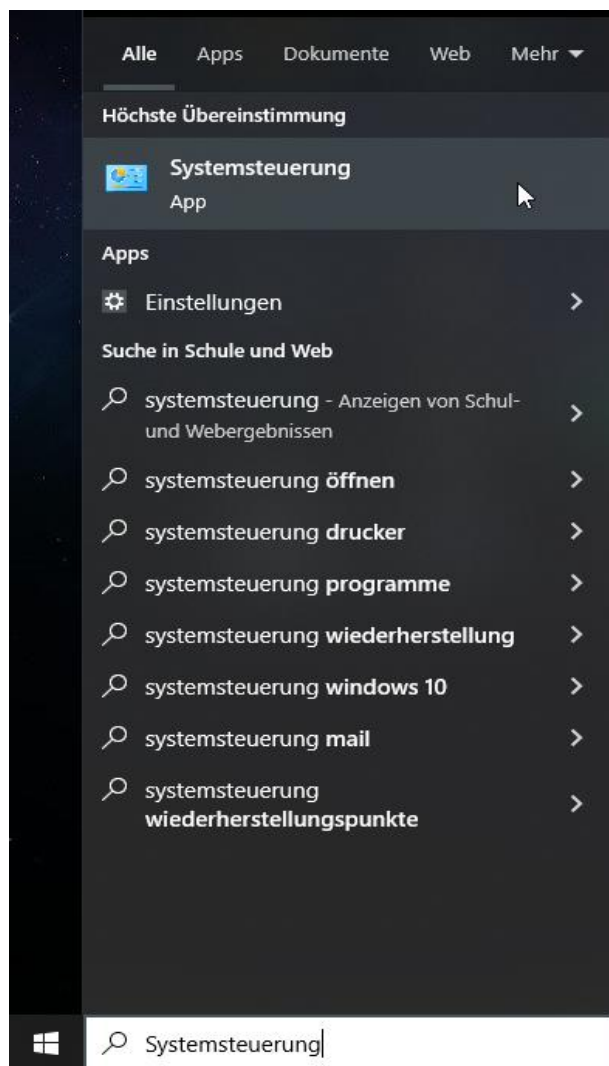


Instructions: Set up UNI-DUE.DE mail address under Outlook

Example: Outlook - Windows

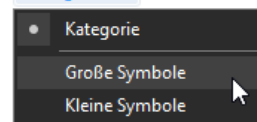
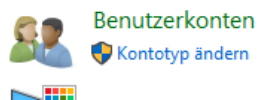
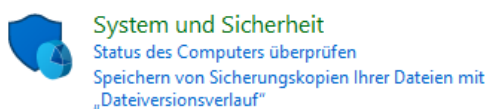


Search for "Control Panel" in the Windows 10 / 11 search field and open it.

In the top right-hand corner of the Control Panel window, switch to "Large icons" or "Small icons".

