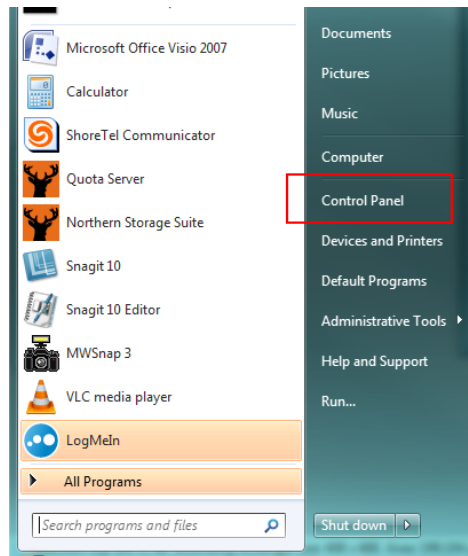


Configure Outlook 2010 to work over HTTPs using RPC protocol

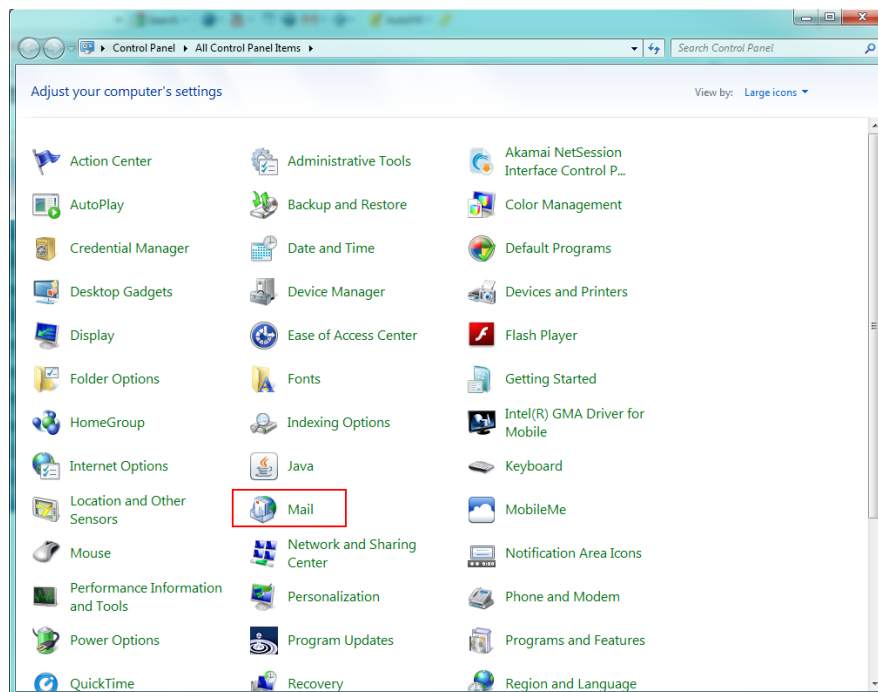
1. Click on the Microsoft Start Button



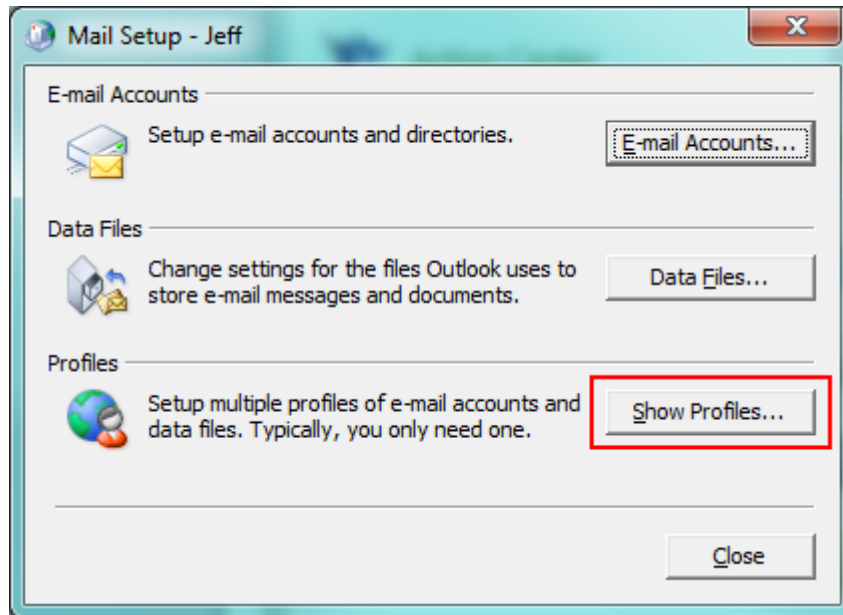
2. Select the control panel.



