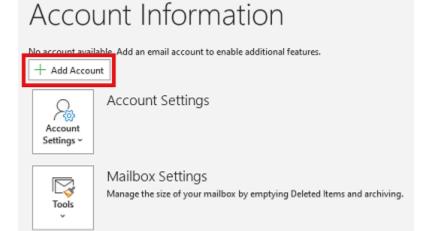
# Setting up Profiles and Adding Accounts in Outlook

This is a manual on how to set up a new profile and add your e-mail account to Outlook

# Accounts

### Setting up your E-mail account

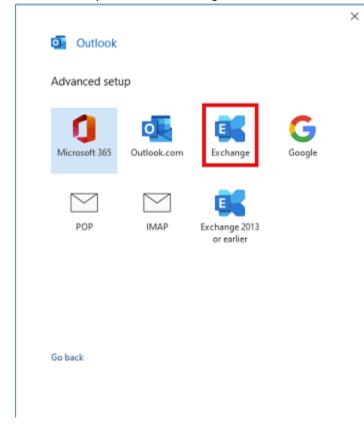
If you have not yet set up an account in your Outlook, the Client will prompt you to do so once you start it. To add another e-mail account to Outlook, open the client, go to **"File**" and click on **"Add Account**".



In the next window, type in your university e-mail address and select **"Let me set up my account manually**" before confirming with **"Connect**".

Email address	outlook
	Advanced options A
	Connect
No account?	Create an Outlook.com email address to get started.

#### Next, set the provider to Exchange.



The program will now start adding your account. You will have to provide your **university e-mail-address**, and your password once prompted.

Windows Security ×				
Microsoft Outlook				
Connecting to				
Username				
Password				
Remember my credentials				
ОК	Cancel			

In the next window, confirm with "Next".

Exc	hange Acc	ount Settin	gs	
Offli	ine Settings			
<b>v</b> [	Jse Cached E	x change Mod	e to download er	nail to an Outlook data fil
	Download	l email for the	past	
				1 year
_		_		
N	lore Settings			Next

Once the account has been added sucessfully, you will see this screen. Confirm with **"Done**" to finish the process.

Outlook	
Account successfully added	
Exchange	
Add another email address Email address	Next
Advanced options	
Let me set up my account manually	
Set up Outlook Mobile on my phone, too	

Your account is not set up.

### Adding a delegated Mailbox

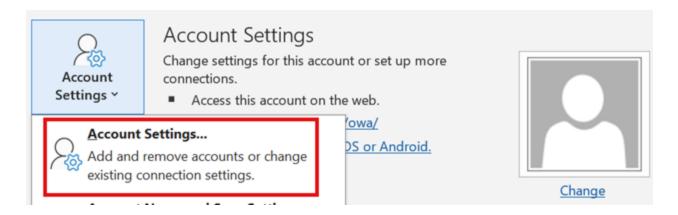
Usually, delegated mailboxes will show up in your Outlook when adding your primary account. If a delegation has been added at a later date, however, sometimes it is necessary to add the delegated mailbox manually afterwards.

To do so, open your Outlook, select "File", and then open your "Account Settings".



Account Settings Change settings for this account or set a connections.

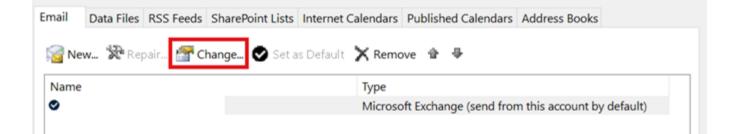
 Access this account on the web. https://mail.uni-siegen.de/owa/



A new window will then open. Select your **"Default account**" and click on **"Change...**". Account Settings

#### Email Accounts

You can add or remove an account. You can select an account and change its settings.



Select "More Settings" in the next window.

 $\times$ 

Offline Settings		
	change Mode to download e	mail to an Outlook data file
		1 year

Choose "Advanced" in your advanced settings and then click on "Add..." under "Mailboxes".

#### Microsoft Exchange

General Advanced Security Mailboxes	
Open these additional mailboxes:	
	Add
	Remove
Cached Exchange Mode Settings	
Use Cached Exchange Mode	
Download shared folders	
Download Public Folder Favourites	
Outlook Data File Settings	
Microsoft 365 Features	
Turn on shared calendar improvements	
Mailbox Mode	
Outlook is running in Unicode mode against Mic	crosoft Exchange.
OK Cancel	Apply

Now, type in the delegated account's **e-mail address** and confirm with "**OK**".

Add Mailbox		$\times$
Add mailbox:		
	ОК	Cancel

Confirm your changes in the previous window by clicking on  ${}_{\!\!\!A} \textbf{Pply}"$  and then  ${}_{\!\!\!A} \textbf{OK}"$ .

