

Configuring Outlook 2007 (Vista) with RPC-HTTPS – for On- and Off-campus Use

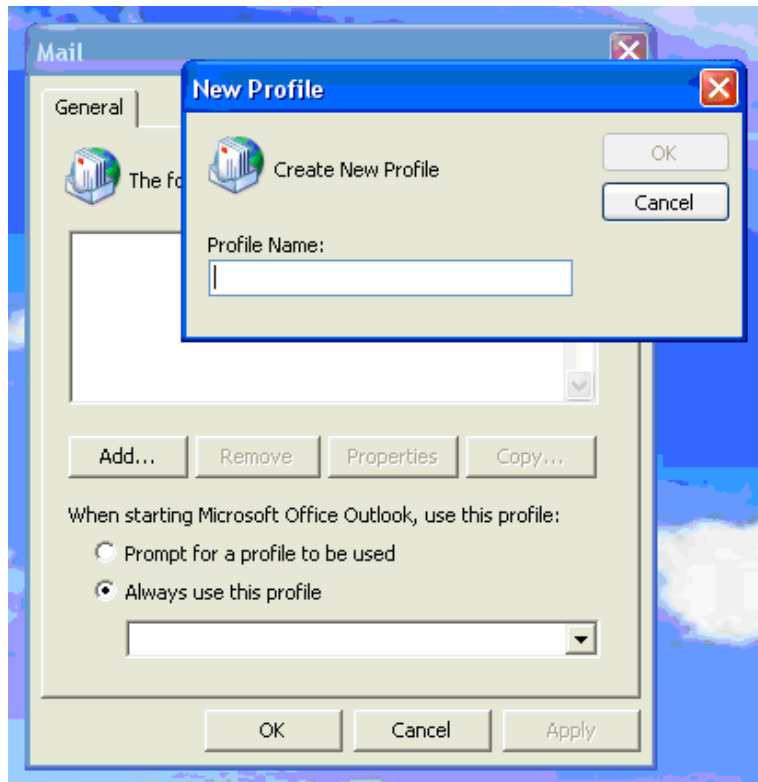
For *at-home users*, if your needs are for mail and calendar access only, we recommend the web interface at <http://exchange.musc.edu>. If you prefer Outlook, you will have to connect to the MUSC network via VPN ****for the initial set up only****. After the first synchronization, you will no longer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

Click Start, then select Control Panel.

Click show CLASSIC view on the left, and then double click the Mail icon.

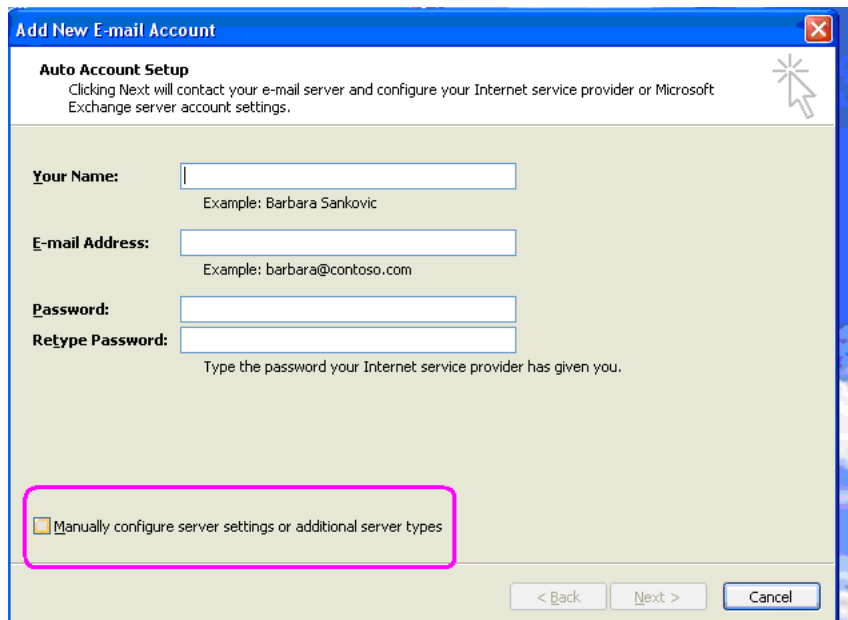
If this is your first time setting up the account, choose Add. If you have an account, choose Properties.

Give the profile a name and click OK.



