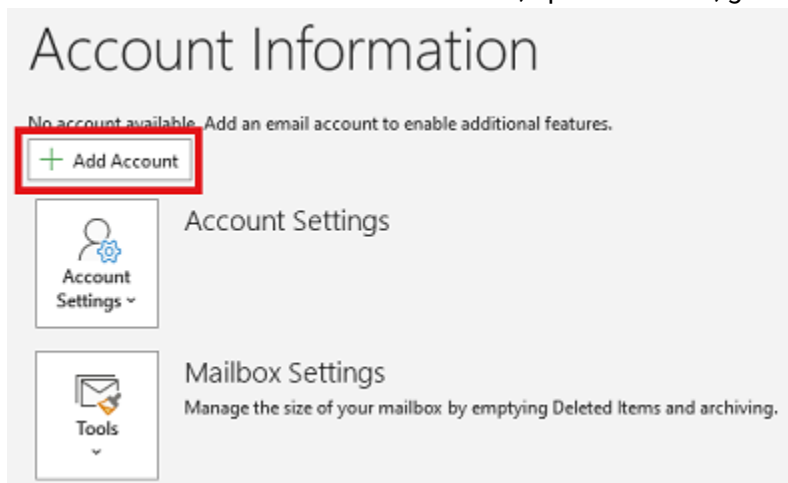

Setting up Profiles and Adding Accounts in Outlook

This is a manual on how to set up a new profile and add your e-mail account to Outlook

