

# Microsoft Outlook 365 / 2019 Click2Run

## Requirement

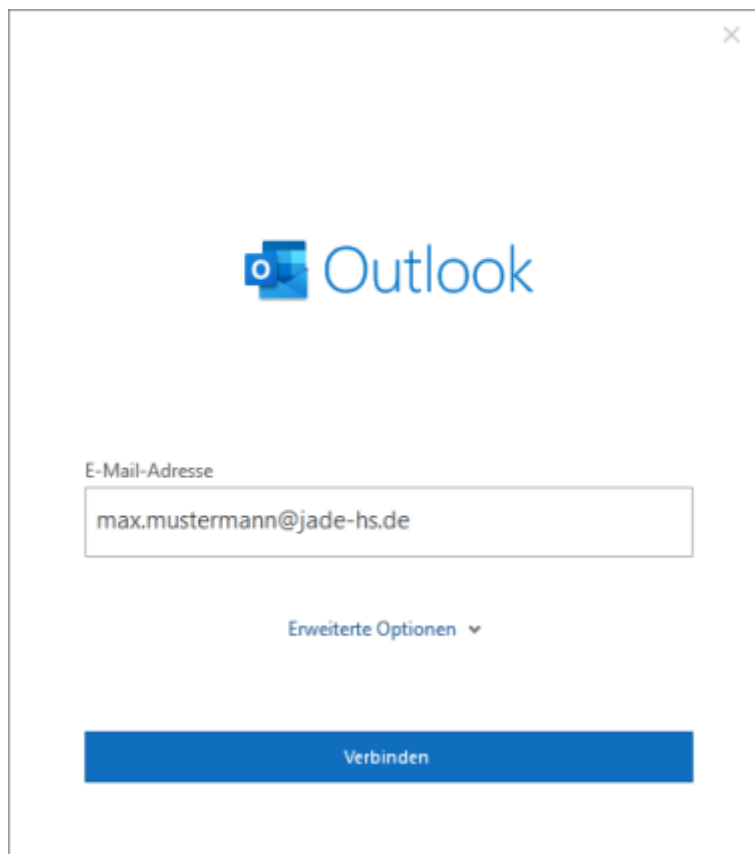
- **Operating System:** Microsoft Windows 7 or a newer version of Windows.
- **Office Service Pack:** Microsoft Office 365 or Microsoft Office 2019 Click2Run products (e.g. Microsoft Office 2019 Home & Business).
- You have an email account on the **Exchange system of Jade University**.

## First start of Outlook after installation

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

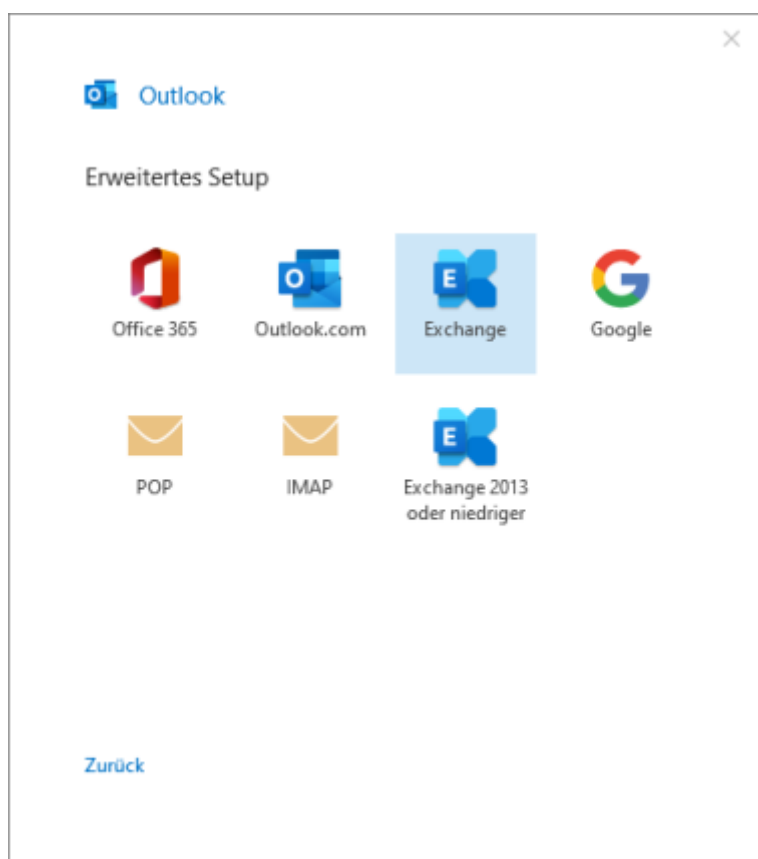
## Set up a new e-mail account

In the assistant, first enter your **email address** (usually first name.last name@jade-hs.de or first name.last name@student.jade-hs.de) and click **Next**.

The screenshot shows the Outlook 'Add new account' window. At the top is the Outlook logo. Below it is a text input field labeled 'E-Mail-Adresse' containing the email address 'max.mustermann@jade-hs.de'. Underneath the input field is a link that says 'Erweiterte Optionen' followed by a downward arrow. At the bottom of the window is a large blue button labeled 'Verbinden'. The window has a standard title bar with a close button (X) in the top right corner.

