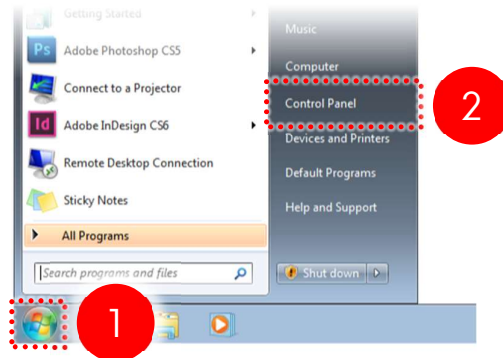
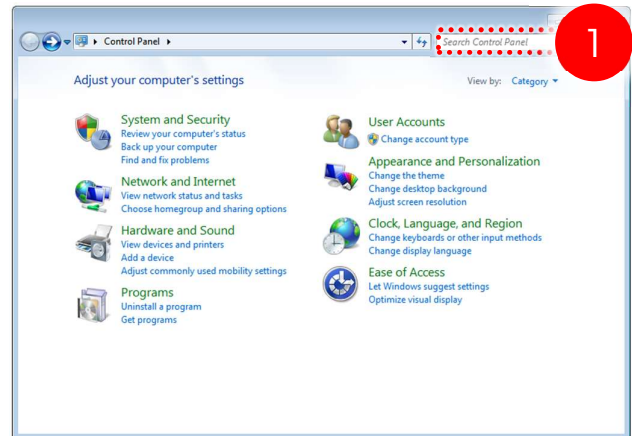


STUDENT EMAIL SET UP

1 Click **Start** ❶, and choose **Control Panel** ❷.



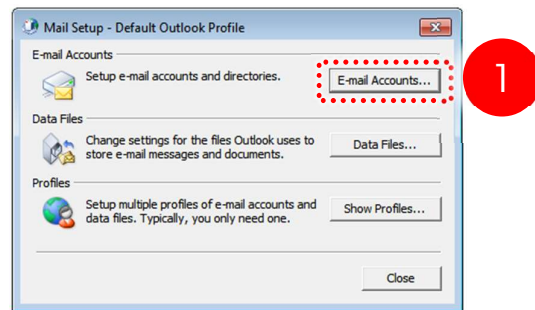
2 Click the **search** field ❶ and type in **mail**.



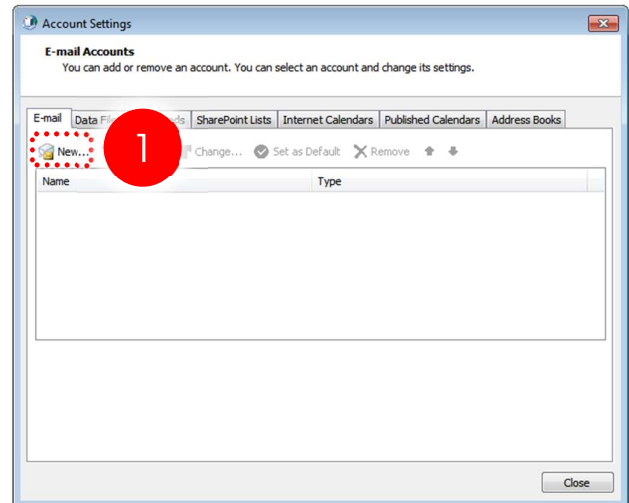
3 Choose **Mail (32-bit)** ❶ from the search results.



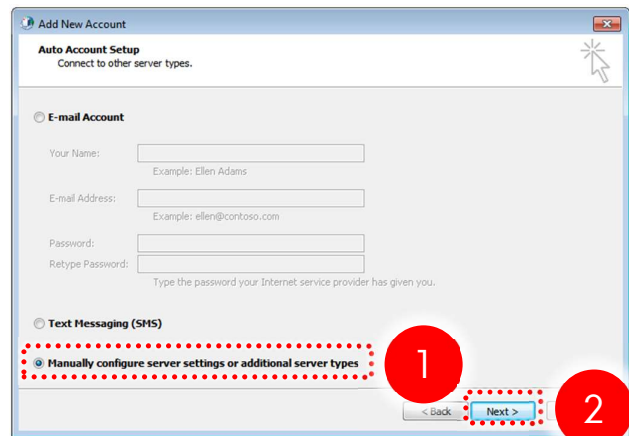
4

Click **E-mail Accounts...** ①.