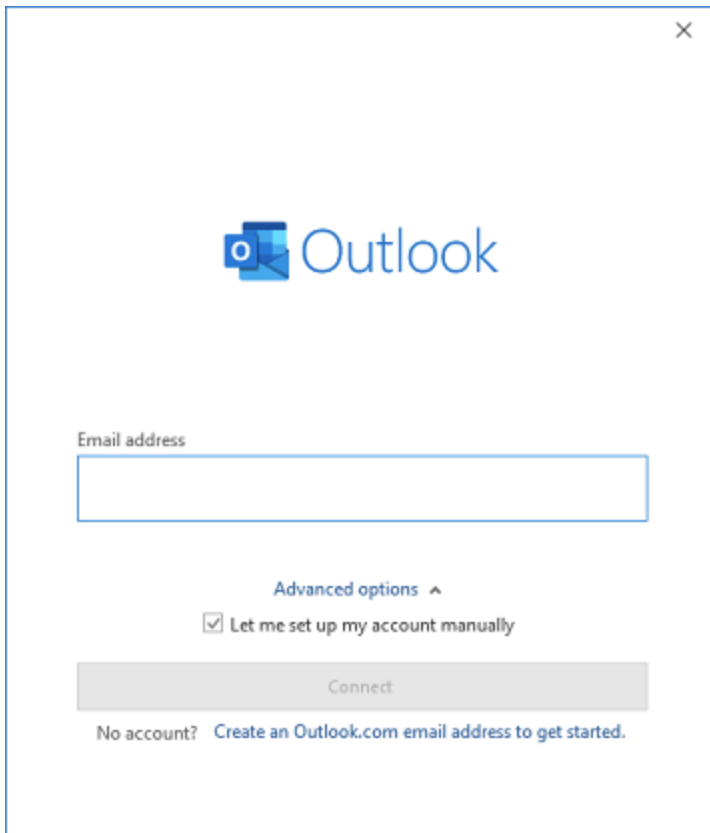
Accounts

Setting up your E-mail account

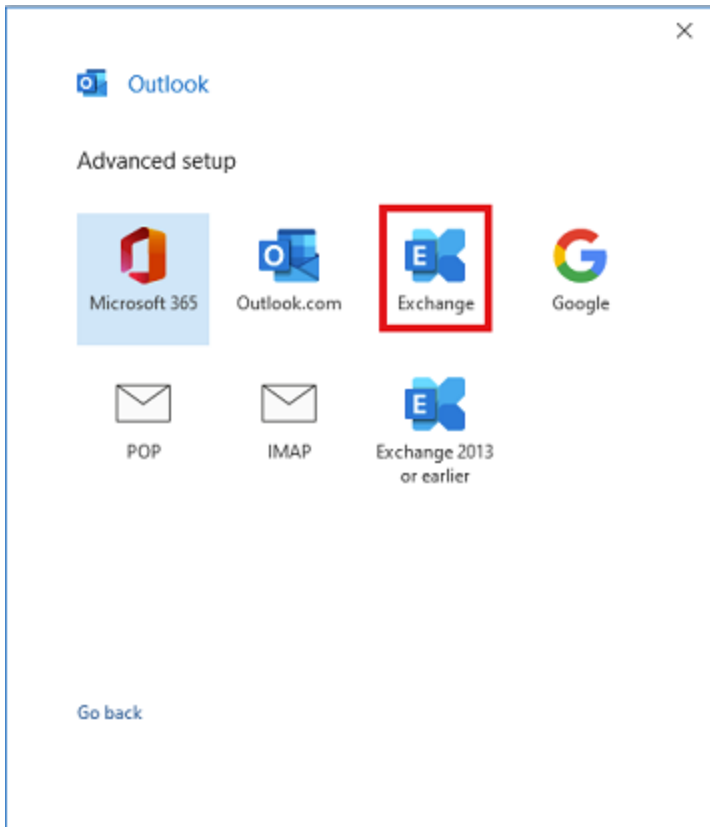
If you have not yet set up an account in your Outlook, the Client will prompt you to do so once you start it. To add another e-mail account to Outlook, open the client, go to „**File**“ and click on „**Add Account**“.



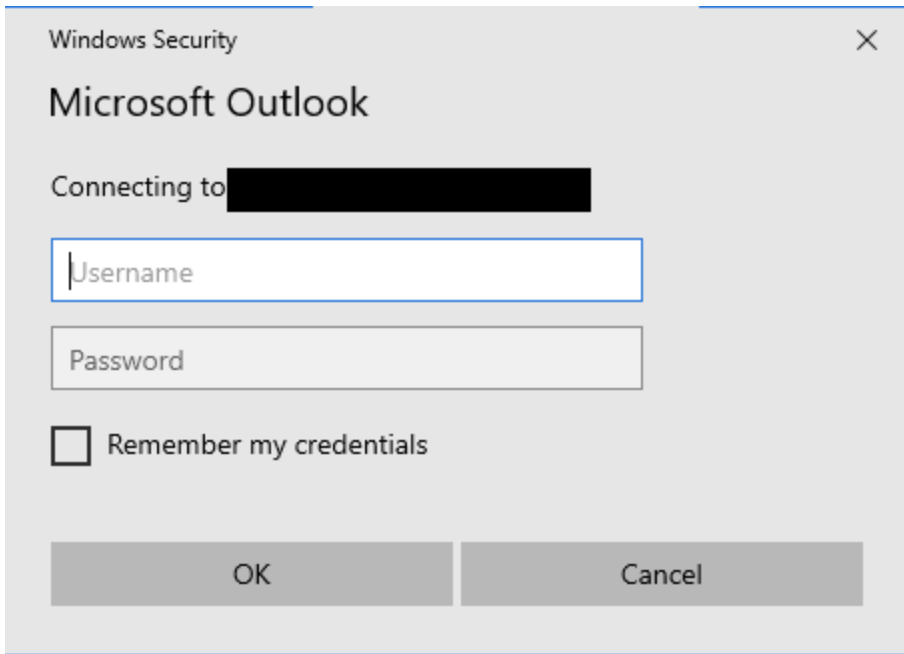
In the next window, type in your university e-mail address and select „**Let me set up my account manually**“ before confirming with „**Connect**“.