Microsoft Exchange ×				
General Advanced Security				
Mailboxes				
Open these additional mailboxes:				
	Add			
	Remove			
	Kemove			
Cached Exchange Mode Settings				
Use Cached Exchange Mode				
Download shared folders				
Download Public Folder Favourites				
Outlook Data File Settings				
Microsoft 365 Features				
✓ Turn on shared calendar improvements				
Mailbox Mode				
Outlook is running in Unicode mode against Microsoft Exchange.				
OK Cancel	Apply			

The delegated mailbox will show in your Outlook under the rest of your mailboxes after you have restarted it.

# Profiles

## Setting up an Additional Profile

To set up an additional profile in Microsoft Outlook, you can open your **Control Panel** and choose the Option **"Mail (Microsoft Outlook)**".

🐞 Back up and Restore (Wi	ndows 7)
	nuows ry
骨 Date and Time	
🕒 Ease of Access Centre	
🔒 Indexing Options	
Keyboard	
Mail (Microsoft Outlook)	)
Power Options	Mail (Microsoft
🐻 RemoteApp and Desktor	
🛢 Storage Spaces	
📧 Troubleshooting	
📳 Work Folders	

## A Setup window will now open. Choose "Show profiles".

Mail Setu	p - bkah	×
Email Acc	counts	
	Setup email accounts and directories.	Email Accounts
Data File	5	
<b>1</b>	Change settings for the files Outlook uses to store email messages and documents.	Data Files
Profiles -		
	Setup multiple profiles of email accounts and data files. Typically, you only need one.	Show Profiles
		Close

You can now add a new profile. Click on "Add..." to do so.

Mail			×
General			
D The follo	wing pr <u>o</u> files a	re set up on thi	s computer:
Outlook			^
			~
,			
A <u>d</u> d	R <u>e</u> move P	operties	Cop <u>y</u>
When starting I	Microsoft Outle	ook, use this pro	ofile:
	or a profile to b	e used	
Always us	e this profile		
Outlook			•
	ОК	Cancel	Apply

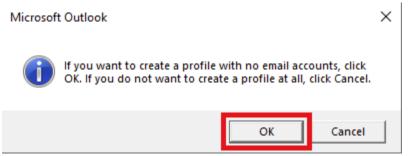
Name your profile and confirm with "Ok" to create it.

New Profile	×
Create New Profile	ОК
Profile Name:	Cancel

You will now be prompted to set up your e-mail account. Click on "Cancel".

Add Account		×
Auto Account Setup Outlook can automa	atically configure many email accounts.	×
Email Account		
Your Name:		
	Example: Ellen Adams	
Email Address:		
	Example: ellen@contoso.com	
Password:		
Retype Password:		
	Type the password your Internet service provider has given you.	
O Manual setup or ad	ditional server types	
	< Back Next > Cancel	lelp

Confirm the pop-up with **"Ok**" to create the profile, without setting up an e-mail account.



If you want to be asked which profile you want to log into when you open Outlook, you can now check the box for **"Prompt for a profile to be used**", then confirm with **"Apply**" and **"Ok**".

General						
The following profiles are set up on this computer:						
Outlook Outlook2		^				
		~				
A <u>d</u> d R <u>e</u> move P	operties C	ор <u>у</u>				
When starting Microsoft Outlook, use this profile:						
Prompt for a profile to be used						
C Always <u>u</u> se this profile						
Outlook		<b>~</b>				
ОК	Cancel	Apply				

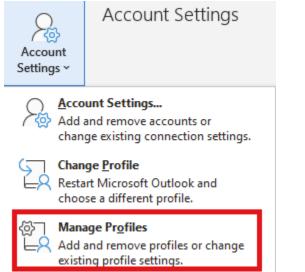
If you do **not** want to be asked each time you start Outlook, you can check the box next to "**Always use this profile** and select the profile you want to be used below.

Your profile is now set up and you can begin setting up your e-mail accounts.

### **Changing Profiles**

If you have set up multiple profiles in Outlook, but don't want to be asked which one to use every time you open the App, you can set a default profile.

To do so, go to "File" and choose "Manage Profiles".



Go to "Show Profiles" again. In the next window, check the box for "Always use this profile" and chose your main profile. Confirm with "Apply" and "Ok" to adopt the settings.

Mail	×				
General					
The following pr <u>o</u> files are set up o	on this computer:				
Outlook	~				
Outlook2					
1	~				
Add Remove Properties	Сор <u>у</u>				
When starting Microsoft Outlook, use this profile:					
C Prompt for a profile to be used					
Always use this profile					
Outlook	-				
Joddook	<u>·</u>				
OK Canc	el <u>A</u> pply				

Т