

Setup an email account

General:

The standard email client software on FH JOANNEUM desktop computers and notebooks is Microsoft Outlook and should be automatically configured.

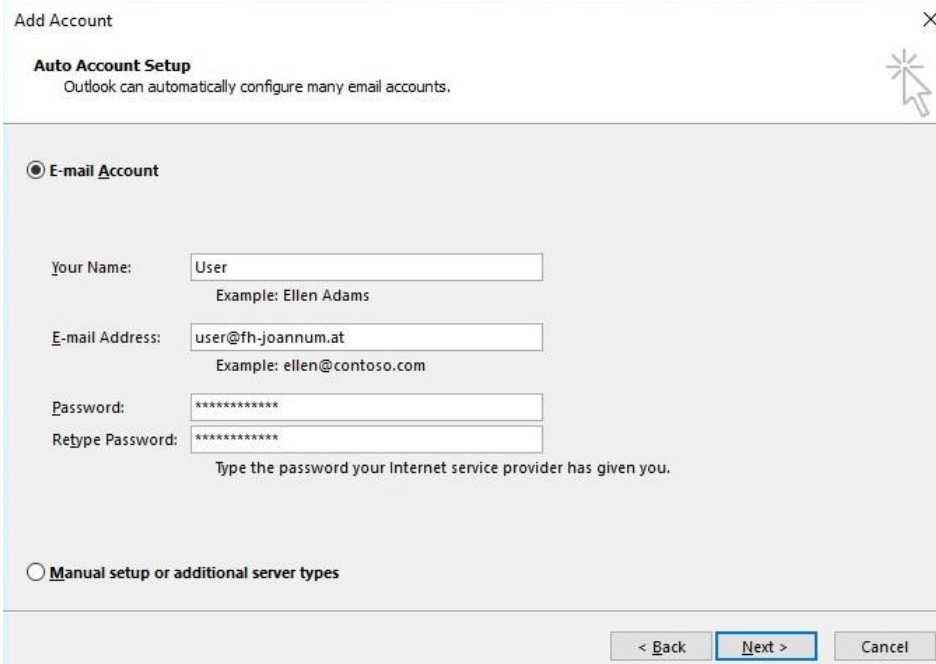
You can also access your emails on tablets, smartphones and other mobile devices.

You can also access your mailbox with Microsoft Exchange or other protocols like IMAP/SMTP.

Exchange autodiscover setup for employees and students:

Open the settings for a new account on your device.

Enter your name, FH email address and the password.



The screenshot shows the 'Add Account' dialog box in Outlook. At the top, it says 'Add Account' with a close button (X). Below that, the 'Auto Account Setup' section is active, with the text 'Outlook can automatically configure many email accounts.' and a mouse cursor pointing to a star icon. Underneath, the 'E-mail Account' option is selected with a radio button. The form contains the following fields and text:

- Your Name:** A text box containing 'User'. Below it, an example: 'Example: Ellen Adams'.
- E-mail Address:** A text box containing 'user@fh-joannum.at'. Below it, an example: 'Example: ellen@contoso.com'.
- Password:** A text box containing '*****'.
- Retype Password:** A text box containing '*****'. Below it, the instruction: 'Type the password your Internet service provider has given you.'

At the bottom, there is an unselected radio button for 'Manual setup or additional server types'. At the very bottom, there are three buttons: '< Back', 'Next >' (which is highlighted with a blue border), and 'Cancel'.

IMAP / SMTP setup:

Settings for employees:

Open the settings for a new account on your device.

Enter your name, FH email address, server information, FH username and the FH password.

The screenshot shows the 'Add Account' dialog box with the following fields and options:

- POP and IMAP Account Settings**
Enter the mail server settings for your account.
- User Information**
 - Your Name: User
 - Email Address: user@fh-joanneum.at
- Server Information**
 - Account Type: IMAP
 - Incoming mail server: mail.fh-joanneum.at
 - Outgoing mail server (SMTP): mail.fh-joanneum.at
- Logon Information**
 - User Name: technikum\user
 - Password: [masked]
 - 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 ...

Navigation buttons: < Back, Next >, Cancel

Enter the following settings:

The screenshot shows the 'Internet E-mail Settings' dialog box, Advanced tab, with the following settings:

- Server Port Numbers**
 - Incoming server (IMAP): 993
 - Use the following type of encrypted connection: SSL
 - Outgoing server (SMTP): 587
 - Use the following type of encrypted connection: TLS
- Server Timeouts**
 - Short: [slider]
 - Long: 1 minute
- Folders**
 - Root folder path: [empty field]
- Sent Items**
 - Do not save copies of sent items
- Deleted Items**
 - Mark items for deletion but do not move them automatically
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.
 - Purge items when switching folders while online

Buttons: OK, Cancel

Settings for students (Office 365):

Open the settings for a new account on your device.

Enter your name, FH email address, server information, FH username and password.

The screenshot shows the 'Add Account' dialog box with the following sections and fields:

- 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.
 -
 - Automatically test account settings when Next is clicked
 - Mail to keep offline:
 -
- Navigation:

Enter the following settings:

The screenshot shows the 'Internet E-mail Settings' dialog box, Advanced tab, with the following settings:

- Server Port Numbers**:
 - Incoming server (IMAP): - Use the following type of encrypted connection:
 - Outgoing server (SMTP):
 - Use the following type of encrypted connection:
- 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 automatically
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.
 - Purge items when switching folders while online
- Navigation:

You can find additional information on the Office 365 portal: <https://portal.office.com>

Note: Outlook email setup

(<https://support.office.microsoft.com/en-us/article/Outlook-email-setup-6e27792a-9267-4aa4-8bb6-c84ef146101b?CorrelationId=8f6a14e9-0d20-4e5b-aadb-973f4f046c77&ui=en-US&rs=en-US&ad=US>)