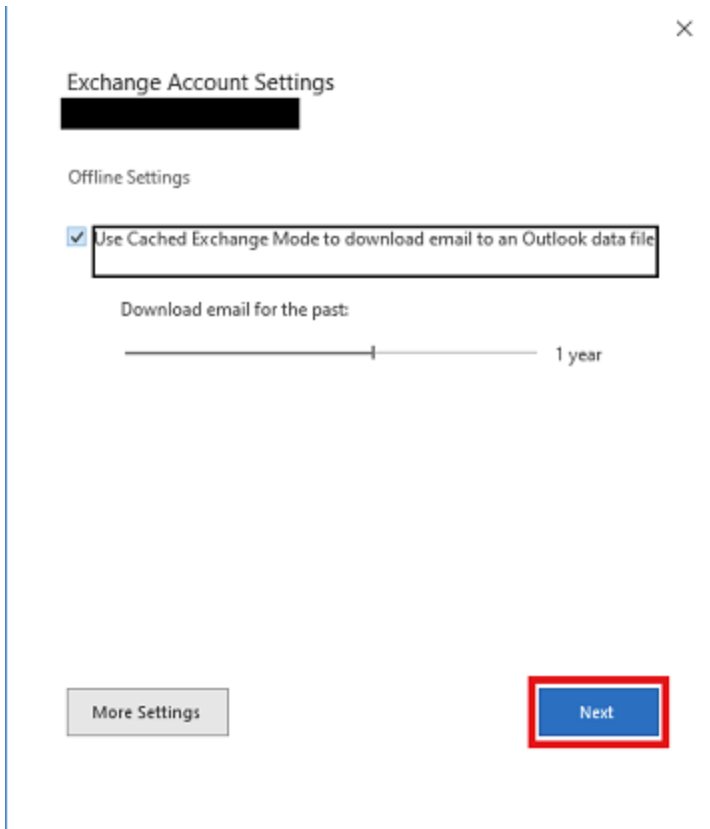
Next, set the provider to **Exchange**.



The program will now start adding your account. You will have to provide your **university e-mail-address**, and your password once prompted.



In the next window, confirm with „**Next**“.

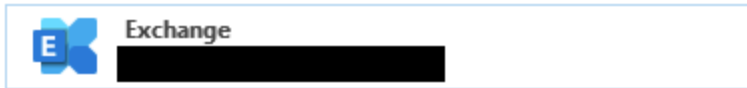


Once the account has been added successfully, you will see this screen. Confirm with „**Done**“ to finish the process.



 Outlook

Account successfully added



Add another email address

Email address

Advanced options ^

Let me set up my account manually

Set up Outlook Mobile on my phone, too

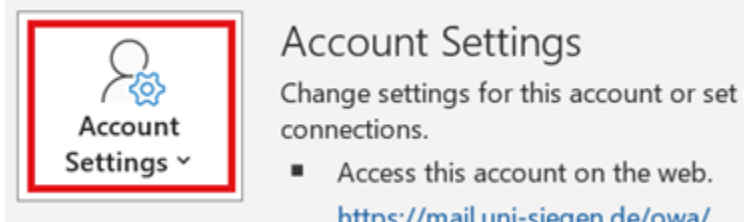


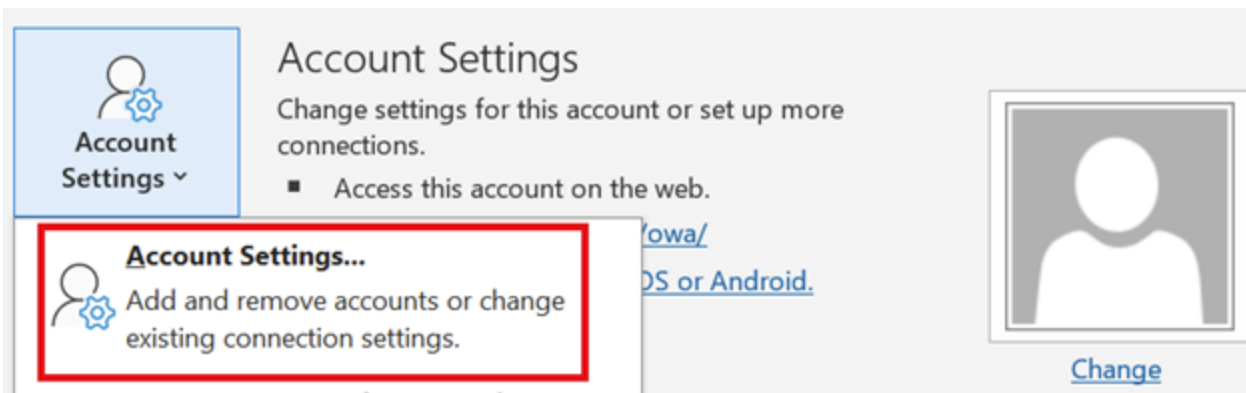
Your account is not set up.