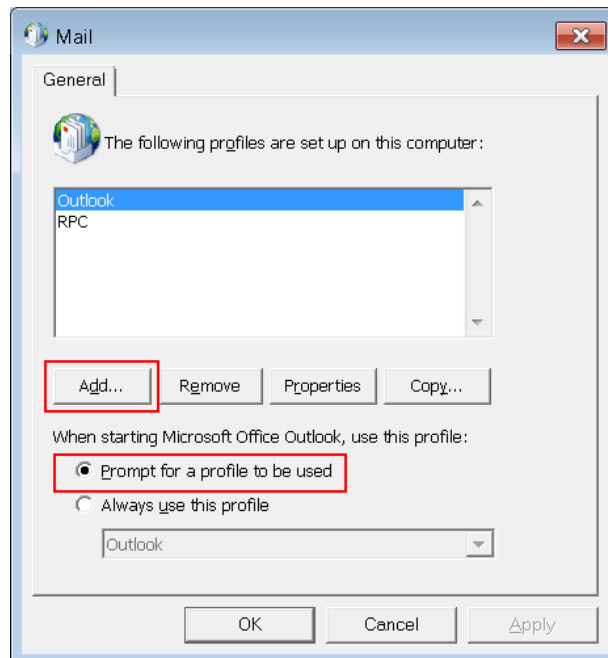
3. And open the Mail Setup – Outlook wizard



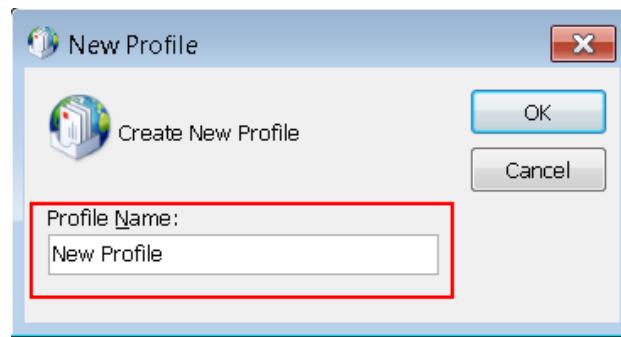
4. Click on **Show Profiles**.



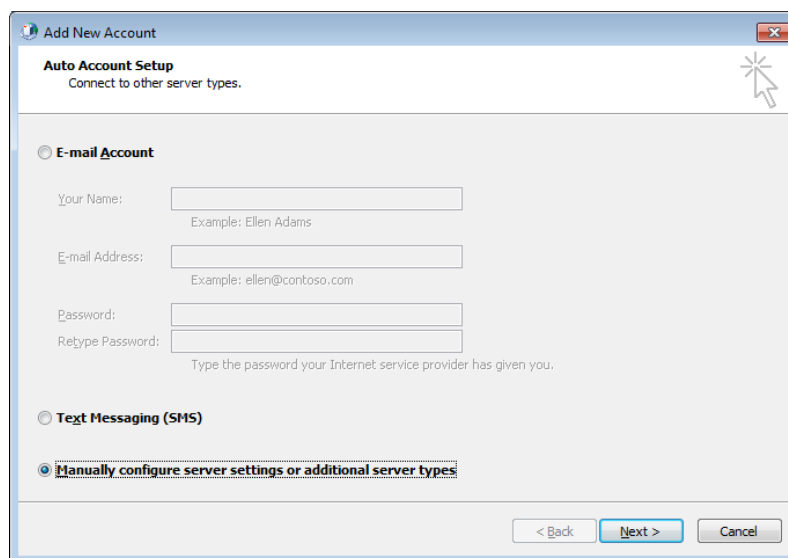
5. Then select the radio button for *Prompt for a profile to be used*. Then click on *Add* to create a new profile.



