

# IT-Group | E-Mail configuration

## Configuration of Microsoft Outlook 2019

If you have already configured another e-mail account in MS outlook, start with the first step.

Otherwise, you can skip the first paragraph.

1.) If you want to configure another e-mail account, click on **Files** → **Info** → **Add Account**.

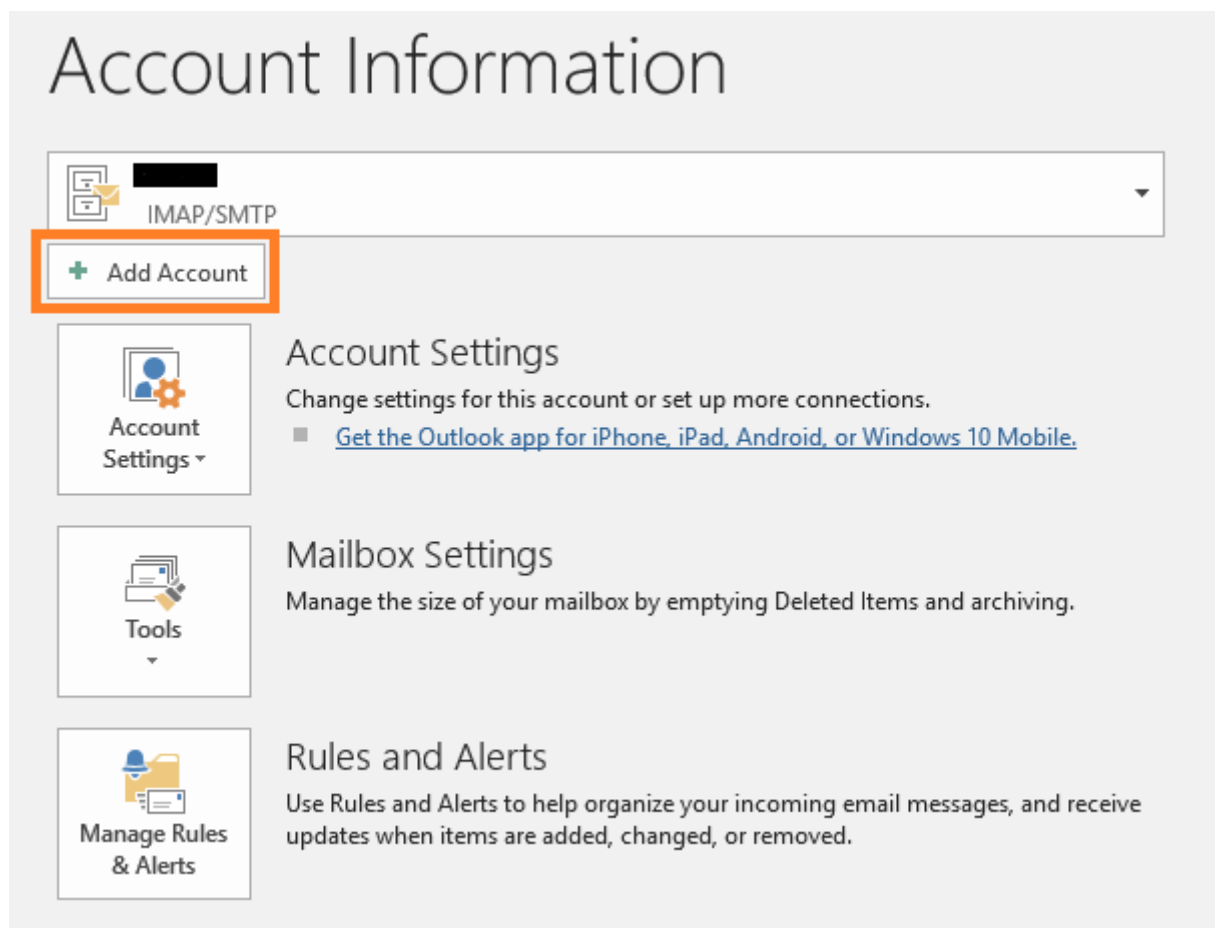


Figure 1

2.) Please enter your TF-username (without @tf.uni-kiel.de) in the box “**Email address**” and tick the box “**Let me set up my account manually**” in the “**Advanced options**” menu. Click “**Connect**” to continue.