Adding a delegated Mailbox

Usually, delegated mailboxes will show up in your Outlook when adding your primary account. If a delegation has been added at a later date, however, sometimes it is necessary to add the delegated mailbox manually afterwards.

To do so, open your Outlook, select „**File**“, and then open your „**Account Settings**“.





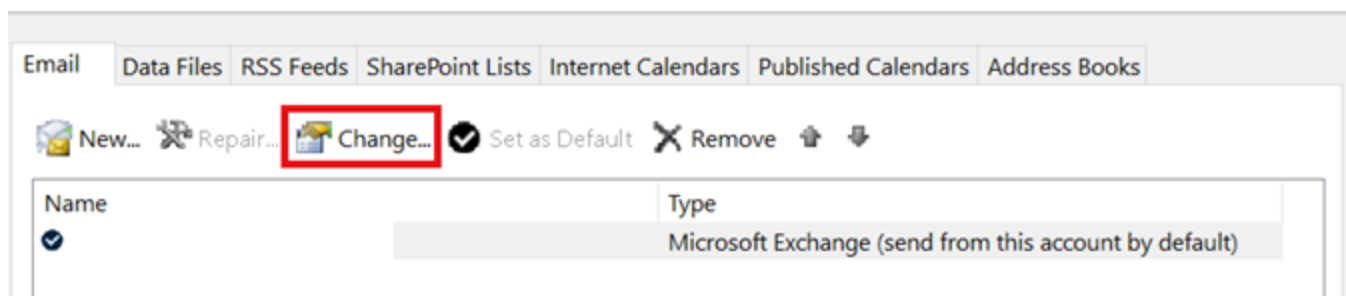
A new window will then open. Select your „Default account“ and click on „Change...“.

