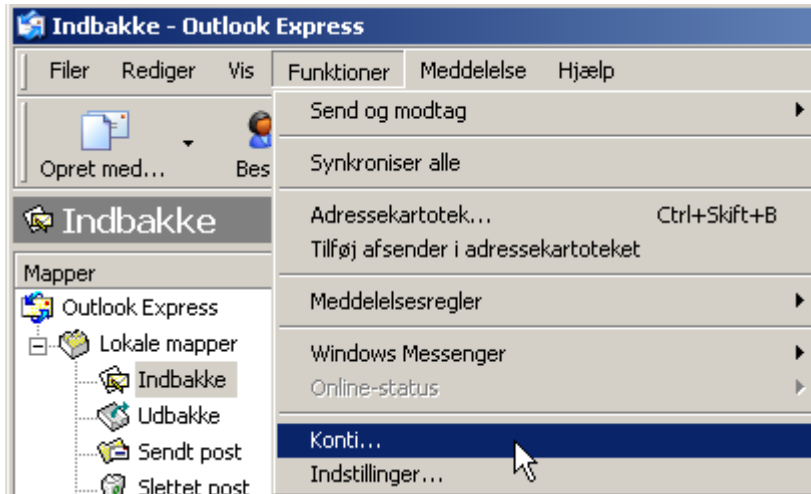


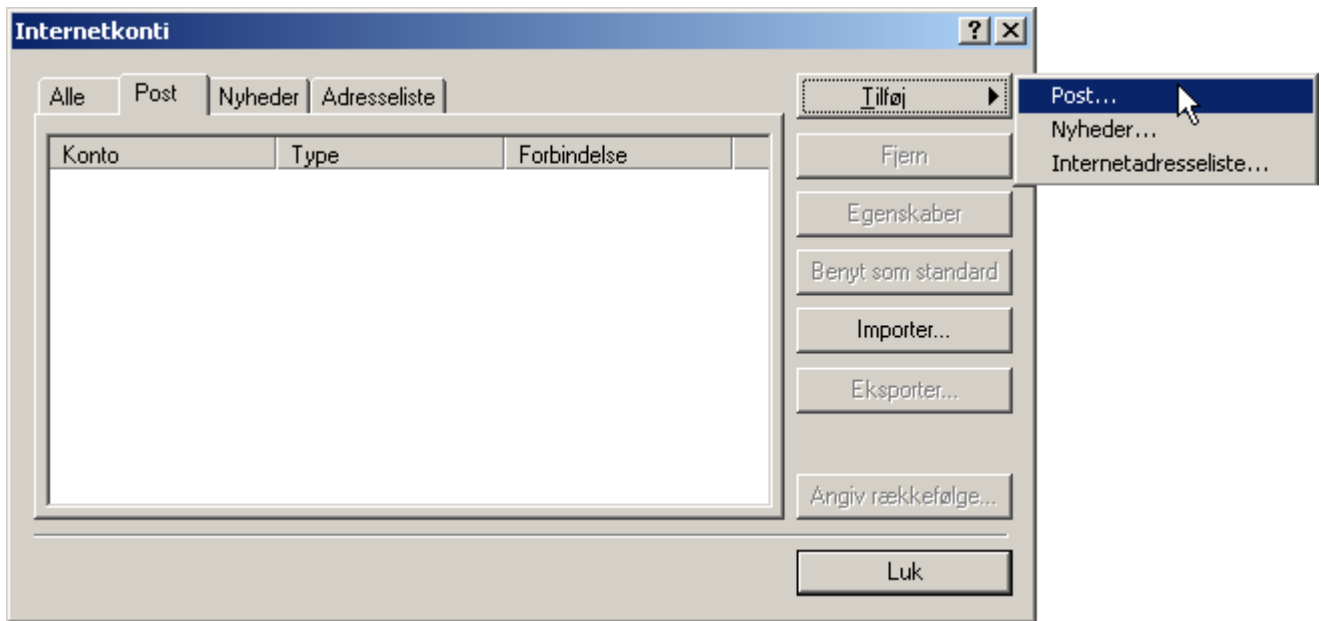
How to set up

# Microsoft Outlook

