

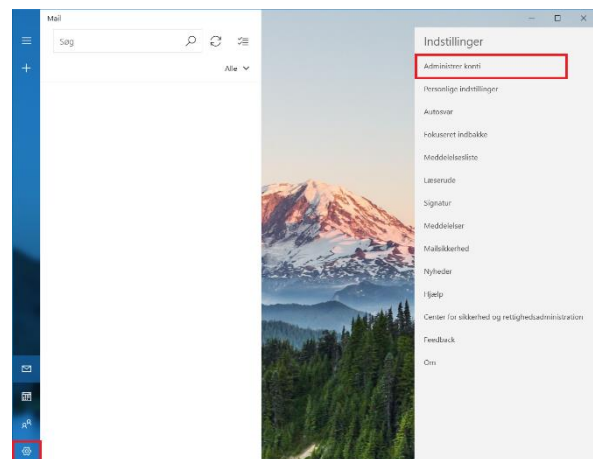
STUDENTMAIL CONFIGURATION

Windows 10 Mail-App

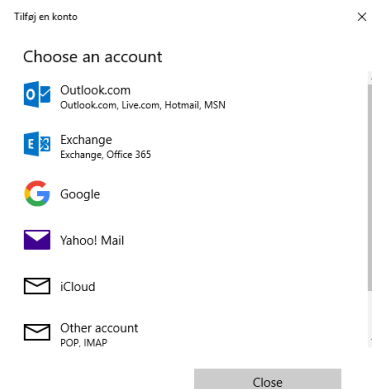
1. Open the **Mail-app**.



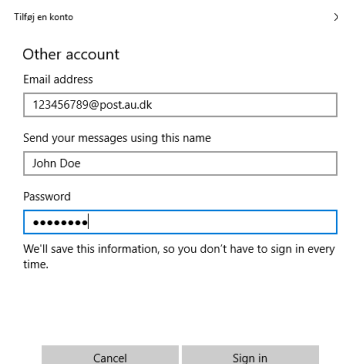
2. Choose the settings-icon in the bottom left corner. A new menu will appear to the right. Choose **“Accounts”** and then **“Add Account”**.



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.

Kontoindstillinger ×

Post-kontoindstillinger

✉ 123456789@post.au.dk

Brugernavn

@post.au.dk

Adgangskode

●●●●●●●●

Kontonavn

Post

Skift indstillinger for synkronisering af postkasse
[Indstillinger for synkronisering af dit indhold.](#)

Slet konto
[Fjern denne konto fra din enhed.](#)

Gem Annuller

Kontoindstillinger ×

Post-synkroniseringsindstillinger

Hvis du får en masse mail en dag og ikke kontrollerer din konto i nogle dage, ændrer vi dine synkroniseringsindstillinger derefter, så du kan spare på data og batteri.

Synkroniserer i øjeblikket: **hver 2. time**

Download altid hele meddelelser og internetbilleder

Download mail fra

de seneste tre måneder

Send dine meddelelser ved hjælp af dette navn

John Doe

Indstillinger for synkronisering

Mail

Slået til

Avancerede indstillinger for postkasse
[Oplysninger om servere for ind- og udgående mail](#)

Udført Annuller

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.

Kontoindstillinger

Post-synkroniseringsindstillinger
John Doe

Indstillinger for synkronisering

Mail
 Slået til

Indgående mails server
post.au.dk:993:1

Udgående mails server (SMTP)
post.au.dk:587:0

Den udgående server kræver godkendelse

Brug det samme brugernavn og den samme adgangskode til afsendelse af mail

Kræv SSL til indgående mail

Kræv SSL til udgående mail

Udført Annuller

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.

Handling er påkrævet

Handling er påkrævet
Opdater adgangskoden for denne konto.

123456789@post.au.dk

Brugernavn
auXXXXXX

Adgangskode
••••••••

Annuller Gem

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.