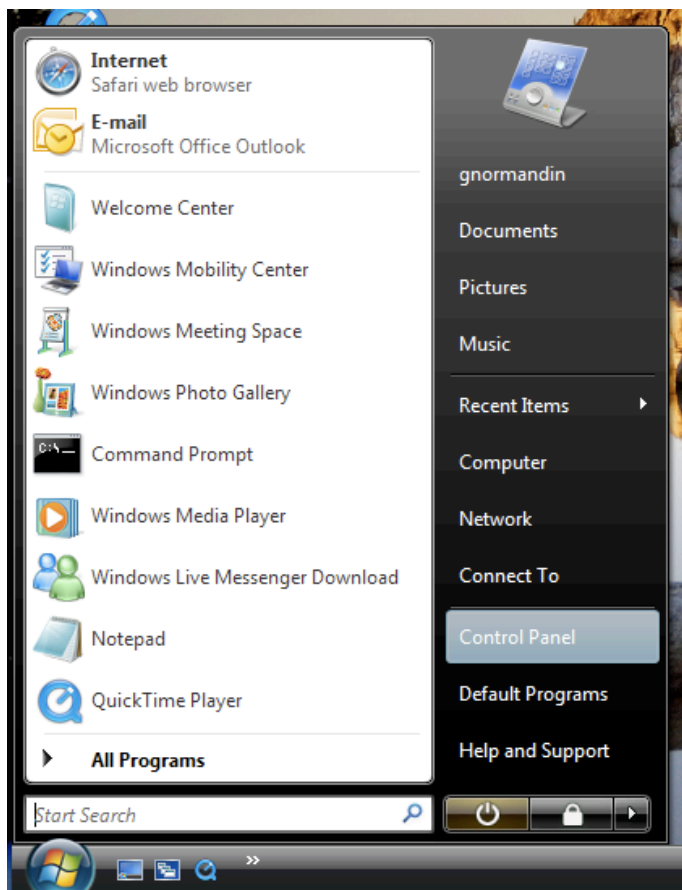
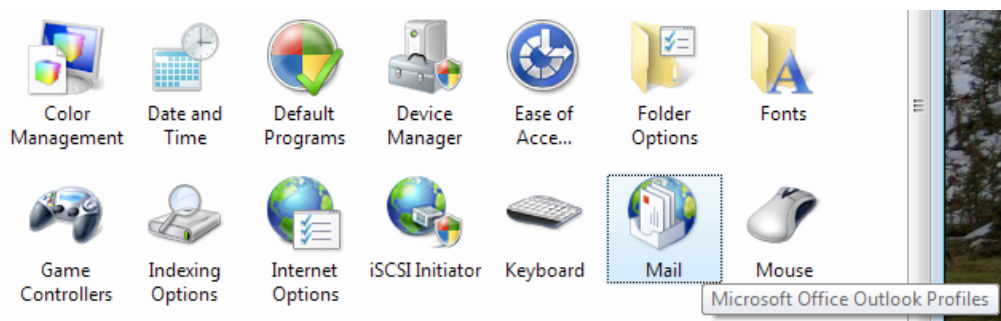


