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

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

![Figure 4: Type in login data](image)

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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