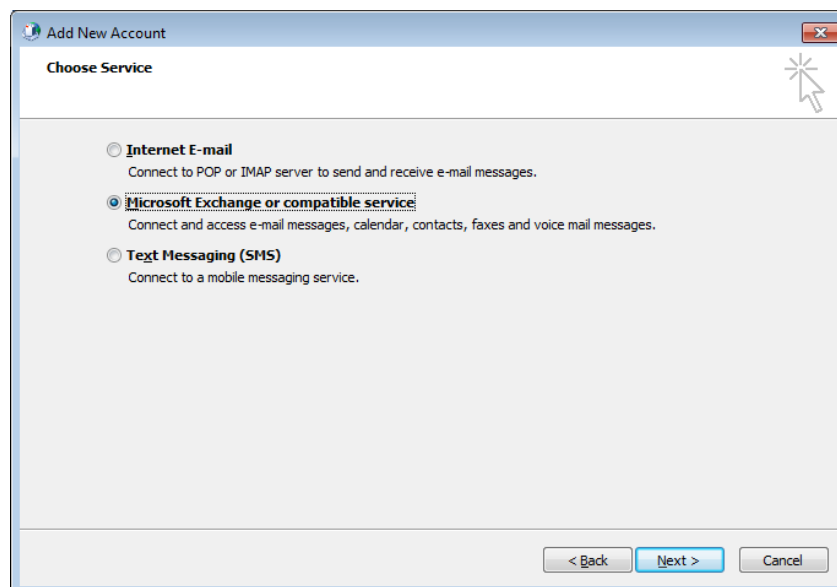
6. Enter a name for the new profile such as “username_roaming” and press OK.



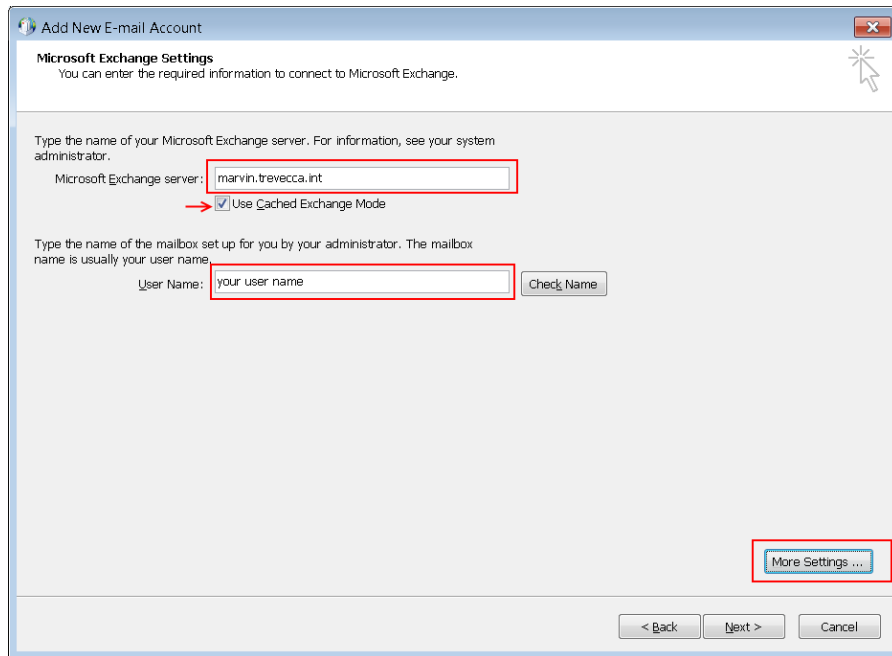
7. The Add New E-mail Account window should come up.



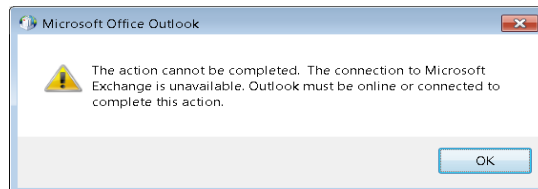
8. Click on “Manually configure server settings or additional server types” then click next. Select Microsoft Exchange on the next screen and click next.



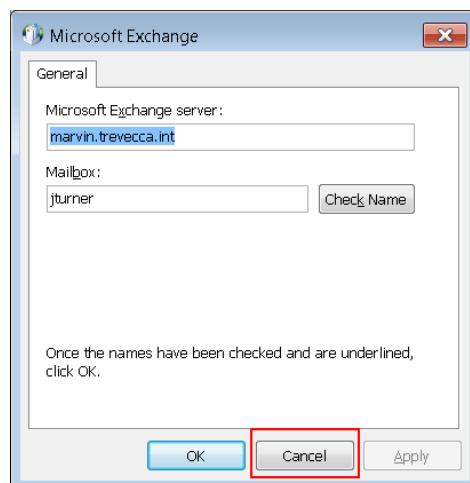
9. On the next screen enter the name of the Exchange server: **marvin.trevecca.int** and **your username**. Make sure there is a check in the box labeled *Use Cached Exchange Mode*.



