

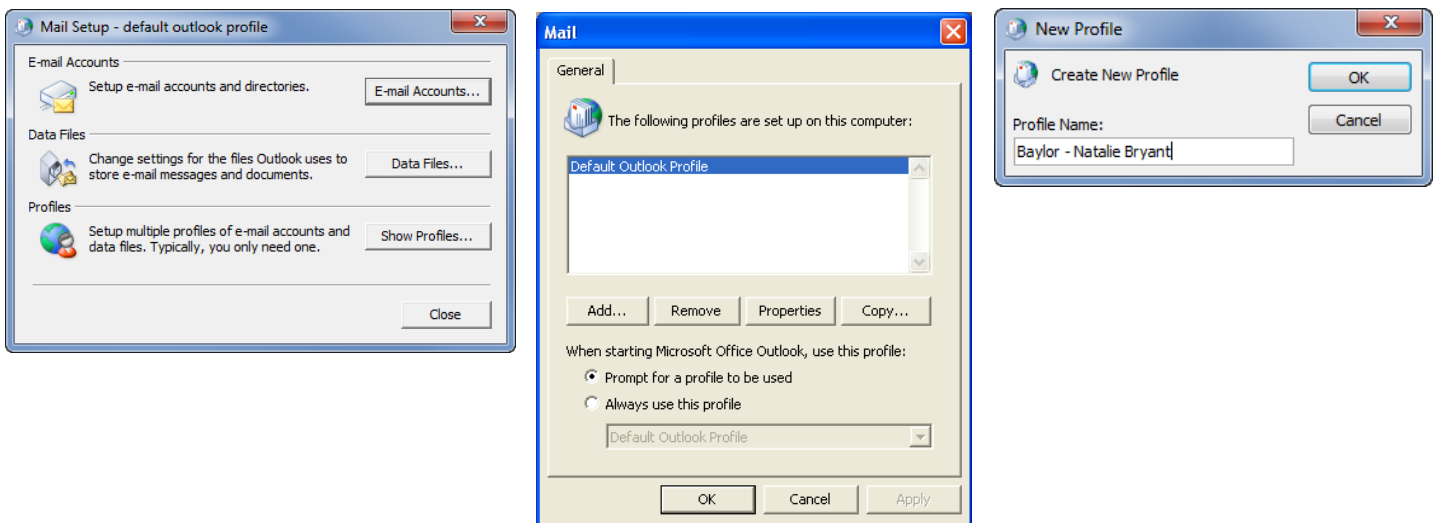
# Outlook 2013 Setup From Home Using ROH\*

Informational purposes ONLY. ITS provides limited support for home PC's.

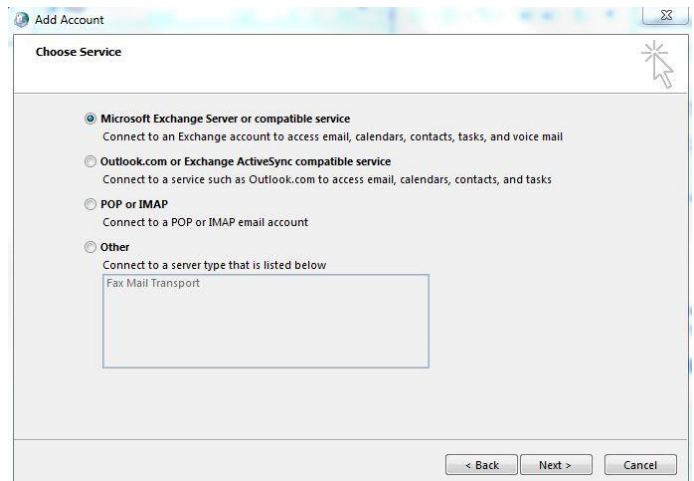
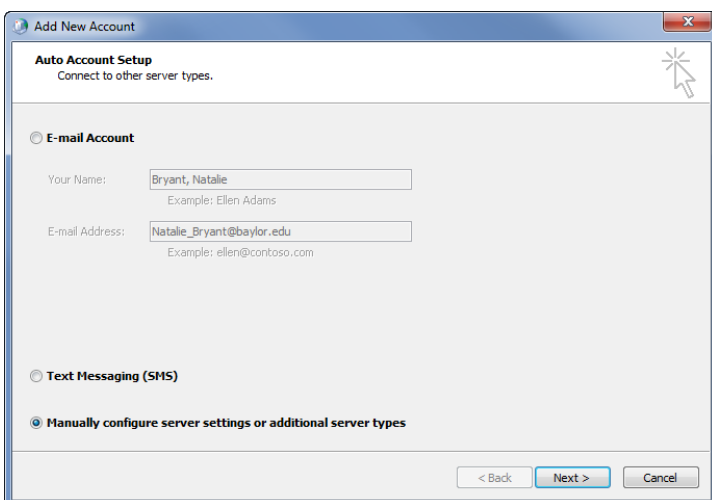
If you experience trouble in using Outlook from home we recommend the use of Outlook Web App (OWA). The URL is <http://mail.baylor.edu>

