FHGR-Mail with Microsoft Office Outlook (manual)

Prerequisite for the configuration is a functioning connection to the internet.

- 1. Open Outlook and click on "File".
- 2. Click on "Add Account".



3. Chose "manual configuration.

) E-mail Account		
Your Name;		
E-mail Address:	Example: Ellen Adams	
Password:	Example: ellen@contoso.com	
Retype Password:	Type the password your Internet service provider has given you.	



4. Chose "Microsoft Exchange or compatible service".

Add Account	×
Choose Service	×
Microsoft Exchange Server or compatible service Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail	
Outlook.com or Exchange ActiveSync compatible service Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks	
POP or IMAP Connect to a POP or IMAP email account	
< Back Next >	Cancel

5. Fill the field "server" with "htwoutlook.edu.local", use your University of Applied Sciences of the Grisons E-Mail address as username. Click on "more settings"

X
er settings for your account.
htwoutlook.edu.local
support@htwchur.ch Check Name
12 months
More Settings
< Back Next > Cancel



6. Change to the tab "connection" and open "Exchange proxy settings".



7. Fill in the fields like in the screenshot.





8. Click two times on "OK" and one time on "next". After clicking "finish" your account is configured.

Add Account	8
You're all set!	
We have all the information we need to set up your account.	
	Add another account
1>	Back Finish