

Microsoft Outlook 2019 / 2016

Requirement

- **Operating System:** Microsoft Windows 7 or a newer version of Windows.
- **Office Service Pack:** Microsoft Office 2016/2019
- You have an e-mail account on the **Exchange system of Jade University**.

First start of Outlook after installation

The first time you start Outlook after the installation, the **Email Account assistant** will start and help you set up your Exchange account.



Add new email account



After confirmation (button: **Continue >**) of the first page, the first basic information for the e-mail account to be set up is requested.

Here you first enter your own name in the **Your Name** field, followed by your **Email Address** (usually first.name.last.name@jade-hs.de or first.name.last.name@student.jade-hs.de).

Under **Password** and **Re-enter password**, enter the password you use to log into your Exchange mailbox.

After entering/confirming (button: **Next>**) the information, the assistant searches online for the server settings of the e-mail account.

Furthermore, the assistant asks you again for the exact access data for the Exchange server.

In the window that appears, you must select the option **Use other account** via the item **More options**.

Then enter the user name (PC login) in the form **loginname@hs-woe.de** (e.g. ma1234@hs-woe.de) and the corresponding password.



If all information has been determined correctly, the assistant reports the successful configuration of the Microsoft Exchange account.



Finally, finish the configuration assistant by clicking „Finish“.

After closing the assistant, Microsoft Outlook is started, a connection to your Exchange account is established and the data between Exchange servers is synchronised with Outlook.

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