

UHH-Email Access with Microsoft Outlook

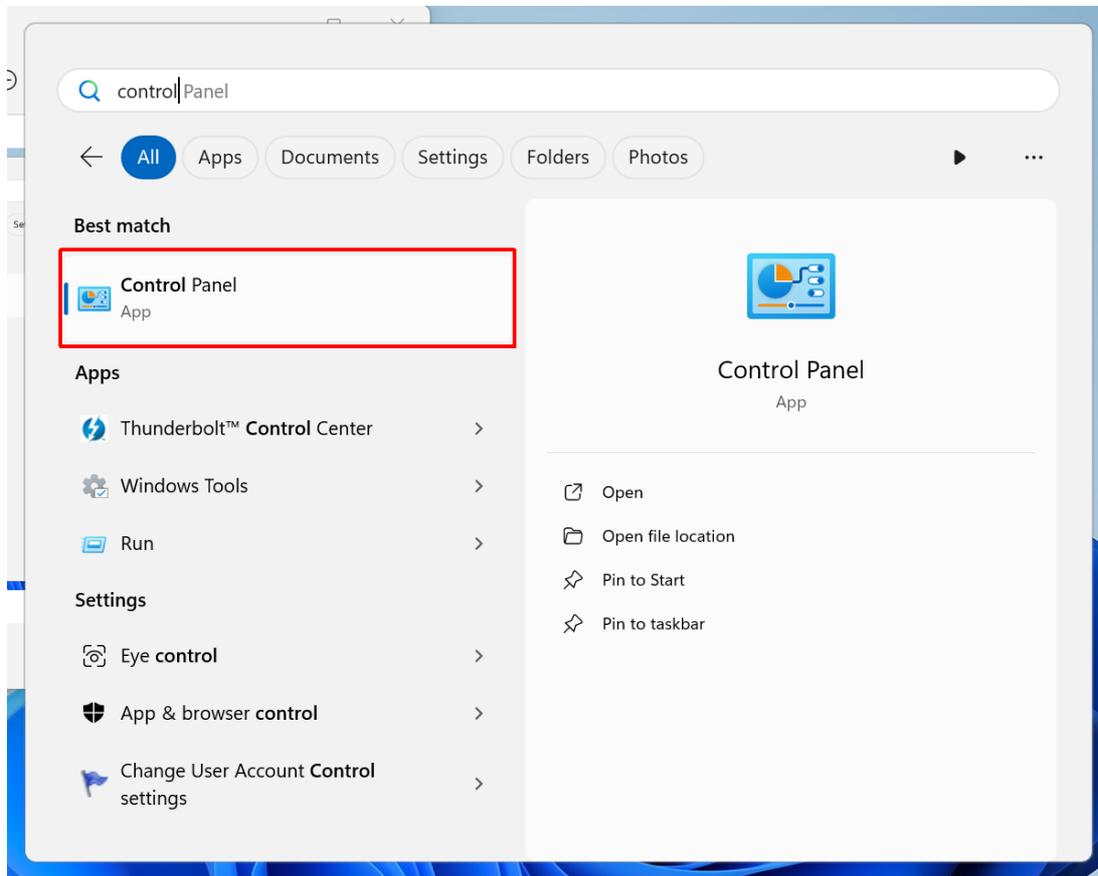
This guide describes how to set up Outlook to access your UHH-Email account via the IMAP/SMTP protocol on a Windows System.