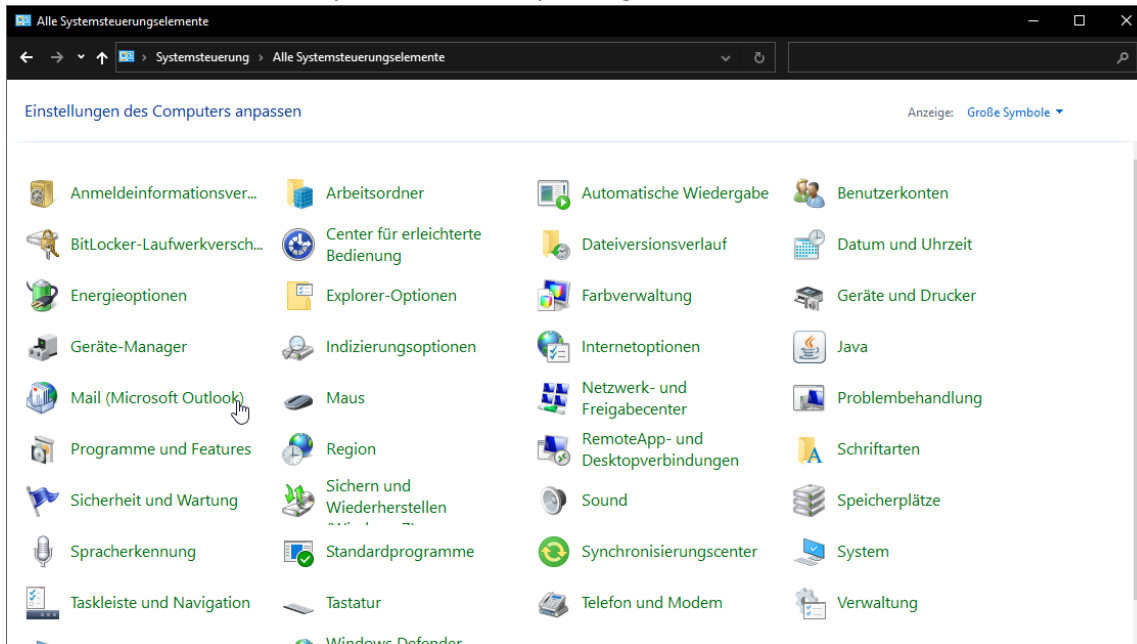
Einstellungen des Computers anpassen

Anzeige: Kategorie

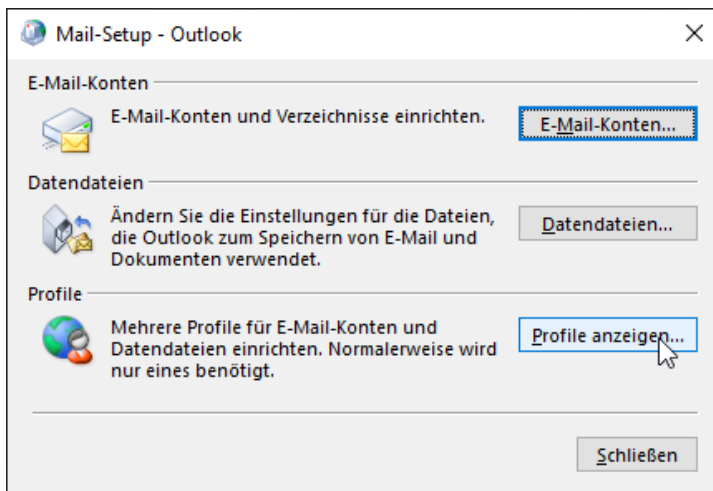


Open the tile "Mail (Microsoft Outlook)".

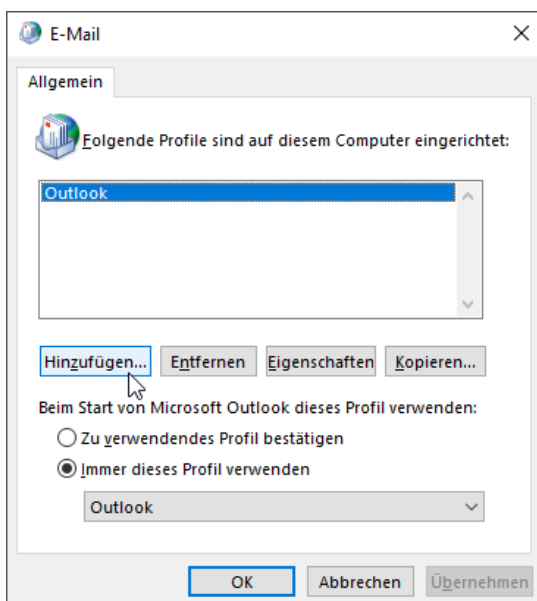
The text in the brackets may be different, depending on the installed version of Outlook!



