

IT-Group | E-Mail configuration

Configuration of Microsoft Outlook 2016

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**.

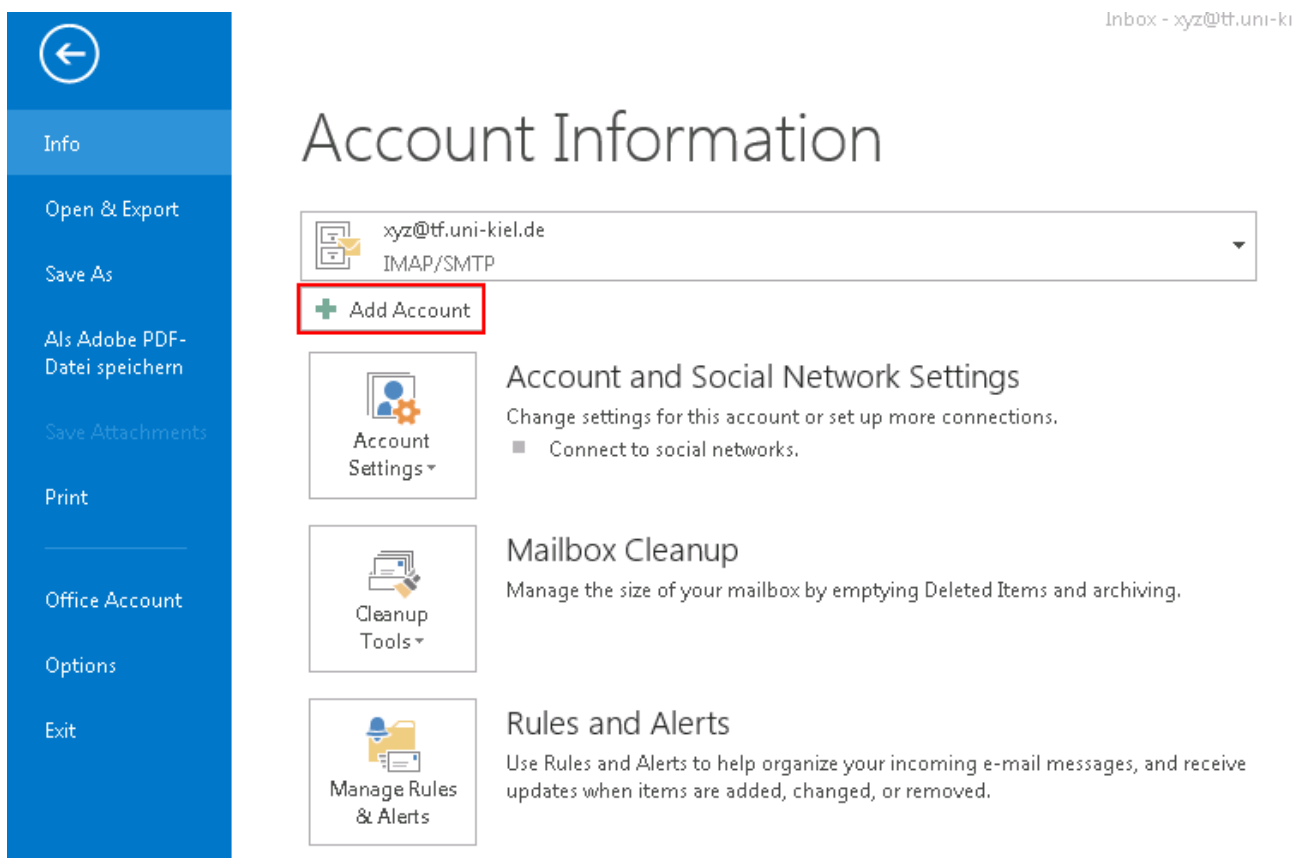


Figure 1

2.) Choose **Manual setup or additional server types**.