Configuring Outlook 2007

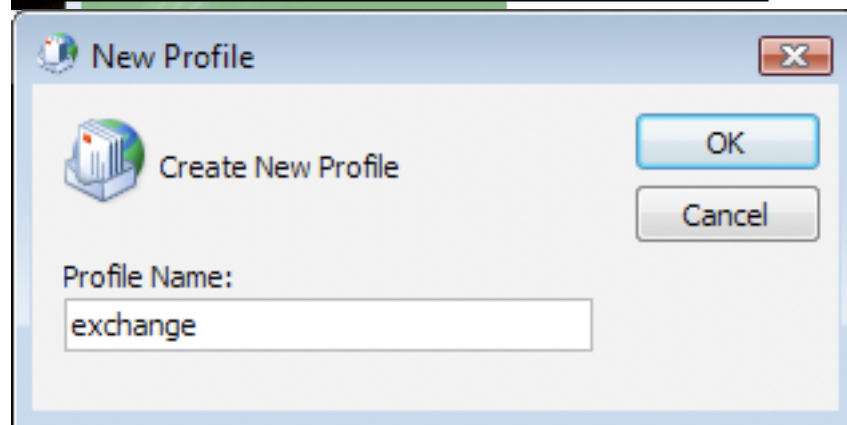
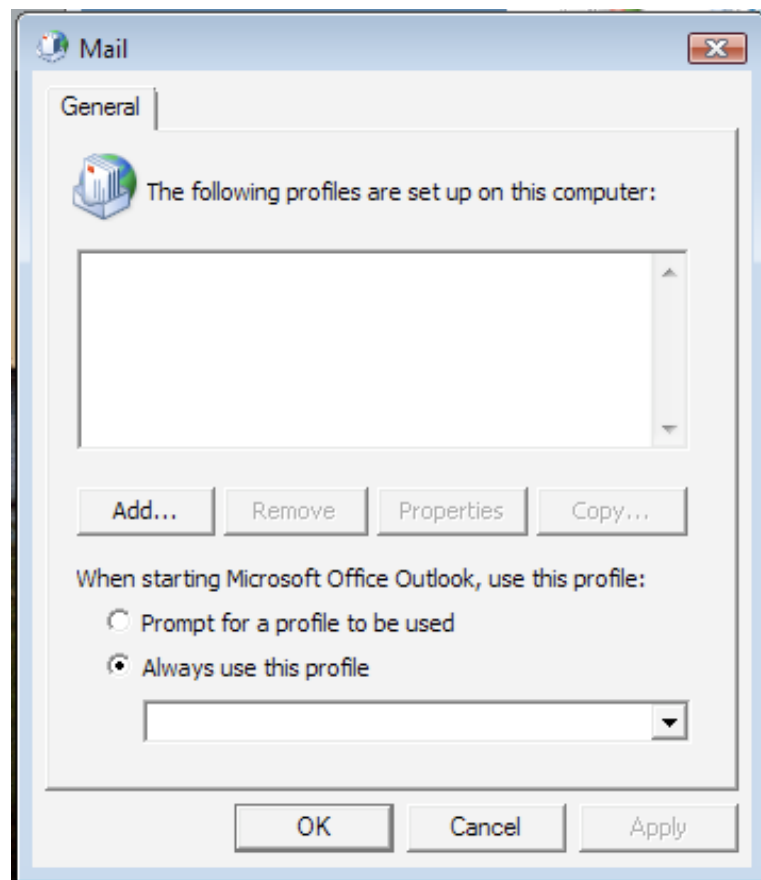
Open Control Panel by clicking the start button, followed by control panel.



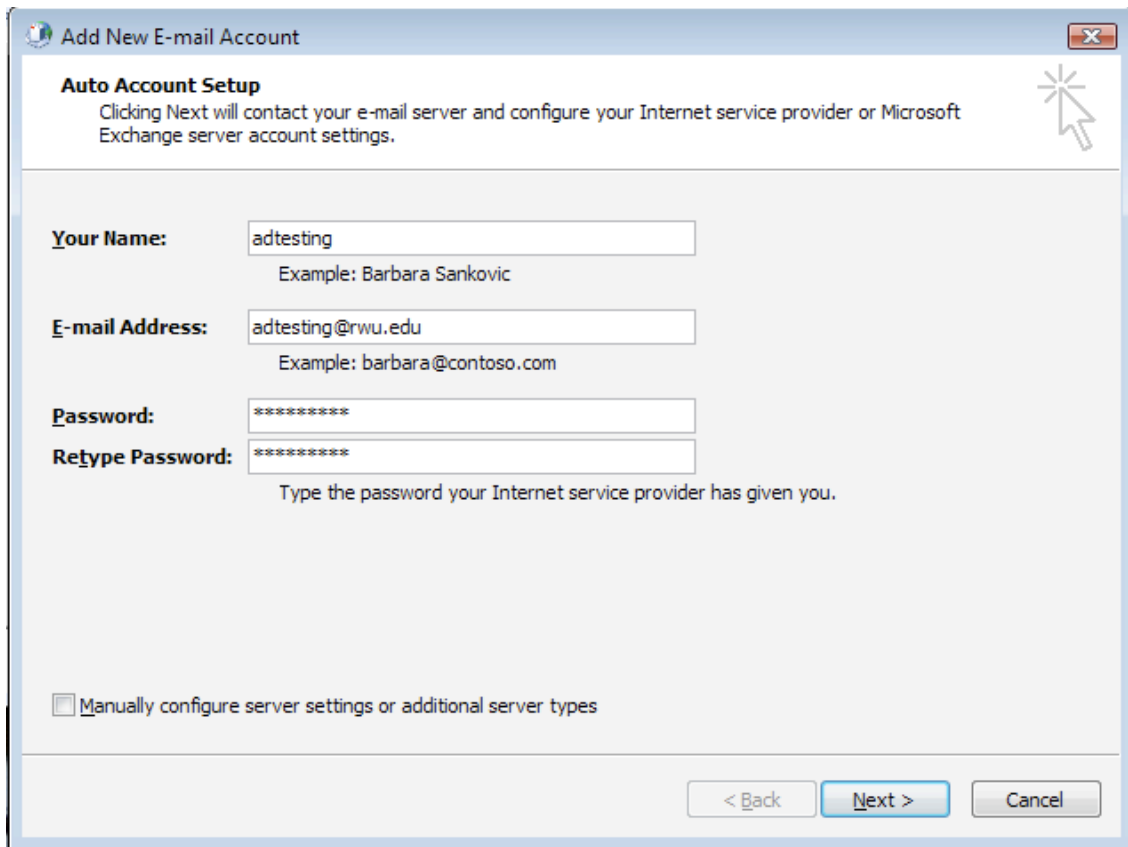
Select the mail settings control panel and double click.