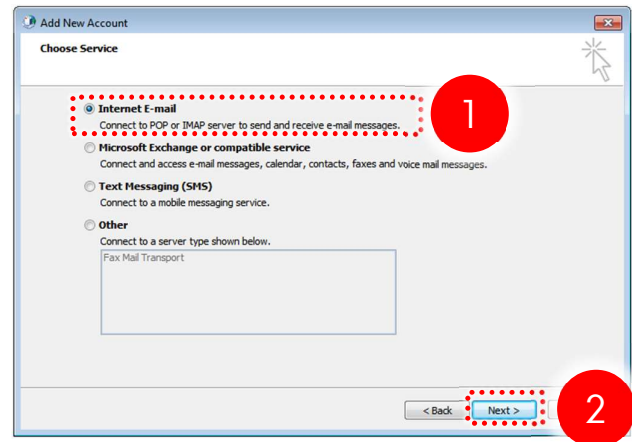
5

Click **New** ①.

6

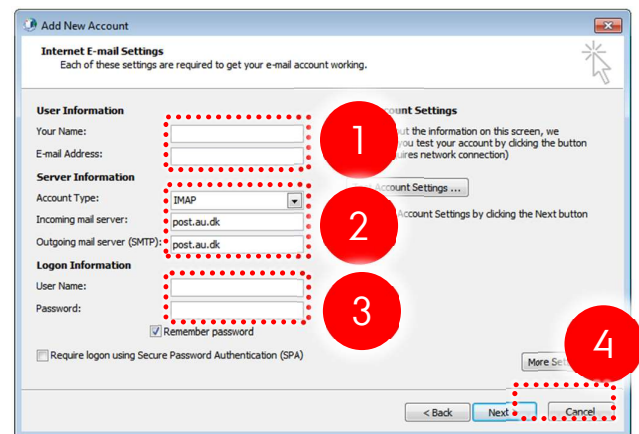
Select to **Manually Configure server settings** ① and click **Next** ②.

7 Select **Internet E-mail** ① and click **Next** ②.

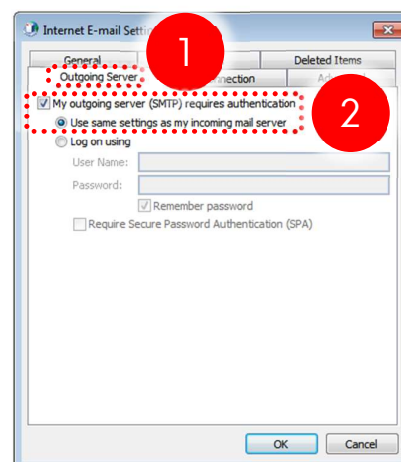


8 Under **User Information** ① write your **name** and **E-mail address** (studentID@post.au.dk).
Under **Server Information** ② set the account type to **IMAP** and both incoming and outgoing mail server to **post.au.dk**.
As login information ③ write **au** followed by your AU ID as user name, e.g. au123456 and your **password** from mit.au.dk.

Click **More Settings...** ④.



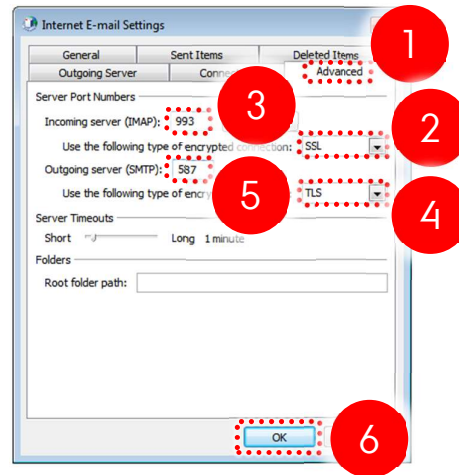
9 Select the tab **Outgoing Server** ① and set a mark in the checkbox **My outgoing server (SMTP) requires authentication** ②.



10 Select the tab **Advanced** **1** and set the incoming server connection type to **SSL** **2** and port number **993** **3**.

Set the outgoing connection type to **TLS** **4** and the port to **587** **5**.

Click **Ok** **6** to close the window.



11 Click **Next** **1** to finalize the set up of your mail.