**NOTE:** ITS recommends Windows 7 as your home operating system in order to install Office 2013. Outlook with an \*ROH configuration allows the use of Outlook in Exchange mode from off campus without the need for VPN.

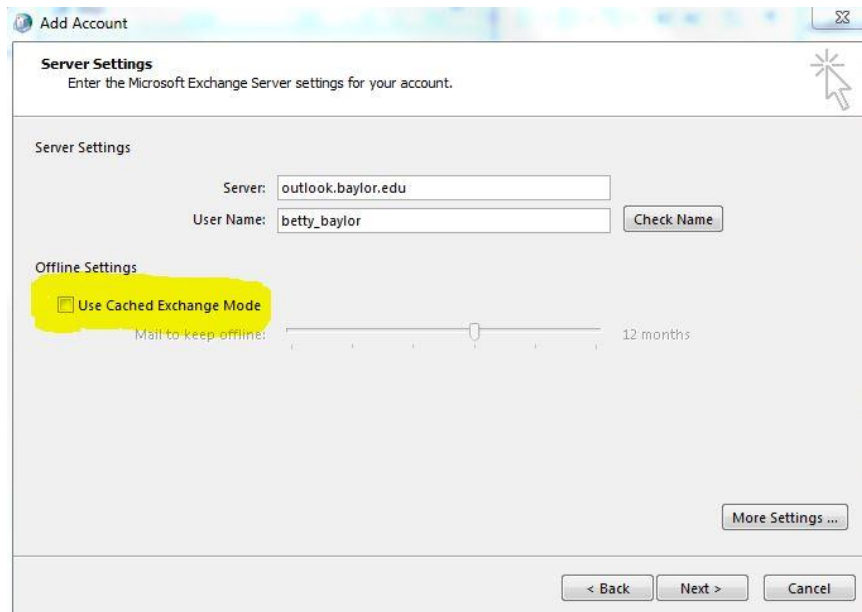
**Step 1:** After installing Office 2013, and with Outlook still closed, click on the Start button, and then select the Control panel. Click on the "Mail-32bit" icon in the control panel, and then click the "Show Profiles" button. You may **remove** the "Default Outlook Profile" (**ONLY if the default profile is NOT one of your personal/home email accounts, such as AT&T, Time Warner, Grande, etc...**), and then choose "Add" to enter a Baylor profile name, which can be just a descriptive name. The profile does not have to be in the actual bear\_id format. Click OK when done.



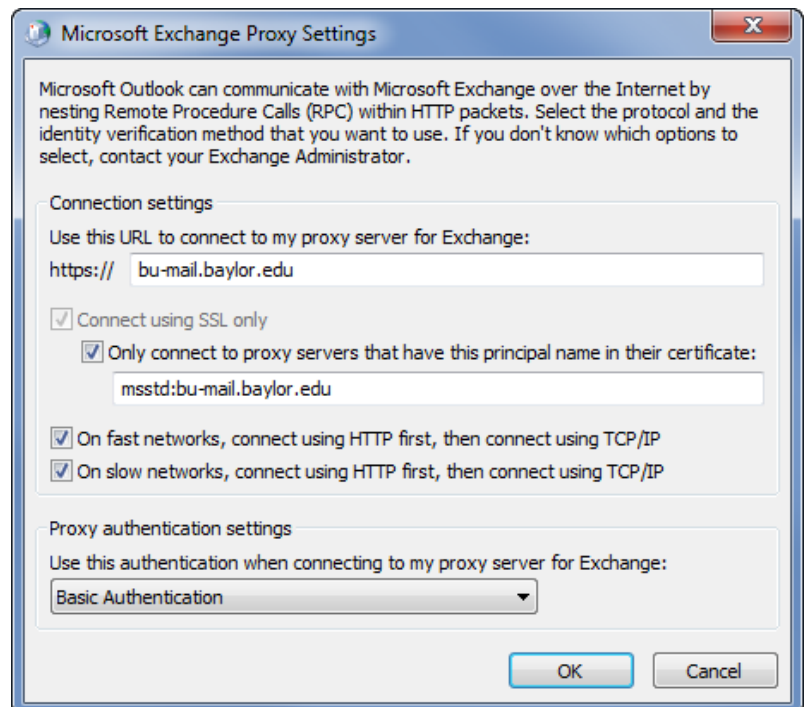
**Step 2:** Select the button "Manually configure server settings or additional server types," click "Next," and then select "Microsoft Exchange or compatible service", and click "Next" again.