Click the “Prompt for a profile to be used” and click the add profile button.



Then, click the “Add a New Email Account” radio button, click next. Select Microsoft Exchange from the list, and click next. Input your information to match the below screenshot.



The "Add New E-mail Account" dialog box features a title bar with a standard Windows icon and window controls. The main content area is titled "Auto Account Setup" and includes a descriptive paragraph. It contains four input fields: "Your Name" (with an example), "E-mail Address" (with an example), "Password" (masked with asterisks), and "Retype Password" (also masked). A checkbox for manual configuration is located below the password fields. At the bottom right, there are three buttons: "< Back", "Next >" (highlighted in blue), and "Cancel".

Add New E-mail Account

Auto Account Setup
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

Your Name:
Example: Barbara Sankovic

E-mail Address:
Example: barbara@contoso.com

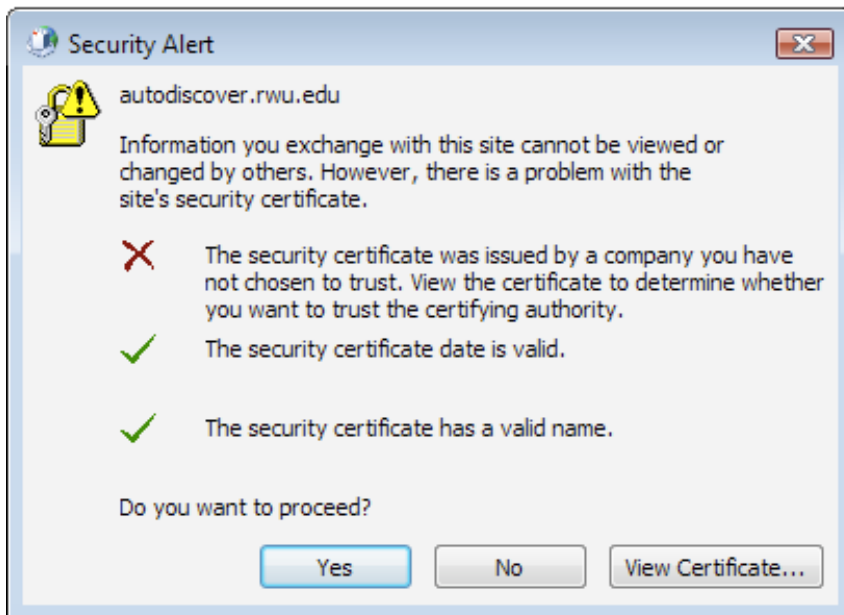
Password:

Retype Password:
Type the password your Internet service provider has given you.

☐ Manually configure server settings or additional server types

< Back **Next >** Cancel

After setting up your account, you may receive the bottom window. Select "Yes" to proceed.



The "Security Alert" dialog box has a title bar and a warning icon. It displays a message about a security certificate issue for "autodiscover.rwu.edu". Below the message, there are three items: a red 'X' indicating a trust issue, and two green checkmarks indicating valid date and name. At the bottom, it asks "Do you want to proceed?" with three buttons: "Yes" (highlighted in blue), "No", and "View Certificate...".

