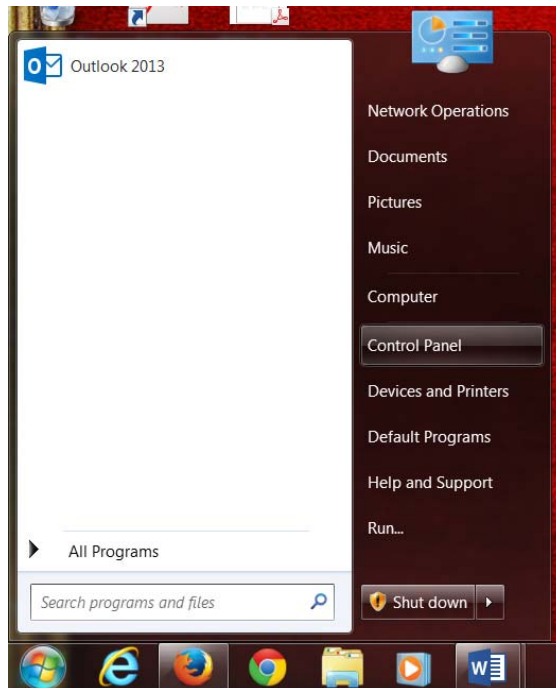
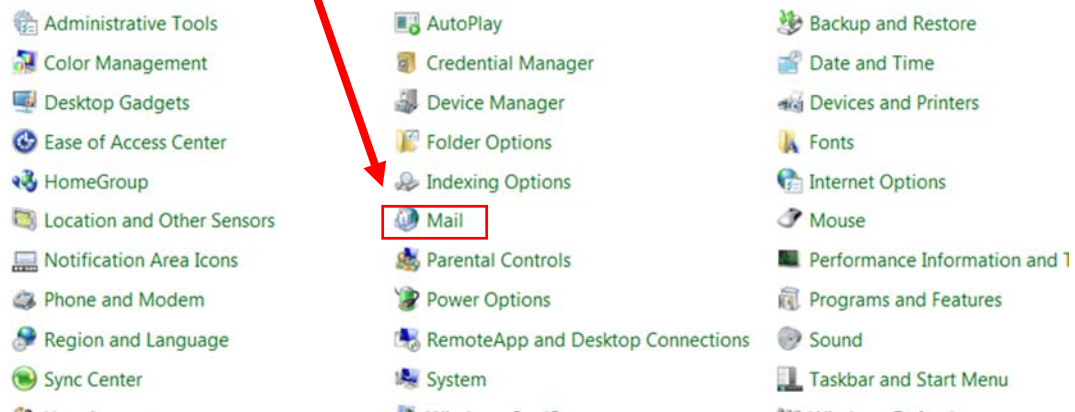


# Configuring Outlook 2013

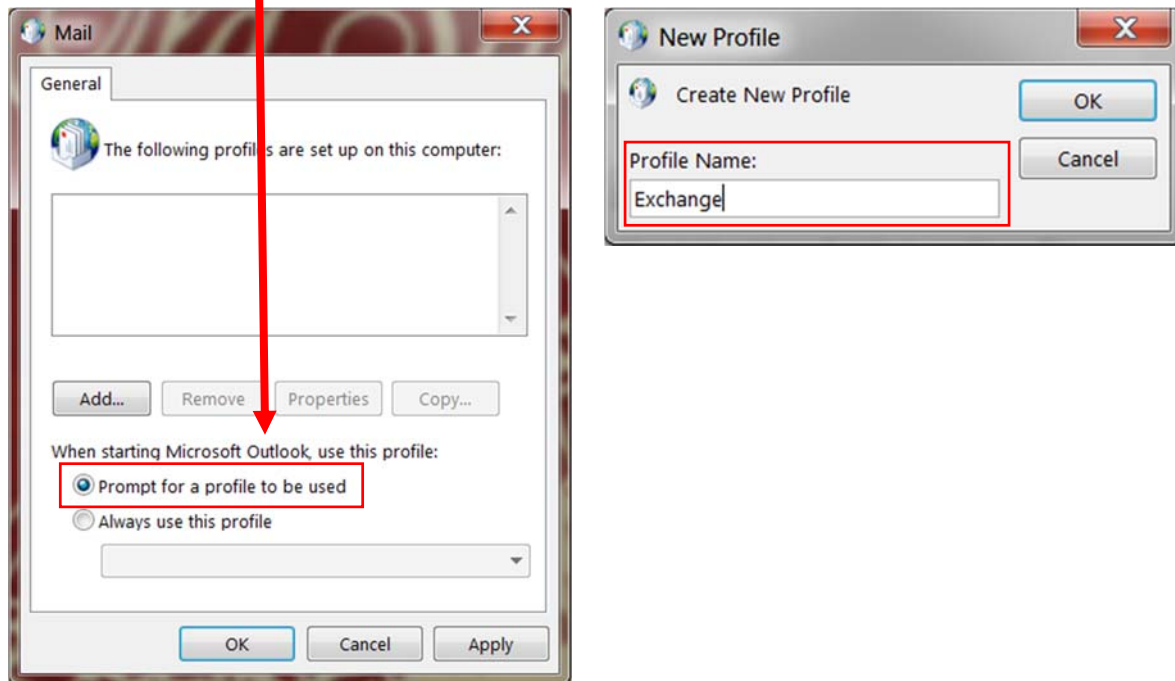
Open Control Panel by clicking the start button, followed by control panel.



