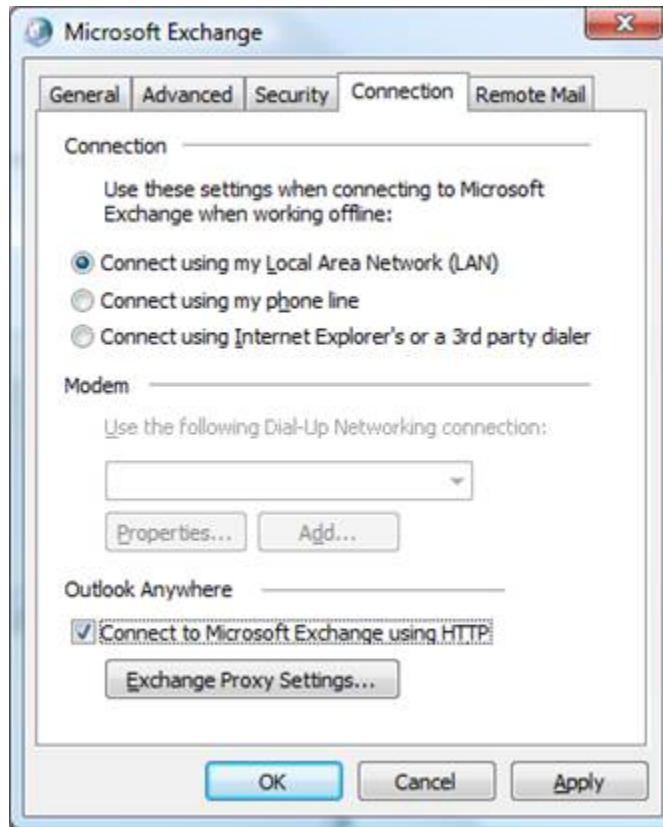


6. Enter **CAE145EVSP01.ds.sc.edu** in the **Microsoft Exchange Server** field.
7. Enter the **USER NAME** for the profile being setup in the **User Name** field.
8. Uncheck "**Use Cached Exchange Mode.**" You may choose to enable the Cached Exchange mode later; however, it is recommended it be disabled for the initial installation.
9. Select the **More Settings** tab (ignore and close any error pop-ups until the connections screen appears)



10. Under the **Connection** tab, select **Connect using my Local Area Network**.
11. Select **Connect to my Exchange mailbox using HTTP**.

12. Select the **Exchange Proxy Settings** tab.



13. Enter **web.mail.sc.edu** in the **https://** field.

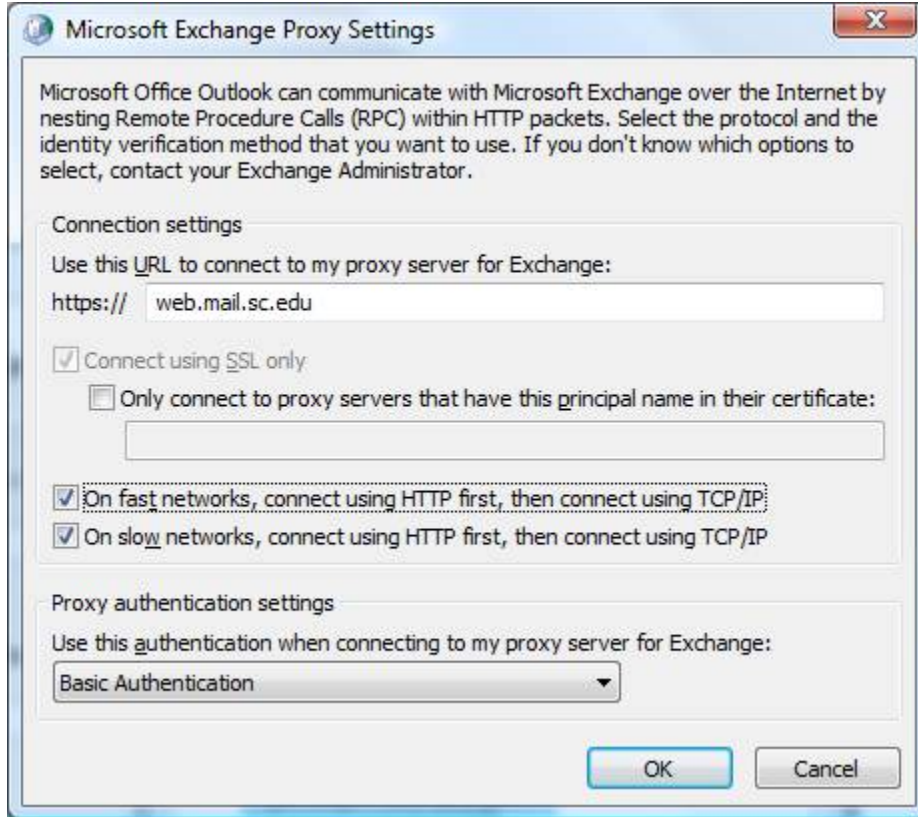
14. Select **Connect using SSL only**.

15. Select to connect using **HTTP first** for both **slow** and **fast** networks.

16. Select **Basic Authentication** for the **proxy authentication setting**.

17. Select **OK** to close the **Exchange Proxy Settings** window.

18. Select **Apply** to save the **Connection** settings



19. Select **OK** to close the **Connection** settings window.

21. Select **Next** for the **Exchange Server Settings** window then **Finish** to quit.
22. You may be prompted to login using your domain credentials.
23. Enter your user name **domain\username** "ds\username" and password to log in to Outlook.