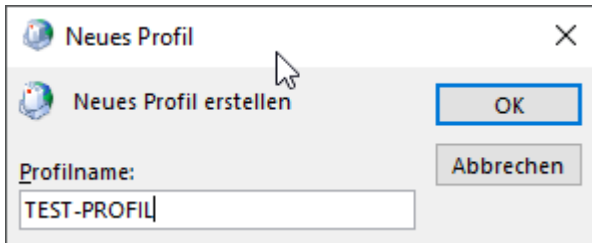
Click on "Show profiles" in the new window



After that click on "Add"

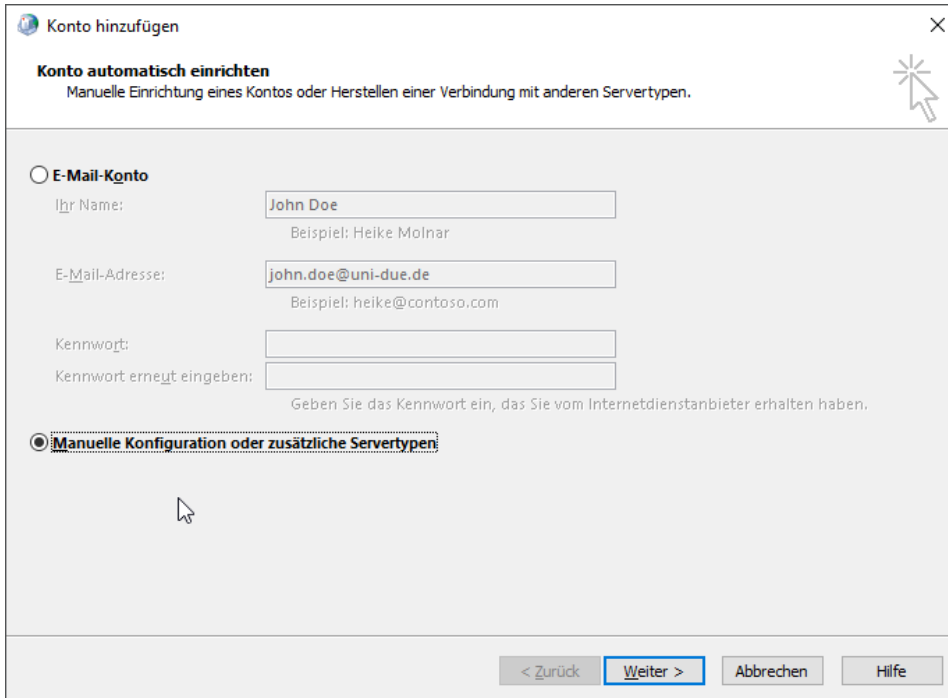


Enter a name for the new profile (example: TEST-PROFIL).



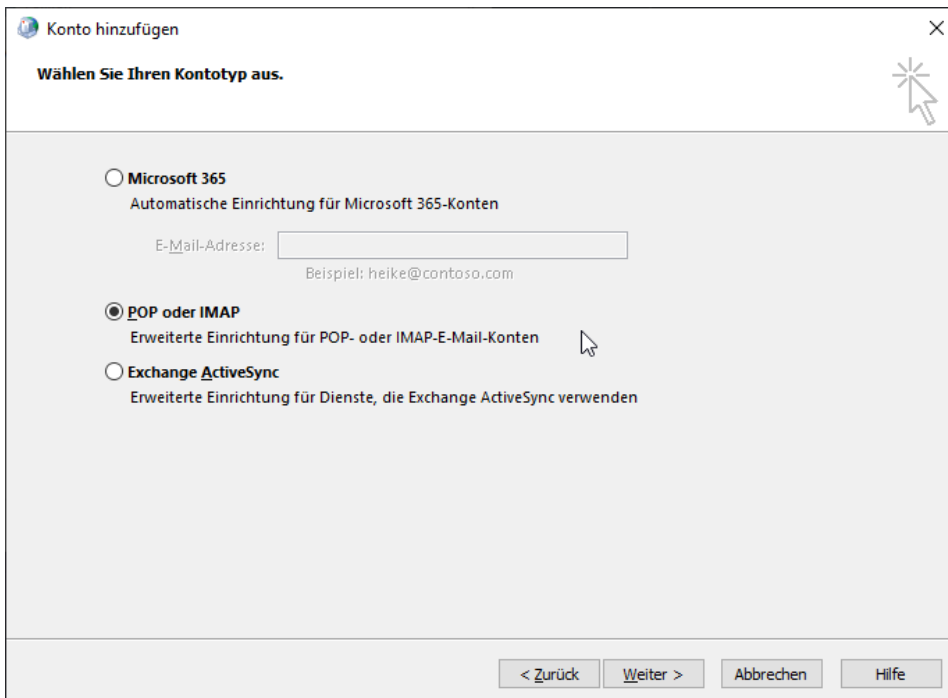
The screenshot shows a dialog box titled "Neues Profil" with a close button (X) in the top right corner. Below the title bar, there is a header area with a globe icon and the text "Neues Profil erstellen". To the right of this header are two buttons: "OK" (highlighted with a blue border) and "Abbrechen". Below the header, there is a label "Profilname:" followed by a text input field containing the text "TEST-PROFIL".