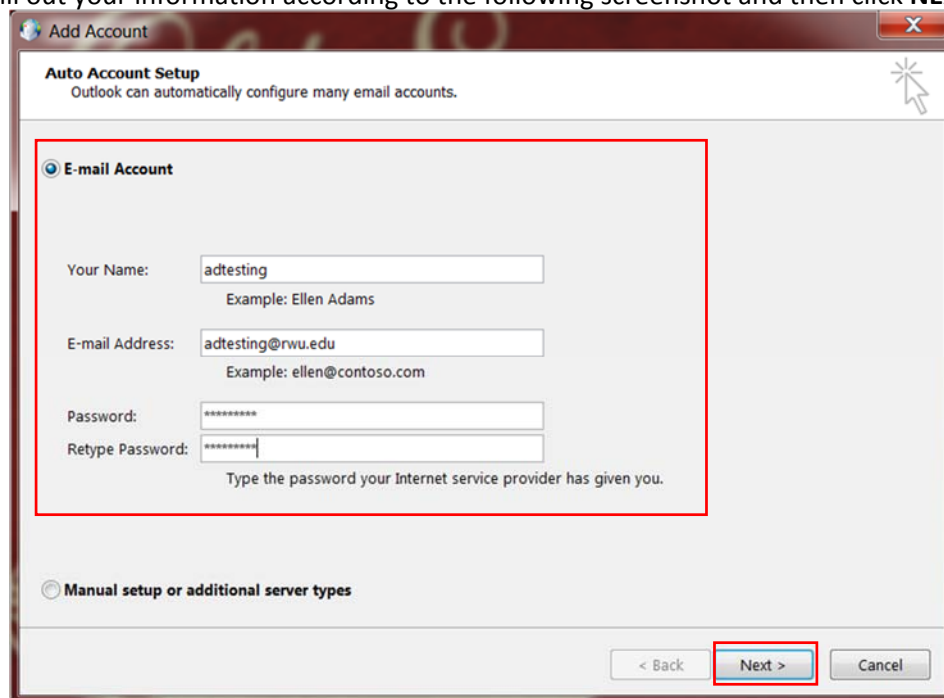
Select the **MAIL** settings in control panel and double click.



Click the “Prompt for a profile to be used” and click the **ADD** profile button, type in your profile name in the box and click **OK**.



