

Add an E-Mail Account to Outlook for macOS

Important:

- In order to add an email account to Outlook, you must already have a valid **user account** (e.g. **BA-Number** and **password**).
- To add a **departmental email inbox** to Outlook you must already have the required **access authorisation** (e.g. from the head of that particular unit). For that, you need to be on the authorisation list as a member.

1 Add an email account

Start Outlook and open **Tools** in the **Menu** and then **Accounts....**

Click on the **+**-Symbol and then on **New Account**

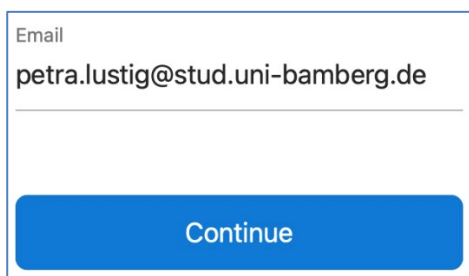


Figure 1: Insert university email address

In the new window, type in your email. A new window opens after clicking on **Continue**.

2 Set up your email account

Please choose, which account you would like to setup and proceed at the corresponding section:

- **Email accounts for students**
 - 2.1 Set up Office 365 for students
 - 2.2 Set up alternative email system (Mailex) – only students
- **Email accounts for employees**
 - 2.3 Set up Exchange account (types: personal and departmental email inbox)

2.1 Set up Office 365 for students

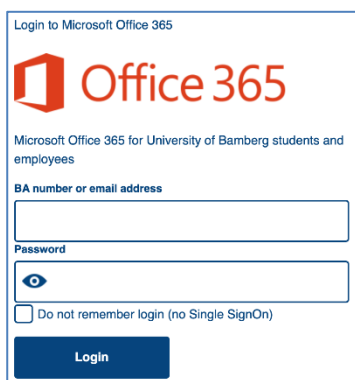


Figure 2: Type in your login data

You will be redirected to the login page of the University of Bamberg. Please type in your BA-number and password. Click on login. After a short moment everything is set up and you can exit the setup dialogue by clicking on **Done**.

2.2 Set up alternative email system (Mailex) – only students

Please click in the top right corner of the new window on **Not Exchange?**.

Click on the button **IMAP** and type in the following data:

- **E-Mail-Address:** Your personal email address
- **IMAP Username:** your personal BA-number
- **IMAP Password:** the password of your BA-number
- **IMAP Incoming Server:** mailex.uni-bamberg.de
- Type in **993** as the **port**
- **Activate:** Use SSL to connect (recommended)
- **SMTP Username:** your personal BA-number
- **SMTP Password:** the password of your BA-number
- **SMTP Outgoing Server:** mailex.uni-bamberg.de
- Type in **587** as the **port**
- **Deactivate:** Use SSL to connect (recommended)

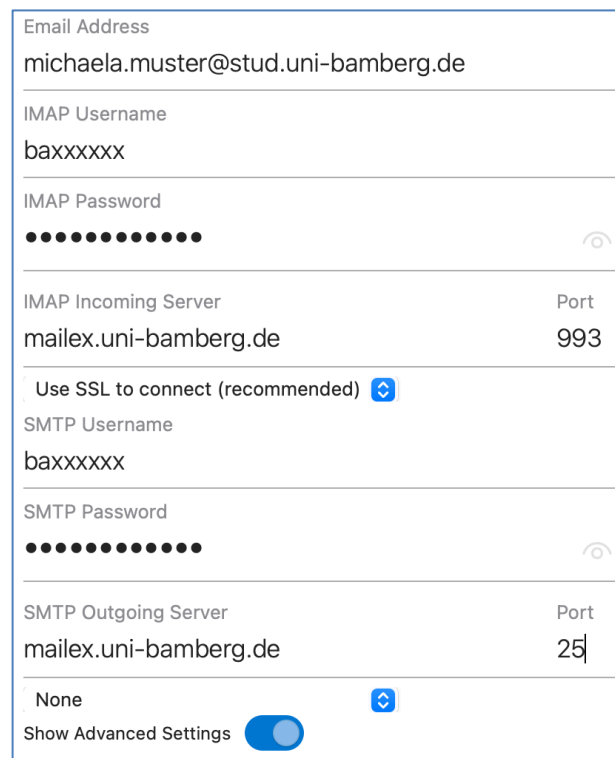


Figure 3: Configuration alternative email system

When done, click **Add Account**. After a moment, the account is set up and you can exit the setup dialog by clicking **Done**.

2.3 Set up Exchange account

In the new window please click the **Revert** button. This is necessary because the latest version of Outlook no longer

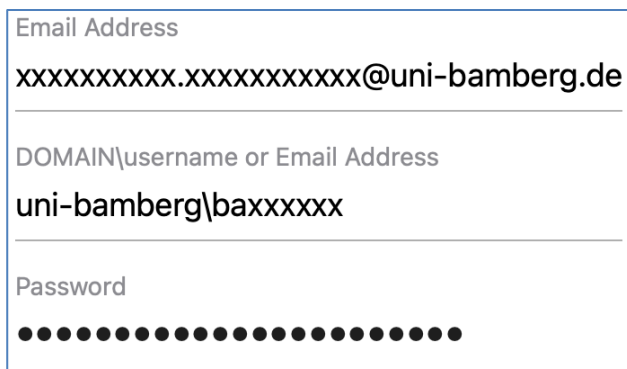
supports Exchange accounts. After one click, Outlook will restart.

Now navigate under **Tools** in the menu to **Accounts...** and click on the **+**-symbol and select **New Account...**

In the window that now appears, enter your university e-mail address again. After clicking **Next**, a new window will open.

Depending on the kind of email account you want to set up, enter the following information:

- **Personal email account**
 - **Method:** username and password
 - **Email address:** Your university e-mail address
 - **DOMAIN\username or Email Address:**
 - uni-bamberg\your personal BA-number
 - **Password:** Password of your personal BA number
- **Departmental email account**
 - **Method:** username and password
 - **Email address:** departmental email address
 - **DOMAIN\username or email address:** uni-bamberg\your personal BA-number
 - **Password:** Password of your personal BA number



Email Address
xxxxxxxxxx.xxxxxxxxxx@uni-bamberg.de

DOMAIN\username or Email Address
uni-bamberg\baxxxxxx

Password
●●●●●●●●●●●●●●●●

Figure 4: Type in login data

Now click **Add account**. You may need to confirm the university's certificate by clicking **Next**. After a moment, the account is set up and you can exit the setup dialog by clicking **Done**.

3 Rename E-Mail-account

To change the name of the e-mail account you have set up, Navigate under **Tools** in the menu to **Accounts...** . There you can then rename the desired account under the Account description item.

4 Any Questions?

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