

## Configuring Outlook 2003 with RPC-HTTPS – for On- and Off-campus Use

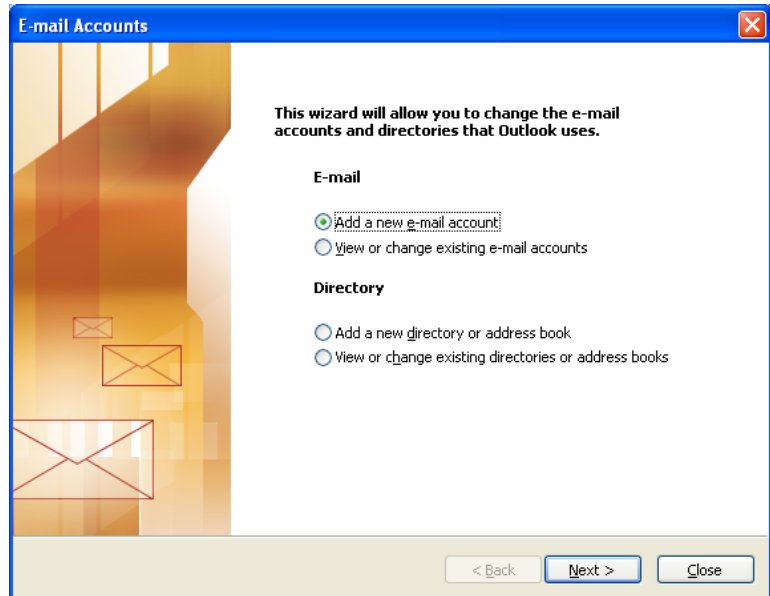
For *at-home users*, if your needs are for mail and calendar access only, we recommend the web interface at <http://exchange.musc.edu>. If you prefer Outlook, you will have to connect to the MUSC network via VPN **\*\*for the initial set up only\*\***. After the first synchronization, you will no longer need to use VPN. If you have never used VPN, please review [http://nstwiki.musc.edu/index.php/Remote\\_Access#VPN](http://nstwiki.musc.edu/index.php/Remote_Access#VPN). VPN can be accessed at [vpn.musc.edu](http://vpn.musc.edu).

Click Start, then select Control Panel.

You should see an icon labeled Mail; click on that then press the E-Mail Accounts... button.

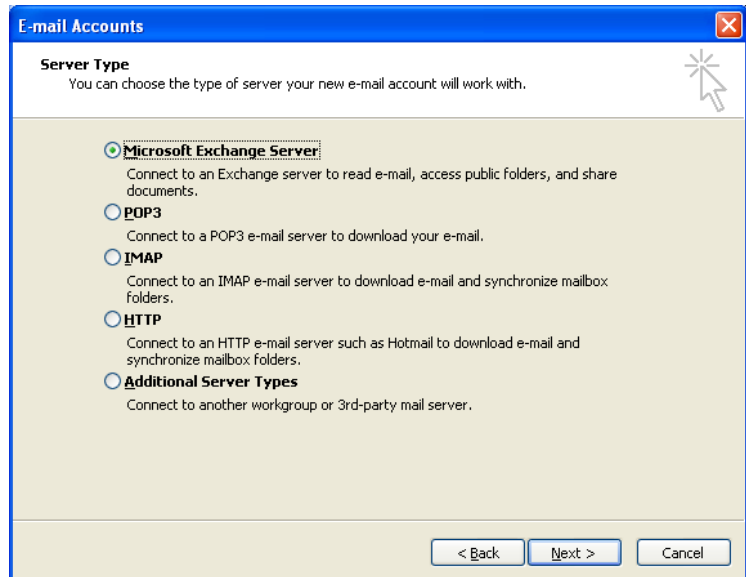
If this is your first time setting up the account, choose Add a new e-mail account. If you have an account, choose View or Change existing e-mail accounts.

Click Next



Highlight Microsoft Exchange Server and click Change

(Note: if this is your first time setting up the Exchange server, click “Add” and then “Microsoft Exchange Server”. The rest of the instructions will be the same.)