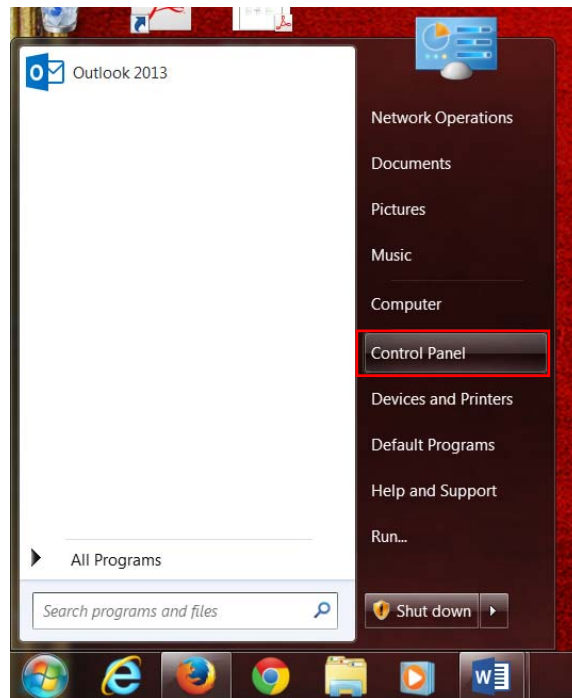
Fill out your information according to the following screenshot and then click **NEXT**.



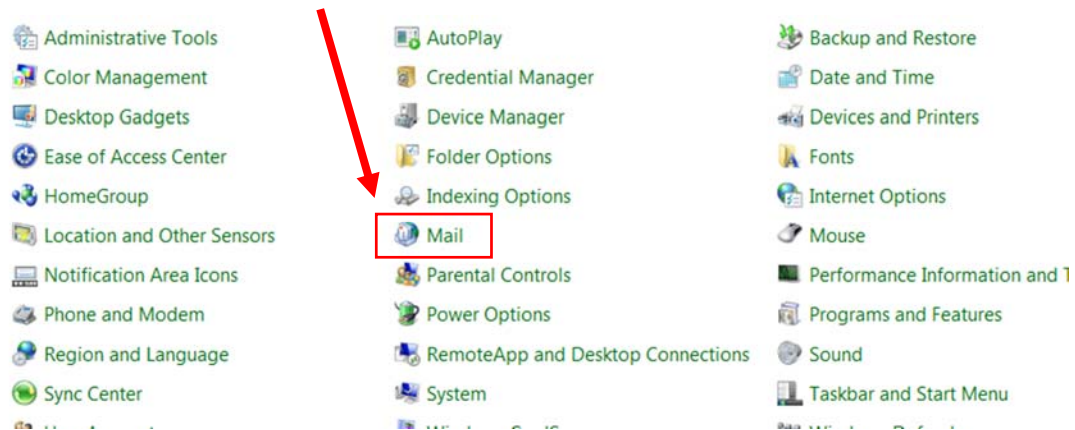
Once the automatic setup is complete, open Outlook and it will prompt you for your password.

## Configuring Outlook 2013 using your home computer

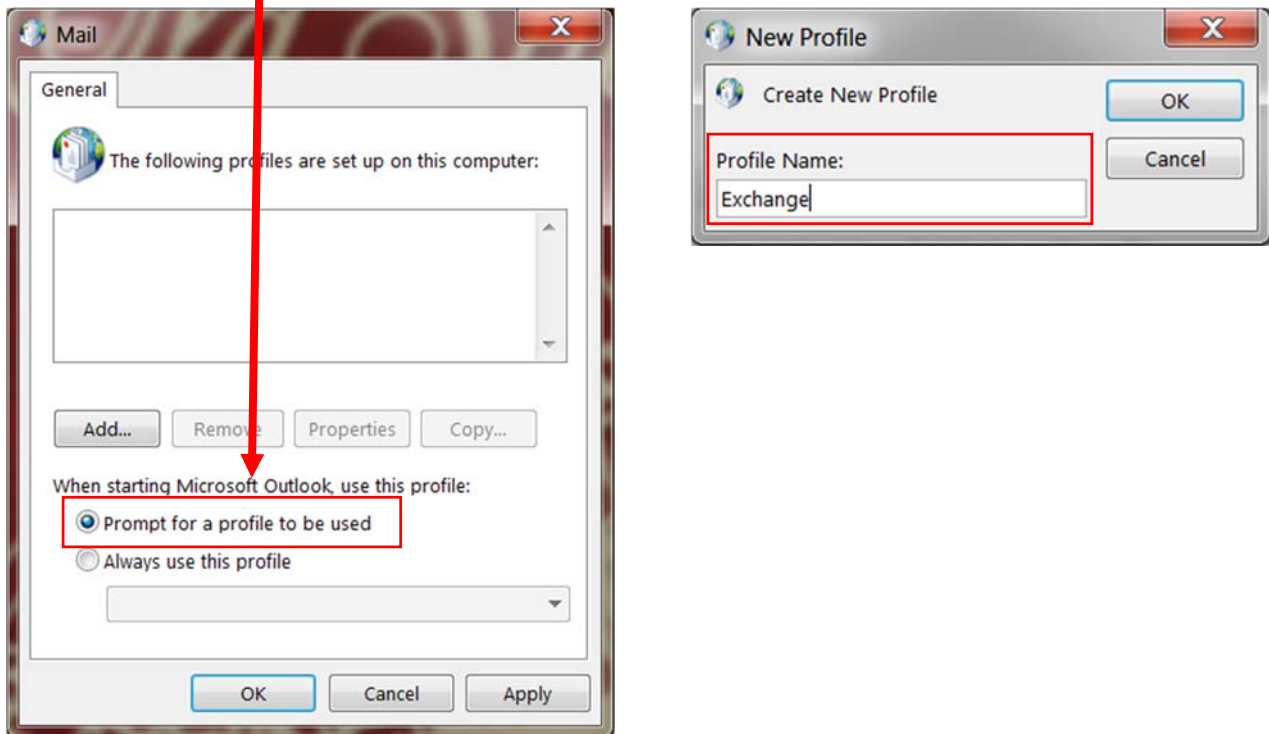
Open Control Panel by clicking the start button, followed by control panel.