Summary of Server Settings for Outlook

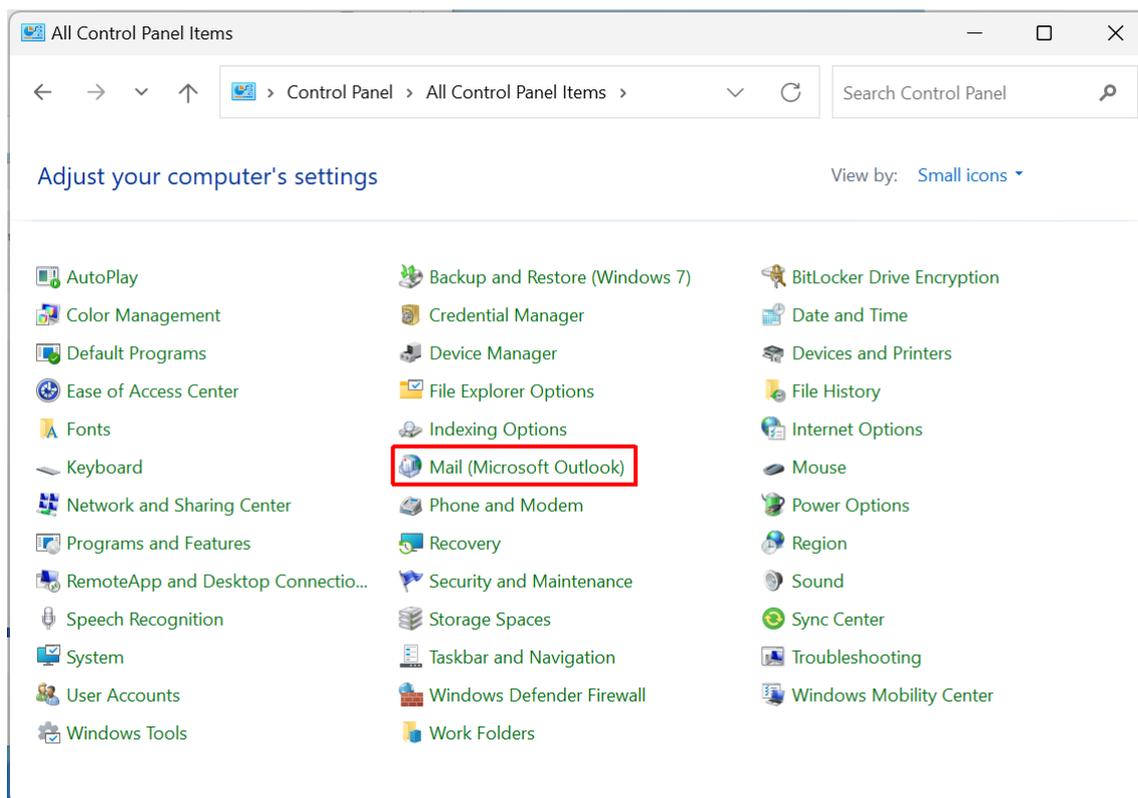
- **Account**
 - EMail Adresse: erika.mustermann@uni-hamburg.de
 - Uder Name: B-Code (Format bat2012)
 - **Incomming Server**
 - **IMAP** Server: exchange.uni-hamburg.de
 - Security Protocol: SSL/TLS
 - Port: 993
 - **Outgoing Server**
 - **SMTP** Server: exchange.uni-hamburg.de
 - Security Protocol: STARTTLS
 - Port: 587
 - **Notice:** Passwords with **German special characters** (ä, ö, ü, ß) will not be recognized by the UHH mail server via IMAP. You can change your UHH-password at the "Benutzerverwaltung" (bv.uni-hamburg.de).
 - **Notice:** The setup of the account does not work from within Outlook for work for IMAP/SMTP! Instead, use the **Windows Control Panel**, while Microsoft **Outlook** is closed.
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To be able to send and receive Emails via your UHH-Email account with Outlook, you have to add this account in Outlook. The following **step-by-step** procedure is tested for Outlook 2019 on Windows 11. Outlook is part of the Microsoft Office Suite, pre-installed on PHYSnet Windows systems. Details might vary during your own installation.

