

Add an E-Mail Account to Outlook for Windows

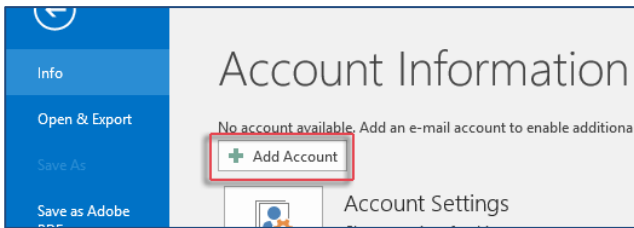
Important:

- 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 E-Mail 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**.



The opening dialog window will ask you for your login credentials. Please enter the data accordingly and confirm by clicking **OK**:

- **Username:** your complete email address
- **Password:** password of your BA-Number

If necessary, remove the check before **Set up Outlook Mobile on my phone, too** and finish the set-up with **OK**.

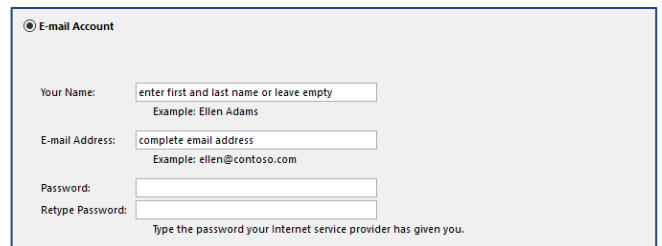
2. Set up your E-Mail Account

Select which type of account you would like to set up and then continue with the corresponding section:

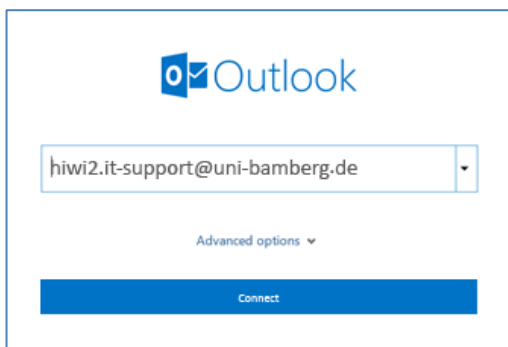
I want to set up...	Corresponding section...
Office 365 for students	2.1 Set up Office-365 for students
Personal email inbox for staff members	2.2 Set up an exchange account
Alternative email system for students	2.3 Set up the alternative email system (Mailex) – only students
Departmental email inbox	2.2 Set up an exchange account

2.2. Set up an exchange account

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



2.1. Set up Office-365 for students



Enter your **student email address** in the dialog window and select **Connect**.

If the dialog window looks different, enter the details listed below and confirm via **Continue**:

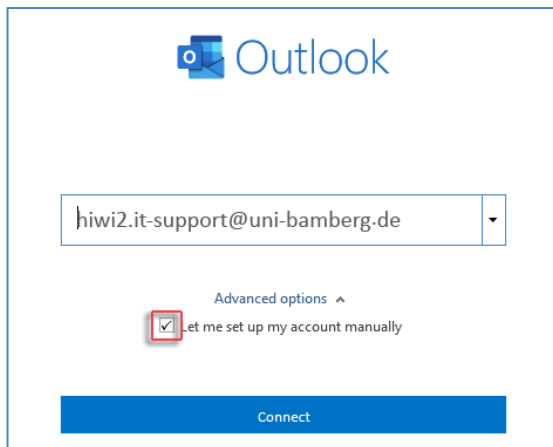
- **Your name:** your full name
- **Email address:** your complete email address
- **Password:** please leave this input field empty

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

- **Personal email inbox:**
 - **Your Name:** your first and last name
 - **E-mail Address:** your university email address
 - **Password:** password of your BA-Number
- **Departmental email inbox:**
 - **Name:** department, e.g. examining board
 - **E-Mail-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.

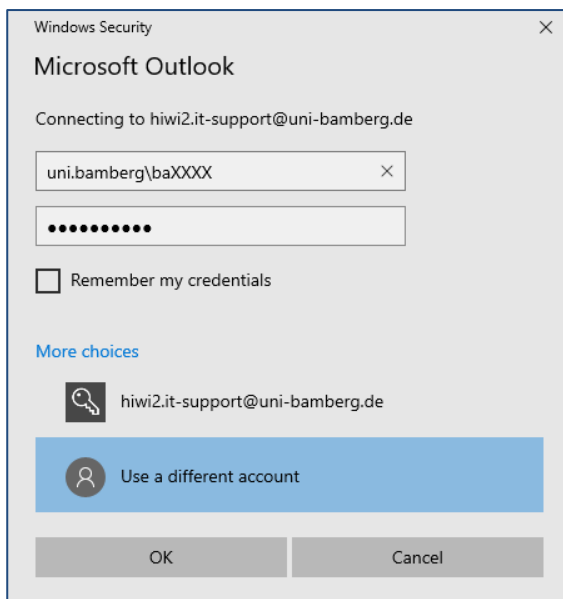


Click on **Advanced Options** and make sure that you check the box for **Let me set up my account manually**.



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**.

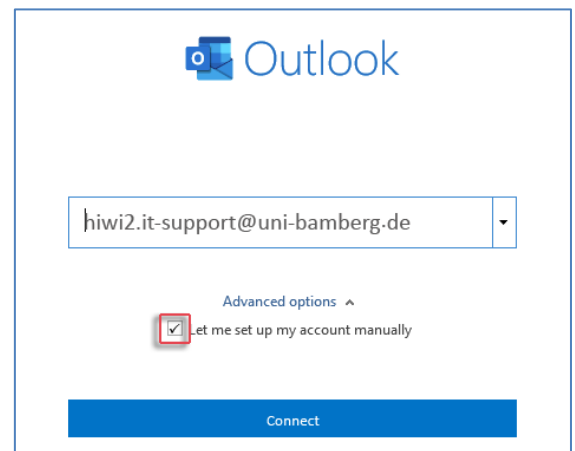


Please enter your login information as follows:

- **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**.

2.3. 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 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**.

Any Questions?

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