

# Using Outlook 2007 to Connect to Exchange 2003 Using RPC Over HTTPS

## Situation:


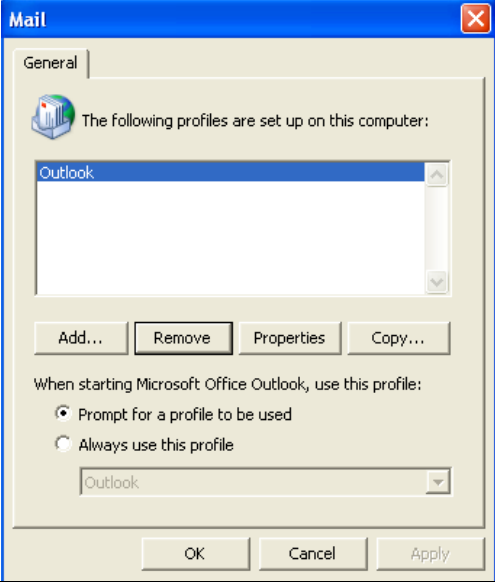
You would like to use the full features of Outlook 2007 instead of Outlook Web Access. You have a fast internet connection and Outlook 2007 is installed on your computer

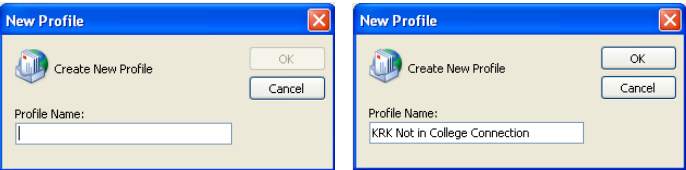
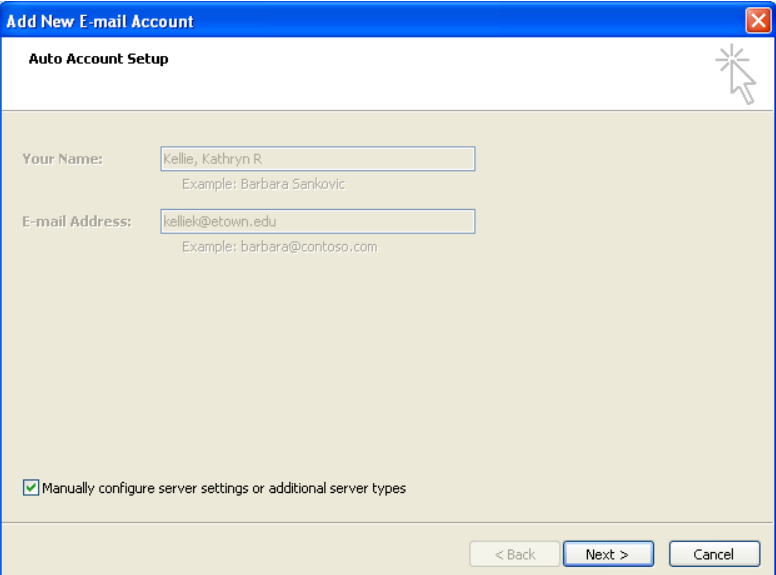
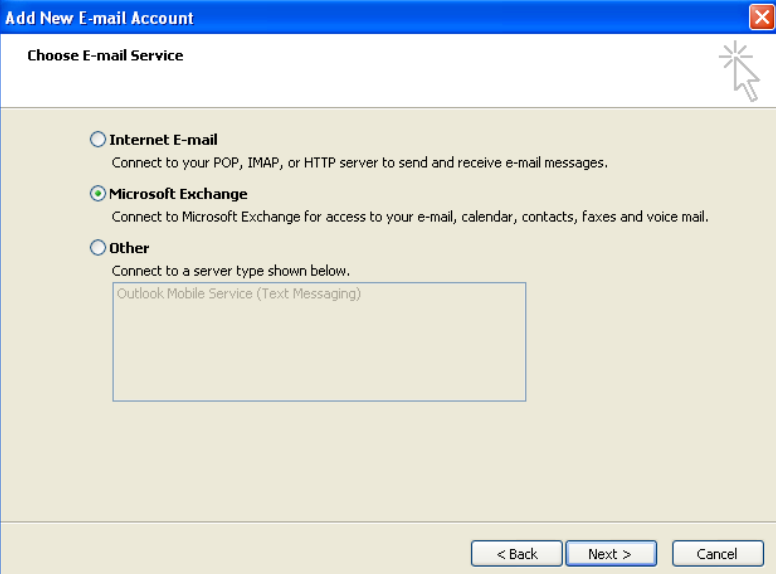
## Overview:

You will create an additional profile configuring settings and use that one instead of the default profile called Outlook. When you click the Outlook icon, you will be prompted to choose a profile.