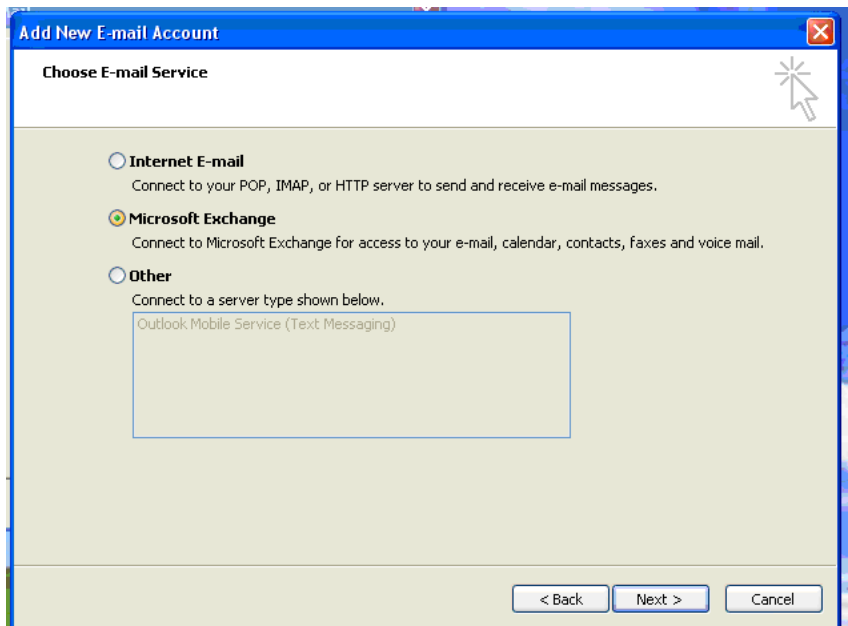
At this point, resist the impulse to fill in the information. Instead, click “Manually configure server settings or additional server types”.

Click “Next”



Select "Microsoft Exchange" as the E-mail Service.

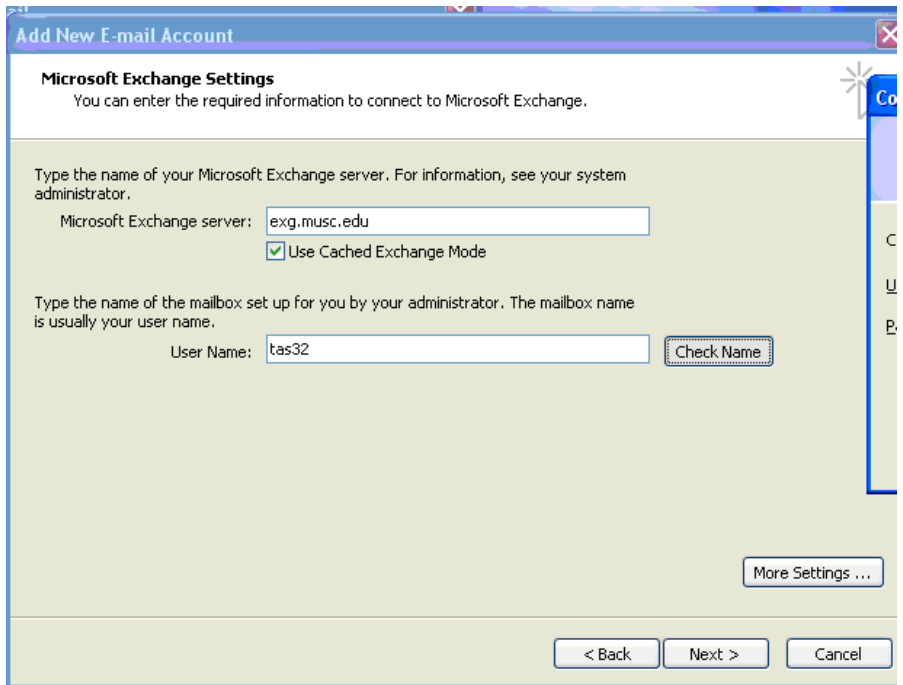
Click "Next"