Select "Manual configuration or additional server types" and then click "Next".



The screenshot shows the "Konto hinzufügen" dialog box. At the top, it says "Konto automatisch einrichten" and "Manuelle Einrichtung eines Kontos oder Herstellen einer Verbindung mit anderen Servertypen." Below this, there are two radio button options: "E-Mail-Konto" (unselected) and "Manuelle Konfiguration oder zusätzliche Servertypen" (selected). Under "E-Mail-Konto", there are four input fields: "Ihr Name:" (containing "John Doe"), "E-Mail-Adresse:" (containing "john.doe@uni-due.de"), "Kennwort:", and "Kennwort erneut eingeben:". Below these fields is a note: "Geben Sie das Kennwort ein, das Sie vom Internetdiensteanbieter erhalten haben." At the bottom, there are four buttons: "< Zurück", "Weiter >" (highlighted with a blue border), "Abbrechen", and "Hilfe".

Select "POP or IMAP" and then click "Next".



The screenshot shows the "Konto hinzufügen" dialog box. At the top, it says "Wählen Sie Ihren Kontotyp aus." Below this, there are three radio button options: "Microsoft 365" (unselected), "POP oder IMAP" (selected), and "Exchange ActiveSync" (unselected). Under "Microsoft 365", there is a text input field for "E-Mail-Adresse:" with the example "heike@contoso.com" below it. At the bottom, there are four buttons: "< Zurück", "Weiter >" (highlighted with a blue border), "Abbrechen", and "Hilfe".

Enter your name and UDE e-mail address in the new window

Konto hinzufügen

POP- und IMAP-Kontoeinstellungen
Geben Sie die E-Mail-Servereinstellungen für Ihr Konto ein.

Benutzerinformationen
Ihr Name: John Doe
E-Mail-Adresse: john.doe@uni-due.de

Serverinformationen
Kontotyp: IMAP
Posteingangsserver: mailbox.uni-due.de
Postausgangsserver (SMTP): mailout.uni-due.de

Anmeldeinformationen
Benutzername: UNIKENNUNG
Kennwort: *****
 Kennwort speichern
 Anmeldung mithilfe der gesicherten Kennwortauthentifizierung (SPA) erforderlichlich

Kontoeinstellungen testen
Wir empfehlen Ihnen, das Konto zu testen, damit sichergestellt ist, dass alle Einträge richtig sind.
Kontoeinstellungen testen ...
 Kontoeinstellungen durch Klicken auf "Weiter" automatisch testen

E-Mail im Offlinemodus: Alle

Weitere Einstellungen

< Zurück Weiter > Abbrechen Hilfe

Account type: IMAP

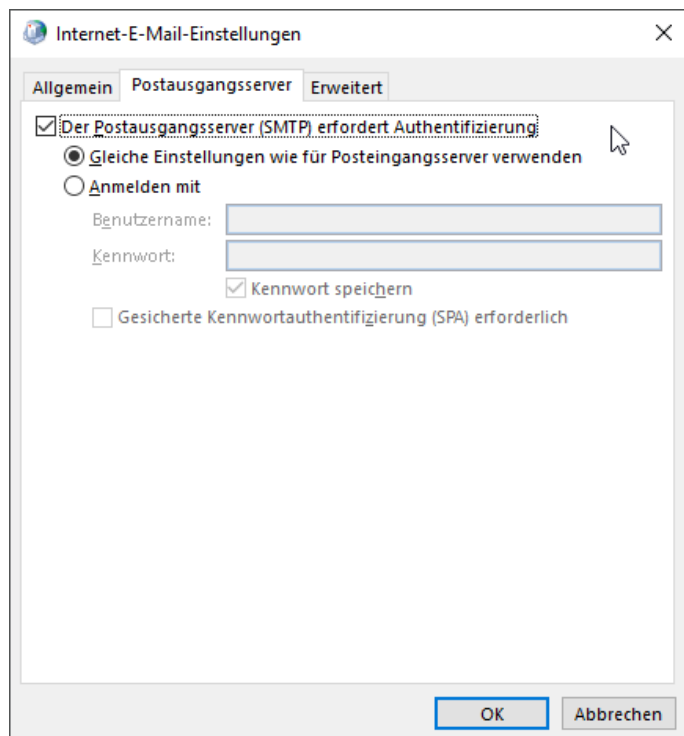
incoming server: mailbox.uni-due.de
or: mailbox.uni-duisburg-essen.de

