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 Addresse: 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, β) 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.

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:

← All Apps Documents	Settings	Folders Photos •••
Best match		
Control Panel		
Apps		Control Panel
છ Thunderbolt™ Control Center	>	Арр
🌸 Windows Tools	>	🖸 Open
🧧 Run	>	Den file location
Settings		\Rightarrow Pin to Start
ලි Eye control	>	~
App & browser control	>	
🍗 Change User Account Control		

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

All Control Panel Items		– 🗆 X
\leftarrow \rightarrow \checkmark \uparrow \blacksquare > Control Pane	el → All Control Panel Items →	✓ C Search Control Panel 𝒫
Adjust your computer's settings		View by: Small icons *
🔲 AutoPlay	😻 Backup and Restore (Windows 7)	🍕 BitLocker Drive Encryption
🛃 Color Management	🗿 Credential Manager	📸 Date and Time
📑 Default Programs	🤳 Device Manager	<section-header> Devices and Printers</section-header>
🚱 Ease of Access Center	File Explorer Options	褐 File History
🗼 Fonts	lndexing Options	😪 Internet Options
🚤 Keyboard	Mail (Microsoft Outlook)	Mouse
💐 Network and Sharing Center	Ø Phone and Modem	Power Options
💽 Programs and Features	👽 Recovery	🚱 Region
🔩 RemoteApp and Desktop Connectio	陀 Security and Maintenance	Sound
Speech Recognition	🗊 Storage Spaces	🔕 Sync Center
🛒 System	🧮 Taskbar and Navigation	📧 Troubleshooting
🍇 User Accounts	🏪 Windows Defender Firewall	툏 Windows Mobility Center
🖶 Windows Tools	🍃 Work Folders	

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

Mail	×
General	
The following profiles are set up on this computer	
Add Remove Properties Copy When starting Microsoft Outlook, use this profile:	
 Prompt for a profile to be used Always use this profile 	
~	
OK Cancel Apply	

• Choose an arbitrary **Profile Name**:

New Profile	×
Oreate New Profile	ОК
Profile Name:	Cancel
Bruce Wayne	

• Select "Manual setup..." and click "Next >":

	count of connect to other server types.	
Email Account		
Your Name:		
	Example: Ellen Adams	
Email Address:		
	Example: ellen@contoso.com	
Password'		
Returne Password		
recyper assivora.	Type the password your Internet service provider has given you	
Manual setup or a	lditional server types	

• Select "IMAP" and click "Next >":

Add Account	×
Choose Your Account Type	×
Microsoft 365	
Email Address:	
Example: ellen@contoso.com	
O POP or IMAP	
Advanced setup for POP or IMAP email accounts	
C Exchange ActiveSync	
Advanced setup for services that use Exchange ActiveSync	
< Back Next > Car	ncel Help

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

Add Account POP and IMAP Account Settings	× *
Enter the mail server settings for your account.	4
User Information	Test Account Settings
Your Name:	We recommend that you test your account to ensure that the
Email Address:	entries are correct.
Server Information	Test Account Settings
Account Type:	iest Account Settings
Incoming mail server:	 Automatically test account settings when Next is clicked
Outgoing mail server (SMTP):	
Logon Information	
User Name:	Mail to keep offling: All
Password:	Man to keep onnine. An
Remember password	
Require logon using Secure Password Authentication (SPA)	
	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**".

User Information		Test Account Settings
<u>Y</u> our Name: <u>E</u> mail Address:	Bruce Wayne bruce.wayne@uni-hamburg.de	We recommend that you test your account to ensure that the entries are correct.
Server Information Account Type: Incoming mail server: Outgoing mail server (SMTP):	IMAP exchange.uni-hamburg.de	Test Account Settings Automatically test account <u>s</u> ettings when Next is clicked
Logon Information User Name: Password:	bat2012 ************************************	Mail to keep offline: All

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

Internet Email Settings	×
General Outgoing Server Advanced	
Mail Account	_
Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"	
bruce.wayne@uni-hamburg.de	
Other User Information	-
Organization:	
Reply Email:	
OK Cano	el

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

Internet Email Setting	js	×
General Outgoing Server	Advanced	
My outgoing server (SM	/TP) requires authentication	
O Use same settings a	as my incoming mail server	
Log on using		
User Name:		
Password:		
/ 🗸 R	emember password	
Require Secure	Password Authentication (SPA)	
1		
-		
	OK Cance	

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

Internet Email Settings	×
General Outgoing Server Advanced	
Server Port Numbers	
Incoming server (IMAP): 993 Use Defaults]
Use the following type of encrypted connection:	SSL/TLS
Outgoing server (SMTP): 587	
Use the following type of encrypted connection:	STARTTLS ~
Server Timeouts	
Short Long 1 minute	
Folders	
Root folder path:	
Sent Items	
Do not save copies of sent items	
Deleted Items	
Mark items for deletion but do not move them au	tomatically
Items marked for deletion will be permanently de the mailbox are purged.	eleted when the items in
Purge items when switching folders while online	
	OK Cancel

• 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.

Test Account Settings		
Congratulations! All tests completed successfully. Click	Stop	
		Close
Tasks Errors		
Tasks	Status	
✓ Log onto incoming mail server (IMAP)	Completed	
✓ Send test email message	Completed	

• Finish the account setup by selecting "Finish":

Add Account	×
You're all set!	
We have all the information we need to set up your account.	
Set up Outlook Mobile on my phone, too	Add another account
< Back Finish	Help

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