Add an E-Mail Account to Outlook for Windows

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
If you open Outlook for the first time, the configuration assistant will start automatically.
To add an additional account in Outlook select File and click on Add Account.

2 Set up your email account
Select which type of account you would like to set up and then continue with the corresponding section:
- Email accounts for students:
  - 2.1 Set up Office-365 for students
  - 2.2 Set up the alternative email system (Mailex) – only students
- Email accounts for staff members:
  - 2.3 Set up Exchange account (types: personal and departmental email inbox)

2.1 Set up Office 365 for students
Enter your student email address in the dialog window and select Connect.
Please select Microsoft 365 in the dialog window.

If another dialog windows appears, please remove the checkmark from Set up Outlook Mobile for my phone as well and complete the account set up by clicking OK.

2.2 Set up the alternative email system (Mailex) – only students
Fill in our university email address in the dialog window. Then choose Advanced options and make sure to check the box for Let me set up my account manually.
Click on Connect and then choose the account type IMAP in the dialog window that will open.
Use the following IMAP settings:
- **Incoming mail:**
  - Server: mailex.uni-bamberg.de
  - Port: 993
  - Encryption method: SSL/TLS
- **Outgoing mail:**
  - Server: mailex.uni-bamberg.de
  - Port: 587
  - Encryption method: STARTTLS
Make sure you do **not** check the two boxes for *Require login using Secure Password Authentication (SPA)*. Confirm your settings by clicking on *Continue*. Then enter the password of your BA-Number in the following dialog window and confirm it by clicking on *Connect*.

After a short time the set-up should be complete. If necessary, remove the check before *Set up Outlook Mobile on my phone, too* and finish the set-up by clicking on *OK*.

### 2.3 Set up an exchange account

![Figure 5: Add mailbox](image)

After having added a new account (1. *Add an E-Mail account*), you now have to fill in the section *E-mail Account* in the opening dialog window.

Depending on the kind of email account you have, enter the following information:

- **Personal email inbox:**
  - *Your Name*: your first and last name
  - *Email Address*: your university email address
  - *Password*: password of your BA-Number

- **Departmental email inbox:**
  - *Name*: department, e.g. examining board
  - *Email Address*: departmental email inbox
  - *Password*: please leave this input field empty

If you click on *Continue*, a new window will open which will show you the operation *Searching for your mail server settings...* This search might take several minutes.

If the dialog window looks different from the one you can see above, enter your university email address or your departmental email address.

![Figure 6: Add mailbox](image)

Click on *Advanced Options* and make sure that you check the box for *Let me set up my account manually*. After selecting *Connect* you will be able to choose your account type. Please select *Exchange*.

You now will be asked to provide your login credentials. Select *More Choices* and then choose *Use a different account*.

![Figure 7: Enter login data](image)

Please enter your login information as follows:

- **Username**: uni-bamberg\your personal BA-Number
- **Password**: password of your BA-Number

After clicking *OK* your account set-up will be finished. It might occur that you need to confirm your password a second time. If necessary, remove the check for *Set up Outlook Mobile on my phone, too* and finish the set-up with *OK*.

### 3 Any Questions?

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