## Step by Step Instructions:

### Create a New Profile

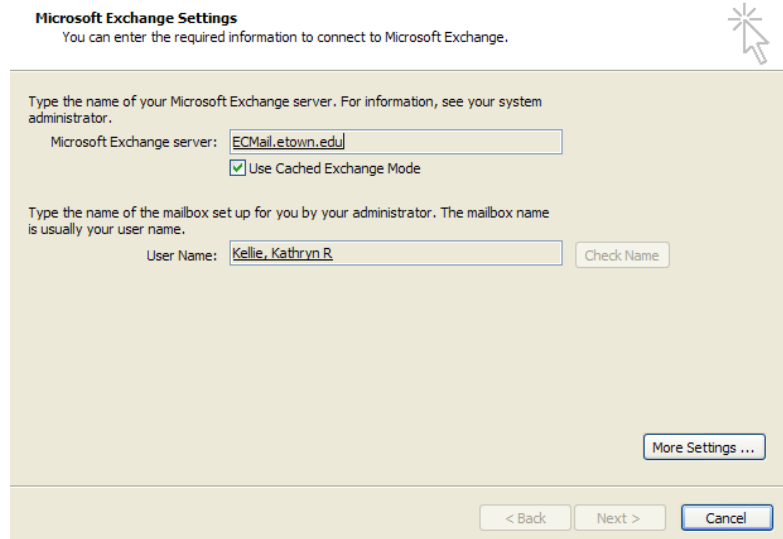
|    |                                  |                                                                                      |
|----|----------------------------------|--------------------------------------------------------------------------------------|
| 1. | Close Outlook if it is open      |                                                                                      |
| 2. | Open Control Panel, Select Mail  |   |
| 3. | Click Show Profiles...           |  |
| 4. | In Mail dialog box, click Add... |                                                                                      |

|    |                                                                                                                                                                                   |                                                                                      |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 5. | Name the Profile (Not in College Connection)                                                                                                                                      |    |
| 6. | Click OK                                                                                                                                                                          |                                                                                      |
| 7. | <p>Fill in your name and email address if the boxes are white</p> <p>Enter password (if not at college)</p> <p>Check Manually configure server settings</p> <p>Click Next&gt;</p> |   |
| 8. | <p>Click Microsoft Exchange</p> <p>Click Next&gt;</p>                                                                                                                             |  |

9.

In Microsoft Exchange server box: type ECMail.etown.edu

Check Use Cached Exchange Mode  
User Name: You may have to type your email name if you are NOT at the college



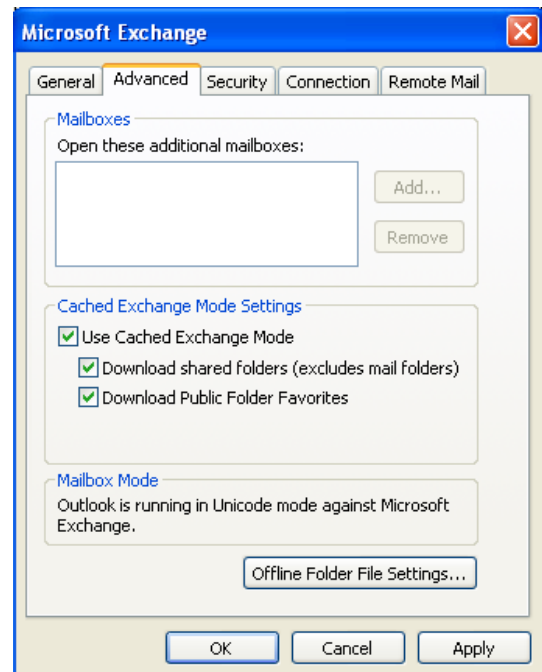
The screenshot shows the "Microsoft Exchange Settings" dialog box. The title bar reads "Microsoft Exchange Settings" and the subtitle says "You can enter the required information to connect to Microsoft Exchange." There is a mouse cursor icon in the top right corner. The main area contains two sections: "Type the name of your Microsoft Exchange server. For information, see your system administrator." with a text box containing "ECMail.etown.edu" and a checked checkbox for "Use Cached Exchange Mode"; and "Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name." with a text box containing "Kellie, Kathryn R" and a "Check Name" button. At the bottom right is a "More Settings ..." button. At the very bottom are "< Back", "Next >", and "Cancel" buttons.

10.

