

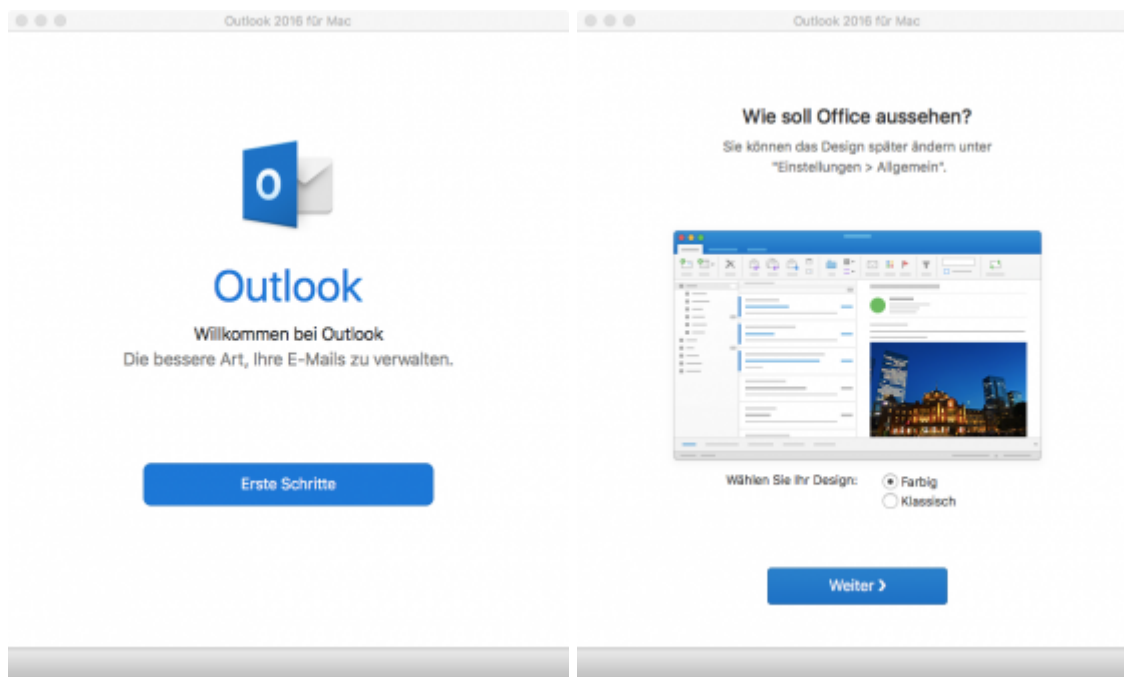
Microsoft Outlook for Mac 2016

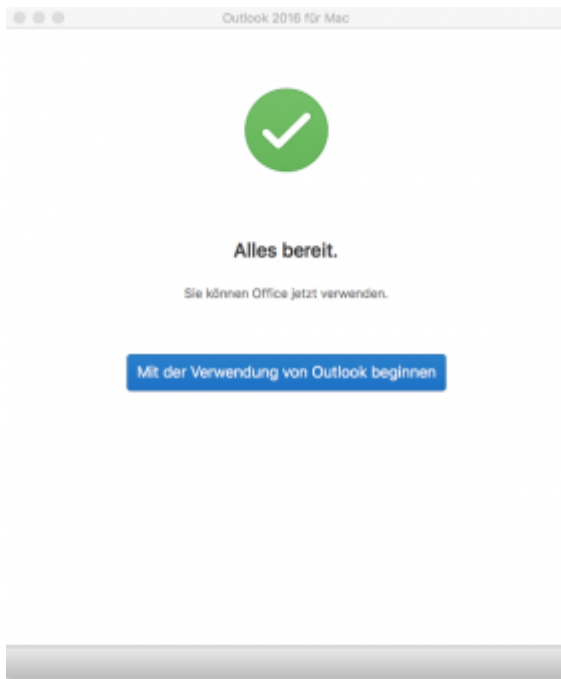
Requirements

- **Operation System:** Apple macOS 10.10 Yosemite or newer
- **Office Service Pack:** Microsoft Office 2016 for Mac 15.27.0 or newer
- You own an e-mail account in the **Exchange System of the Jade University**

First Start of Outlook for Mac After the Installation

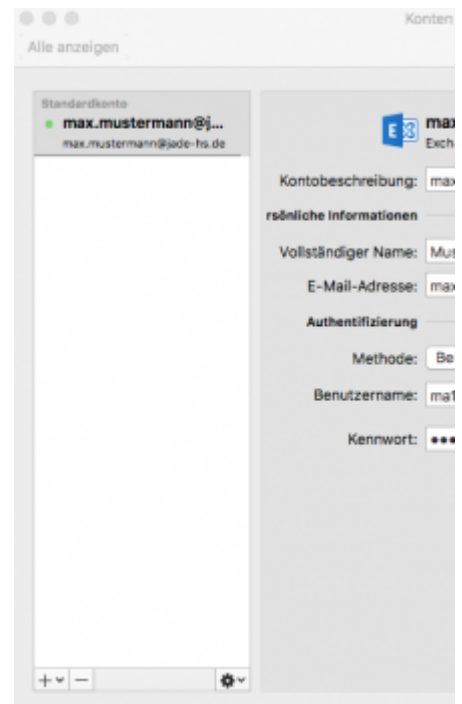
During the first start after installation, the assistant for the set-up of **Outlook 2016 for Mac** starts. To finish, click on the item **Mit der Verwendung von Outlook 2016 beginnen** (ENG: „Start with the use of Outlook 2016“), in order to start the assistant **E-Mail einrichten** (ENG: „Set up e-mail“) (c.f. section “[Set Up New E-Mail Account](#)”).





