STUDENTMAIL CONFIGURATION

Windows 10 Mail-App

1. Open the Mail-app.

2. Choose the settings-icon in the bottom left corner. A new menu will appear to the right. Choose “Accounts” and then “Add Account”.

3. Choose “Other Account”.

4. Write your mail address in the form studynumber@post.au.dk under “Email address”, write your name and the password from the self-service platform. Press Sign In.
5. The account will be verified. After a moment press Done.

Press the person-icon in the upper left corner. This will open a new tab. Right-click on your account with the mail address 123456789@post.au.dk and choose “Account Settings”. A new window will appear.

6. Choose "Change mailbox sync settings". A new window will appear. In the bottom choose "Advanced Mailbox Settings".

**ATTENTION:** If you cannot open "Change mailbox sync settings" and a message under the box says "Synchronizing content" you will have to wait for the synchronization to be done (Have a tremendous amount of patience!). If you feel like it takes too long you can try to restart your PC and open the app again. It might help.
7. Write post.au.dk:993:1 under "incoming email server" and post.au.dk:587:0 under "Outgoing (SMTP) email server".

Make sure that the three boxes are checked (as seen in the picture). Press Done.

8. The Mailbox will now synchronize again. After a while the mail-app will show a message asking for more information. Press the person-icon in the top left corner and then the exclamation mark. Change the Username from 123456789@post.au.dk to your auID in the form auXXXXXX and write the password you use for the self-service platform.

9. The Mail-app will once again synchronize. After a while your mails should be in the inbox and the configuration is done. If the mail-app does not synchronize automatically simply press the sync-icon to the right of the search bar. Your mails should now be in the inbox and the configuration is done.