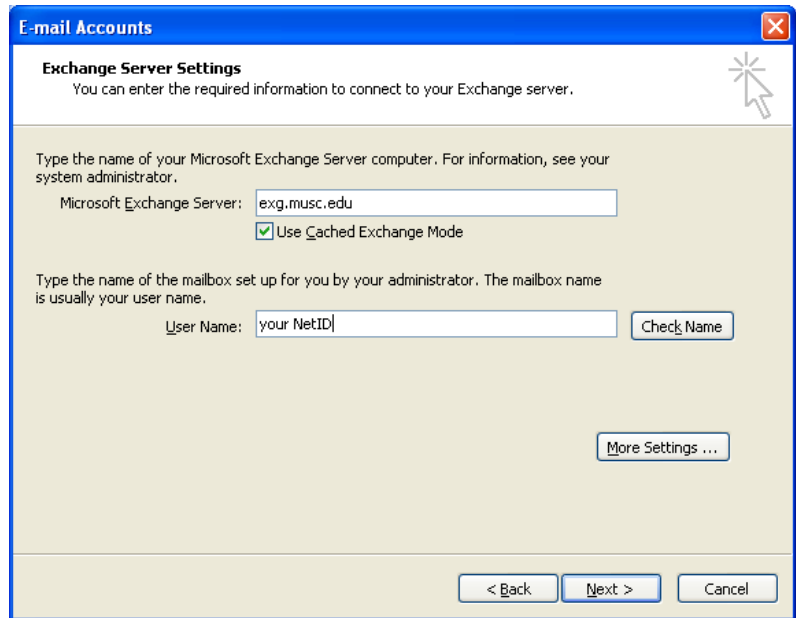


If you're setting this up for the first time, the Exchange Server is [exg.musc.edu](http://exg.musc.edu) and your User Name is your **NetID**.

You may be prompted to authenticate; if so, enter "clinlan\" followed by your NetID (e.g., "clinlan\rabbitp").

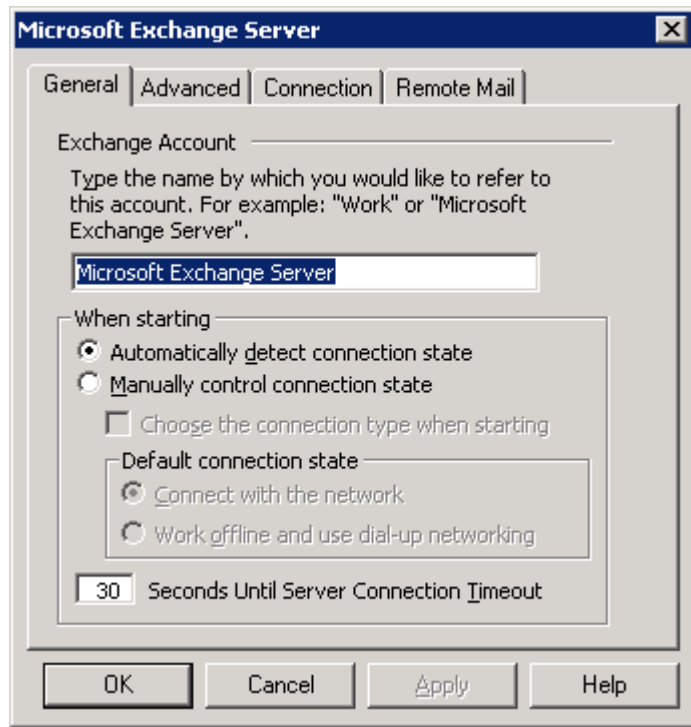
IF YOU ARE USING THIS COMPUTER ON CAMPUS, THE INSTRUCTIONS END HERE.

AT-HOME CONFIGURATIONS CONTINUE...