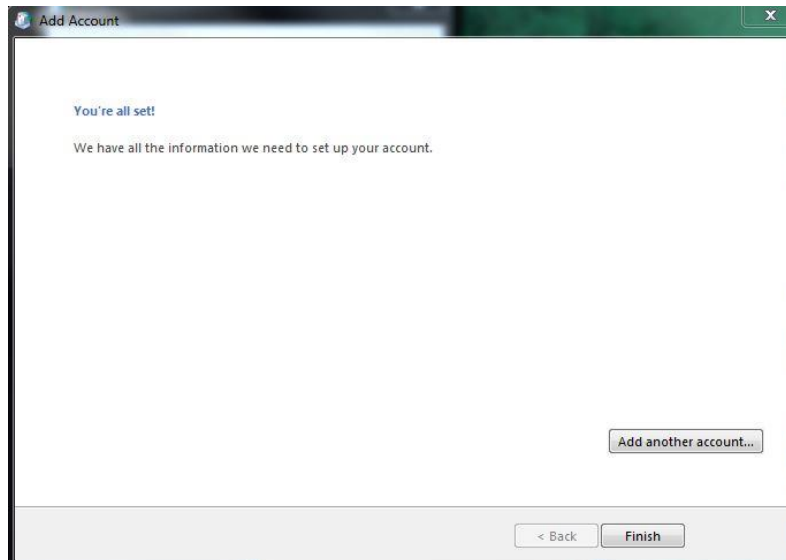


**Step 3:** Enter **outlook.baylor.edu** as the Microsoft Exchange server name. Enter your **bear\_id** for the user name, and **uncheck** “Use cached Exchange mode.” Then click on the “More settings...” button. **NOTE: If prompted for a login, cancel past this point and proceed to step 4.**

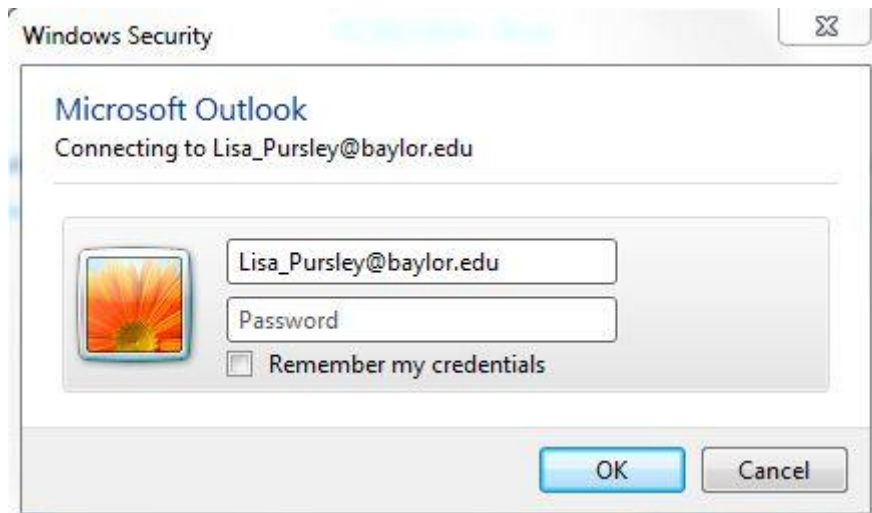


**Step 4: (very important as this is our ROH settings)** Select the “Connection” tab. Check the box that says, “Connect to Microsoft Exchange using HTTP,” and then click on the “Exchange Proxy Settings” button. Enter **bu-mail.baylor.edu** as the URL, enter **msstd:bu-mail.baylor.edu** for the “...proxy server...principal name...certificate.” Check both boxes for “fast” and “slow” networks, and then finally change the authentication to “Basic.” Click OK and Finish the setup wizard.





**Step 5:** Finally, open Outlook as you normally would from your computer. Enter your Baylor email address as the username, and then type in your email password.



Please contact the ITS Help Desk at **254.710.4357 (HELP)** if you have any other questions.