

Outlook 2003 Setup for Off-Campus Use

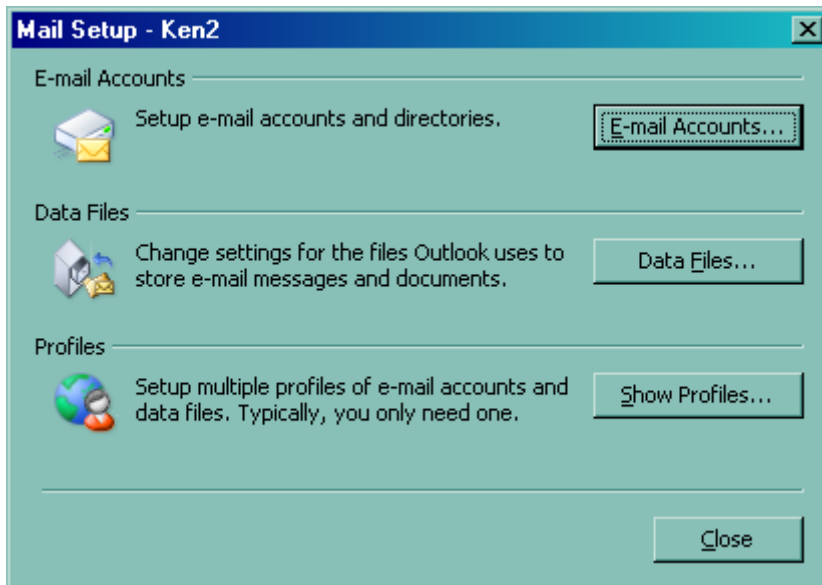
This setup procedure is for faculty and staff use of the Outlook program, via an Internet connection, when you are off-campus and not connected to the Pepperdine wireless or wired network using Virtual Private Network (VPN) software or the Remote Access Server (RAS). (Running Outlook on campus, connected to the Pepperdine network; or off-campus, through VPN or RAS is faster and does not put any load on the network server used by people who are running Outlook using this setup.)

PLEASE NOTE: Only use the profile you are about to create when you are off-campus and want to run Outlook outside of VPN or RAS. It is slower than your regular Outlook profile.

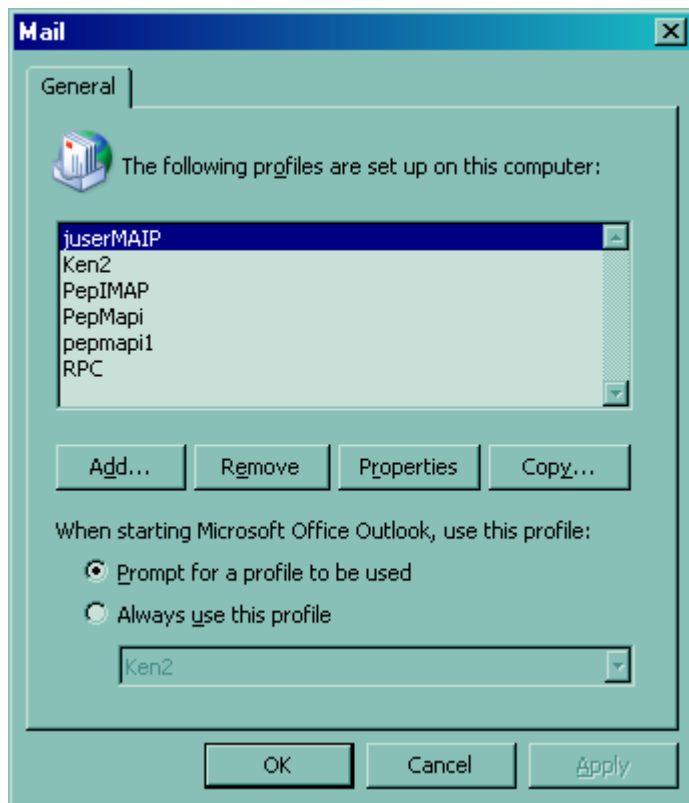
On the computer where Outlook is installed, click **Start**, and then click **Control Panel**.

In **Control Panel**, perform one of the following tasks:

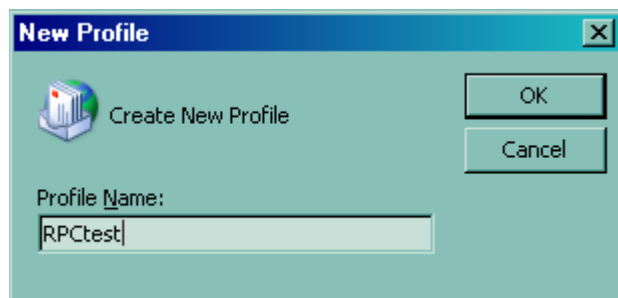
- If you are using **Category View, in the left pane**, under **See Also**, click **Other Control Panel Options**, and then click **Mail**.
- If you are using **Classic View**, double-click **Mail**.



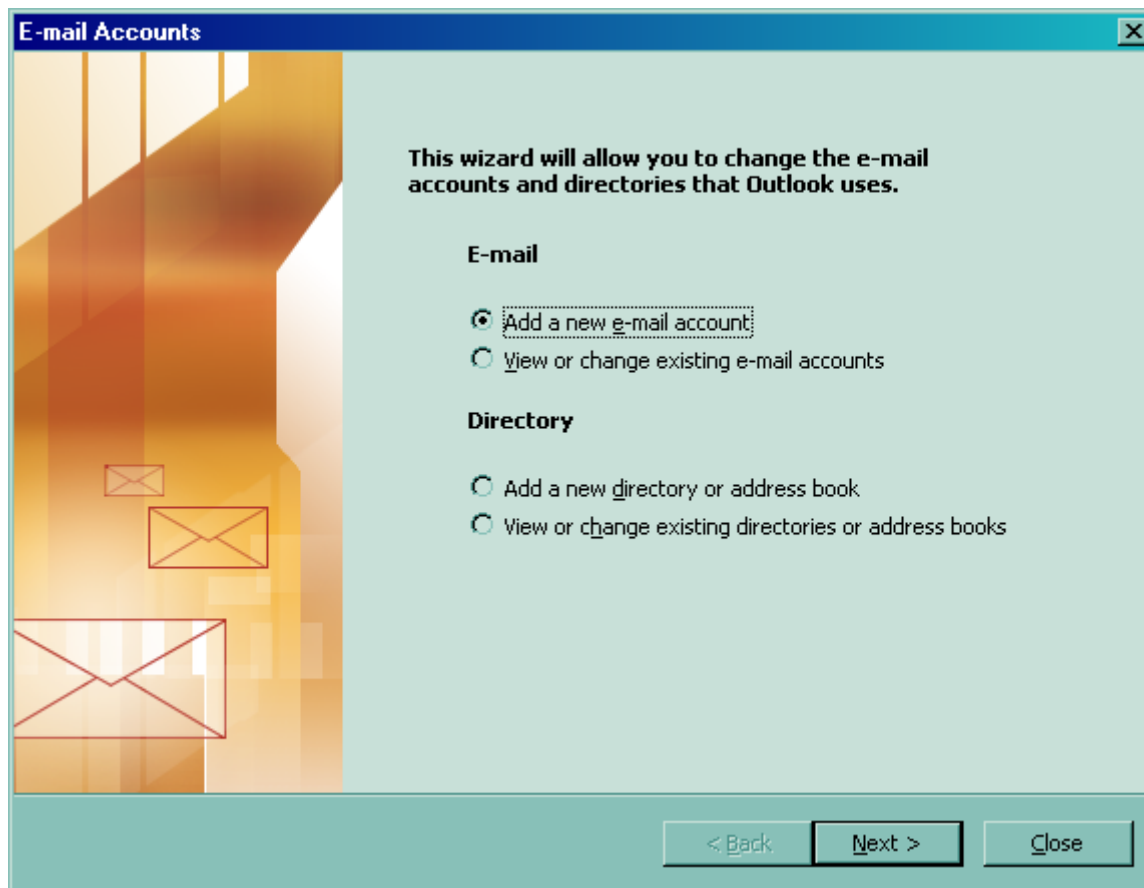
Click the **Show Profiles . . .** button.