The assistant starts searching for the account settings. When asked for the **provider** of the email

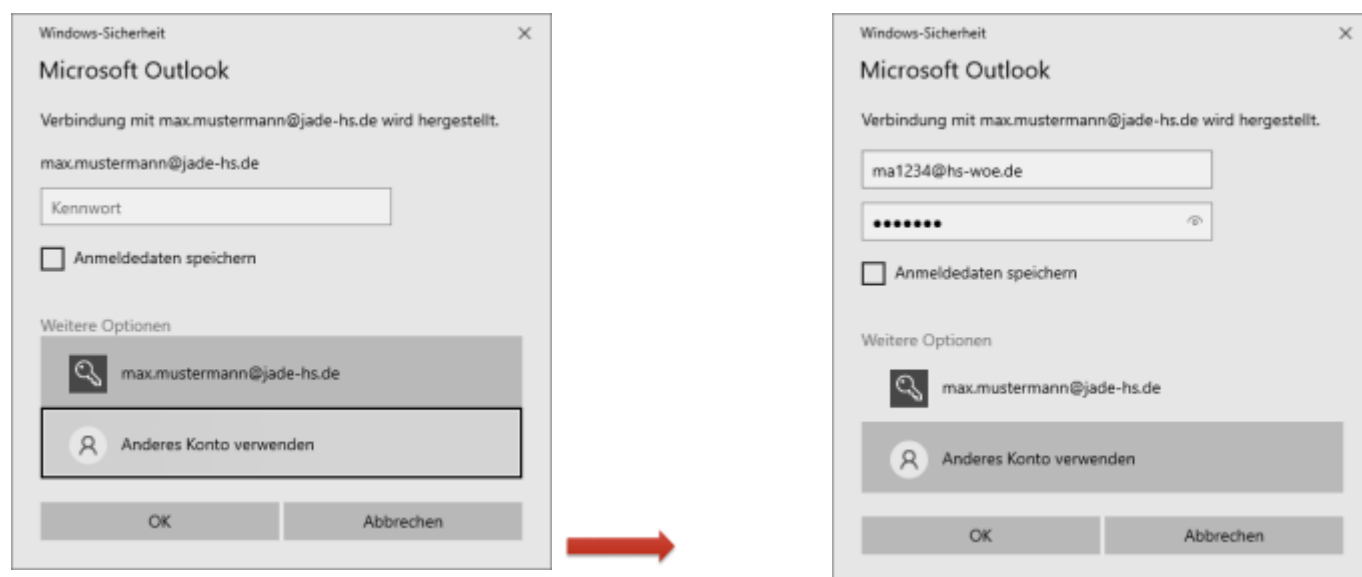
account, click **Exchange**.



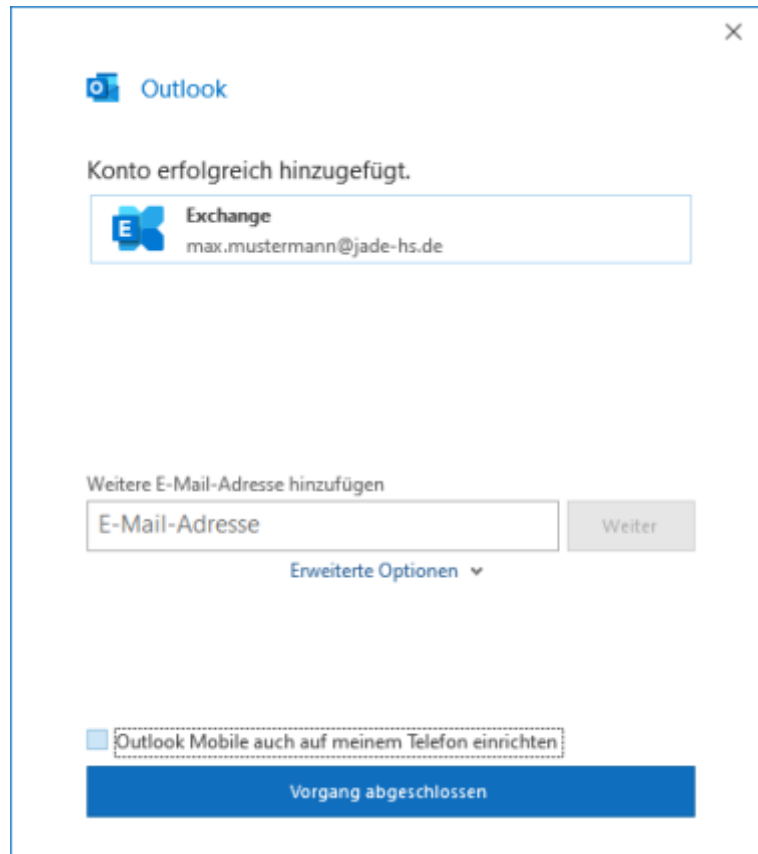
In the next step, the wizard asks for the exact access data for the Exchange server.

In the window that appears, you must select **Use another account** via **Additional 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 in the input mask and confirm with **OK**.



If all information has been determined correctly, the assistant reports that the **account has been added successfully**.



Finally, please uncheck **Use Outlook Mobile on my phone too** and finish the assistant with the **Process completed** button.

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

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