Account Settings

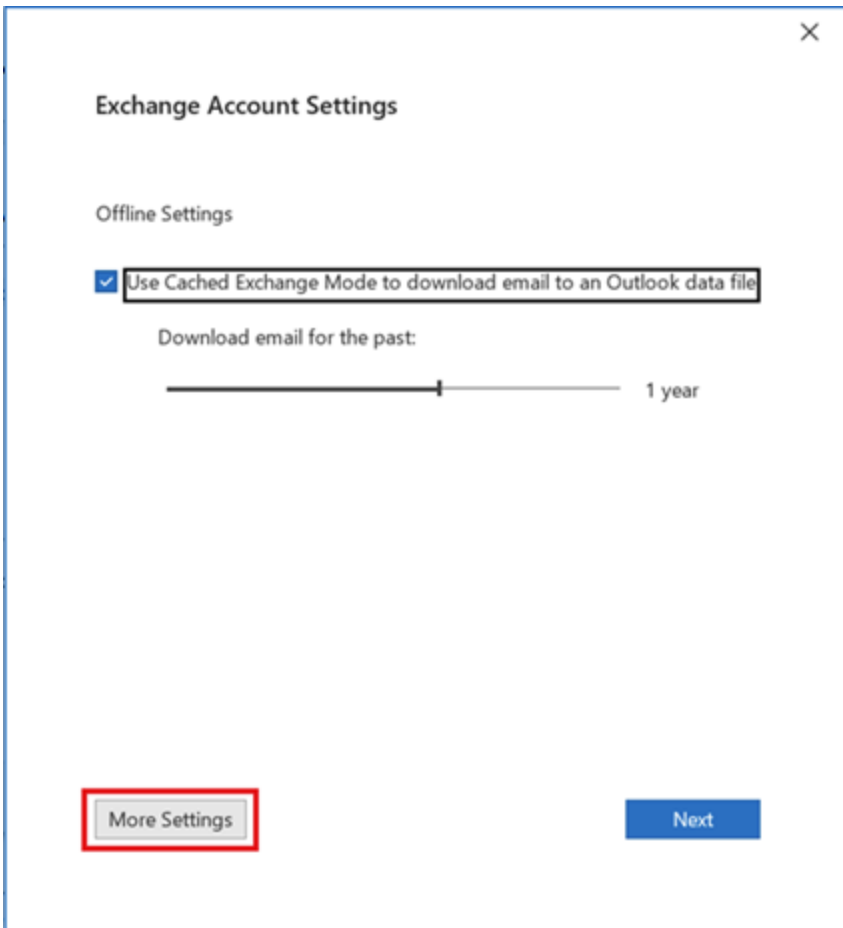


Email Accounts

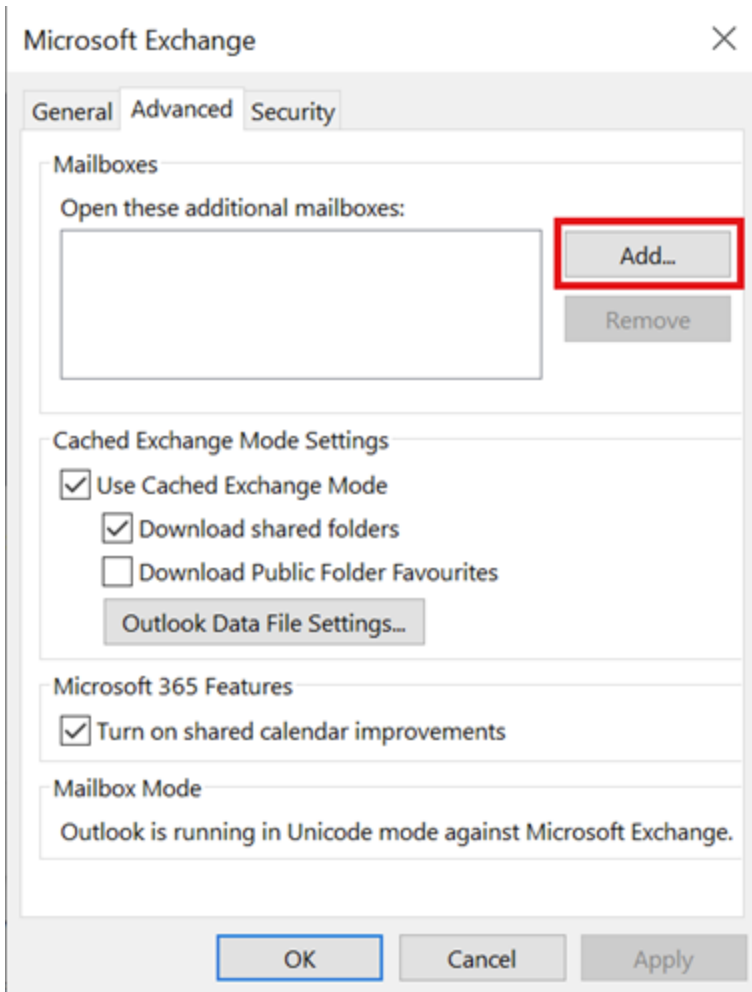
You can add or remove an account. You can select an account and change its settings.



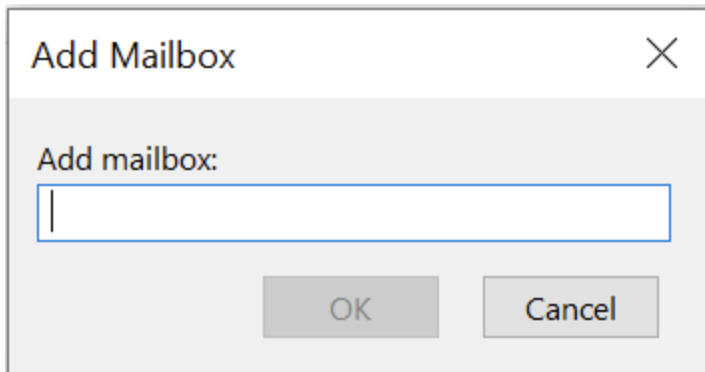
Select „More Settings“ in the next window.