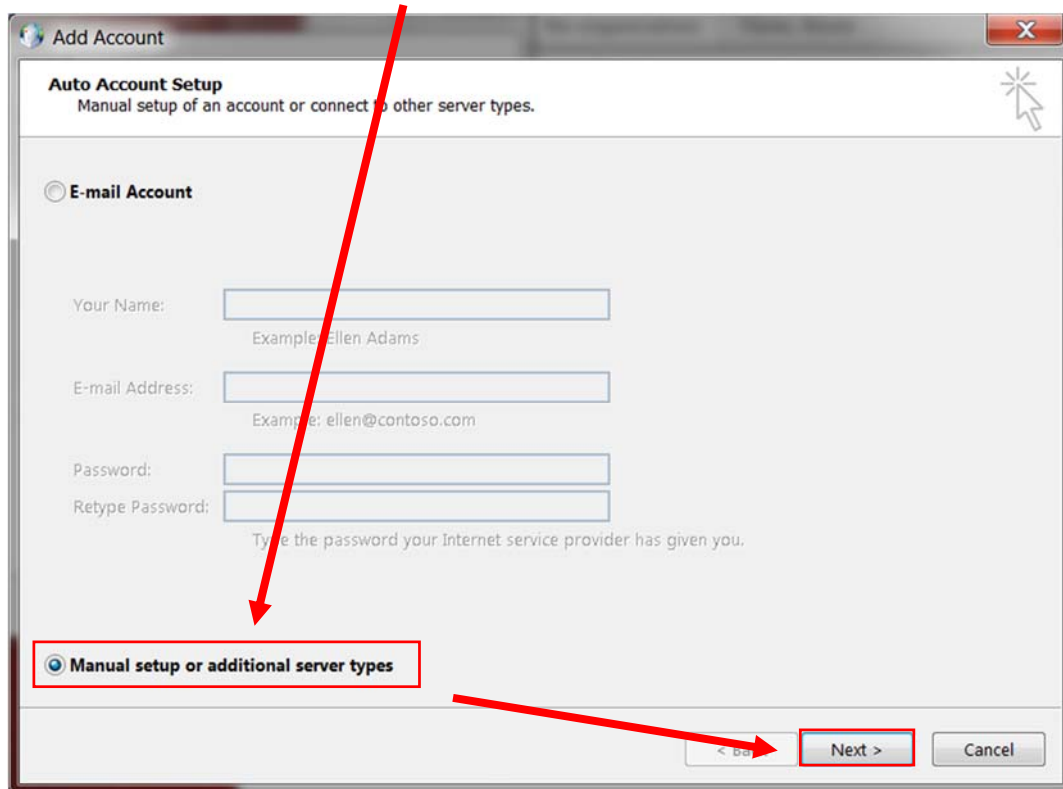
Select the **MAIL** settings in control panel and double click.