The image shows a Windows-style dialog box titled "Add Account". At the top, there is a section for "Auto Account Setup" with the subtitle "Manual setup of an account or connect to other server types." Below this, there are two radio button options. The first is "E-mail Account", which is currently unselected. The second is "Manual setup or additional server types", which is selected and highlighted with a red rectangular box. Under the "E-mail Account" option, there are four input fields: "Your Name:" (with an example "Ellen Adams"), "E-mail Address:" (with an example "ellen@contoso.com"), "Password:", and "Retype Password:" (with a note "Type the password your Internet service provider has given you."). At the bottom right of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

Figure 2

3.) Choose **POP or IMAP** as service.

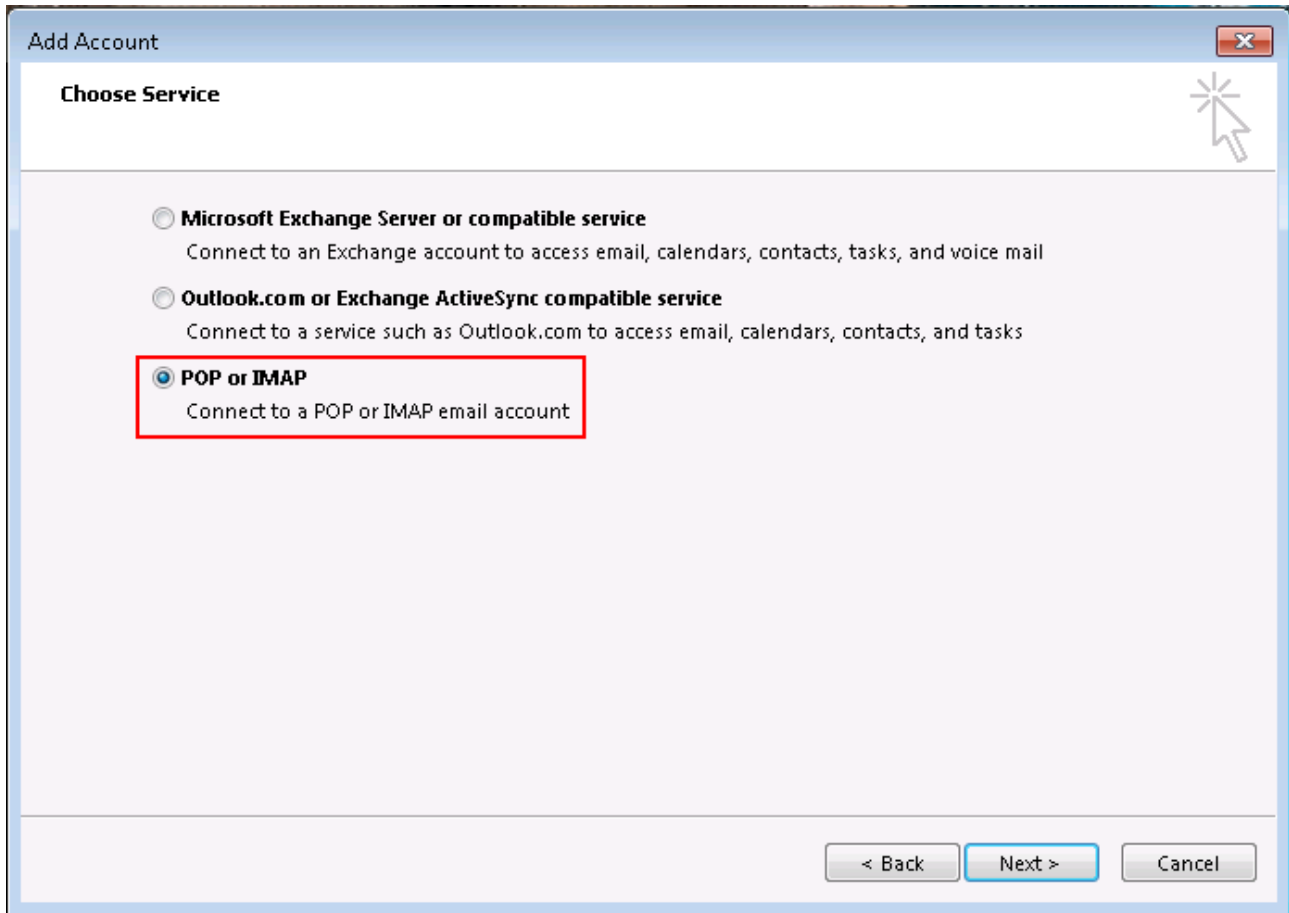


Figure 3

4.) Enter some information about your account and mail server as followed:

Your Name: < Your Name >

Email Address: < User Name@tf.uni-kiel.de >

Account Type: IMAP

Incoming mail server: mailhost.tf.uni-kiel.de

Outgoing mail server (SMTP): mailhost.tf.uni-kiel.de

User Name: < Your User Name > (NOT the whole e-mail, only the abbreviation!)

Password: < Your Password >

Afterwards, click on **More Settings**.