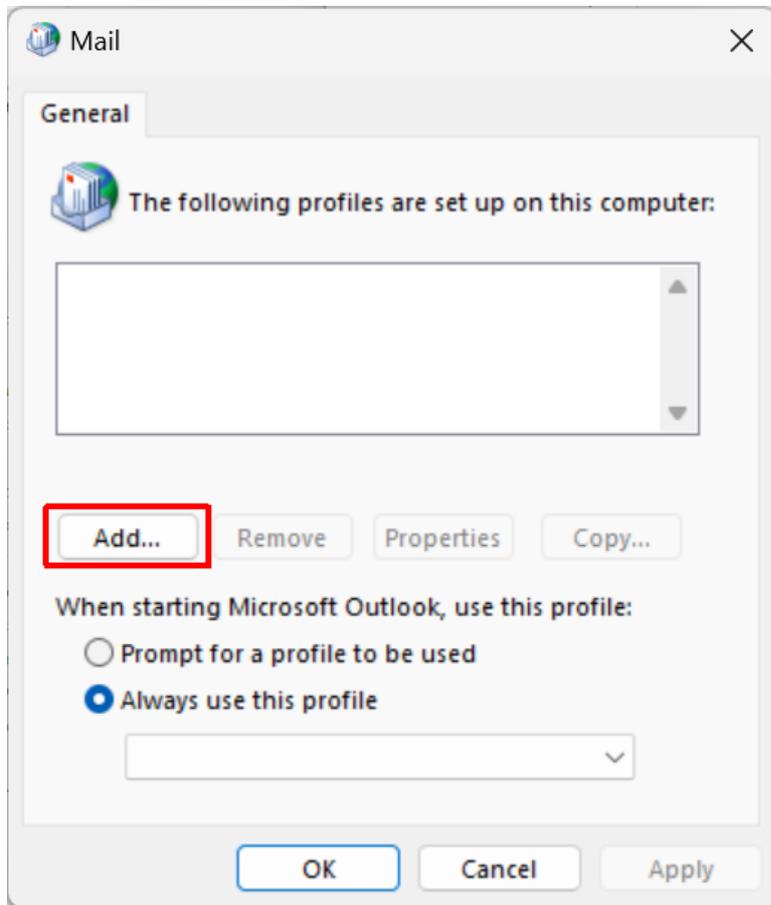
- Open the **Control Panel**, for instance via **Search** on your Windows desktop:



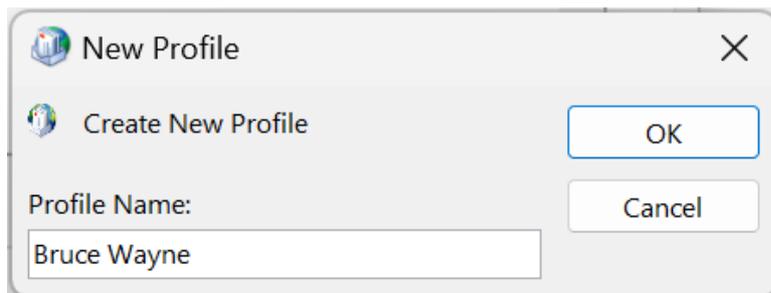
- Select "Mail (Microsoft Outlook)", which is visible when using "Small icons":



- In the following panel, select "Add...":



- Choose an arbitrary **Profile Name**:



- Select "**Manual setup...**" and click "**Next >**":

The screenshot shows the 'Add Account' dialog box with the 'Auto Account Setup' section selected. The title bar reads 'Add Account' and the subtitle is 'Auto Account Setup Manual setup of an account or connect to other server types.' There are two radio button options: 'Email Account' (unselected) and 'Manual setup or additional server types' (selected). Under 'Email Account', there are four input fields: 'Your Name:' (with example 'Ellen Adams'), 'Email Address:' (with example 'ellen@contoso.com'), 'Password:', and 'Retype Password:' (with a note: 'Type the password your Internet service provider has given you.'). At the bottom, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

- Select "IMAP" and click "Next >":

The screenshot shows the 'Add Account' dialog box with the 'Choose Your Account Type' section selected. The title bar reads 'Add Account' and the subtitle is 'Choose Your Account Type'. There are three radio button options: 'Microsoft 365' (unselected), 'POP or IMAP' (selected), and 'Exchange ActiveSync' (unselected). Under 'Microsoft 365', there is an 'Email Address:' input field with example 'ellen@contoso.com'. At the bottom, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

- In the following **Account Settings**, first choose Account Type **IMAP** as the protocol of the Incoming mail server:

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information
Your Name:
Email Address:

Server Information
Account Type:
Incoming mail server:
Outgoing mail server (SMTP):

Logon Information
User Name:
Password:
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
We recommend that you test your account to ensure that the entries are correct.
Test Account Settings ...
 Automatically test account settings when Next is clicked

Mail to keep offline: All

More Settings ...

< Back Next > Cancel Help

- Then insert the other server settings as in the summary above. Use your **B-Code** as User Name, not your Email Address. Then go to "**More Settings**".

