

# Remote Access of Outlook/Exchange (RPC over HTTP)

**Note:** Before starting this process, make sure you have Microsoft Office 2003 with all the latest security patches installed. (RPC stands for Remote Procedure Call and HTTP is Hypertext Transfer Protocol (HTTP), the method used to transfer or convey information on the World Wide Web.)

1. Go to your **Control Panel** and double-click the **Mail** icon.



2. Your **Mail Setup** screen displays. Click **Show Profiles** (3rd button).



3. Your **Mail** screen displays. Highlight the **Outlook** profile and click **Add**.



4. On the **New Profile** screen, enter your **User Name** and press **OK**.

A Windows-style dialog box titled "New Profile" with a blue header bar and a red close button. The main area has a light beige background. On the left, there is a small icon of a folder with a green arrow pointing into it, followed by the text "Create New Profile". To the right of this are two buttons: "OK" and "Cancel". Below the "Create New Profile" text, there is a label "Profile Name:" followed by a text input field containing the text "User Name".

New Profile

Create New Profile

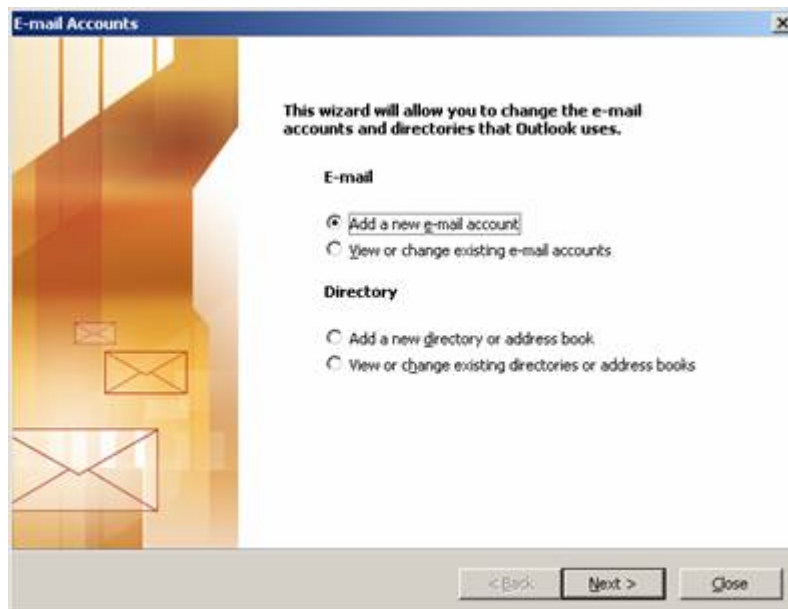
OK

Cancel

Profile Name:

User Name

5. When the **E-mail Accounts** wizard opens, select **Add new e-mail account** and click **Next**.

A wizard window titled "E-mail Accounts" with a blue header bar and a close button. The left side features a decorative graphic with a warm orange and yellow background and several envelope icons. The main area has a white background and contains the following text: "This wizard will allow you to change the e-mail accounts and directories that Outlook uses." Below this, there are two sections. The "E-mail" section has two radio buttons; the first, "Add a new e-mail account", is selected and highlighted with a blue border. The second is "View or change existing e-mail accounts". The "Directory" section has two radio buttons: "Add a new directory or address book" and "View or change existing directories or address books". At the bottom, there are three buttons: "< Back", "Next >", and "Close".

E-mail Accounts

This wizard will allow you to change the e-mail accounts and directories that Outlook uses.