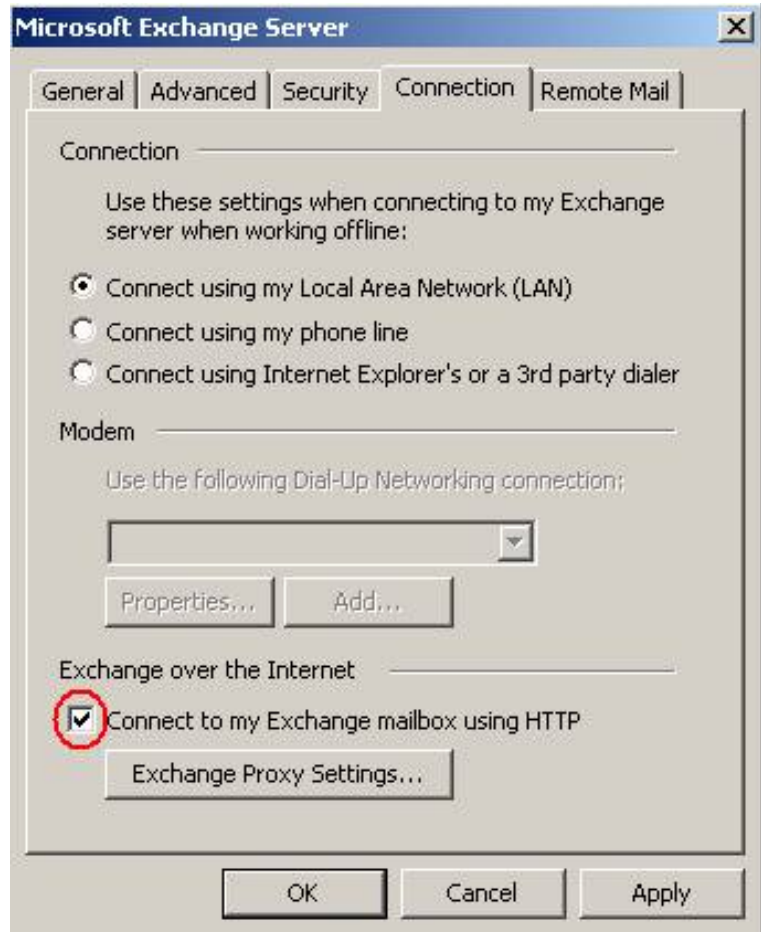


Click on [More Settings](#)

Click on the [connection](#) tab



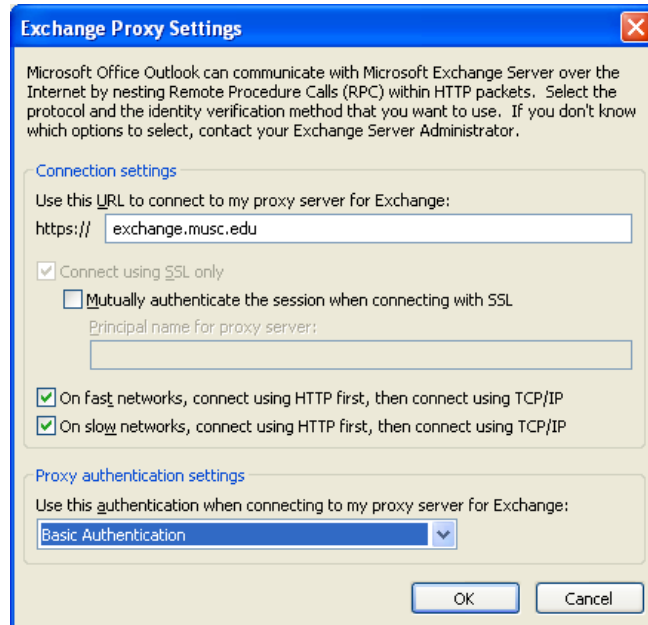
Check the box at Connect to my Exchange mailbox using HTTP and then click on Exchange Proxy Settings



In the box labeled https:// enter exchange.musc.edu

The only box that should remain checked is Connect using SSL only

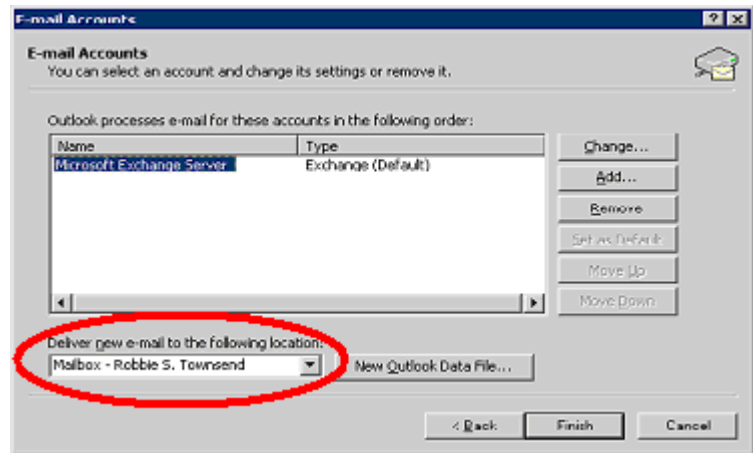
Under Proxy Authentication Settings change it to Basic Authentication and then click OK



When you've finished, go back to Tools, and then E-Mail Accounts. Click Next. At this window, look to the bottom left for the entry for Deliver new mail to the following location:

If it reads "Personal Folders", click on the down arrow to the immediate right and select, "Mailbox – Last name, first name middle initial" (e.g., "Mailbox – Rabbit, Peter R."). If you do not check this value, your mail will be moved from the Exchange server to your computer's hard drive.

Now you can use Outlook on or off campus without the need for a VPN connection.



**NOTE: WHEN YOU USE OUTLOOK TO ACCESS YOUR MUSC EXCHANGE ACCOUNT, YOU MUST PREFACE YOUR NETID WITH "clinlan\" (using the sample above, "clinlan\rabbitp").**