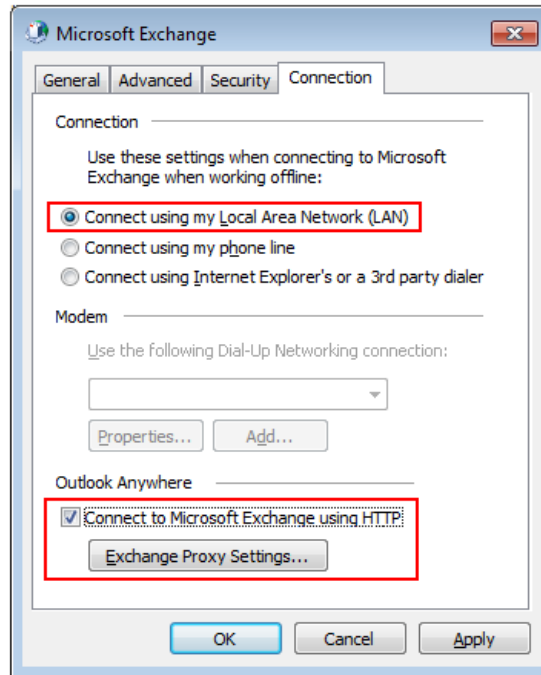
10. After you have entered the info click on *more settings*. You may receive the following error message. Press OK to continue. If you do not receive the error message go to step 12.



11. At the next screen select *cancel*.

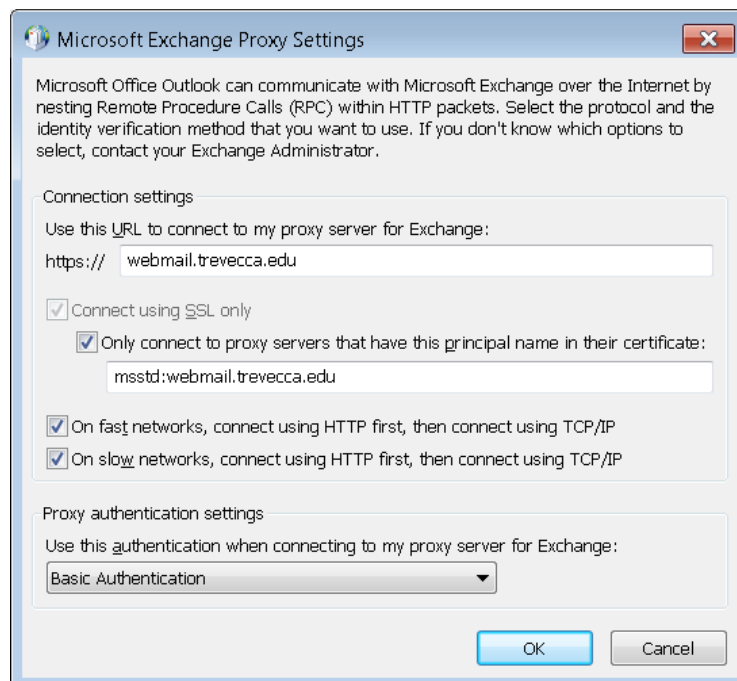


12. Now select the connection tab. Make sure the **radio button** for *Connect using my Local Area Network (LAN)* is selected. Also, check the box for *Connect to Microsoft Exchange using HTTP* and click on *Exchange Proxy Settings*.