**E-mail**

☒ Add a new e-mail account

☐ View or change existing e-mail accounts

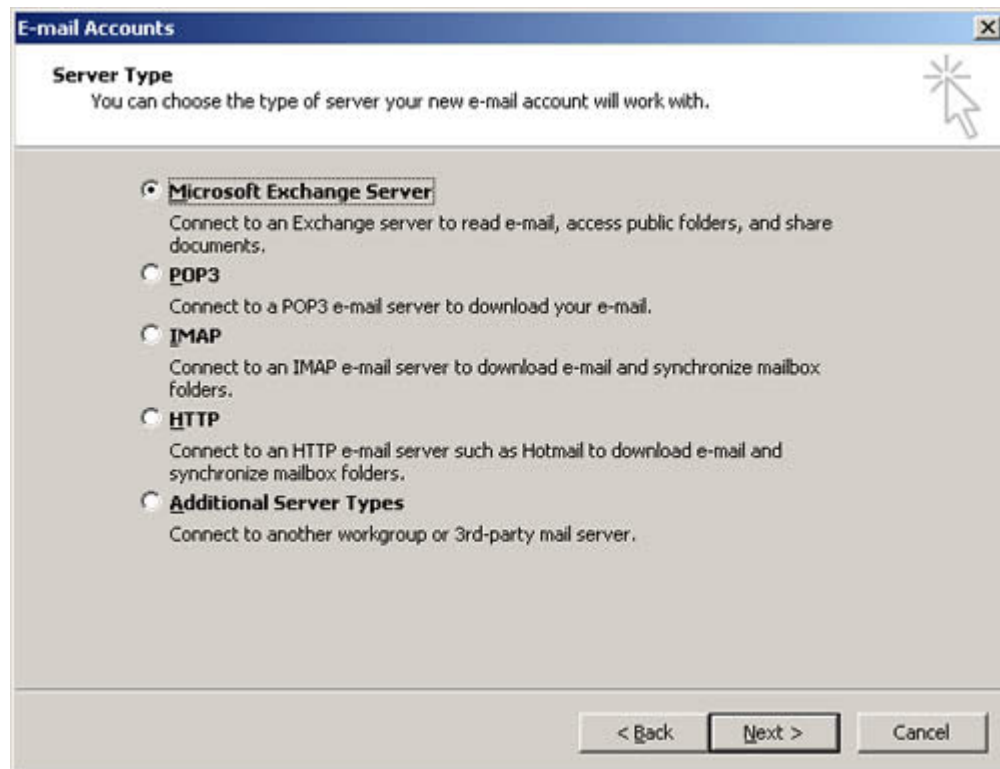
**Directory**

☐ Add a new directory or address book

☐ View or change existing directories or address books

< Back Next > Close

6. On the **Server Type** screen, select **Microsoft Exchange Server**.



7. On the **Exchange Server Settings** screen, type this information and click **More Settings**.

- Microsoft Exchange Server: **medx.medicine.nevada.edu**
- User Name: **Your MedID user name**

**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

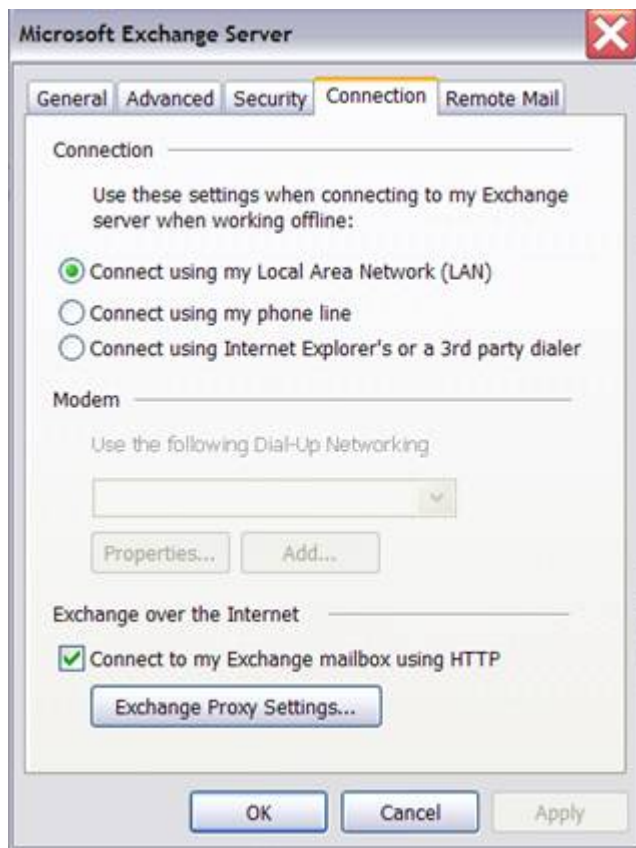
Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name:

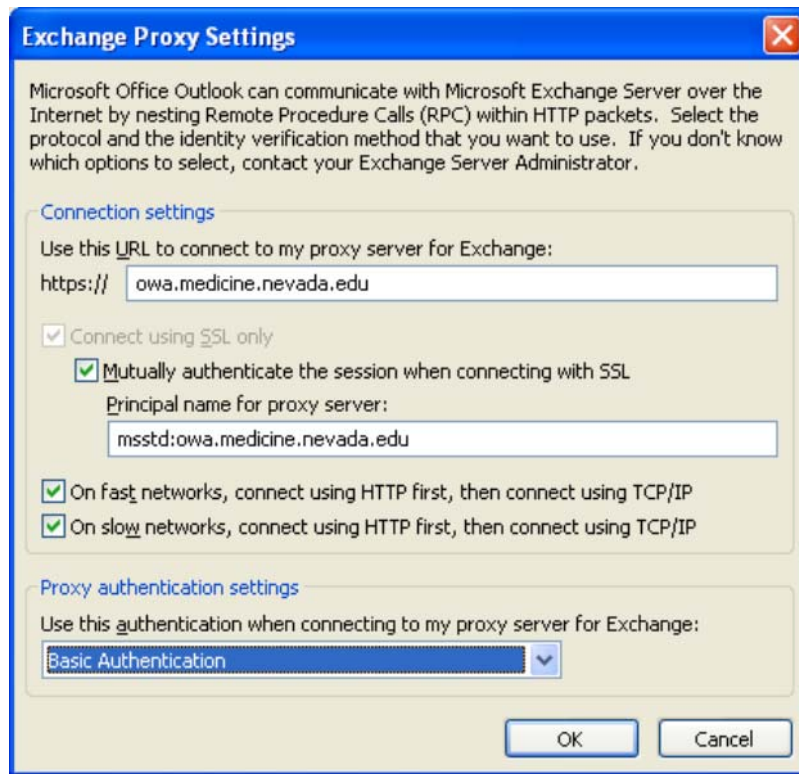
8. If you are prompted for a username and password, click **Cancel** until it allows you to click **More Settings**; if you are prompted for a username and password again, click **Cancel** until you see the **Microsoft Exchange Server** screen shown in the next step.
9. On the **Microsoft Exchange Server** screen, select the **Security** tab and check the box to **Encrypt data between Microsoft Office Outlook and Microsoft Exchange Server**.



10. On the **Connection** tab, select **Connect using my Local Area Network (LAN)**, then check **Connect to my Exchange mailbox using HTTP**, and click **Exchange Proxy Settings**.



11. On the **Exchange Proxy Settings** screen, complete the following **Connection** settings:
- Under **Use this URL to connect to my proxy server for Exchange:**  
**https://** input **owa.medicine.nevada.edu**
  - Check **Mutually authenticate the session when connecting with SSL**
  - Under **Principal name for the proxy server:**, type **msstd:owa.medicine.nevada.edu**
  - Check both boxes: **On fast networks, connect using HTTP first, then connect using TCP/IP** and **On slow networks, connect using HTTP first, then connect using TCP/IP**.
  - Under **Proxy authentication settings**, select **Basic Authentication**.



12. Click **OK** and **OK** again to go back to the main screen.
13. Finish the wizard.
14. Start Microsoft Office Outlook. Select the profile, **User Name**, and then authenticate using your MedID username and password.

Note: if you do not see the option "Exchange over the Internet," follow these steps:

1. Make sure you have installed all the latest security and Service Pack updates for Microsoft Office.
  - To check, go to <http://office.microsoft.com/>
  - Click **Check for Updates**
2. Follow the instructions to update your Office product. (You need Administrator-level access to the machine you are applying the updates to. You may also need the Office media CD.)

If you still do not see the "Exchange over the Internet" settings, please contact the SOM IT Help Desk at 775-784-3534.



**If you have experience with the computer registry, you can try this advanced technique:**

**(WARNING:** If you use Registry Editor incorrectly, you may cause serious problems that may require you to reinstall your operating system. Information Technology cannot guarantee that you can solve problems that result from using Registry Editor incorrectly in non-University-owned computers. **Using the Registry Editor you do so at your own risk!)**

1. Open your Registry Editor (**Start/Run/type regedt32**)

2. Locate and then click the following registry subkey:

*HKEY\_CURRENT\_USER\Software\Microsoft\Office\11.0\Outlook\RPC*

3. Create the following registry entry if it does not exist:

- Value name: EnableRPCtunnelingUI
- Value type: REG\_DWORD
- Value data: 1

4. Quit Registry Editor.