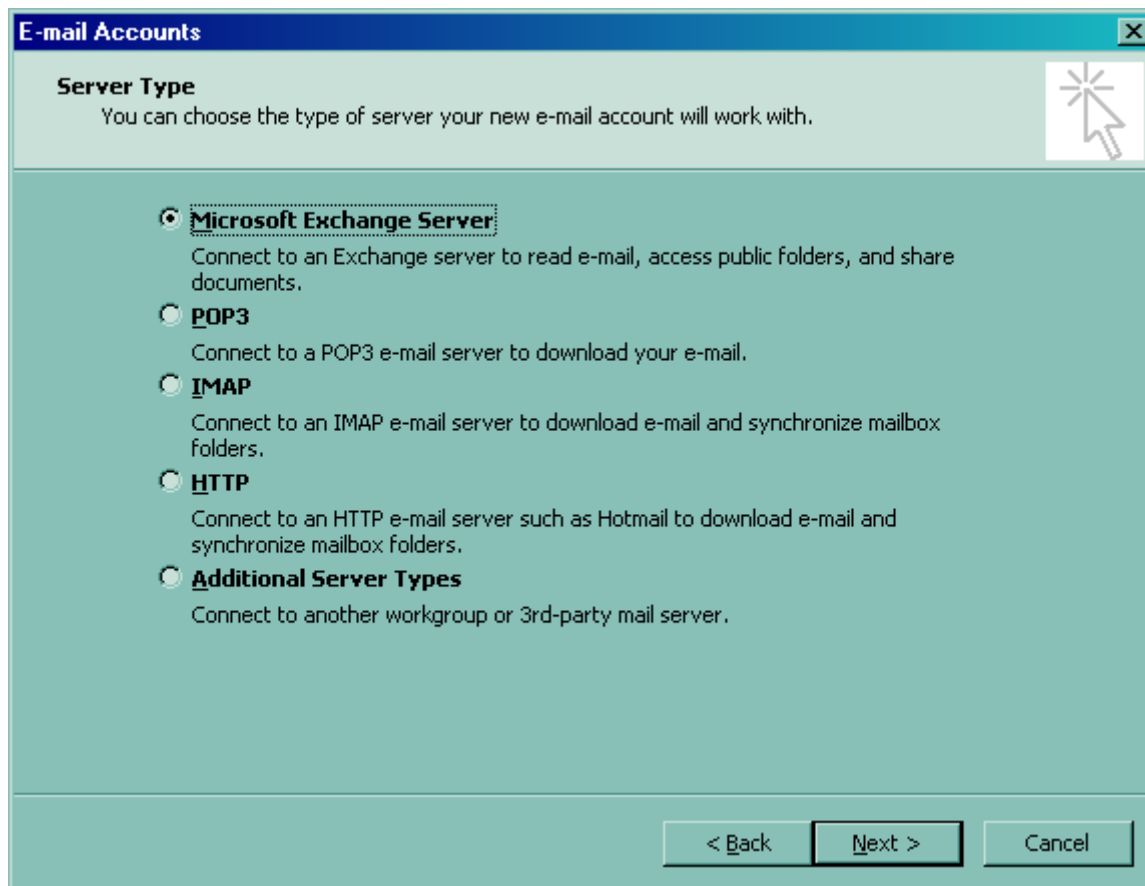
Click the **Add . . .** button.



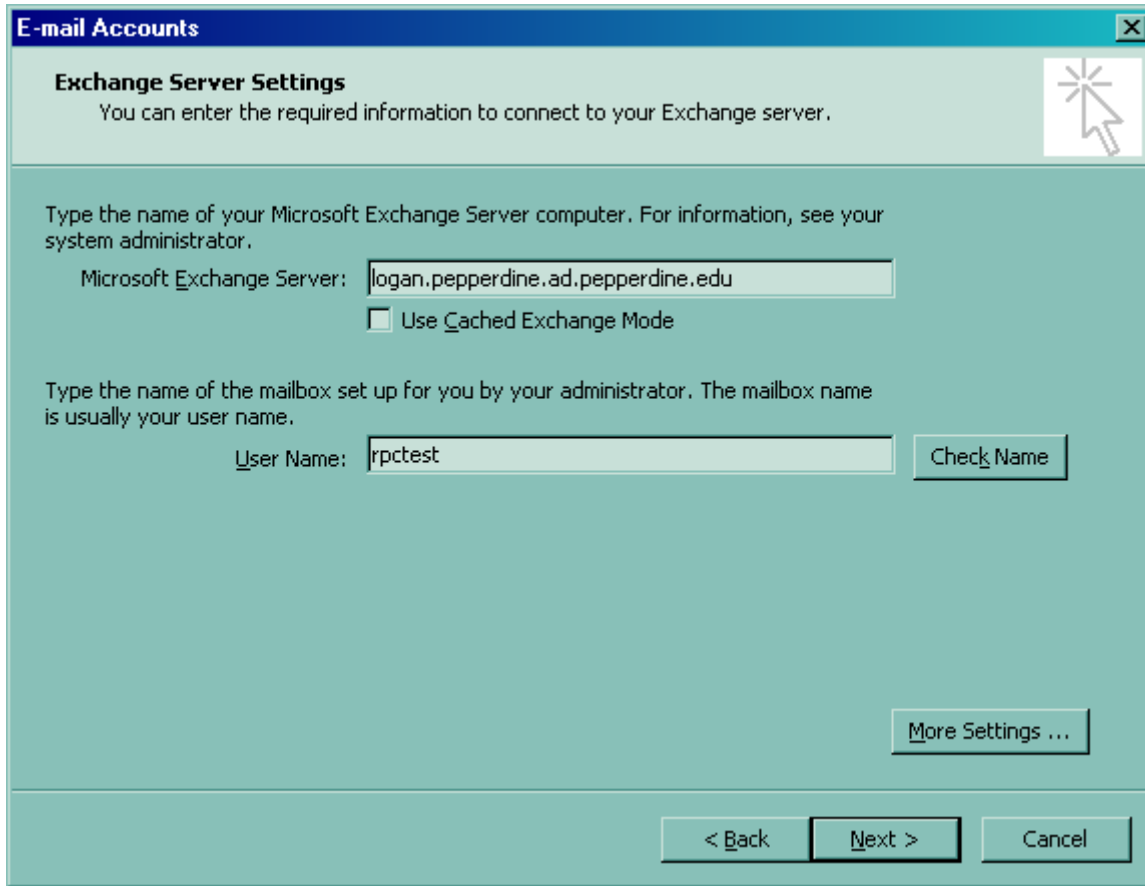
Type a name for this profile in the **Profile Name:** box. Click the **OK** button.