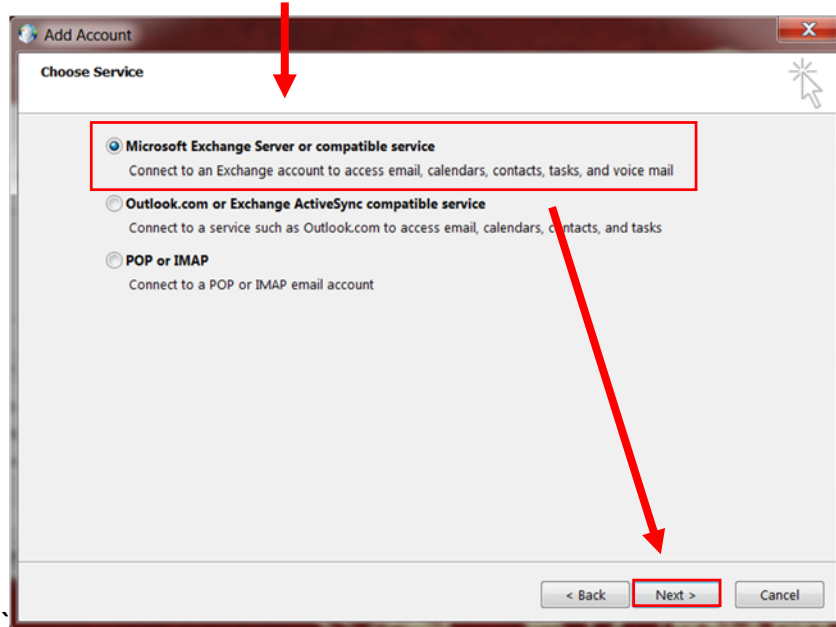
Click the “Prompt for a profile to be used” and click the **ADD** profile button, type in your profile name in the box and click **OK**.



Click the Manual setup button and click **Next**.



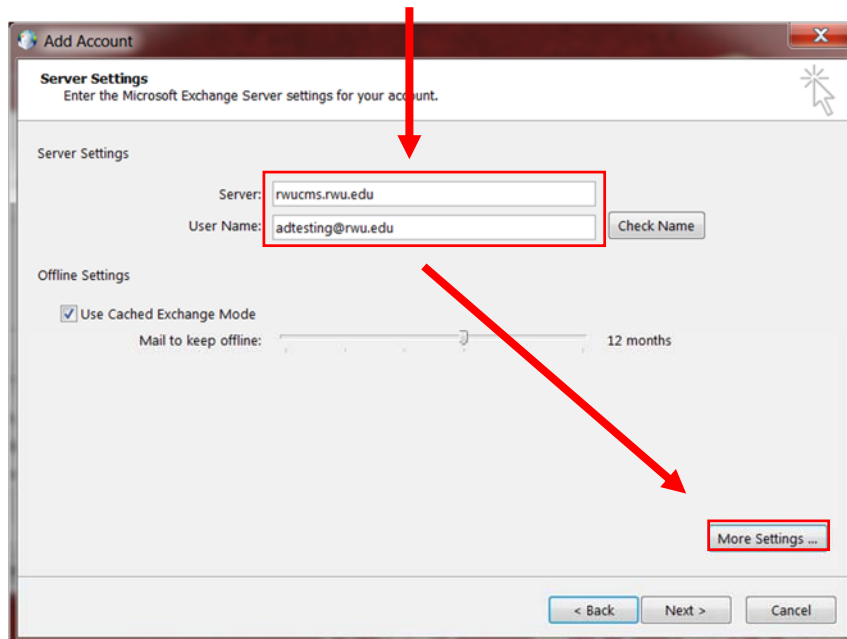
Select the Microsoft Exchange Server option and click **Next**.