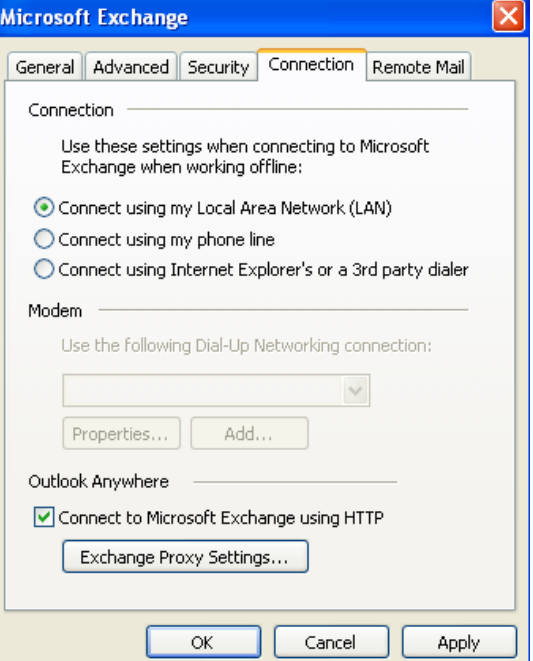
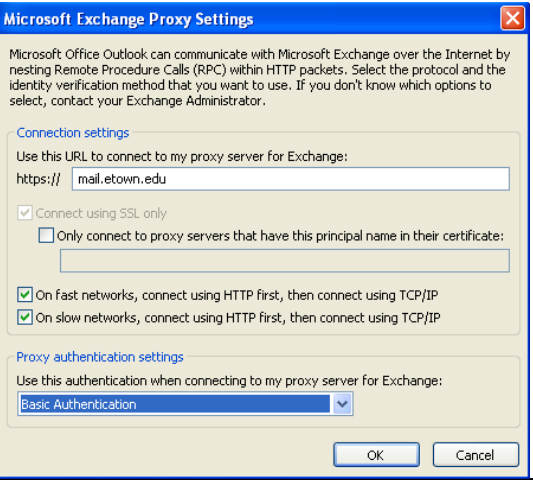
Click More Settings...

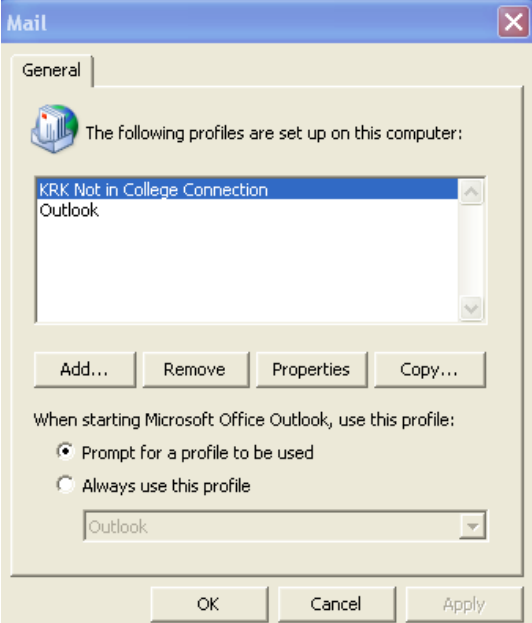
11.

Click Advanced tab  
Check all three boxes  
Use Cached Exchange Mode

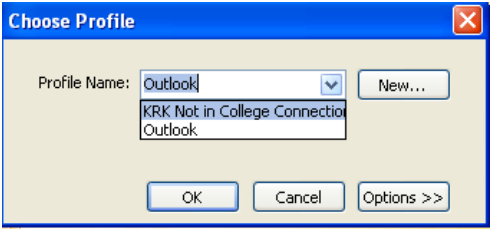


The screenshot shows the "Microsoft Exchange" dialog box with the "Advanced" tab selected. The "Mailboxes" section has an empty list box with "Add..." and "Remove" buttons. The "Cached Exchange Mode Settings" section has three checked checkboxes: "Use Cached Exchange Mode", "Download shared folders (excludes mail folders)", and "Download Public Folder Favorites". The "Mailbox Mode" section states "Outlook is running in Unicode mode against Microsoft Exchange." and has an "Offline Folder File Settings..." button. At the bottom are "OK", "Cancel", and "Apply" buttons.