The screenshot shows a window titled "Add Account" with a close button in the top right corner. The main heading is "POP and IMAP Account Settings" with a sub-heading "Enter the mail server settings for your account." and a mouse cursor icon. The window is divided into several sections:

- User Information:** Includes "Your Name:" and "Email Address:" fields. The "Email Address" field contains "xyz@tf.uni-kiel.de".
- Server Information:** Includes "Account Type:" (a dropdown menu set to "IMAP"), "Incoming mail server:" (containing "mailhost.tf.uni-kiel.de"), and "Outgoing mail server (SMTP):" (containing "mailhost.tf.uni-kiel.de").
- Logon Information:** Includes "User Name:" (containing "xyz") and "Password:" (containing masked characters). There is a checked checkbox for "Remember password" and an unchecked checkbox for "Require logon using Secure Password Authentication (SPA)".
- Test Account Settings:** Includes a "Test Account Settings ..." button, a checked checkbox for "Automatically test account settings when Next is clicked", and a "Mail to keep offline: All" slider.

At the bottom right, there is a "More Settings ..." button. At the very bottom, there are three buttons: "< Back", "Next >", and "Cancel".

Figure 4

5.) Click on **Outgoing Server** and choose **Use same settings as my incoming mail server**. It's important that your outgoing server requires authentication.