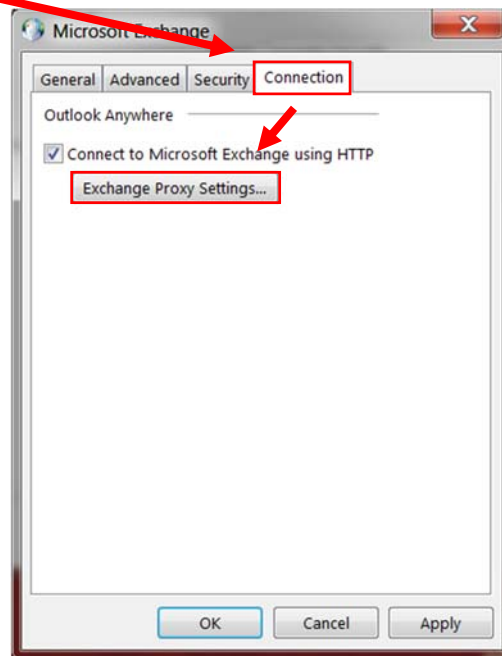
Type in the Server information as shown below. The user name is as follows:

- All administration and staff which includes all School of Education faculty will use username@rwu.edu
- All faculty except for School of education will need to type academics\username

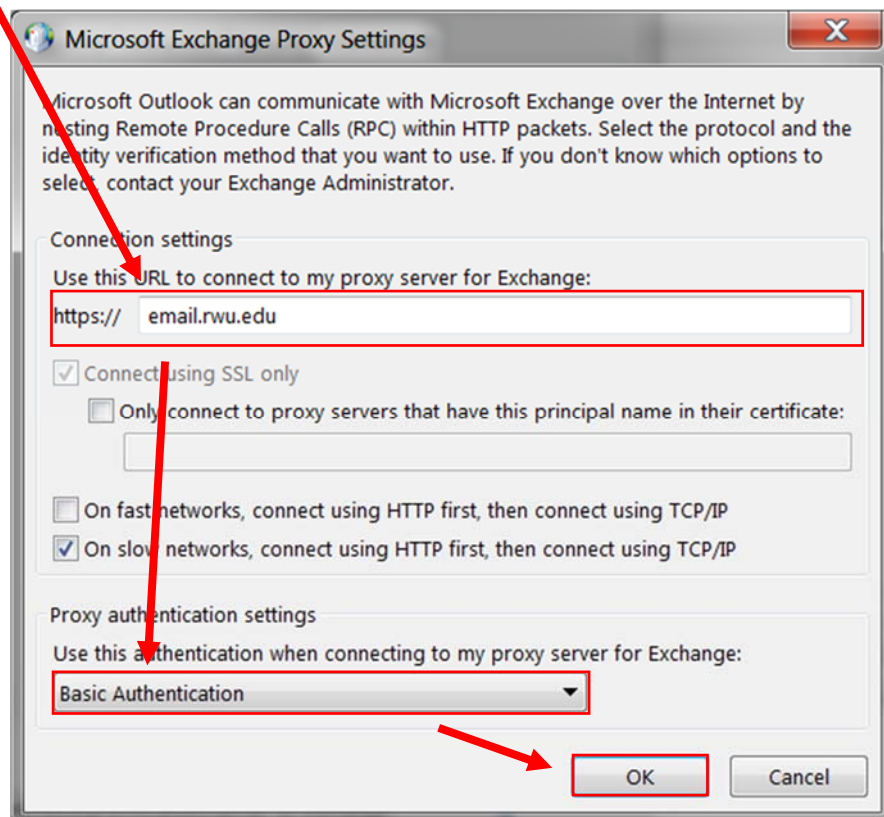
After typing your username in click **More Settings**.



Click the **Connection** tab click the check box and then click the **Exchange Proxy Settings** button.



Fill in the server URL as follows. Then change the Proxy authentication settings drop down box to **Basic Authentication** then click **OK** then click **OK** on the previous window.



Then click **Next** on the Server Settings window.

**Add Account**

**Server Settings**  
Enter the Microsoft Exchange Server settings for your account.

Server: rwucms.rwu.edu

User Name: adtesting@rwu.edu Check Name

Offline Settings

☒ Use Cached Exchange Mode

Mail to keep offline: 12 months

More Settings ...

< Back **Next >** Cancel

It will now prompt you for your username in password. Username will be the same as entered in the above window and password will be standard password and click **OK**.

**Windows Security**

**Mail Application**  
Connecting to adtesting@rwu.edu

User name

Password

Domain: NETWORKOPS-IMAC

☐ Remember my credentials

**OK** Cancel

Your Outlook email is now set up. When you open Outlook it will prompt you for your password.