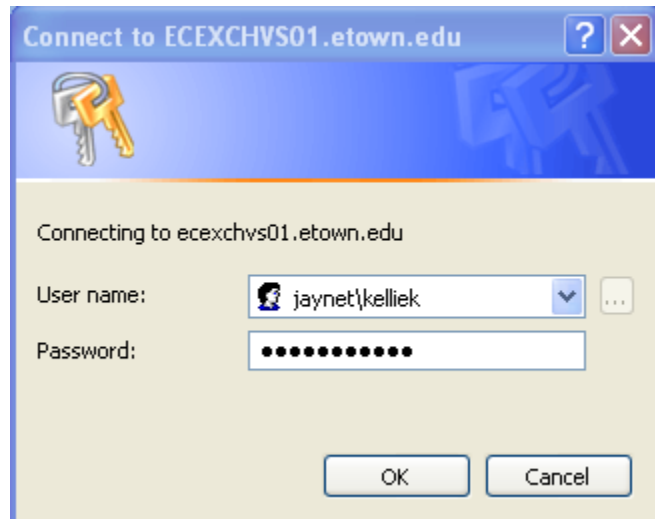
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|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 12. | <p>Click Connection tab<br/>Check Connect to Microsoft Exchange using HTTP</p>                                                                                                                                           |   |
| 13. | <p>Click Exchange Proxy Settings... button</p>                                                                                                                                                                           |                                                                                     |
| 14. | <p>On the Exchange Proxy Settings box, enter in the URL to connect to mail.etown.edu<br/>Select the boxes as shown<br/>For Proxy authentication settings, choose Basic Authentication in the drop down.<br/>Click OK</p> |  |
| 15. | <p>Click OK</p>                                                                                                                                                                                                          |                                                                                     |
| 16. | <p>Click Next&gt;</p>                                                                                                                                                                                                    |                                                                                     |
| 17. | <p>Click Finish</p>                                                                                                                                                                                                      |                                                                                     |

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|-----|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 18. | <p>Back in the Mail dialog box, you should have two profiles<br/>         Select Prompt for a profile to be used<br/>         Click OK</p> |  <p>The screenshot shows the 'Mail' dialog box with the 'General' tab selected. It displays a list of profiles: 'KRK Not in College Connection' and 'Outlook'. Below the list are buttons for 'Add...', 'Remove', 'Properties', and 'Copy...'. Underneath, there is a section 'When starting Microsoft Office Outlook, use this profile:' with two radio buttons: 'Prompt for a profile to be used' (which is selected) and 'Always use this profile'. A dropdown menu below shows 'Outlook' as the selected profile. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.</p> |
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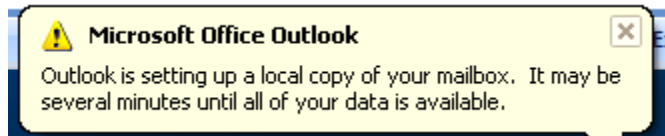
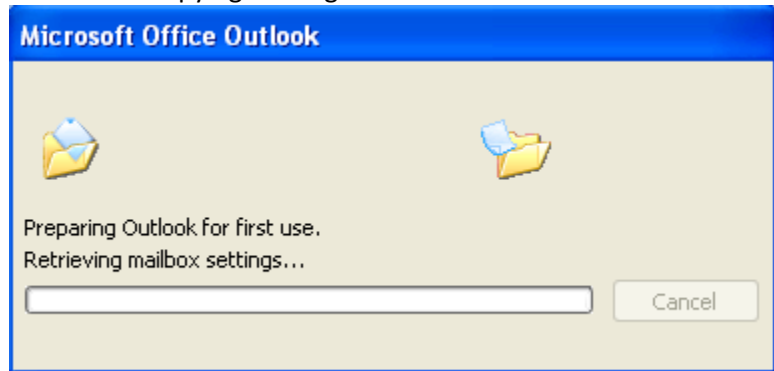
**Start Outlook**

|     |                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 19. | Start Outlook                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 20. | <p>Choose Profile<br/>         Not in College Connection<br/>         Choose when you are not connected via Ethernet cable at the college (hence Not in College Connection) but you have an internet connection<br/>         Outlook<br/>         Default Profile. Always listed first.<br/>         Use when you are at college and the laptop is docked.</p> |  <p>The screenshot shows the 'Choose Profile' dialog box. It has a 'Profile Name:' label followed by a dropdown menu currently showing 'Outlook'. Below the dropdown is a list of available profiles: 'KRK Not in College Connection' and 'Outlook'. To the right of the dropdown is a 'New...' button. At the bottom are 'OK', 'Cancel', and 'Options &gt;&gt;' buttons.</p> |
| 21. | Click OK                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

22. In the User name box, type JAYNET\username  
In the Password box, type your email password  
Click OK



23. The first time you use this profile, you will note a message about preparing Outlook for first use and then another message appears about copying messages. Just let it run.



24. Outlook opens