Security Alert

autodiscover.rwu.edu

Information you exchange with this site cannot be viewed or changed by others. However, there is a problem with the site's security certificate.

- ✗ The security certificate was issued by a company you have not chosen to trust. View the certificate to determine whether you want to trust the certifying authority.
- ✓ The security certificate date is valid.
- ✓ The security certificate has a valid name.

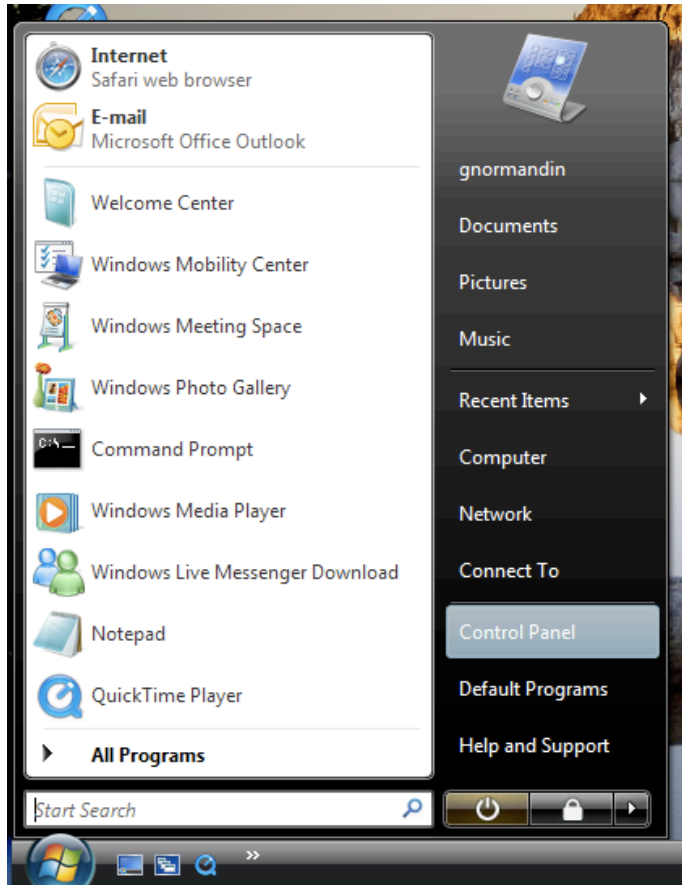
Do you want to proceed?

Yes No View Certificate...

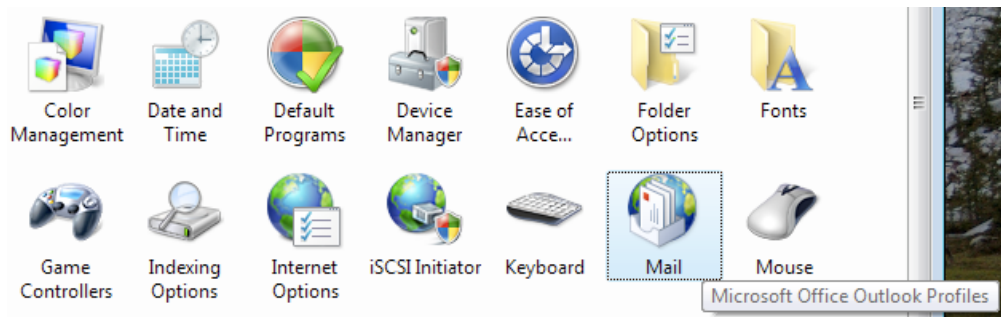
After this point your outlook 2007 secure account setup.

Configuring Outlook 2003:

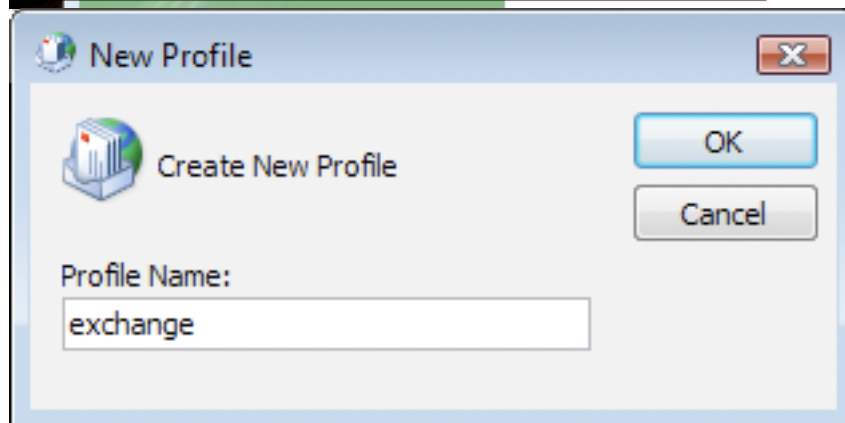
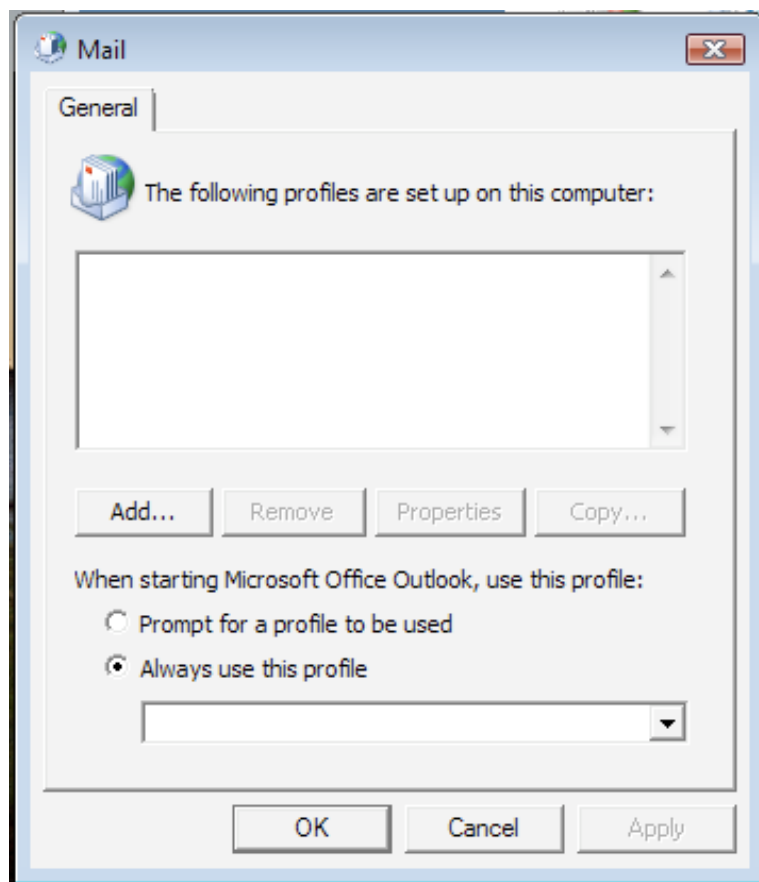
Open Control Panel by clicking the start button, followed by control panel.



Select the mail settings control panel and double click.



Click the “Prompt for a profile to be used” and click the add profile button.



Then, click the “Add a new Email Account” radio button, click next. Select Microsoft Exchange from the list, and click next. Input your information to match the below screenshot:

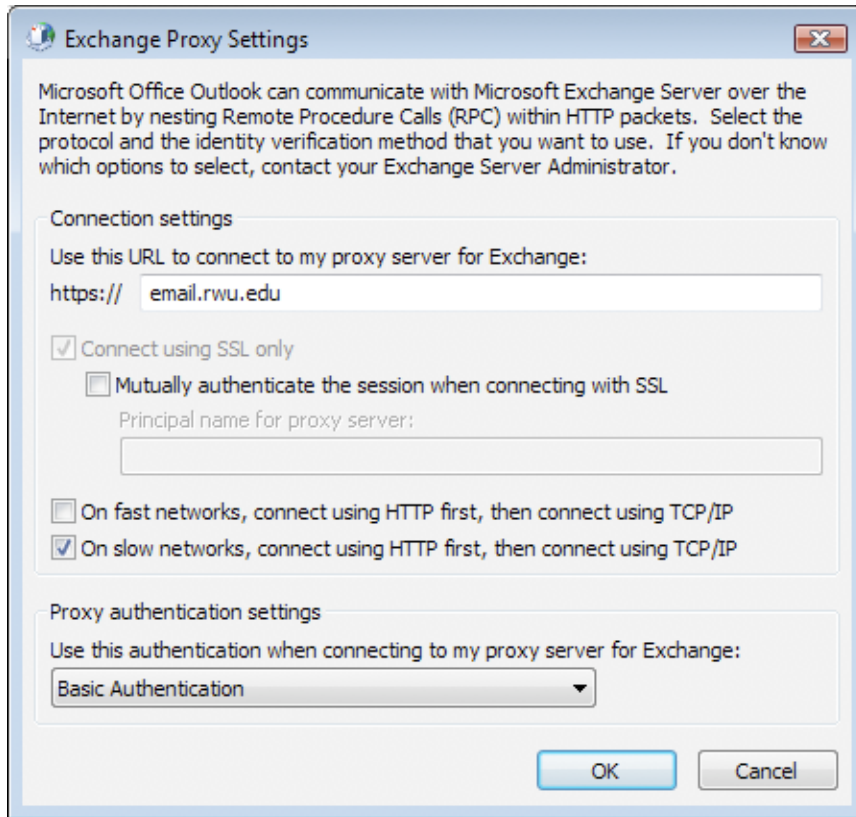
The screenshot shows the 'E-mail Accounts' dialog box with the 'Exchange Server Settings' tab selected. The dialog has a title bar with a close button. Below the title bar, there's a section titled 'Exchange Server Settings' with a subtitle 'You can enter the required information to connect to your Exchange server.' and a mouse cursor icon. The main area contains two text input fields: 'Microsoft Exchange Server:' with the value 'email.rwu.edu' and a checked checkbox 'Use Cached Exchange Mode'. Below this is another text input field 'User Name:' with the value 'adtesting@rwu.edu' and a 'Check Name' button. At the bottom right is a 'More Settings ...' button. At the very bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

Click “More Settings” and input the below information as well:

The screenshot shows the 'Microsoft Exchange Server' dialog box with the 'Security' tab selected. The dialog has a title bar with a close button. Below the title bar, there are five tabs: 'General', 'Advanced', 'Security', 'Connection', and 'Remote Mail'. The 'Security' tab is active, showing three sections: 'Encryption' with a checked checkbox 'Encrypt data between Microsoft Office Outlook and Microsoft Exchange Server', 'User identification' with an unchecked checkbox 'Always prompt for user name and password', and 'Logon network security:' with a dropdown menu showing 'Kerberos/NTLM Password Authentication'. At the bottom are three buttons: 'OK', 'Cancel', and 'Apply'.

The screenshot shows the 'Microsoft Exchange Server' dialog box with the 'Connection' tab selected. The dialog has a title bar with a close button. Below the title bar, there are five tabs: 'General', 'Advanced', 'Security', 'Connection', and 'Remote Mail'. The 'Connection' tab is active, showing two sections: 'Connection' with a subtitle 'Use these settings when connecting to my Exchange server when working offline:' and three radio buttons: 'Connect using my Local Area Network (LAN)' (selected), 'Connect using my phone line', and 'Connect using Internet Explorer's or a 3rd party dialer'; and 'Modem' with a subtitle 'Use the following Dial-Up Networking connection:', a dropdown menu, and 'Properties...' and 'Add...' buttons. At the bottom is a section 'Exchange over the Internet' with a checked checkbox 'Connect to my Exchange mailbox using HTTP' and an 'Exchange Proxy Settings...' button. At the very bottom are three buttons: 'OK', 'Cancel', and 'Apply'.

At this window, select the “Exchange Proxy Settings” button and fill in the below information:



The image shows a Windows dialog box titled "Exchange Proxy Settings". It contains instructions about communicating with Microsoft Exchange Server over the Internet using RPC within HTTP packets. The dialog is divided into two main sections: "Connection settings" and "Proxy authentication settings".

Connection settings

Use this URL to connect to my proxy server for Exchange:
https:// email.rwu.edu

☒ Connect using SSL only
☐ Mutually authenticate the session when connecting with SSL
Principal name for proxy server:

☐ On fast networks, connect using HTTP first, then connect using TCP/IP
☒ On slow networks, connect using HTTP first, then connect using TCP/IP

Proxy authentication settings

Use this authentication when connecting to my proxy server for Exchange:
Basic Authentication

At the bottom right, there are "OK" and "Cancel" buttons.

Click the ok button, followed by ok on the previous window. Click Next to dismiss the Account Creation Window. Your Outlook 2003 account creation is now complete.