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information
Your Name:
Email Address:

Server Information
Account Type:
Incoming mail server:
Outgoing mail server (SMTP):

Logon Information
User Name:
Password:
 Remember password
 Require logon using Secure Password Authentication (SPA)

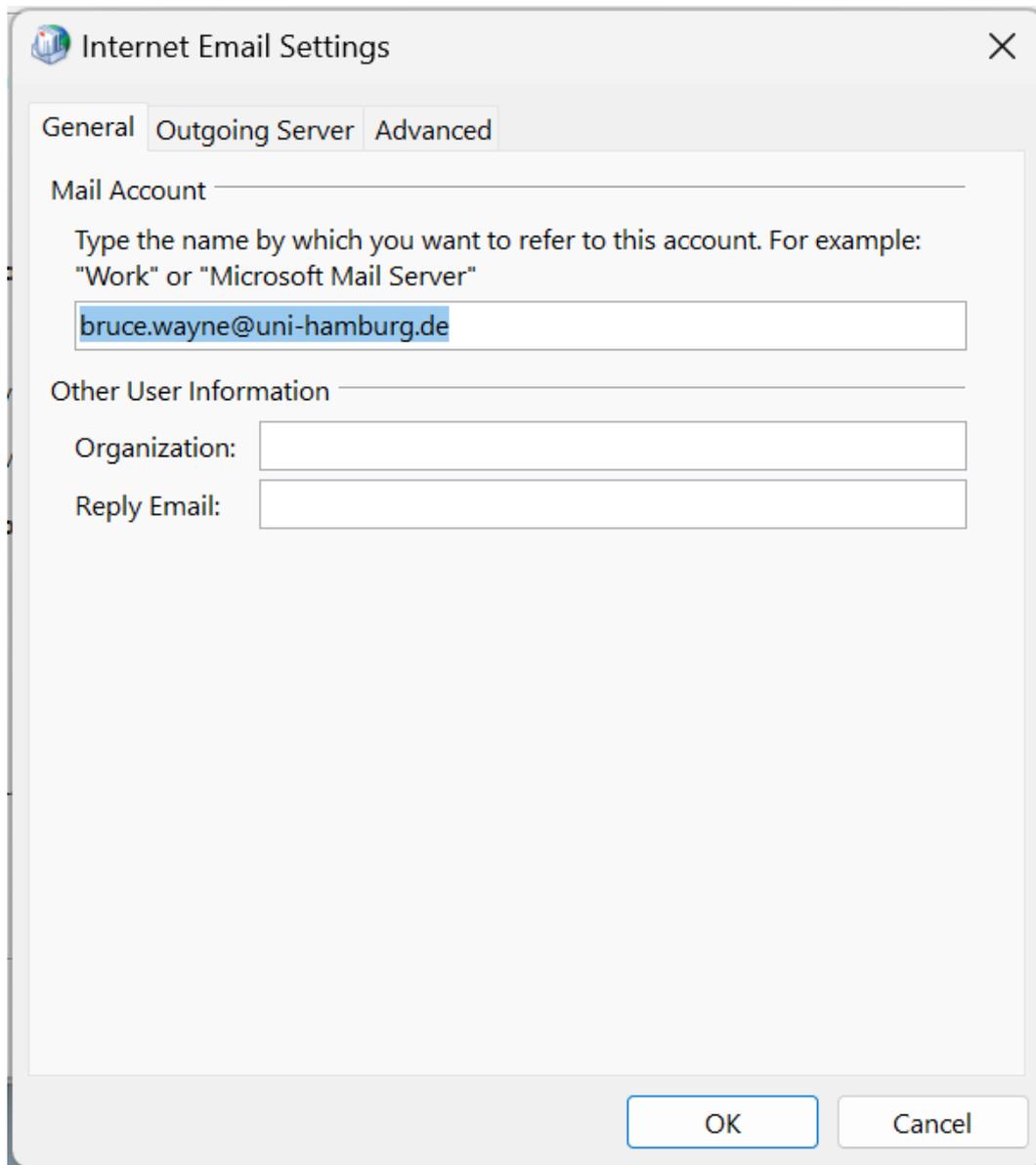
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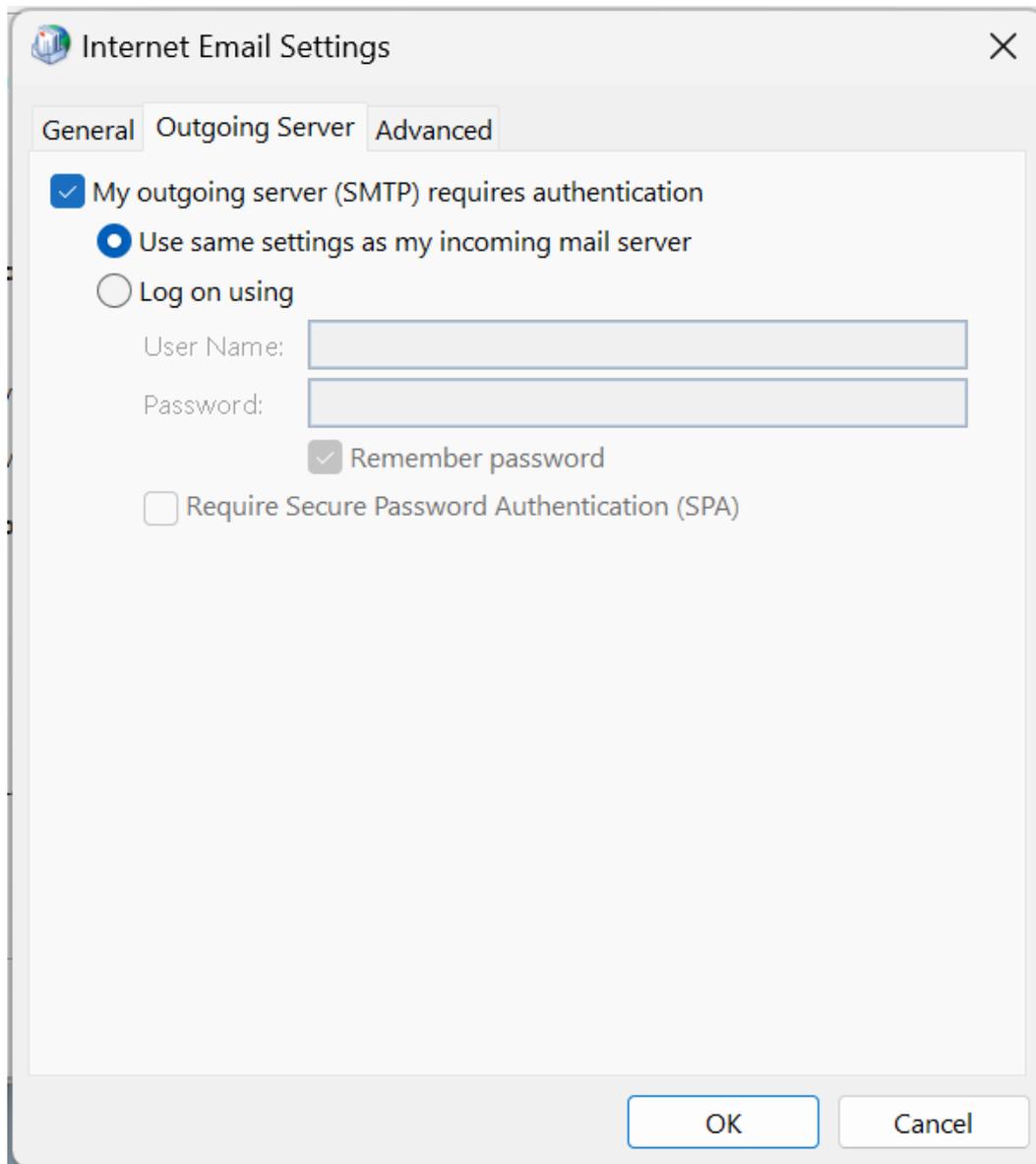
More Settings ...

