Outlook 2003 Setup – Off-Campus

Outlook 2003 allows you to setup a connection to your email as if you were on the network without using the VPN Client. To do this, please follow the below instructions.

1. In a new installation of Outlook 2003 (or after deleting the existing profile), right click on the Outlook 2003 icon on the desktop (or Startup menu) and click on Properties. Click on the E-mail Accounts button:

![Mail Setup - Outlook](image)

2. In the next screen, check the “Add a new e-mail account” button and click next:

![E-mail Accounts](image)
3. Select Microsoft Exchange Server as below and click next:

![Microsoft Exchange Server selection screen]

4. For Microsoft Exchange Server, type `exchangemail.campus.rivier.edu`.

![Exchange Server settings screen]

Make sure Cached Exchange Mode is NOT checked. For User Name, type in your username (ie. bschleifer). Do not click the check name button. Click on More Settings.
If it asks you to enter a username and password, click on cancel. In some cases, you may have to do this more than once, however, at this point, any request for username and password should be cancelled.

5. When the next screen appears, click on the Connection tab.

![Microsoft Exchange Server window](Image)

Make sure that Connect using my LAN is checked and then check Connect to my Exchange mailbox using HTTP. Then click on Exchange Proxy Settings (click cancel if asked for username and password).

6. For Proxy Settings, type **email.rivier.edu** into the first text box (right after https://). Make sure that the Mutually authenticate check box is unchecked. Check both boxes for On fast Networks. . . and On slow networks. . . For Proxy authentication settings, select Basic Authentication. Then click OK.
7. On the final screen, click Finish

8. This completes the setup. Click on the Outlook icon and log on using your username and password.