Universität Bamberg

Add an E-Mail Account to Outlook for Windows

Important:

- In order to add an email account to Outlook, you must already have a valid **user account** (e.g. **BA-Number** and **password**).
- To add a **departmental email inbox** to Outlook you must already have the required **access authorisation** (e.g. from the head of that particular unit). For that, you need to be on the authorisation list as a member.

1   Add an email account

If you open Outlook for the first time, the configuration assistant will start automatically.

To add an additional account in Outlook select **File** and click on **Add Account**.
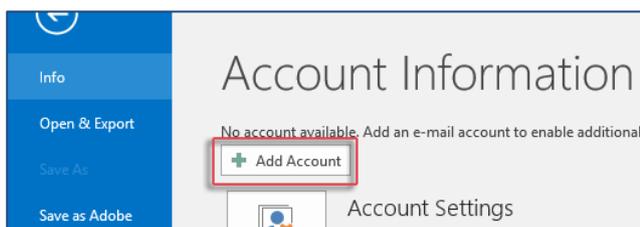
Figure 1: Add new email account

2   Set up your email account

Select which type of account you would like to set up and then continue with the corresponding section:

- **Email accounts for students:**
  - 2.1 Set up Office-365 for students
  - 2.2 Set up the alternative email system (Mailex) – only students
- **Email accounts for staff members:**
  - 2.3 Set up Exchange account (types: personal and departmental email inbox)

2.1   Set up Office 365 for students
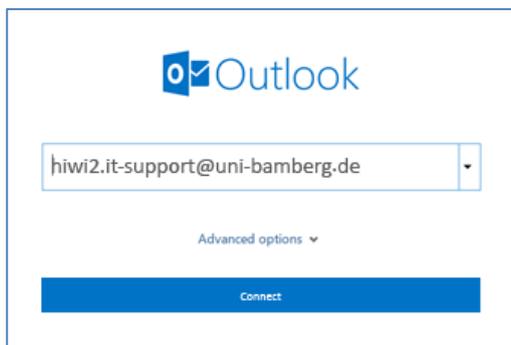
Figure 2: Add mailbox

Enter your **student email address** in the dialog window and select **Connect**.

Please select **Microsoft 365** in the dialog window.
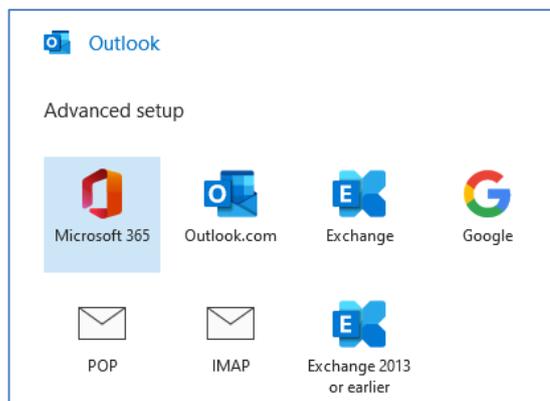
Figure 3: Select Microsoft 365

The opening dialog window will ask you for your login credentials. Please enter your BA-number or email address and the corresponding password and then click **Login.**
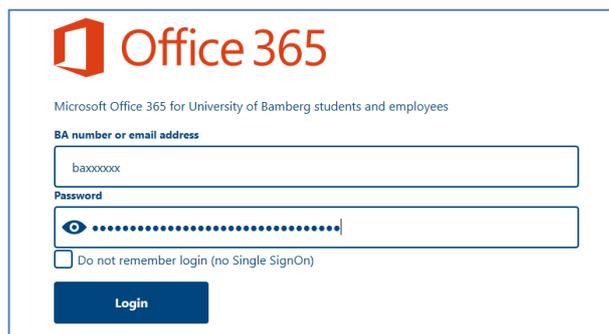
Figure 4: Login window for Office 365

If another dialog windows appears, please remove the checkmark from **Set up Outlook Mobile for my phone as well** and complete the account set up by clicking **OK.**

2.2   Set up the alternative email system (Mailex) – only students

Fill in our university email address in the dialog window. Then choose **Advanced options** and make sure to check the box for **Let me set up my account manually**.