Choose **Add a new e-mail account**. Click the **Next** button.

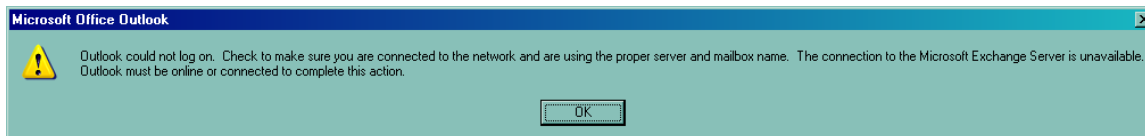


Choose **Microsoft Exchange Server**. Click the **Next** button.



On the E-mail Accounts window, do the following:

- In the **Microsoft Exchange Server:** box, type *logan.pepperdine.ad.pepperdine.edu*.
- Remove the checkmark from the **Use Cached Exchange Mode** box.
- In the **User Name:** box, type your Network User ID.
- Click the **More Settings . . .** button.

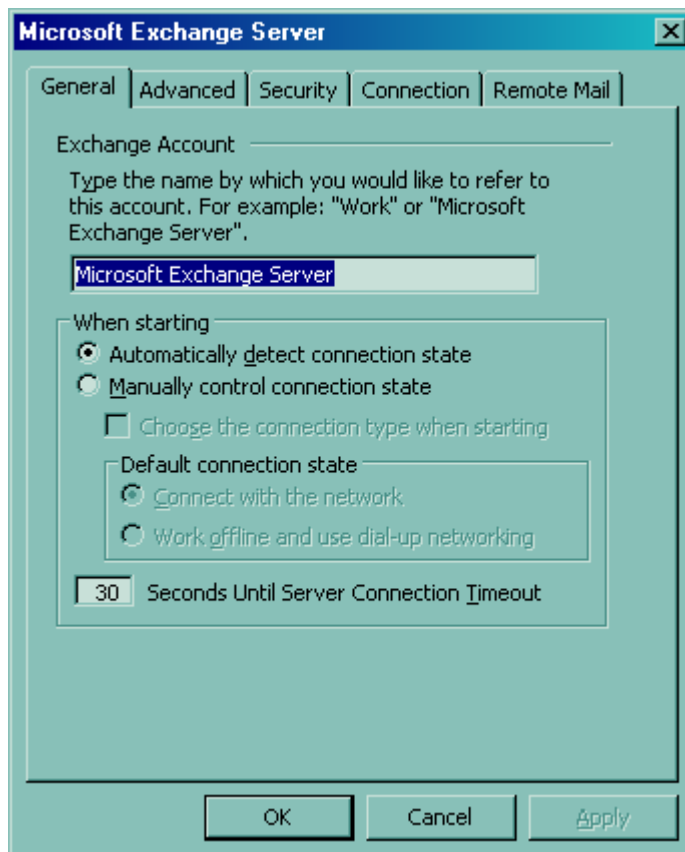


Wait for ~ 30 seconds and the above dialog box will appear. Click the **OK** button.

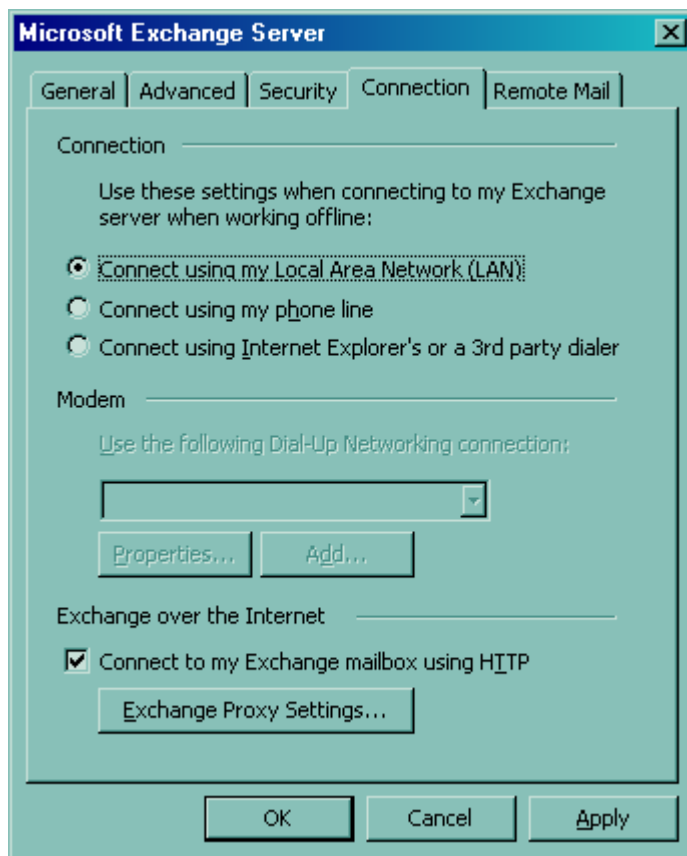
PLEASE NOTE: If you are performing this setup routine while on campus and connected to the Pepperdine network, you will not receive the above Microsoft Office Outlook message, nor the next Microsoft Exchange Server window.