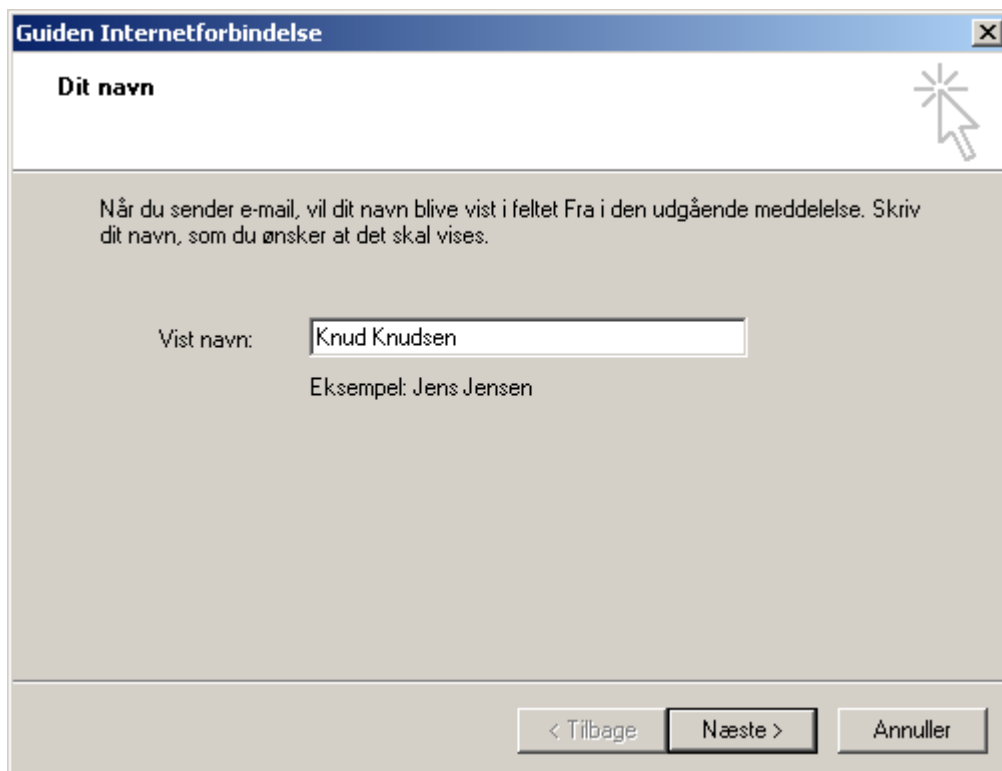
to check email from the University of Aarhus



Under Funktioner choose Konti...

