STUDENT EMAIL SET UP

1. Click Start ①, and choose Control Panel ②.

2. Click the search field ① and type in mail.

3. Choose Mail (32-bit) ① from the search results.
Click **E-mail Accounts...**

Click **New**

Select to **Manually Configure server settings** and click **Next**.
Select Internet E-mail and click Next.

Under User Information write your name and E-mail address (studentID@post.au.dk).
Under Server Information set the account type to IMAP and both incoming and outgoing mail server to post.au.dk.
As login information write au followed by your AU ID as user name, e.g. au123456 and your password from mit.au.dk.

Click More Settings.

Select the tab Outgoing Server and set a mark in the checkbox My outgoing server (SMTP) requires authentication.
Select the tab Advanced and set the incoming server connection type to SSL and port number 993.

Set the outgoing connection type to TLS and the port to 587.

Click Ok to close the window.

Click Next to finalize the set up of your mail.