< Back Next > Cancel Help

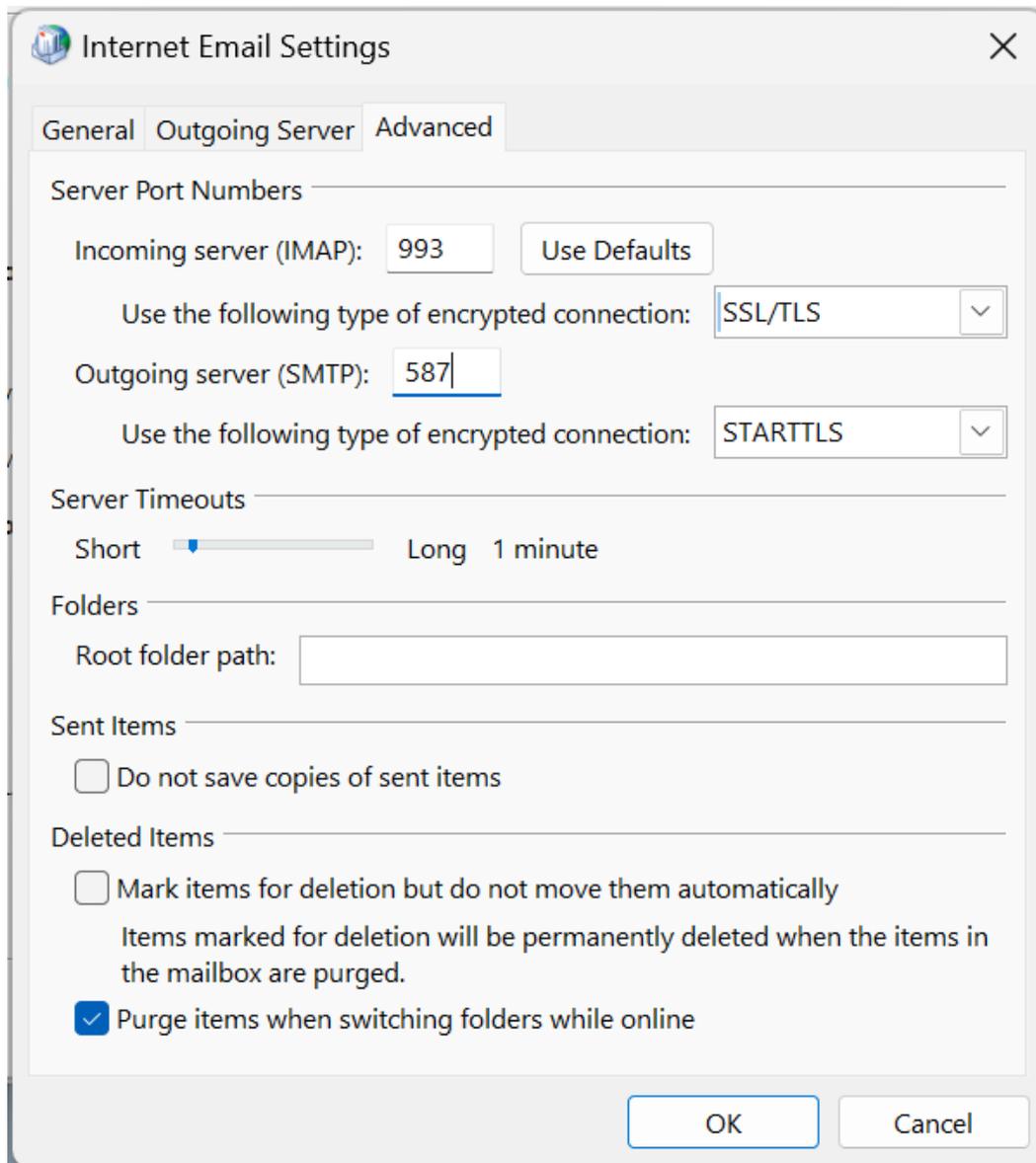
- In the first menu "**General**" of "More Settings" choose an arbitrary account name:



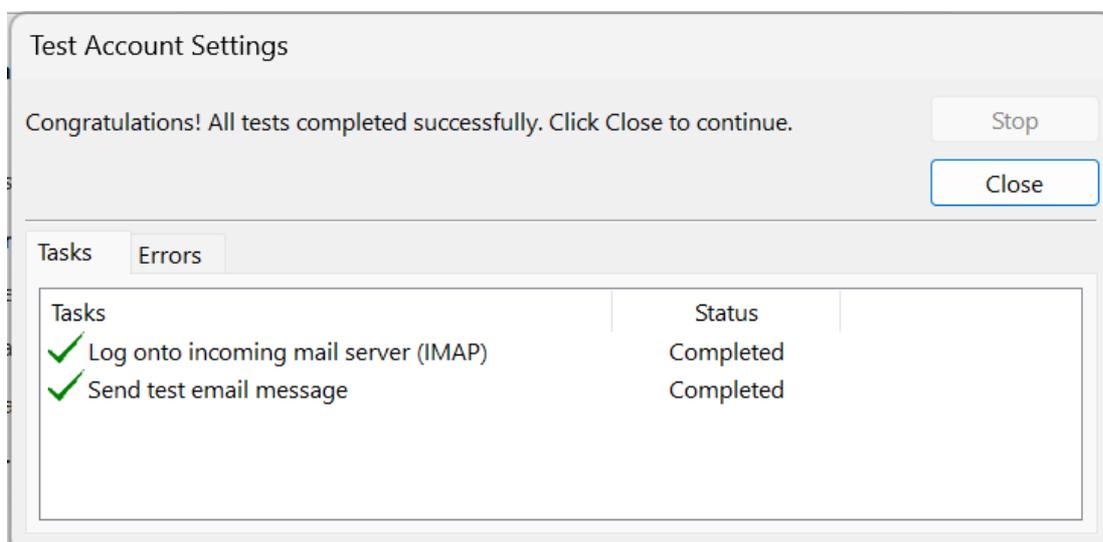
- In the second menu "Outgoing Server" of "More Settings"" mark "Use same settings as my incoming mail server":