Adding Another E-Mail Account

Provided, you have already configured e-mail accounts on Outlook for Mac, go to **Outlook** and **Einstellungen** (ENG: „Settings“), in order to add another e-mail account.

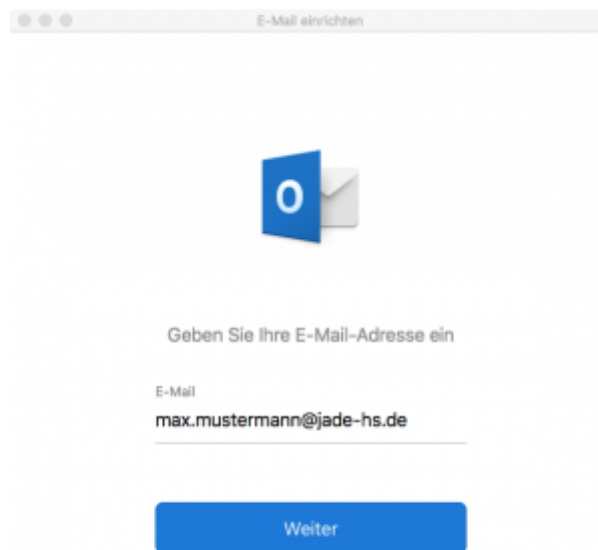


In the window **Outlook-Einstellungen** (ENG: „Outlook Settings“), select the point **Konten** (ENG: „Accounts“) to get to the account management.

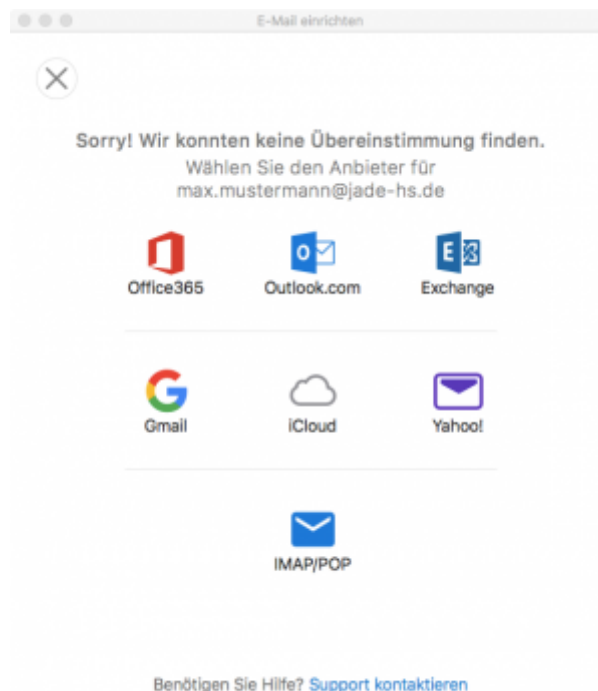
To add another e-mail account, click on the + symbol at the bottom in the left corner and select **Neues Konto** (ENG: „New Account“).

Setting Up A New E-Mail Account

First, you enter the **e-mail-address** of your Exchange account and click on **Weiter** (ENG: „Next“).



The assistant starts searching for the account settings. When being asked for the **Anbieter** (ENG: „Provider“) of the e-mail account, click on **Exchange**.



In the next step, the assistant requests missing information. First, please check the entered **e-mail-address** of your Exchange account and select the option **Benutzername und Kennwort** [ENG:

„Username and Password“) at **Methode** (ENG: „Method“).

Type in your username (PC-login) in the form **loginname@hs-woe.de** (e.g. ma1234@hs-woe.de) into the input box **DOMÄNE\Benutzername oder E-Mail** (ENG: „Domain/Username or E-Mail“) and the password, which you use to log into your Exchange account, into the input box **Kennwort** (ENG: „Password“).

E-Mail einrichten

Nicht Exchange?

Exchange

Methode
Benutzername und Kennwort

E-Mail-Adresse
max.mustermann@jade-hs.de

DOMÄNE\Benutzername oder E-Mail
ma1234@hs-woe.de

Kennwort
●●●●●●

Kennwort anzeigen

Server (optional)

Konto hinzufügen

Benötigen Sie Hilfe? [Support kontaktieren](#)

After input/confirmation (Button: **Konto hinzufügen** [ENG: „Add Account“]) of the information, the assistant configures the e-mail account with the correct settings.

E-Mail einrichten

max.mustermann@jade-hs.de wurde hinzugefügt

Wussten Sie schon?
Outlook unterstützt Google-, Yahoo!- und iCloud-Konten.

Weiteres Konto hinzufügen

Fertig

Outlook für iOS und Android herunterladen

To finish, close the configuration assistant by clicking the button **Fertig** (ENG: „Done“).

After closing the assistant, Microsoft Outlook for Mac will be started and a connection to your Exchange account will be established. Exchange server data will be synchronised with Outlook 2016 for Mac.

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