outgoing server: mailout.uni-due.de
or: mailout.uni-duisburg-essen.de

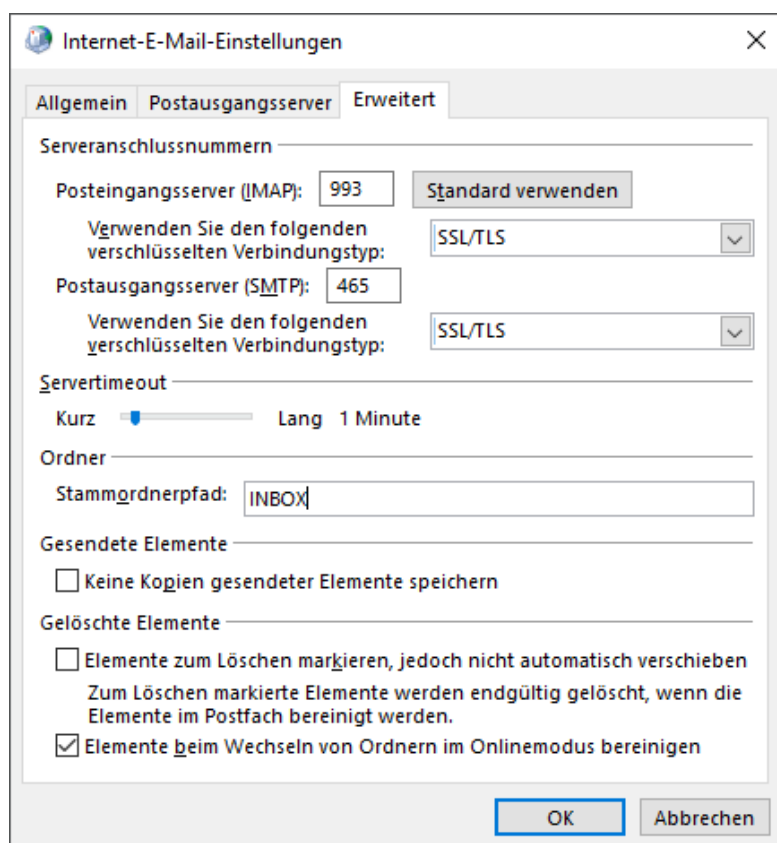
username: your „Unikennung“
password: your „new“ password for your so called UNIKENNUNG

After that click on "More settings" or „advanced settings“

In the "Outgoing mail server" tab, check "The outgoing mail server (SMTP) requires authentication" and select the "Use same settings as for incoming mail server" item.



After that, use the "Advanced" tab to make the following settings:



PLEASE NOTE THE ORDER:

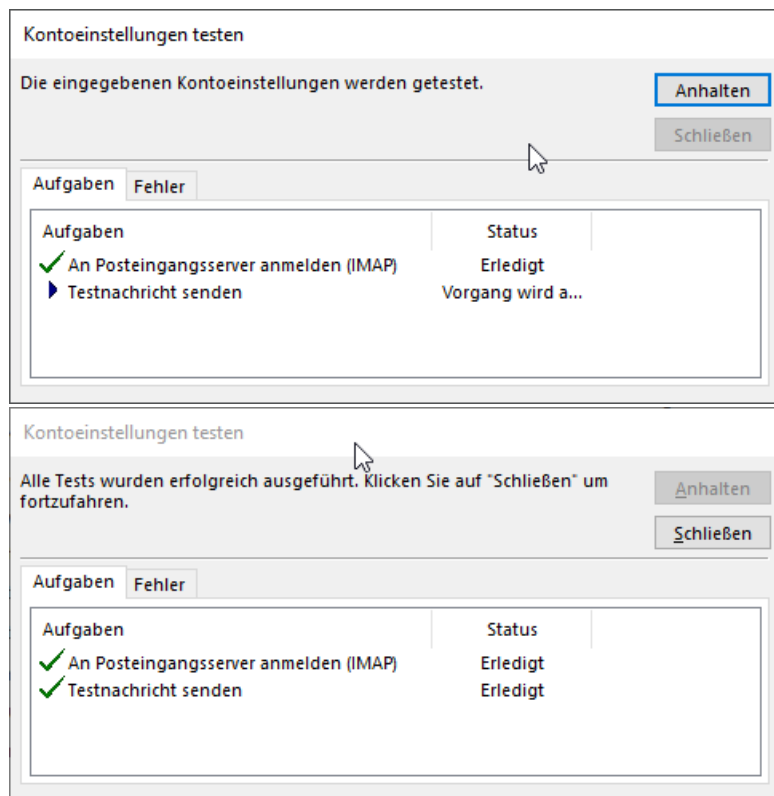
- 1) First set **"SSL/TLS"** in the two drop-down areas (see selection).
- 2) Then enter **"993"** in the text field for incoming mail server.
- 3) Enter **"465"** in the text field for the outgoing mail server.
- 4) Enter the following in the text field for the "root folder path": **INBOX**

NOTICE:

If you set the ports first and then set the encryption type, the ports will automatically change again!

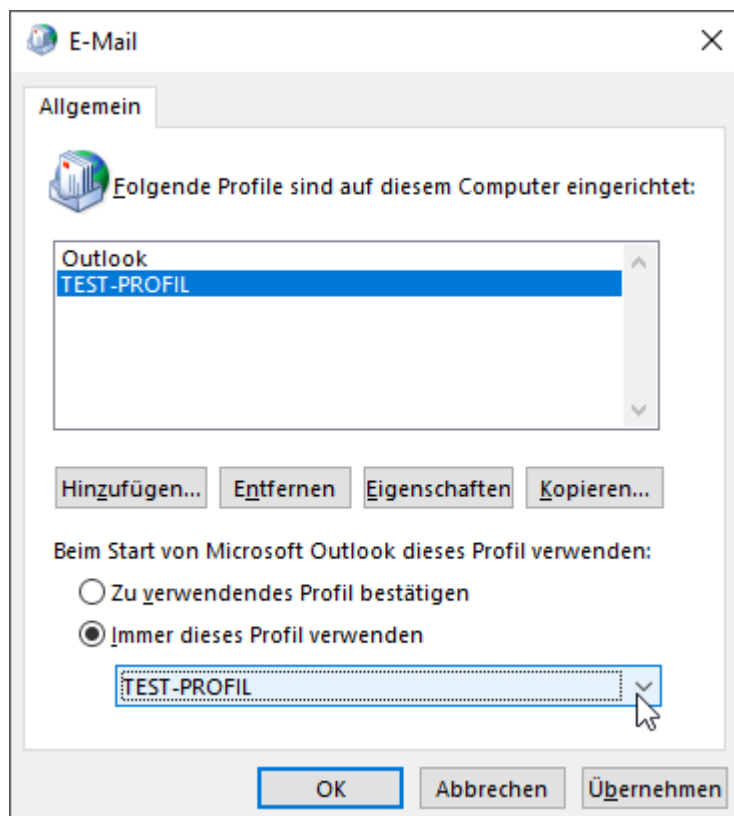
Then confirm with "OK" and test the configuration via "Next".

Now the configuration of the mailbox is tested automatically.



Once everything has been tested successfully, click on "Close" and "Finish". This will then take you back to the overview of profiles.

Finally, select the item "Always use this profile" and select the newly created profile from the drop-down menu below (here: TEST-PROFIL)



Confirm the selection with "Apply" and then click "OK".

After that you can start Outlook and use the UNI-DUE.DE mail address.