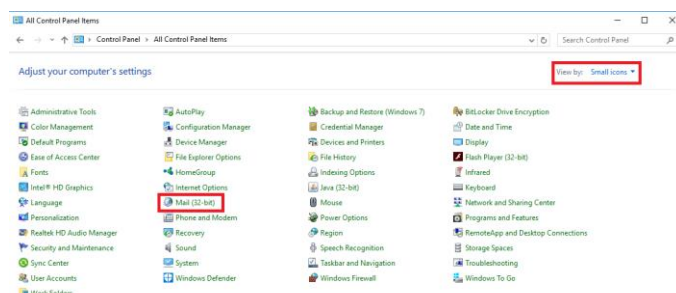


OPSÆTNING AF STUDENTERMAIL

Outlook 2016

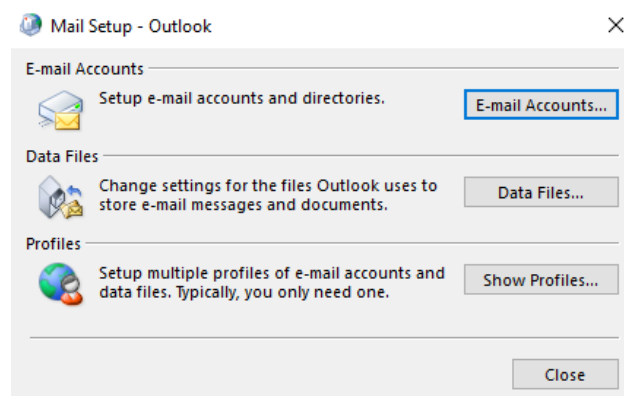
1. Go to **Control Panel**. It can be opened by searching for "**Control Panel**" in the Windows menu in the bottom left corner.
2. If your Control Panel does not show the option "**Mail (32-bit)**" (as shown in the picture), press "**Category**" in the top right corner and choose "**Small Icons**". Press "**Mail (32-bit)**". A new window will open.



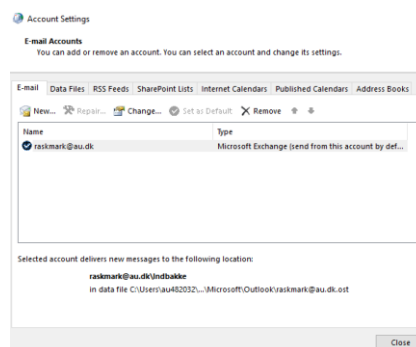
3. Choose "**Mail Accounts**".

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**".



- Choose **"Manual Setup"/"Manually Configure server setting"** and press Next.

Add Account
Auto Account Setup
Manually setup an account or connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Re-type Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back Next > Cancel

- Choose **"POP or IMAP"**.

Add Account
Choose Service

Outlook.com or Exchange ActiveSync compatible service
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

POP or IMAP
Connect to a POP or IMAP email account

< Back Next > Cancel

- 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 **aulD** in the form **auXXXXXX** under **"Username"** and use the **password** from the self-service platform as your **"Password"**.

Check the box **"Remember password"**.

Add Account
POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information
Your Name:
Email Address:

Server Information
Account Type:
Incoming mail server:
Outgoing mail server (SMTP):

Logon Information
User Name:
Password:
 Remember password

Require logon using Secure Password Authentication (SPA)

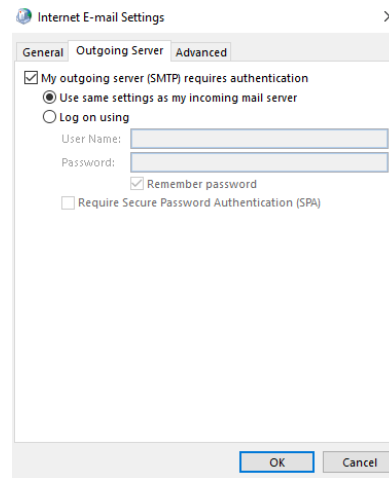
Test Account Settings
We recommend that you test your account to ensure that the entries are correct.

 Automatically test account settings when Next is clicked

Mail to keep offline: All

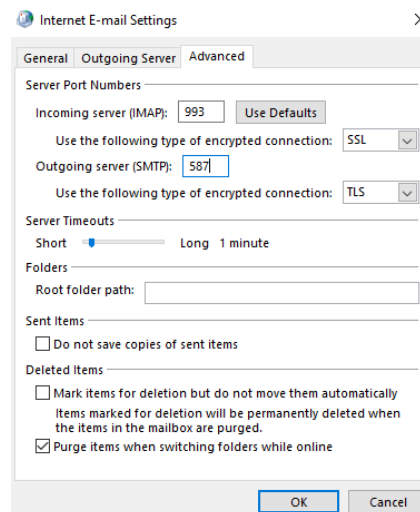
< Back Next > Cancel

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"**. Check the box **"Use Same settings as my incoming mail server"**.

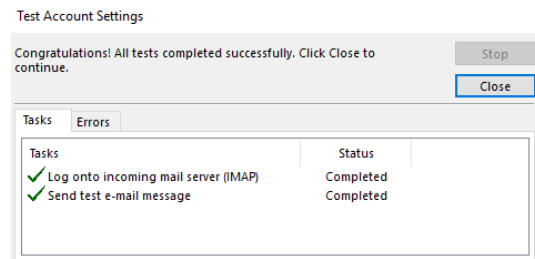


10. Go to the tab **"Advanced"**. In **"Incoming server"** choose **993** as the port and the encryption **SSL** in the dropdown menu. In **"Outgoing server"** choose **587** as the port and the encryption **"TLS"** in the dropdown menu. Press OK.

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.

