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.

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**.

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