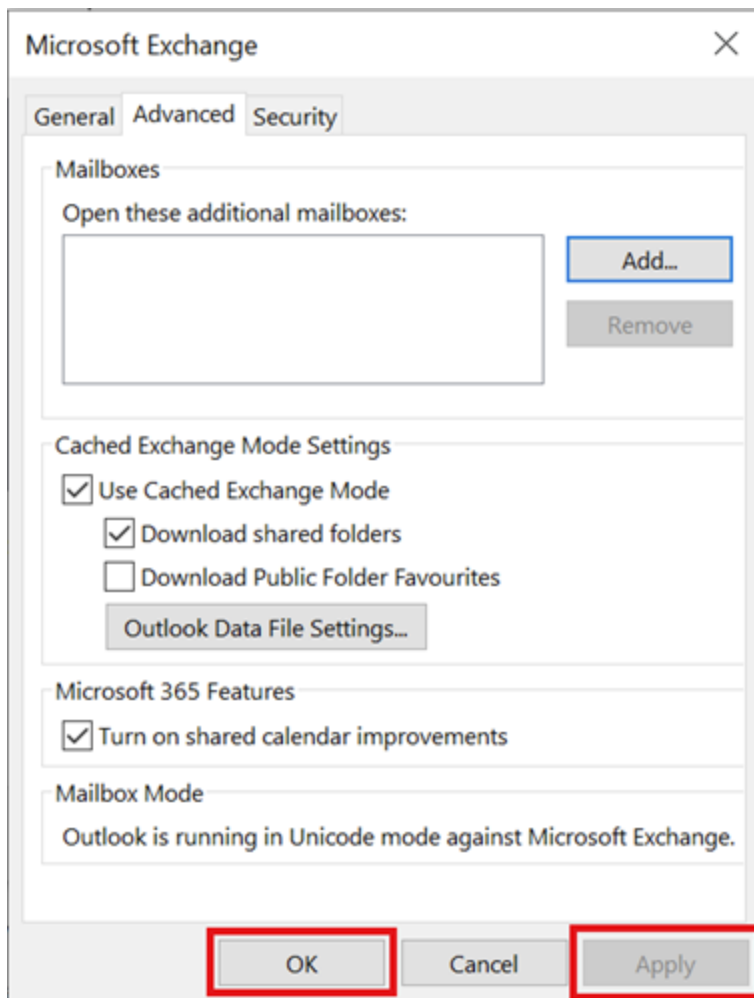
Choose „**Advanced**“ in your advanced settings and then click on „**Add...**“ under „**Mailboxes**“.



Now, type in the delegated account's **e-mail address** and confirm with „**OK**“.



Confirm your changes in the previous window by clicking on „**Apply**“ and then „**OK**“.

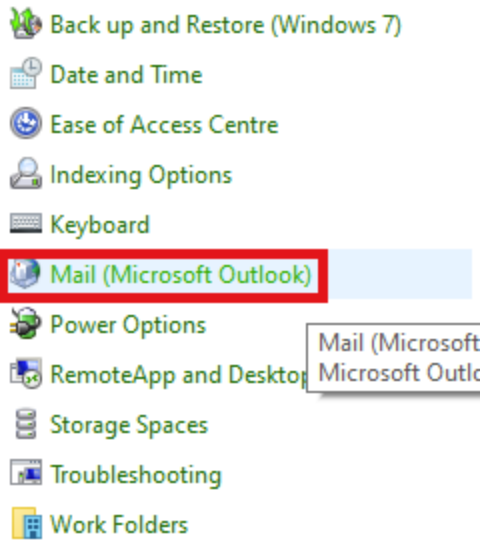


The delegated mailbox will show in your Outlook under the rest of your mailboxes after you have restarted it.