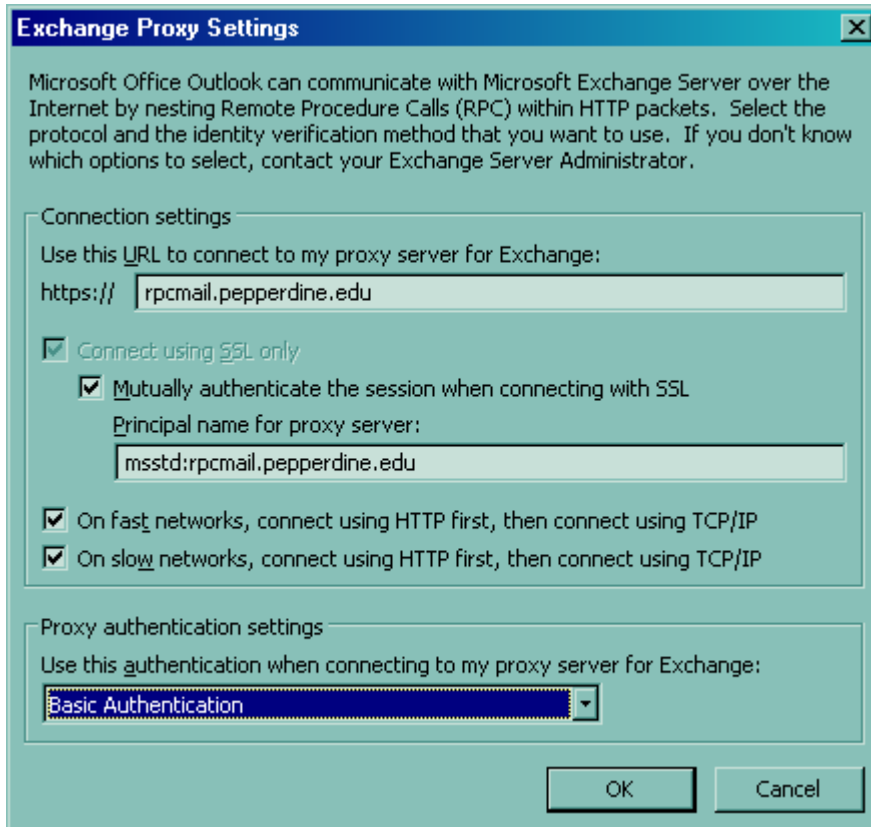
Click the **Cancel** button.



Click the **Connection** tab.

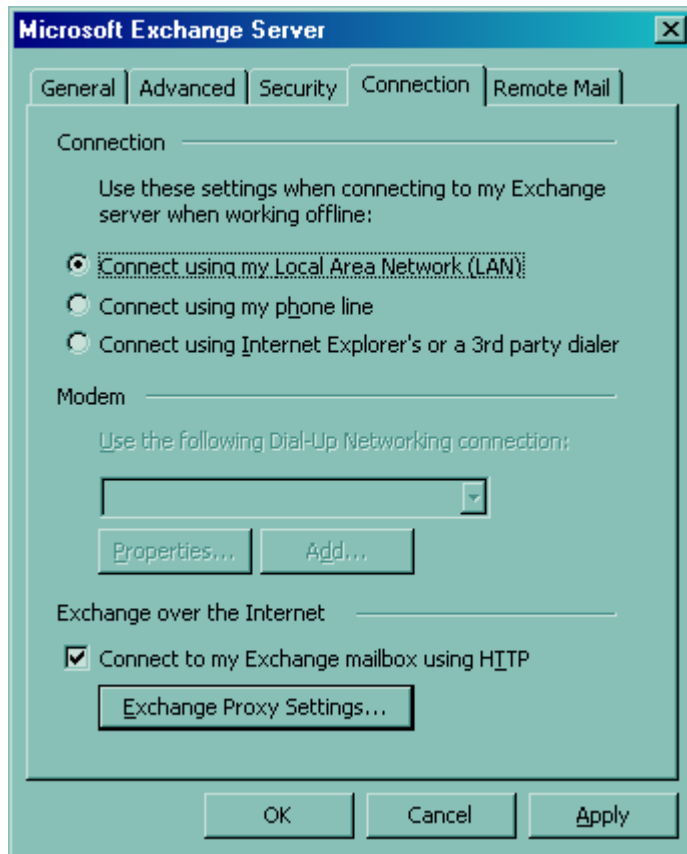


Place a check in the **Connect to my Exchange mailbox using HTTP** box. Click the **Exchange Proxy Settings . . .** button.



On the Exchange Proxy Settings window, do the following:

- Type *rpcmail.pepperdine.edu* in the **Use this URL to connect to my proxy server for Exchange:** box.
- Place a check in the **Mutually authenticate the session when connecting with SSL** box.
- Type *msstd:rpcmail.pepperdine.edu* in the **Principal name for proxy server:** box.
- Place a check mark in the **On fast networks, connect using HTTP first, then connect using TCP/IP** box.
- Use the drop down arrow to select **Basic Authentication** in the **Use this authentication when connecting to my proxy server for Exchange:** box.
- Click the **OK** button.



Click the **OK** button.

E-mail Accounts

Exchange Server Settings
You can enter the required information to connect to your Exchange server.

Type the name of your Microsoft Exchange Server computer. For information, see your system administrator.

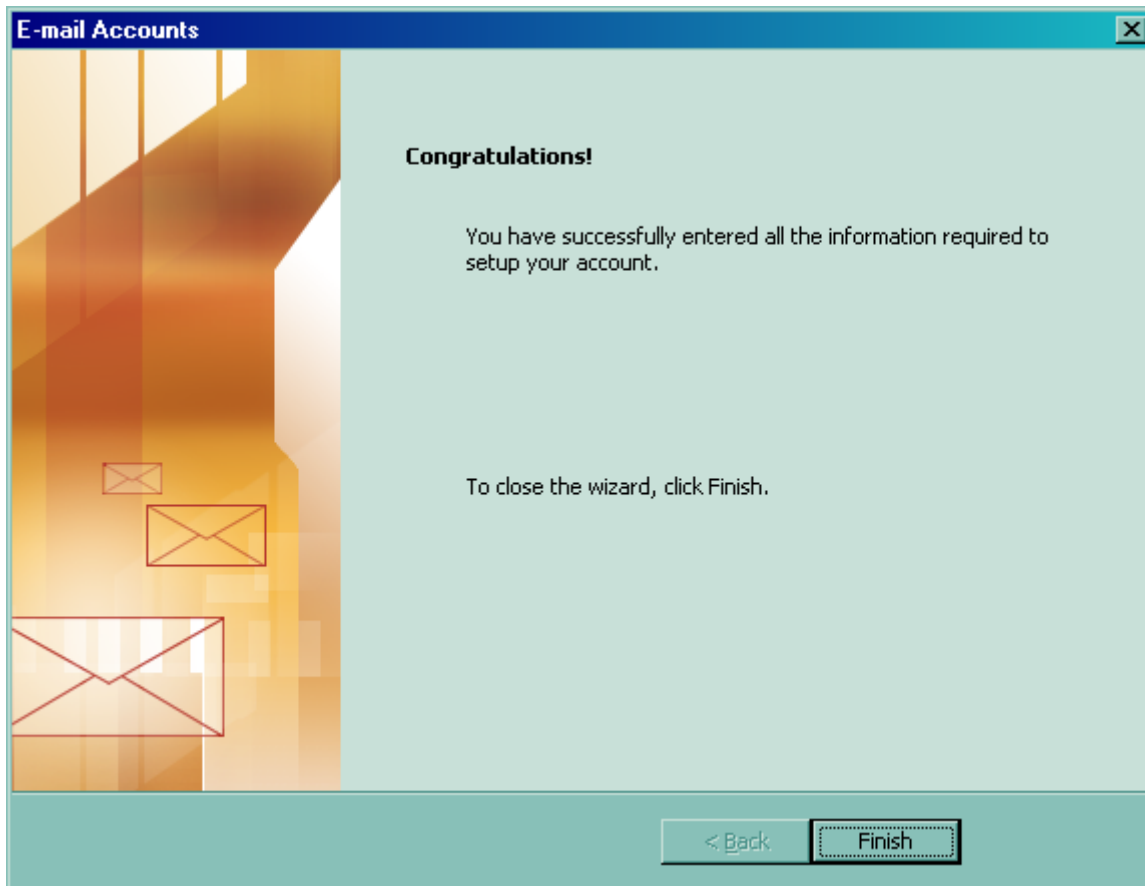
Microsoft Exchange Server:

Use Cached Exchange Mode

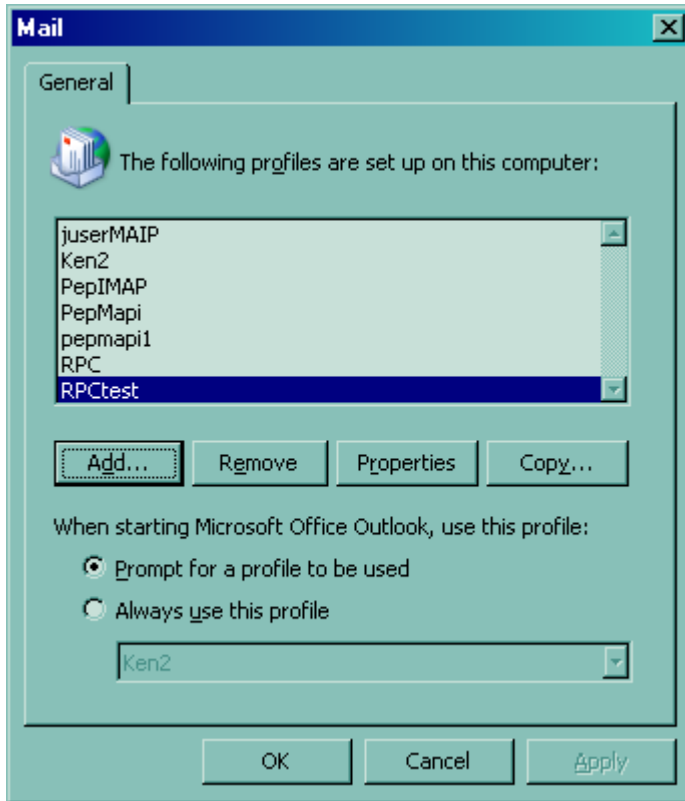
Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name:

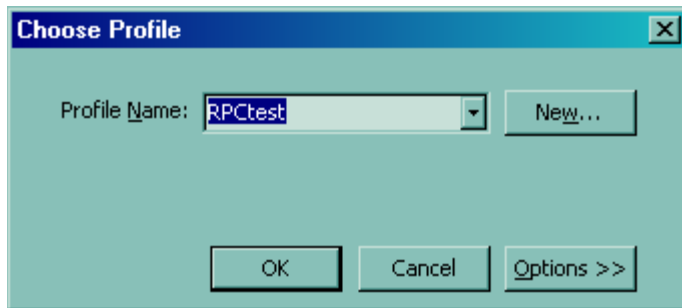
Click the **Next** button.



Click the **Finish** button.

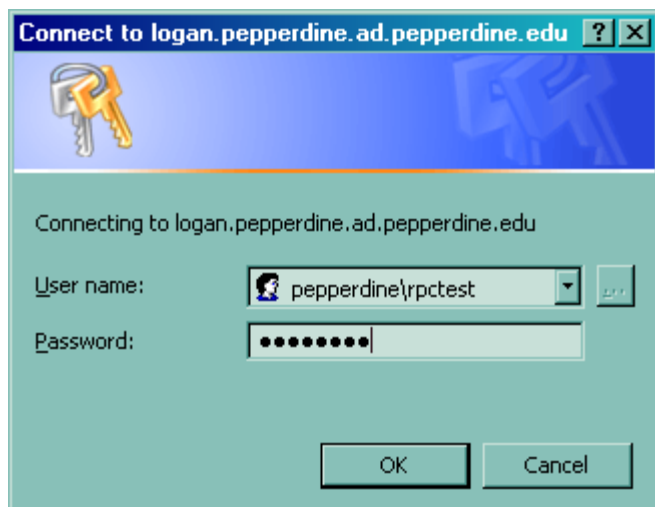


Select **Prompt for a profile to be used**. Click the **OK** button.
At this point, you may also close the **Control Panel** window.



Start Outlook. When the **Choose Profile** dialog box appears, use the drop down arrow to select the profile you just created in the **Profile Name:** box. Click the **OK** button.

PLEASE NOTE: Only use this new profile when you are off-campus and want to run Outlook outside of VPN or RAS. It is slower than your regular Outlook profile.



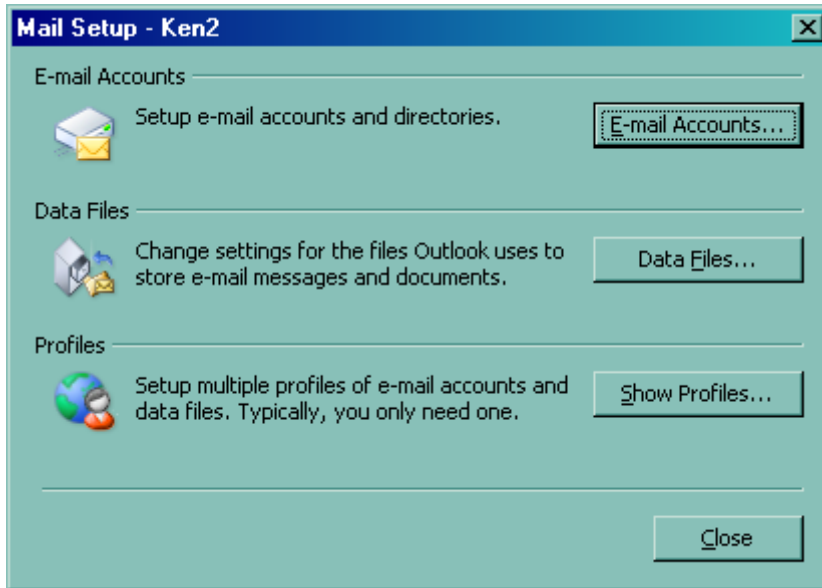
Type your user name in the form Domain\UserID in the **User name:** box. Type your network password in the **Password:** box. Click the **OK** button.

