TOPIC: Setup Outlook as Your Email Client Software
Operating System: Windows XP
Software: MS Outlook 2003, 2007

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Setup for Outlook 2007
1. Goto Start > Control Panel
2. If you see Switch to Classic View on the top left bar, click on it (see image below for Classic View). Otherwise continue to the next step.

3. Double click the Mail icon
4. Click the *Show Profiles* button

5. Select the option to *Prompt for a profile to be used*

6. Click *Add* button

7. Type your *Profile name* (E.g. First Last name), and click *Ok*
8. Check the **Manually configure server settings or additional server types** box, and click **Next**

9. Select **Microsoft Exchange**, and click **Next**
10. In the Microsoft Exchange Server box, type: dop.hawaii.edu
11. Uncheck the Use Cached Exchange Mode box
12. In the User Name box, type your DOP username
13. Click More Settings > Connection tab
14. Check the Connect to my Exchange mailbox using HTTP box
15. Click on Exchange Proxy Settings
a. Enter dop.hawaii.edu in the top box
b. Check the Mutually authenticate the session when connecting with SSL box
c. Enter msstd:dop.hawaii.edu in the middle box
d. Check the On fast networks, connect using HTTP first, then connect using TCP/IP box
e. Select Basic Authentication from the drop down list
f. Click Ok, Ok

16. Click Next

17. You may be prompted to enter your user name, and password. If you do, enter your username with your full email address.

18. Click Finish to close the window

19. Click Ok to close the Mail window

20. Now, open Outlook, select your Profile name (as entered in step #7), and enter your username (full email address) and password.

**Setup for Outlook 2003**

1. Goto Start > Control Panel

2. If you see Switch to Classic View on the top left bar, click on it (see image below for Classic View). Otherwise continue to the next step.
3. Double click the Mail icon

4. Click the Show Profiles button

5. Select the option to Prompt for a profile to be used
6. Click Add button
7. Type your Profile name (E.g. First Last name), and click Ok
8. Select Add a new email account, and click Next
9. Select Microsoft Exchange Server, and click Next
10. In the Microsoft Exchange Server box, type: dop.hawaii.edu
11. Uncheck the Use Cached Exchange Mode box
12. In the User Name box, type your DOP username
13. Click More Settings > Connection tab
14. Check the **Connect to my Exchange mailbox using HTTP** box

15. Click on **Exchange Proxy Settings**

   a. Enter `dop.hawaii.edu` in the top box
   b. Check the **Mutually authenticate the session when connecting with SSL** box
   c. Enter `msstd:dop.hawaii.edu` in the middle box
   d. Check the **On fast networks, connect using HTTP first, then connect using TCP/IP** box
   e. Select **Basic Authentication** from the drop down list
   f. Click Ok, Ok

16. Click **Next**

17. You may be prompted to enter your user name, and password. If you do, enter your username with your full email address.
18. Click Finish to close the window
19. Click Ok to close the Mail window
20. Now, open Outlook, select your Profile name (as entered in step #7), and enter your username (full email address) and password.