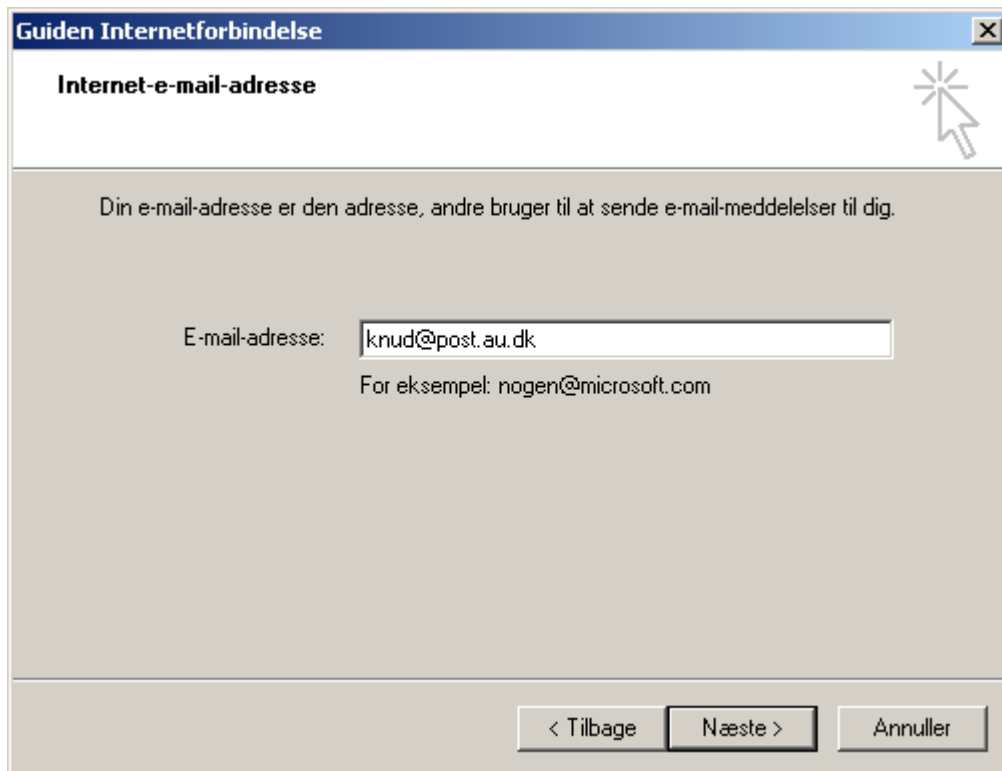


Choose Tilføj and then Post...



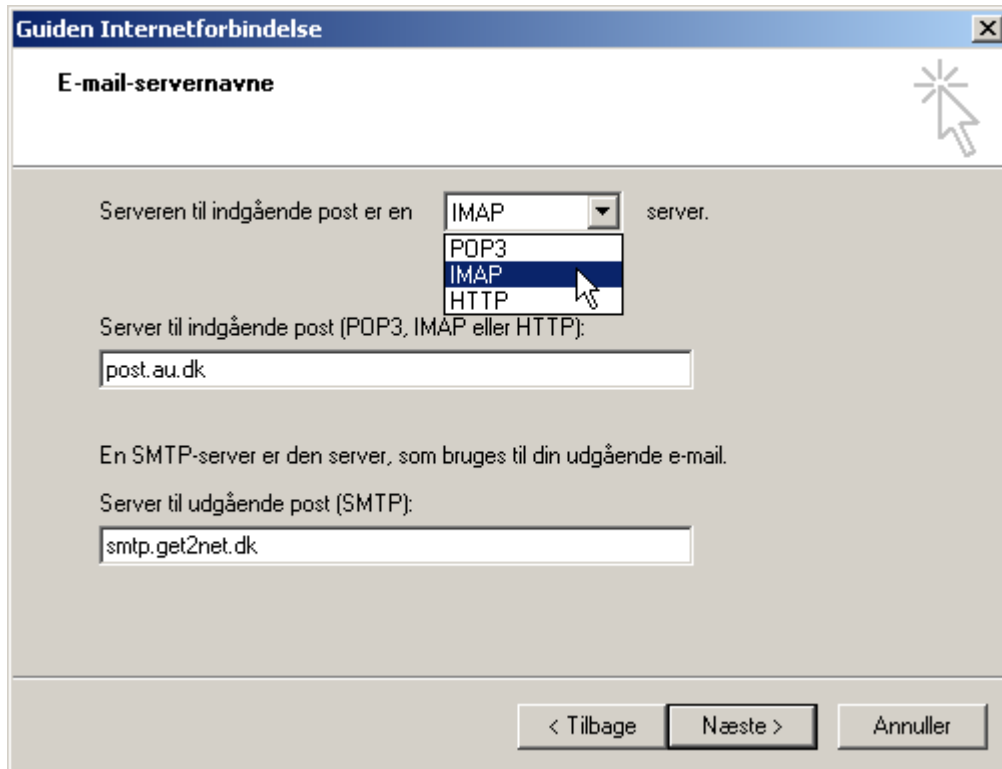
Write the name that you want recipients to see when they receive email from you.

Click Næste >



Write the address that you want to appear as the sender and reply-to address. You might want to consider using the mail alias that has been set up for you based on your name.

Click Næste >



The server for ingoing mail is called post.au.dk, and it is an IMAP server.

For SMTP server you will need to enter your Internet Service Provider's SMTP server. You cannot send email over the SMTP-server at the University of Aarhus.