Click on **Connect** and then choose the **account type IMAP** in the dialog window that will open.

Use the following IMAP settings:

- **Incoming mail:**
  - **Server**: mailex.uni-bamberg.de
  - **Port**: 993
  - **Encryption method**: SSL/TLS
- **Outgoing mail:**
  - **Server**: mailex.uni-bamberg.de
  - **Port**: 587
  - **Encryption method**: STARTTLS

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Make sure you do **not** check the two boxes for **Require login using Secure Password Authentication (SPA)**.

Confirm your settings by clicking on **Continue**. Then enter the password of your BA-Number in the following dialog window and confirm it by clicking on **Connect**.

After a short time the set-up should be complete. If necessary, remove the check before **Set up Outlook Mobile on my phone, too** and finish the set-up by clicking on **OK**.

2.3   Set up an exchange account
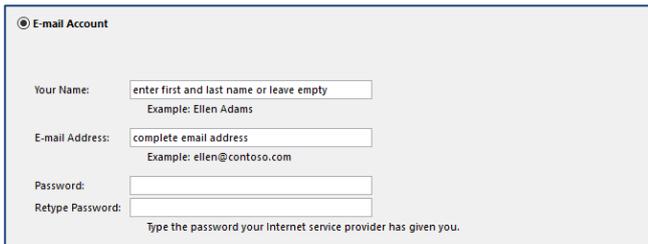
Figure 5: Add mailbox

After having added a new account (1. Add an E-Mail account), you now have to fill in the section **E-mail Account** in the opening dialog window.

Depending on the kind of email account you have, enter the following information:

- **Personal email inbox**:
    - **Your Name**: your first and last name
    - **Email Address**: your university email address
    - **Password**: password of your BA-Number
- **Departmental email inbox**:
    - **Name**: department, e.g. examining board
    - **Email Address**: departmental email inbox
    - **Password**: please leave this input field empty

If you click on **Continue,** a new window will open which will show you the operation **Searching for your mail server settings…** This search might take several minutes.

If the dialog window looks different from the one you can see above, enter your university email address or your departmental email address.

Figure 6: Add mailbox

Click on **Advanced Options** and make sure that you check the box for **Let me set up my account manually**.

After selecting **Connect** you will be able to choose your **account type**. Please select **Exchange**.

You now will be asked to provide your login credentials. Select **More Choices** and then choose **Use a different account**.
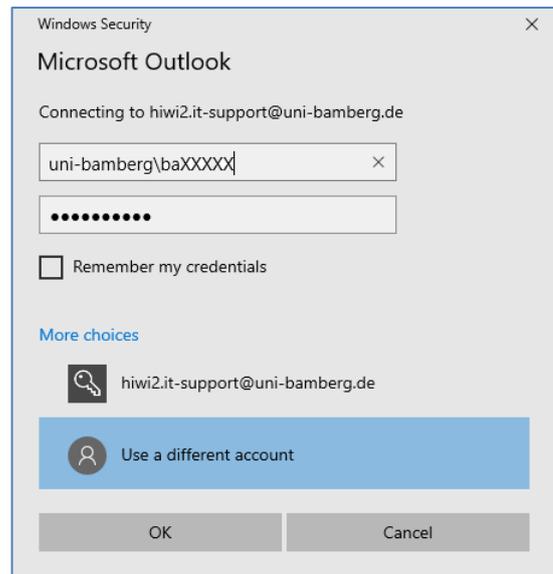
Figure 7: Enter login data

Please enter your login information as follows:

- **Username:** uni-bamberg\your personal BA-Number
- **Password:** password of your BA-Number

After clicking **OK** your account set-up will be finished. It might occur that you need to confirm your password a second time. If necessary, remove the check for **Set up Outlook Mobile on my phone, too** and finish the set-up with **OK**.

3   Any Questions?

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