

## Configuring Outlook 2007 for the first time

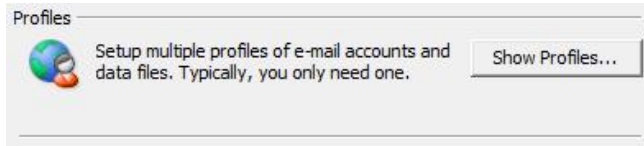
1. Prerequisite steps:
  - a. Make certain that you have requested a mailbox on the Exchange server or that one has been requested on your behalf.
  - b. Verify or set your forward by clicking here: [Web-Based forwarding link](#). If your forward is not already set to `<rcsid>@win.rpi.edu` follow the instructions for doing so on this page.

To change the forward of your email, enter the destination address in the box below and click the *Set New Forward* button. To remove the current forward, click the *Remove Current Forward* button.

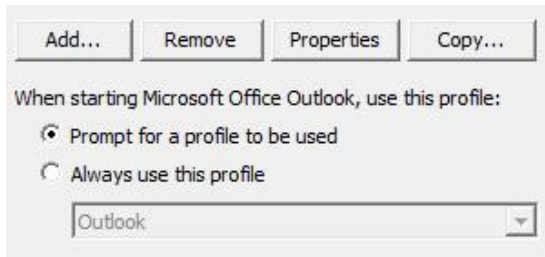
2. Once your forward and mailbox have been verified, open the control panel in Windows and click on the mail icon to open it.



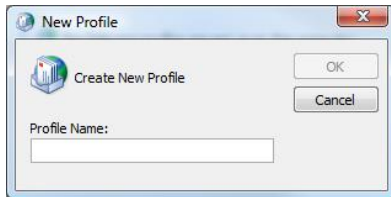
- a. If the category view is enabled in control panel, select "Switch to Classic View" to display the mail icon.
3. Click on "Show Profiles."



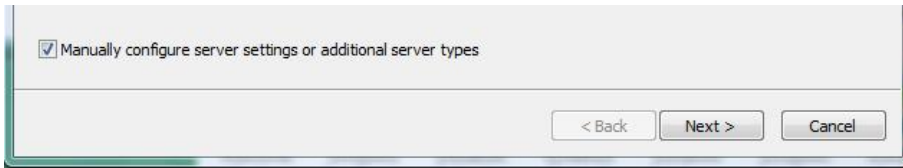
4. If an existing profile is listed, remove the old profile or assure that you select the option for Outlook to "Prompt for profile to be used."
5. Select "Add."



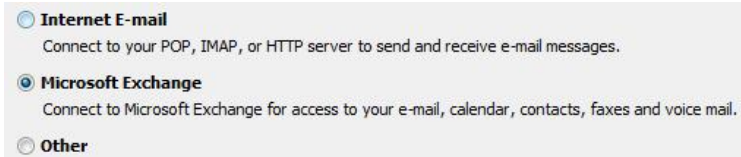
6. Enter the name for the new profile and click "OK".



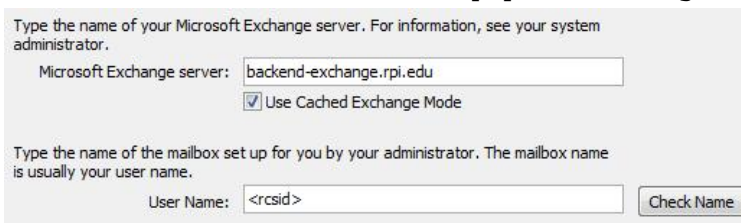
7. Select "Manually configure server settings..." And click "Next"



8. For E-mail service type, select "Microsoft Exchange" and click "Next."



9. Enter the following Microsoft Exchange Settings:
- a. Exchange Server: backend-exchange.rpi.edu.
  - b. Assure Cached Mode is selected.
  - c. User Name: <YourRCSID>.
10. Click on "Check Name" to verify your settings.



11. If prompted, enter your domain credentials as follows:
- a. User Name: win\<rmsgid>
  - b. Password: <yourpassword>



12. Click "OK," "Next," and then "Finish"

13. Your Exchange/Outlook e-mail should now be configured correctly.