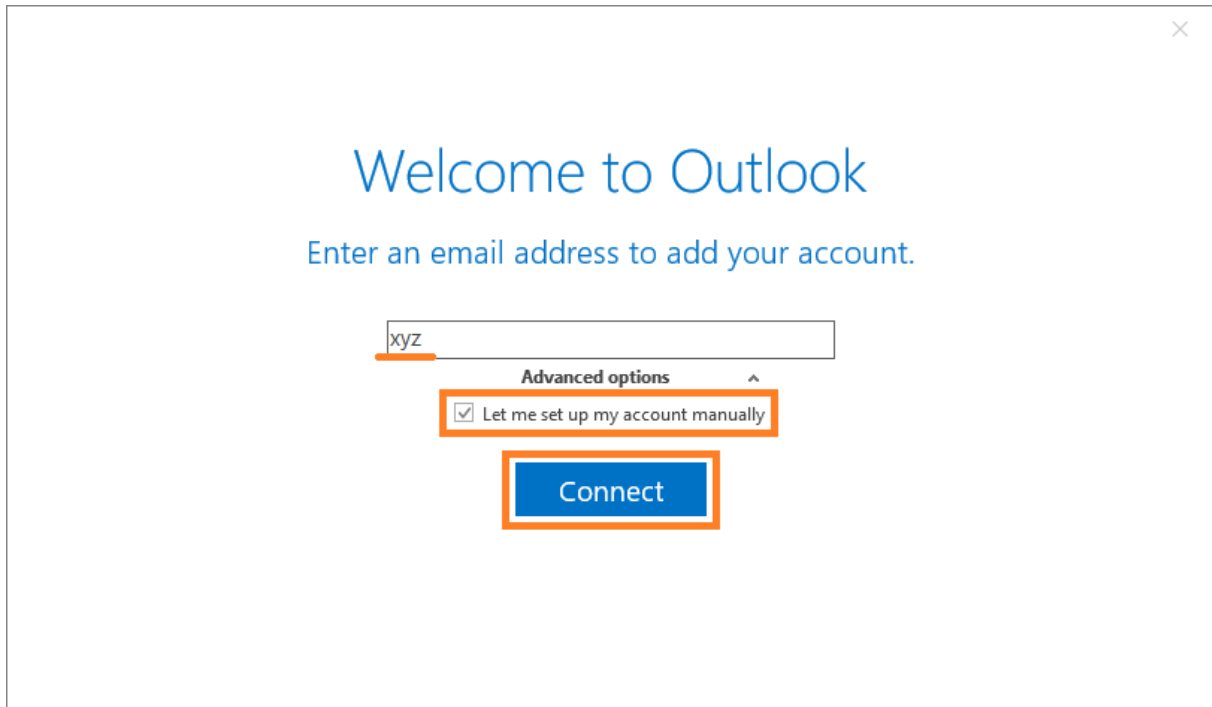


Figure 2

3.) Select “**IMAP**” as account type.

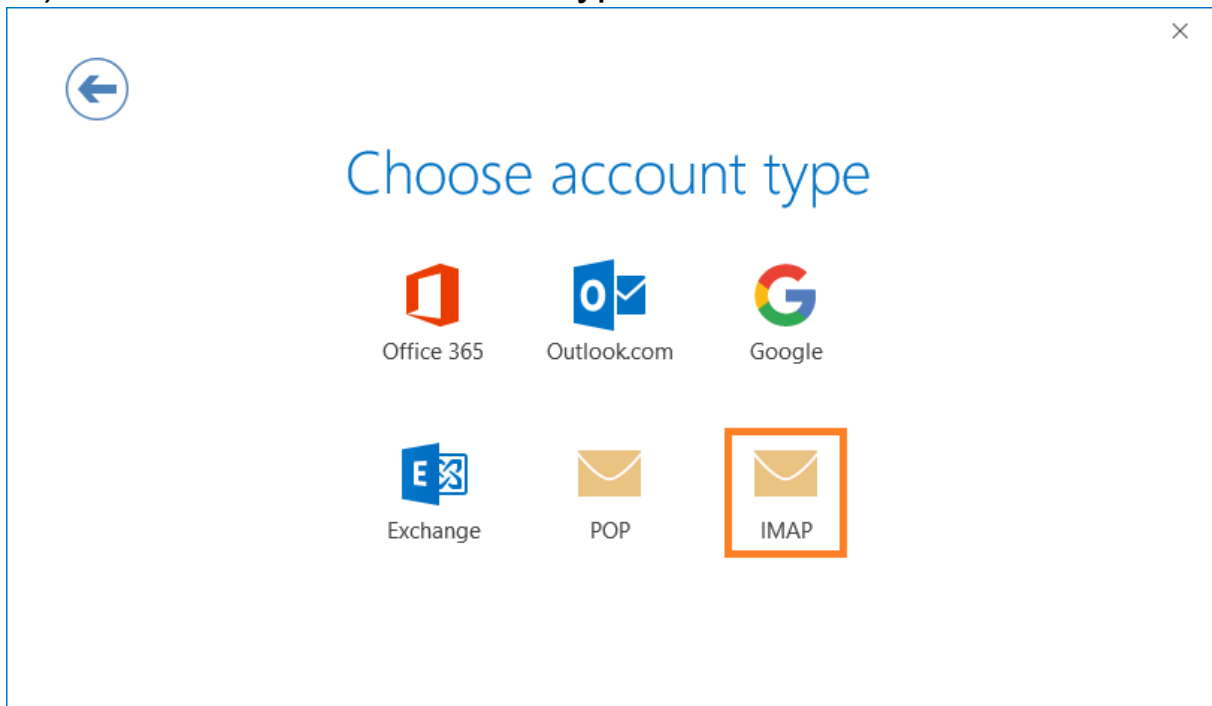


Figure 3

4.) Enter the boxes as follows:

Incoming mail:

**Server:** < mailhost.tf.uni-kiel.de >

**Port:** < 993 >

**Encryption method:** < SSL/TLS >

Outgoing mail:

**Server:** < mailhost.tf.uni-kiel.de >

**Port:** < 587 >

**Encryption method:** < STARTTLS >

Click “**Next**” to continue.

IMAP Account Settings for xyz  
(Not you?)

Incoming mail

Server: mailhost.tf.uni-kiel.de Port: 993

Encryption method: SSL/TLS

Require logon using Secure Password Authentication (SPA)

Outgoing mail

Server: mailhost.tf.uni-kiel.de Port: 587

Encryption method: STARTTLS

Require logon using Secure Password Authentication (SPA)

Next

Figure 4

Enter the password of your TF-account and press **“Connect”**.

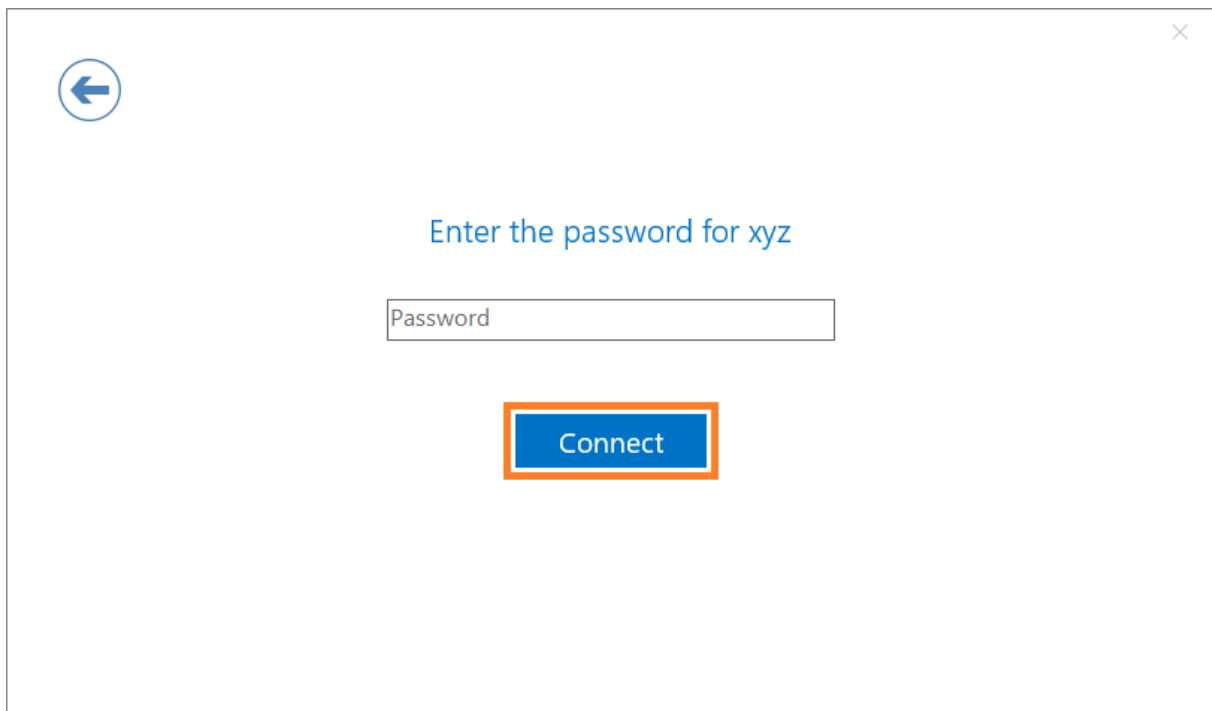
A screenshot of a software dialog box. In the top-left corner, there is a blue circular icon with a white left-pointing arrow. In the top-right corner, there is a small grey 'x' icon. The main text in the center reads "Enter the password for xyz" in blue. Below this text is a white rectangular input field with the placeholder text "Password" in grey. At the bottom center, there is a blue rectangular button with the word "Connect" in white text. The button is highlighted with a thick orange border.

Figure 5

6.) A connection to the mail server will be established and a test message will be sent to you. If you receive the mail, the configuration was successful.

**Should the configuration fail, please check all your entries or repeat the configuration.**