Outlook should now open and connect with your Exchange mailbox. It may take some time to open where you can see your mail; be patient. When Outlook has finished opening your mailbox, close Outlook.

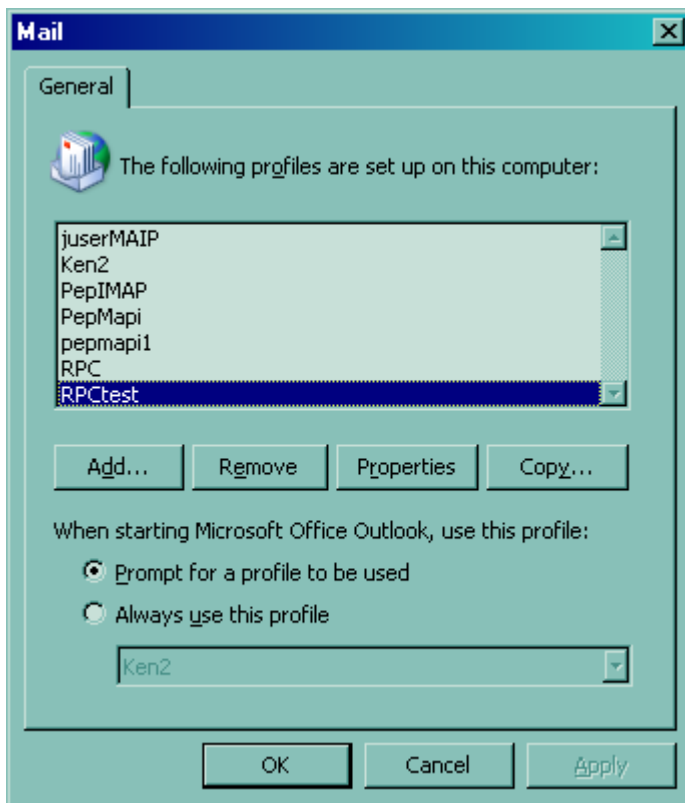
On the computer where Outlook is installed, click **Start**, and then click **Control Panel**.

In **Control Panel**, perform one of the following tasks:

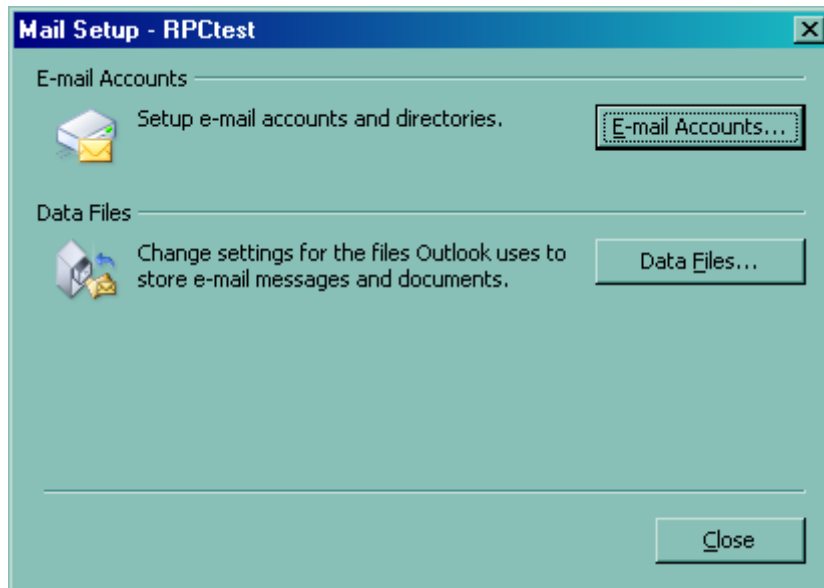
- If you are using **Category View**, in the left pane, under **See Also**, click **Other Control Panel Options**, and then click **Mail**.
- If you are using **Classic View**, double-click **Mail**.



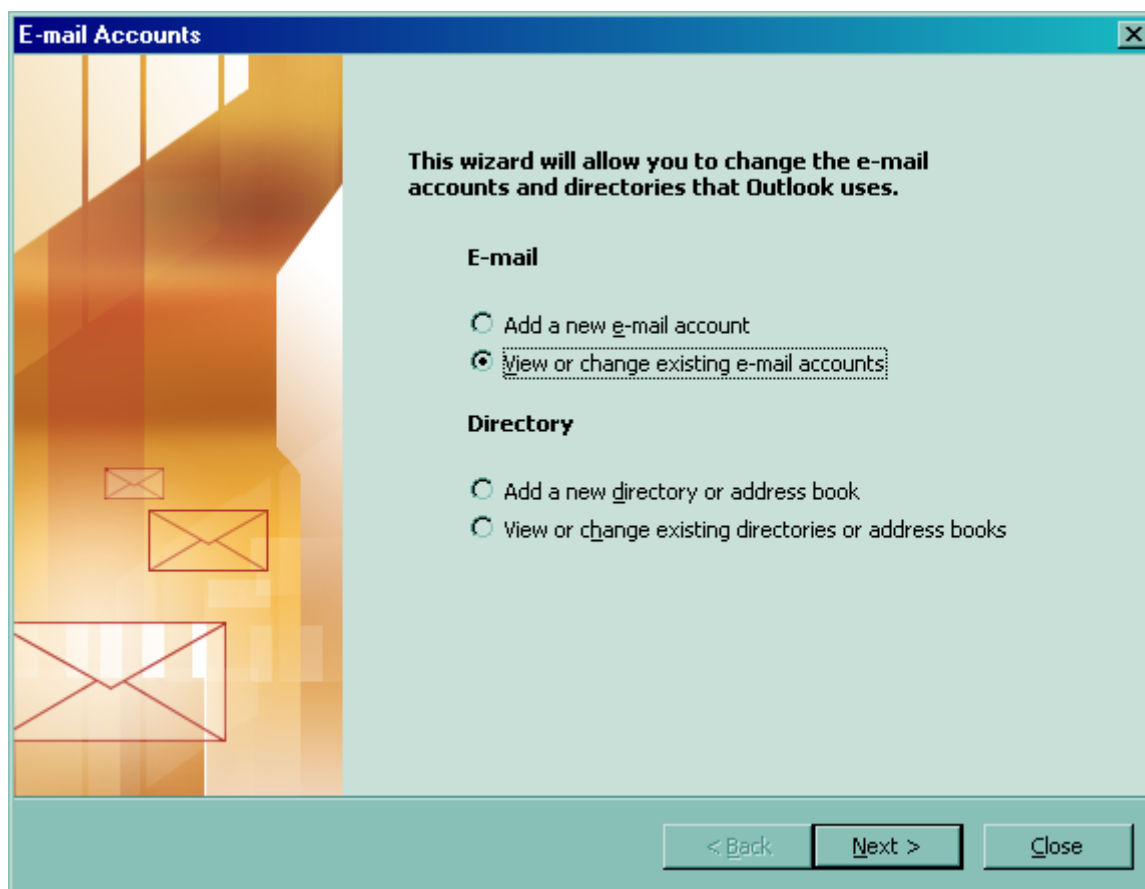
Click the **Show Profiles . . .** button.



