OPSÆTNING AF STUDENTEREMAIL

Outlook 2016

1. Go to Control Panel. It can be opened by searching for “Control Panel” in the Windows menu in the bottom left corner.

2. If your Control Panel does not show the option “Mail (32-bit)” (as shown in the picture), press “Category” in the top right corner and choose “Small Icons”. Press “Mail (32-bit)”. A new window will open.

3. Choose “Mail Accounts”.

   **ATTENTION:** In some versions of Windows the window “Mail” will open instead.

   If so, simply press “Mail Accounts”, press “Add”, give the mail a name under “Profile” and jump to step 5.

4. Choose “New...” under “E-mail”.

   ![Image of Control Panel and Mail Setup]

   ![Image of Mail Setup]

   ![Image of Account Settings]

6. Choose “POP or IMAP”.

7. Write your name under the option “Your Name”, write your mail address in the form studynumber@post.au.dk under “E-Mail Address”. Choose IMAP as “Account Type”.

Make sure that “Incoming mail server” and “Outgoing mail server” is set to post.au.dk.

Write your auID in the form auXXXXXX under “Username” and use the password from the self-service platform as your “Password”.

Check the box “Remember password”.
8. Press "More Settings". This will open a new window.

9. Choose "Outgoing Server". Check the box "My outgoing server (SMTP) requires authentication". Check the box "Use Same settings as my incoming mail server".

10. Go to the tab "Advanced". In "Incoming server" choose 993 as the port and the encryption SSL in the dropdown menu. In "Outgoing server" choose 587 as the port and the encryption "TLS" in the dropdown menu. Press OK.

   **ATTENTION:** In some versions of Windows the options in the dropdown menu is called "SSL/TLS". Choose "SSL/TLS" in "Incoming server" and choose "STARTTLS" in "Outgoing server".

11. You are now back at the main setup window. Press Next. Windows will test the settings.
12. A window telling you that you are all set should now be shown and your student mail should be visible in Outlook.