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

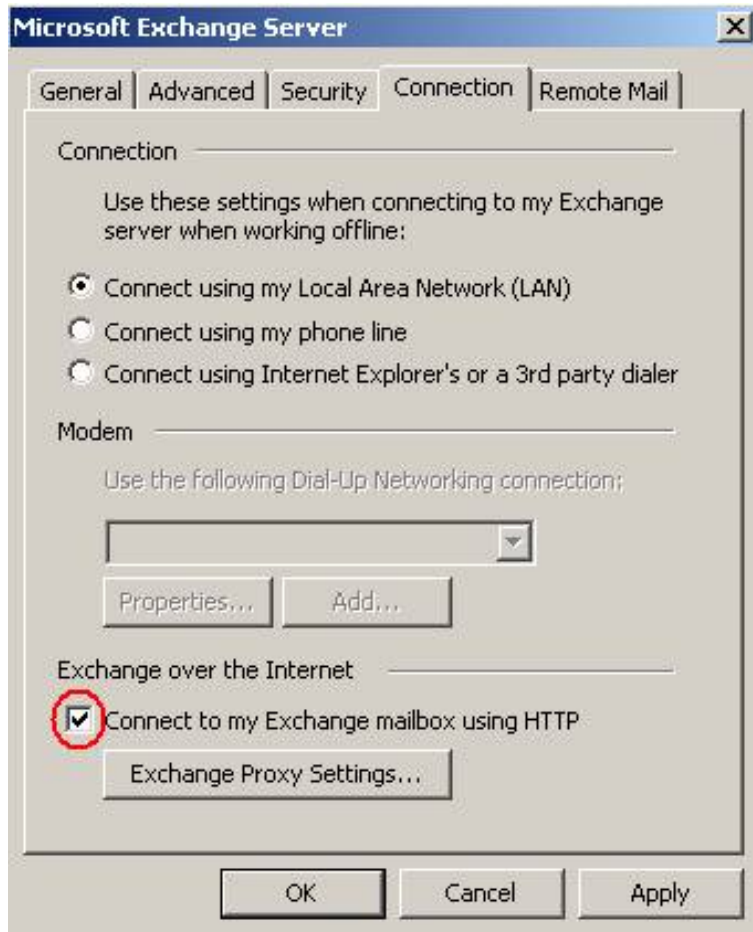
Click on [More Settings](#)

At this point, the system will ask you to authenticate to the Exchange system. Enter your ID as "clinlan\NetID", followed by your password.



Click on the Connection tab

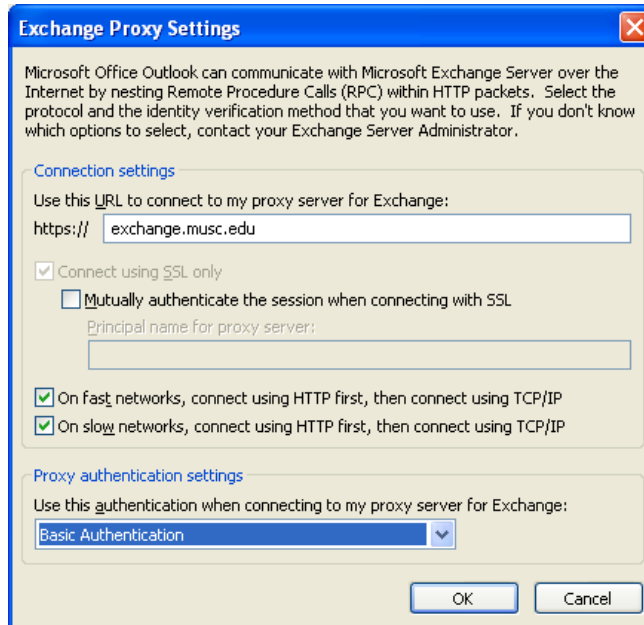
Check the box at Connect to my Exchange mailbox using HTTP and then click on Exchange Proxy Settings



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

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

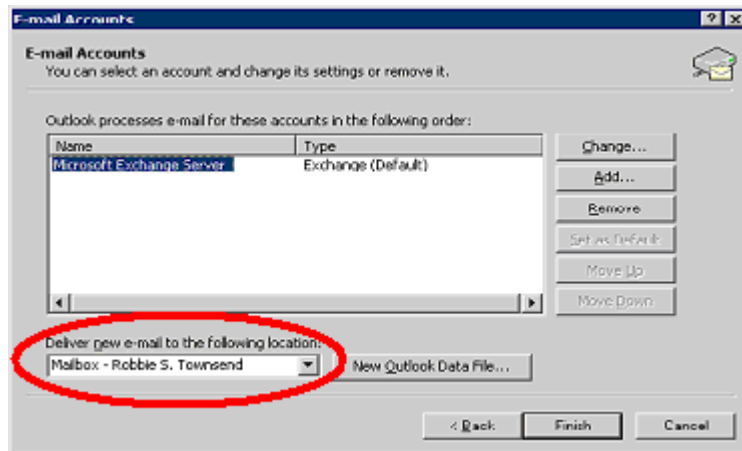
Under Proxy Authentication Settings change it to Basic Authentication and then click OK



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").