

Windows: Setting up Outlook

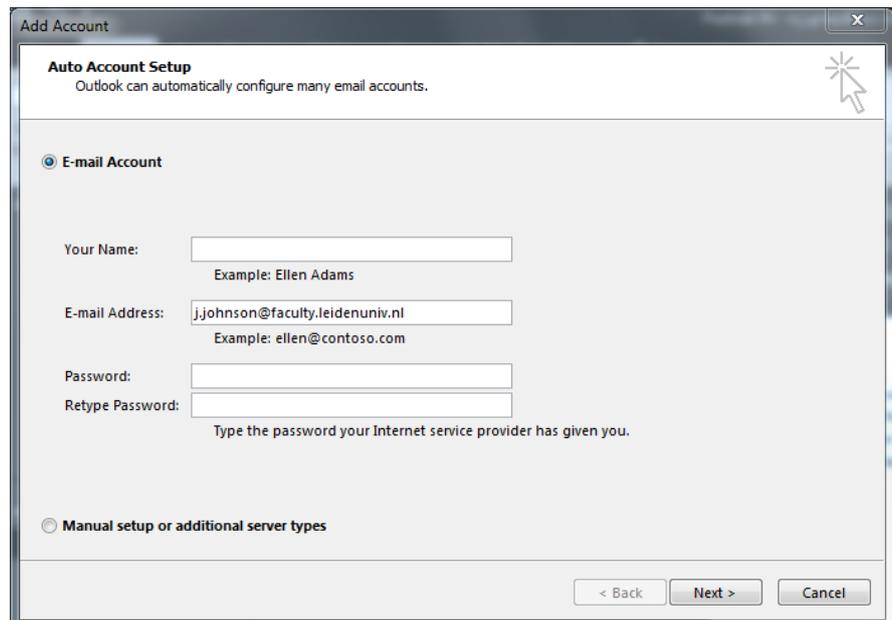
This manual describes how to use your Exchange mailbox on the university from Microsoft Outlook (Office 2007 or higher) on your self managed Windows PC (Windows 7 or higher). This includes synchronization of your calendar and contacts.

The screen shots were created in Outlook 2016 on a Windows 10 PC. If you are using a different Windows- or Outlook-version, your screen layout may slightly differ, though the set up process remains the same.

Connecting Outlook to the Exchange server

The first time that you open Outlook on your pc, you are asked whether you want to create a new profile. Type the name for the profile and select [OK].

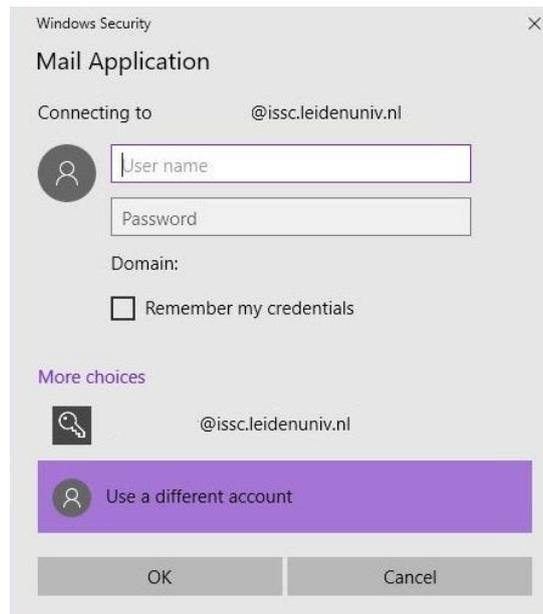
1. If you are not asked to create a profile, then from within Outlook choose *File, Add account*. This opens the Add account window:



2. In this window **only** enter your complete *E-mail address* at the university and then click [Next].

Based on your e-mail address Outlook now searches for connection settings with the university's Exchange server. Windows might ask for your permission for this automatic process (or for trusting a certificate). In that case, click [Allow].

3. Outlook now asks for your password. Do not enter your password yet. As a *User name* your E-mail address was automatically entered. Instead, your ULCN User name must be entered. Therefore, click *More Choices* (in Windows 10) and in older Windows versions click *Use a different account*. This opens a new window where you can enter your proper *User name* and *Password*, like this:



4. Type your ULCN *User name*, **preceded by vuw** .
Example: ULCN *User name* johnsonj should be entered as vuw\johnsonj.
In the *Password* field enter your usual ULCN password.
5. Check the *Remember my credentials* checkbox and confirm with [OK].

Outlook might ask for your *User name* and *Password* once or twice more. Always use your ULCN *User name* **preceded by vuw** and check the *Remember my credentials* checkbox.

6. The settings will be effective after a restart of Outlook. Outlook will synchronise with your mail account on the Exchange server of the university. This might take a while, depending on the size of your mailbox, calendar and contacts.