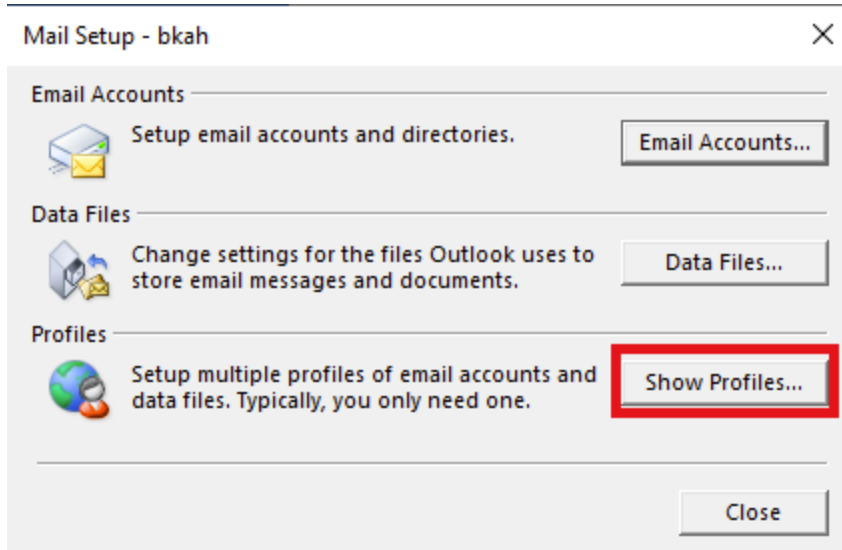
Profiles

Setting up an Additional Profile

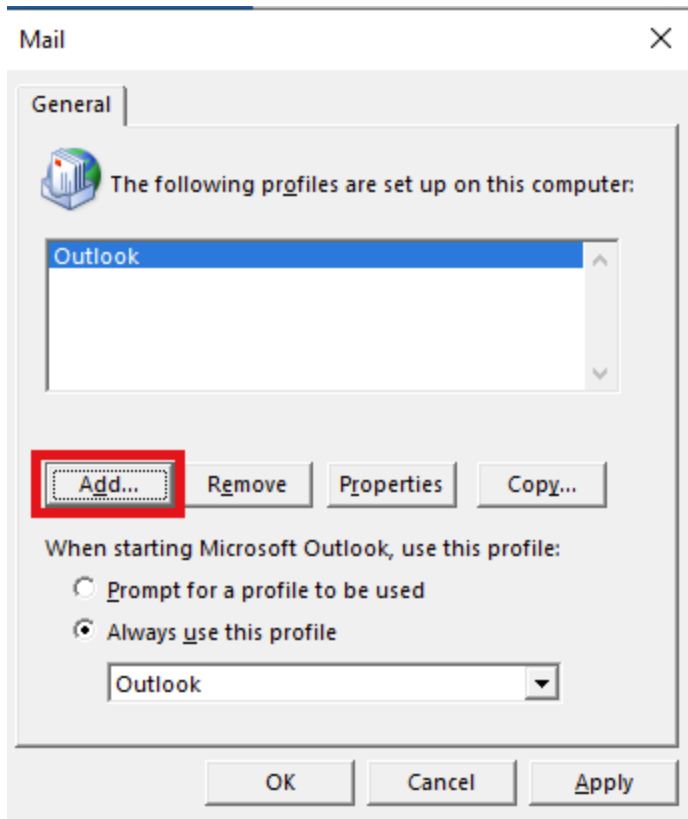
To set up an additional profile in Microsoft Outlook, you can open your **Control Panel** and choose the Option „**Mail (Microsoft Outlook)**“.



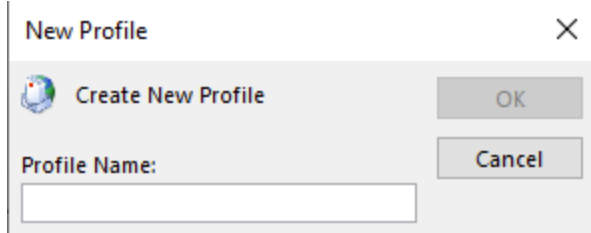
A Setup window will now open. Choose „**Show profiles**“.



You can now add a new profile. Click on „**Add...**“ to do so.



Name your profile and confirm with „**Ok**“ to create it.



You will now be prompted to set up your e-mail account. Click on „**Cancel**“.

Add Account ×

Auto Account Setup
Outlook can automatically configure many email accounts.