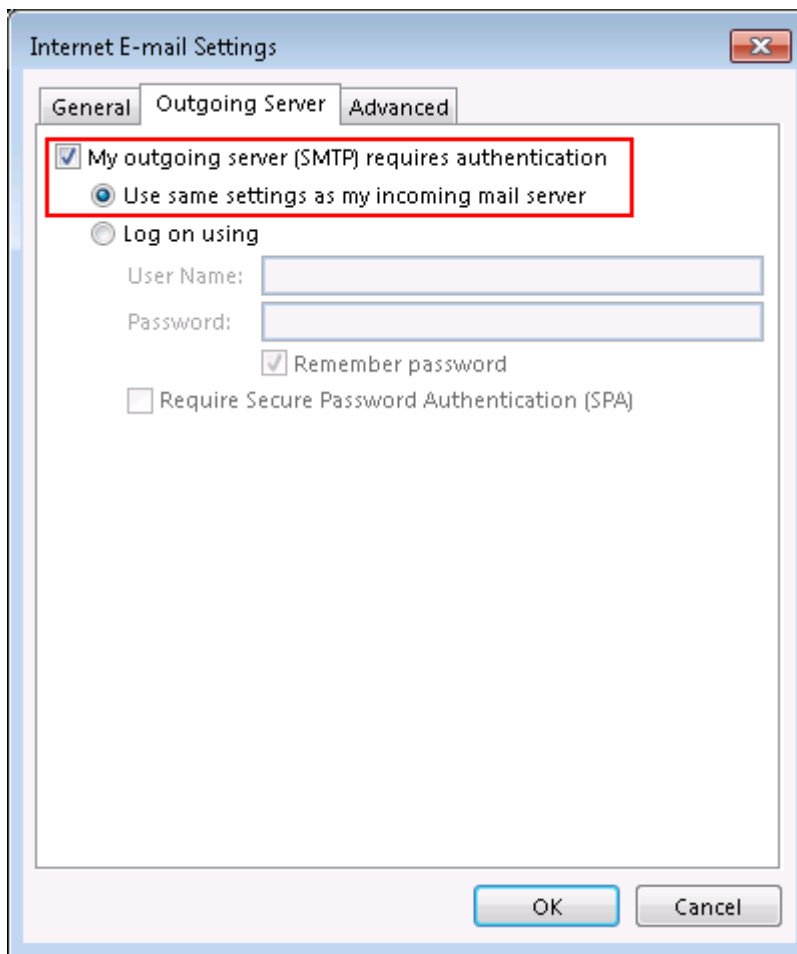


Figure 5

6.) Click on **Advanced** and enter the server port numbers as shown:

Incoming server (IMAP): 993
Type of encrypted connection: SSL

Outgoing server (SMTP): 587
Type of encrypted connection: TLS

Afterwards, click **OK** and confirm your settings. Additionally, click **Next** on the previous window.

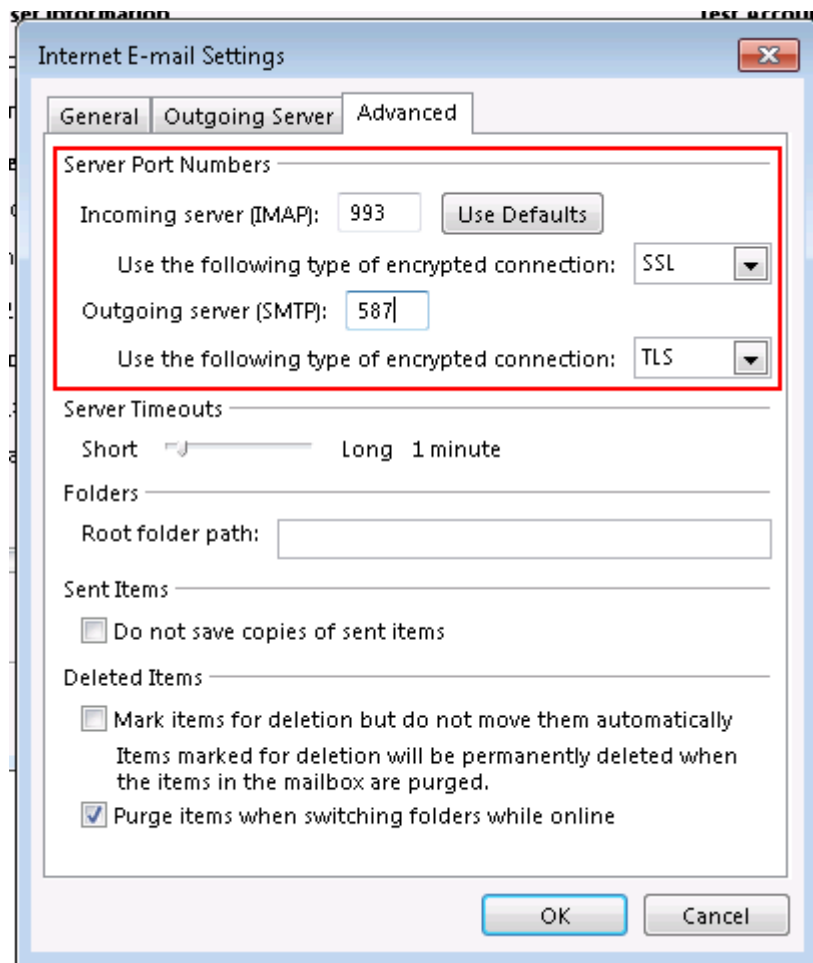


Figure 6

7.) A new window opens, which wants you to install a required certificate. Take a look at the certificate, which is in German. Click on **Zertifikat installieren...** (= Install the certificate). (Optionally)