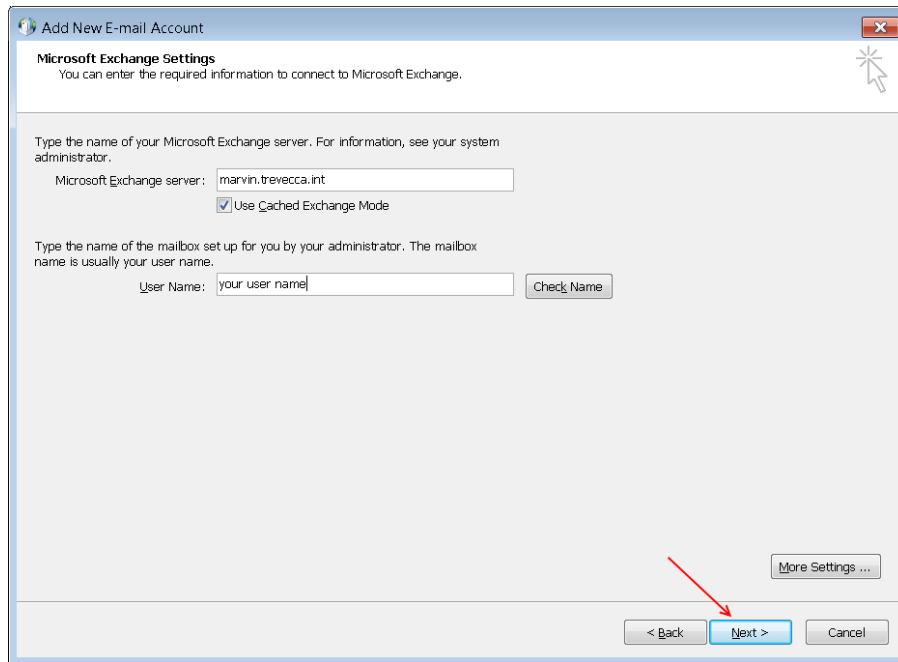


13. The Microsoft Exchange Proxy Settings window should come up. Check all the boxes on this screen and enter the following information. Make sure *Basic Authentication* is selected in the dropdown at the bottom.

- a. First box enter: **webmail.trevecca.edu**
- b. Second box enter: **msstd:webmail.trevecca.edu**



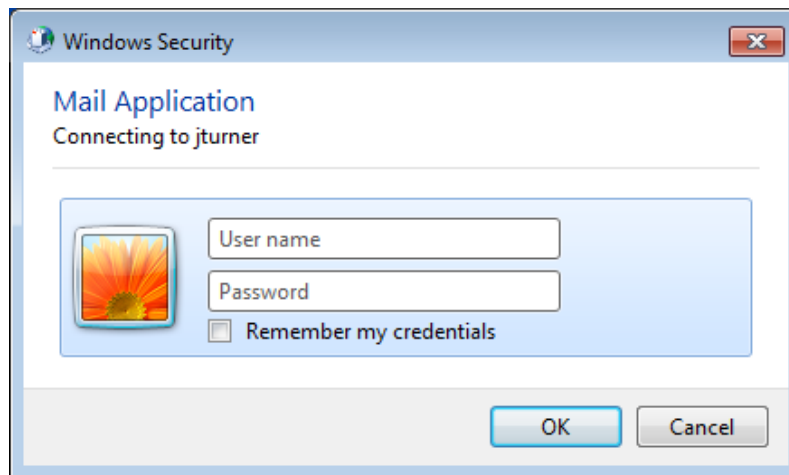
14. Click OK twice. You are back at the Add New Email Account screen.



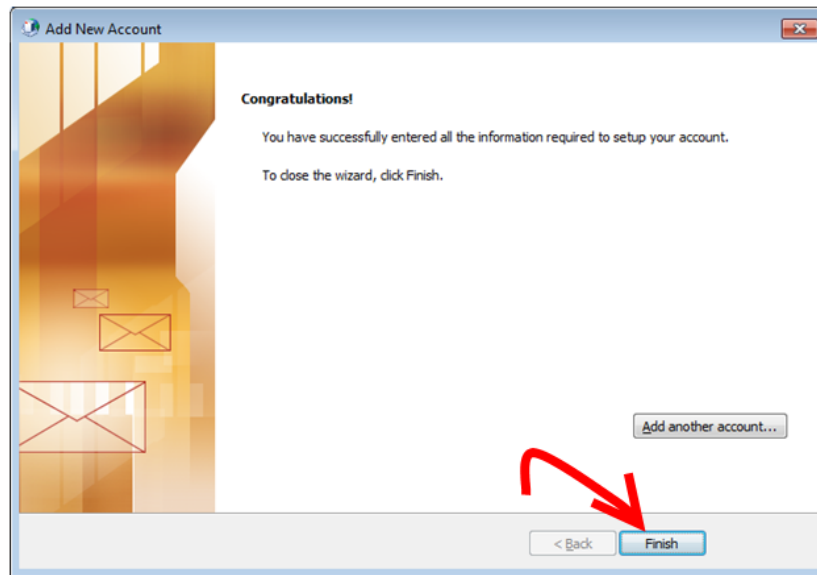
15. Select next.

16. You may be prompted with a Windows security screen. If so, enter the information as follows and click OK to continue.

- a. Username: **Garden\your user name**
- b. Password: **your password**



17. Select finish.



You can now open Outlook and select this profile to access your Trevecca email from anywhere.

If you experience any screens prompting for your username and password enter your username in the following format.

Garden\username