Email Account

Your Name:
Example: Ellen Adams


Email Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

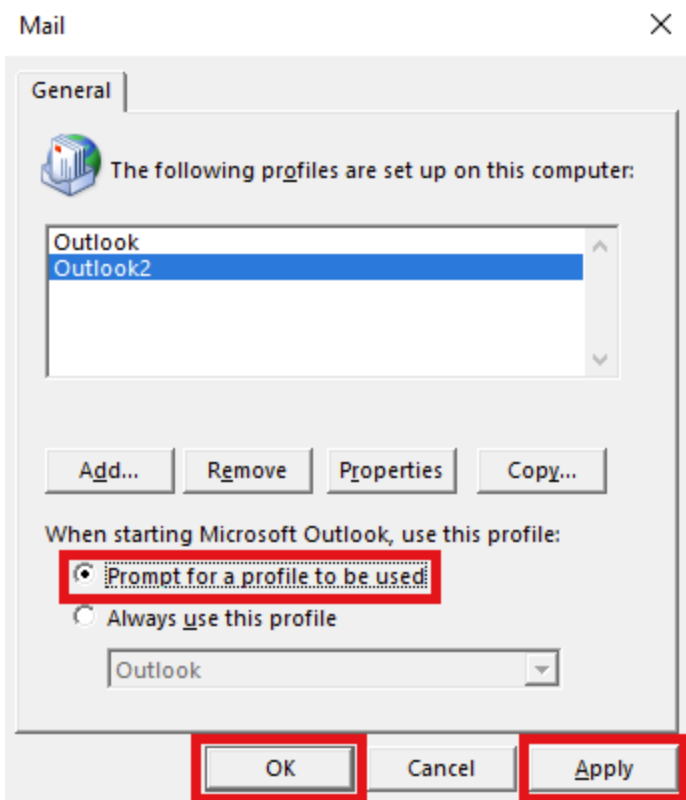
Manual setup or additional server types

Confirm the pop-up with „**Ok**“ to create the profile, without setting up an e-mail account.

Microsoft Outlook ×

 If you want to create a profile with no email accounts, click OK. If you do not want to create a profile at all, click Cancel.

If you want to be asked which profile you want to log into when you open Outlook, you can now check the box for „**Prompt for a profile to be used**“, then confirm with „**Apply**“ and „**Ok**“.



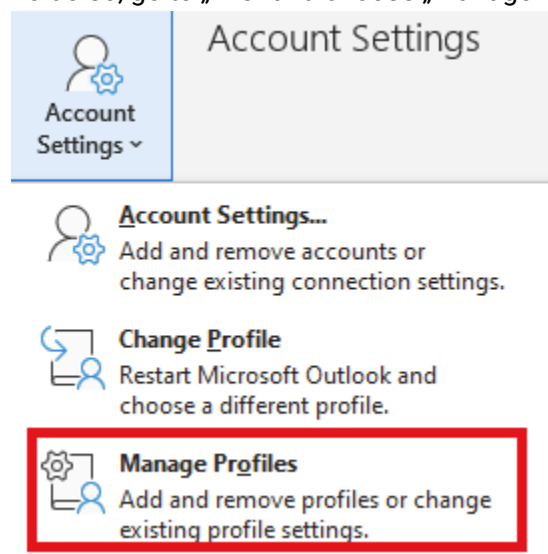
If you do **not** want to be asked each time you start Outlook, you can check the box next to "**Always use this profile**" and select the profile you want to be used below.

Your profile is now set up and you can begin setting up your e-mail accounts.

Changing Profiles

If you have set up multiple profiles in Outlook, but don't want to be asked which one to use every time you open the App, you can set a default profile.

To do so, go to „File“ and choose „Manage Profiles“.



Go to „Show Profiles“ again. In the next window, check the box for „Always use this profile“ and chose your main profile. Confirm with „Apply“ and „Ok“ to adopt the settings.

General



The following profiles are set up on this computer:

- Outlook
- Outlook2

When starting Microsoft Outlook, use this profile:

- Prompt for a profile to be used
- Always use this profile

Outlook