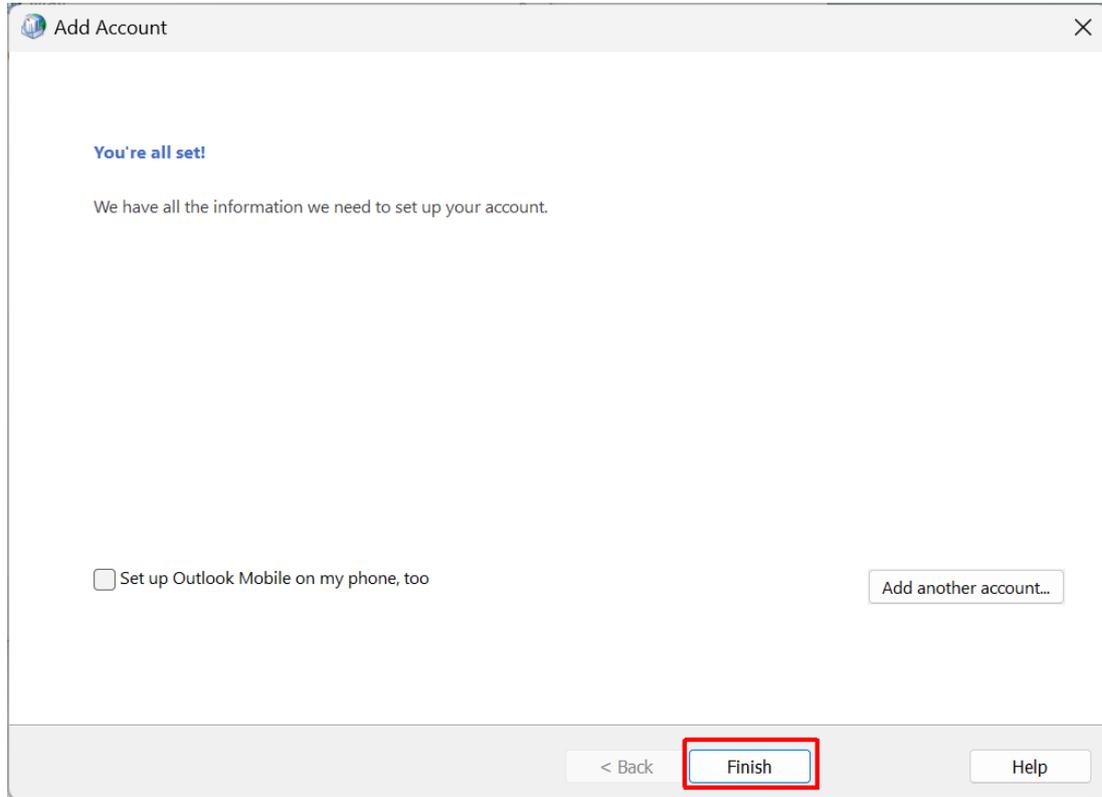
- o In the **third menu "Advanced"** of "More Settings" choose Ports and security settings as in the summary above:



- Clicking "OK" starts a **server test**, including a test Email. In case you receive error messages at this point, please check you settings for typos and try again.



- Finish the account setup by selecting "Finish":



The next time you open **Microsoft Outlook**, your UHH-Email account will be synchronized and all Emails are available for processing.