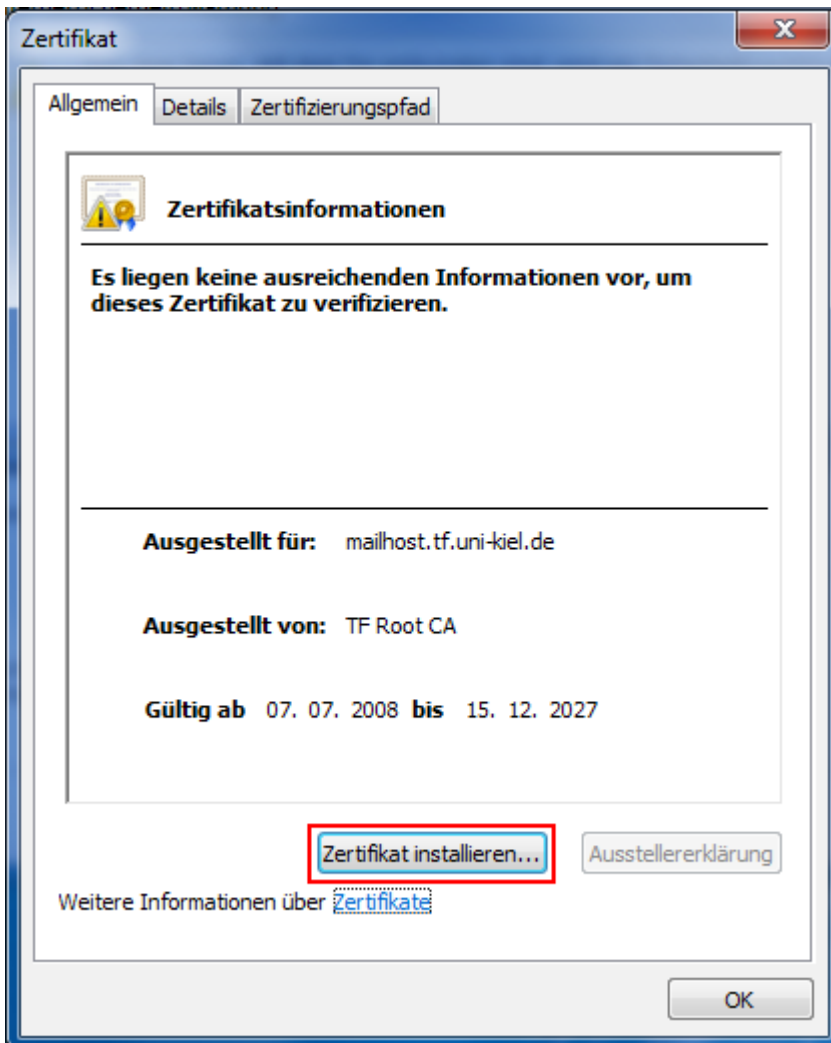


Figure 7

8.) The Certificate Install Wizard opens. Choose **Alle Zertifikate in folgendem Speicher speichern** (= Place all certificates in the following store) → **Vertrauenswürdige Stammzertifizierungsstellen** (= Trusted Root Certification Authorities). Wait until the window with the confirmation opens (figure 9).

Click on **OK** and close the window.