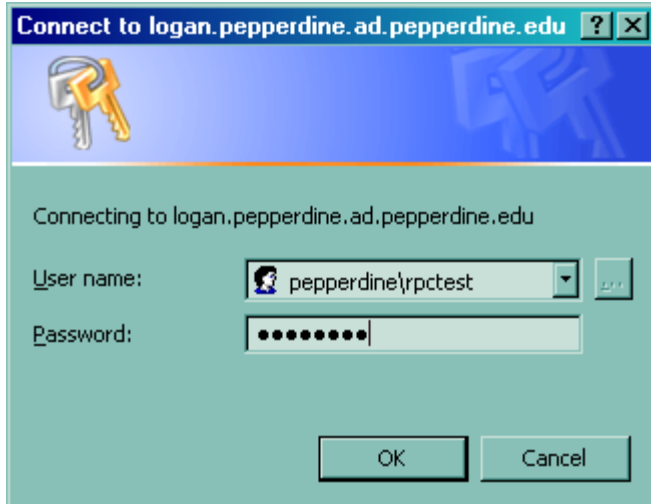
Select the profile name you created earlier in **The following profiles are set up on this computer:** box. Click the **Properties** button.



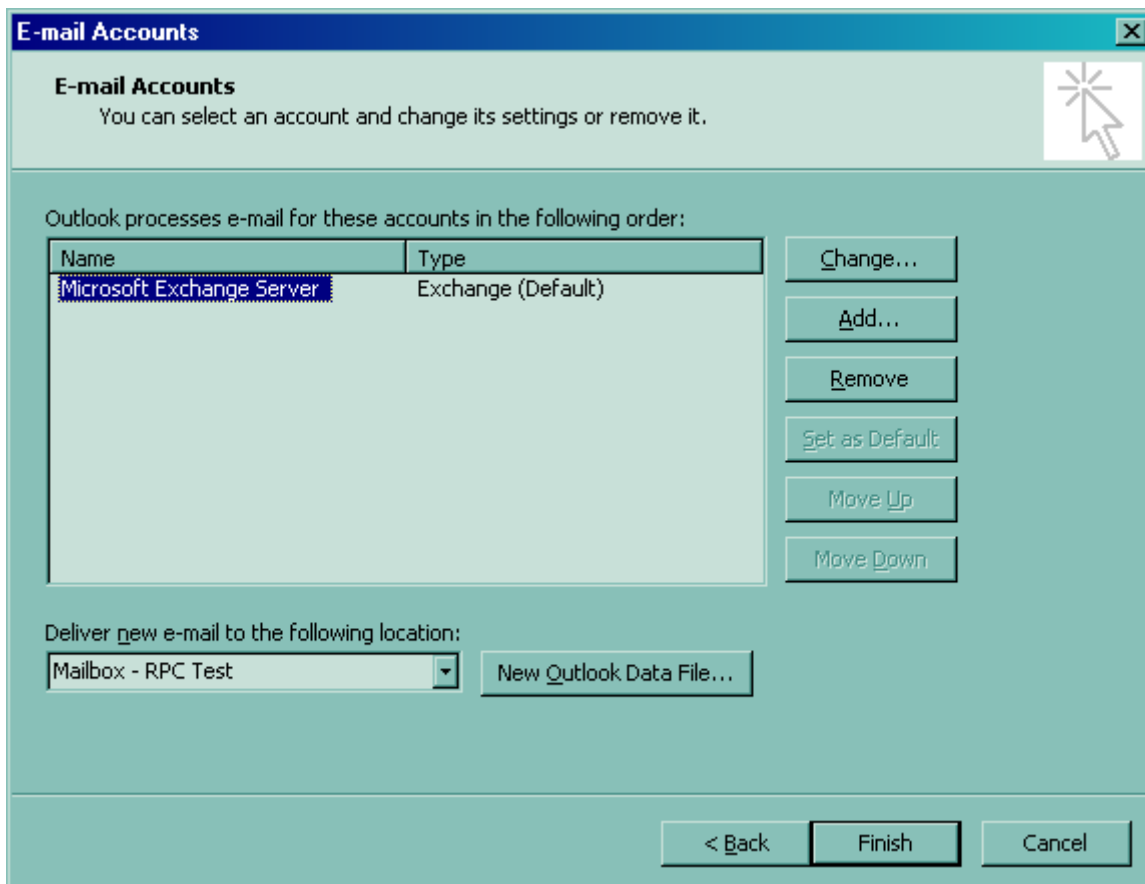
Click the **E-mail Accounts . . .** button.



Select **View or change existing e-mail accounts**. Click the **Next** button.



Type your user name in the form Domain\UserID in the **User name:** box. Type your network password in the **Password:** box. Click the **OK** button.



Select **Microsoft Exchange Server** in the **Outlook processes e-mail for these accounts in the following order:** then click the **Change** button.

E-mail Accounts

Exchange Server Settings
You can enter the required information to connect to your Exchange server.

Type the name of your Microsoft Exchange Server computer. For information, see your system administrator.

Microsoft Exchange Server:

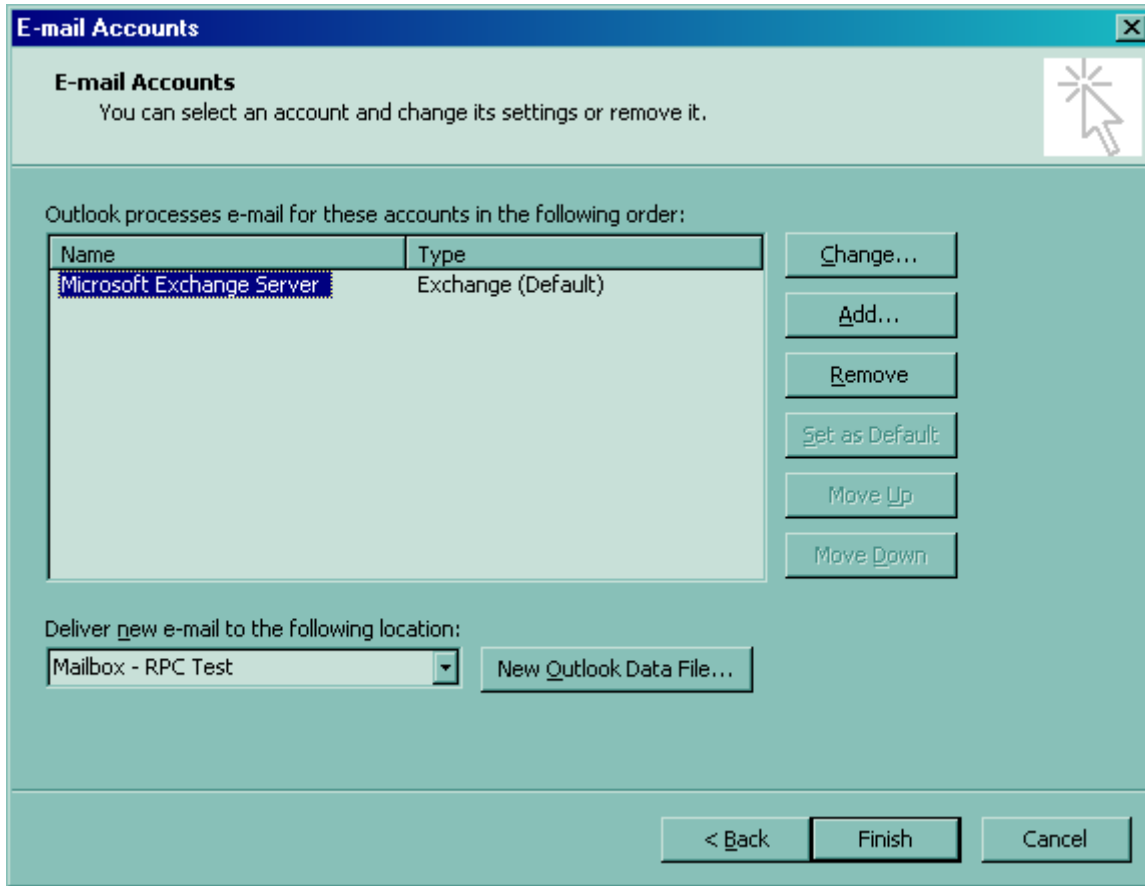
Use Cached Exchange Mode

Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

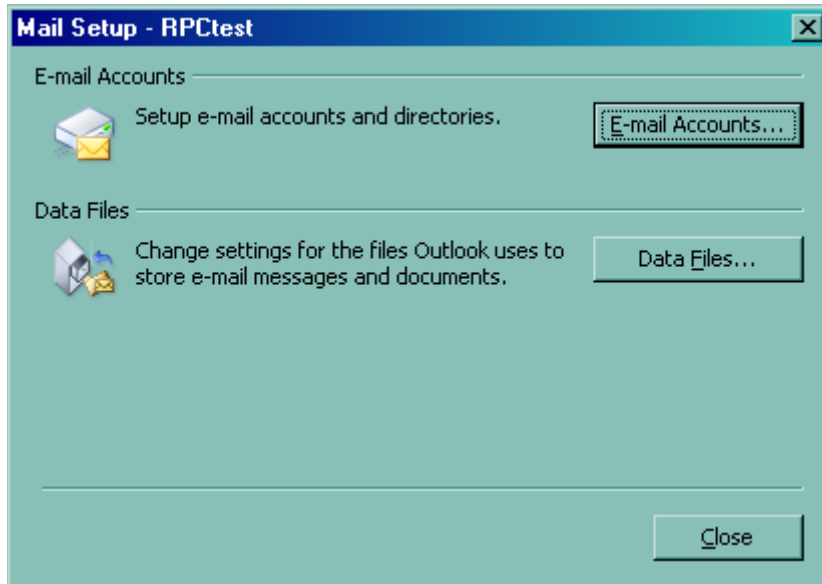
User Name:

Place a check mark in the **Use Cached Exchange Mode** box. Click the **Next** button.

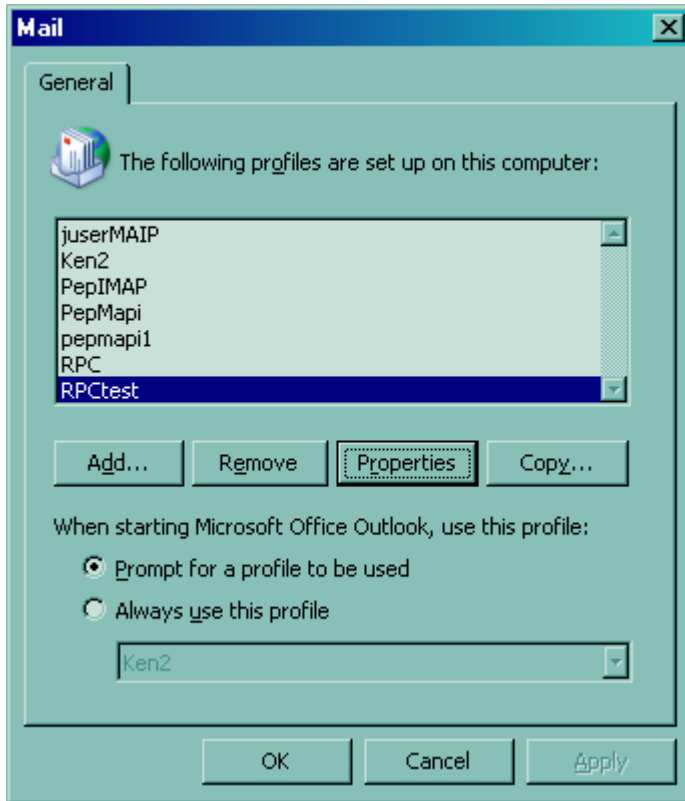
PLEASE NOTE: The use of Cached Exchange Mode makes Outlook run faster because it stores a synchronized copy of your mailbox on your computer. Outlook automatically synchronizes your cached mailbox with your mailbox on the server.



Click the **Finish** button.



Click the **Close** button.



Click the **OK** button.

You are now done setting up this Outlook profile. It will work just like you are on campus except that every time you open Outlook, you will need to enter your user name and password and it will be slower than on campus as your connection is over a slower network connection (the Internet) than you would have on campus.

The First Time You Run Outlook after this Setup

Outlook needs to set up a local copy of your mailbox which can take several minutes to make all of your mailbox entries available.

To See Outlook Personal Folders

If you have Outlook Personal Folders that you want to see using this newly setup version of Outlook, follow these steps:

1. While running your old, regular version of Outlook (when connected to the Pepperdine network):
 - a. Right-click on your **Personal Folders** folder in your Outlook **Folder List**.
 - b. Choose **Properties**; then **Advanced...**; and make note of the path in the **Filename** box.
2. While running your newly set-up version of Outlook:
 - a. Choose **File > Open > Outlook Data Files...**; and
 - b. Use the path from step 1.b. above to navigate to your Personal Folders .pst file.