If you do not know your ISP's server information you can check your settings for your other mail accounts if you have any or contact your ISP to get the information. In general the SMTP server will probably be called something like smtp.name\_of\_your\_isp.dk.

Click Næste >

**Guiden Internetforbindelse**

**Logon til Internet Mail**

Skriv kontonavnet og adgangskoden, som du har fået af din Internetudbyder.

Kontonavn:

Adgangskode:

Husk adgangskode

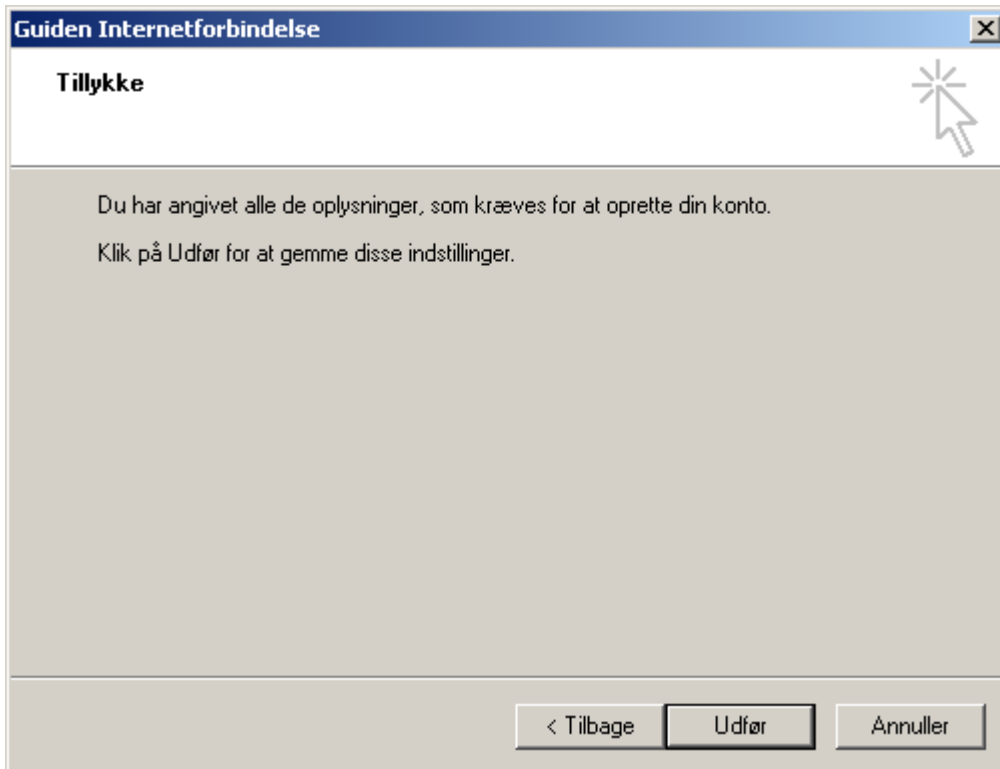
Hvis din Internet udbyder kræver, at du bruger godkendelse af sikker adgangskode (Secure Password Authentication - SPA) for at få adgang til din e-mail, skal du markere Log på med godkendelse af sikker adgangskode.

Log på med godkendelse af sikker adgangskode (SPA)

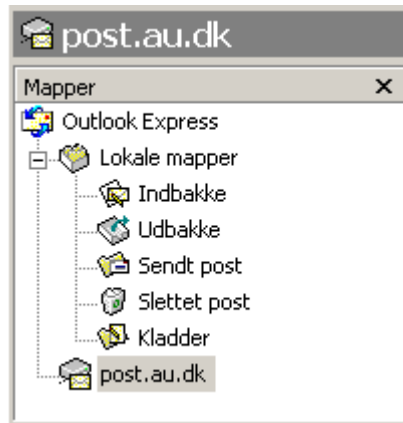
< Tilbage    Næste >    Annuller

The account name is your email address or any alias that you have created. The password is the same one that you use to log on to the online Self-service.

Click Næste >



Click Udfør and click Ja to download folders from the server...



...And your AU inbox will now appear in your list of mailboxes in Outlook.