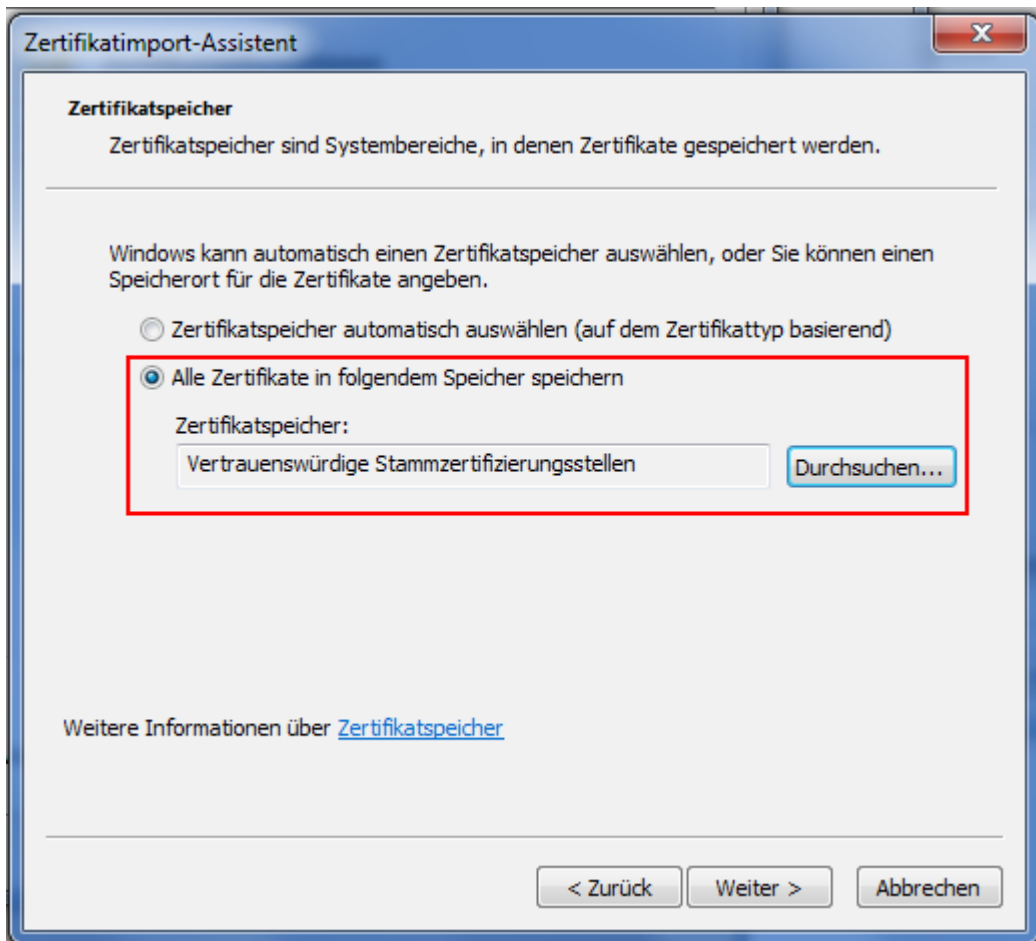


Figure 8

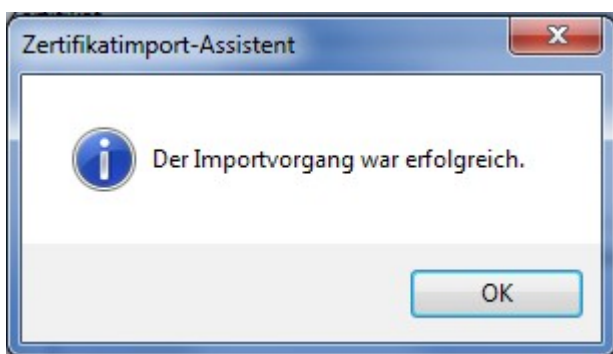


Figure 9

9.) Outlook tries to build a connection to the mail server now. Additionally, it sends you a message as an attempt. If that succeeded, you are done with the configuration. Otherwise you have to examine your settings or restart the whole procedure.