E-Mail - Microsoft Outlook - macOS - Set up mailbox
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FAQ-Artikel-Ausdruck

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Schlüsselwörter

macOS Setup Outlook Client E-Mail

Lösung (öffentlich)

Feature Overview

Email ✓

Encryption ✓ [1]FAQ

Calendar ✓

In this guide, you will learn how to set up a TU Dresden email account in Microsoft Outlook for macOS. You can then send and receive emails, view your calendar and continue to set up your personal certificate for signing and encryption.

Installation
- Employees obtain Microsoft Outlook as part of Microsoft Office 2021 LTSC via the [2]MS Downloads Portal. ([3]Installation instructions)
- Students obtain Microsoft Outlook as part of Microsoft 365 via the [4]Campus Sachsen Portal.

Configuration of Outlook Activate Classic Outlook
- Start Microsoft Outlook. You can see from the window whether the "new" or "classic" Outlook is activated.
- If the "New Outlook" is activated, the "Legacy Outlook" option also appears in the menu bar under "Outlook". Select this option. Screenshot Microsoft Outlook: Menu
- A feedback window will appear. You do not need to enter anything there and simply select "Submit". Screenshot Microsoft Outlook: Feedback
- Then confirm the dialog "Are you sure you want to revert to the old version of Outlook?" by clicking "Restore". After restarting Outlook, the "classic" version is activated.

Activate Stable Version
- Select the "Check for updates" entry under "Help" in the menu bar.
- The "Microsoft AutoUpdate" program opens. Select "Advanced".
- Make sure that "Current channel" is selected as the "Update channel".

Mailbox Setup
- If you have not yet set up an account, the setup will start automatically. If you want to add another account, you have to click on "Tools" and there on "Accounts", there you can start the setup via the plus.
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First enter your TU Mail (@mailbox.tu-dresden.de or @tu-dresden.de) address and then click on "Continue".

 Screenshot Outlook setup mail query with marker on Next
- Please enter the missing data now.

Domain:	user\zih-login
Kennwort:	your password
Server:	msx.tu-dresden.de

- Then click "Add account" to complete the setup. Screenshot email setup with entered data and marker on add account

[1] https://faq.tickets.tu-dresden.de/v/ItemID=1218
[2] https://ms-downloads.zih.tu-dresden.de
[3] https://tickets.tu-dresden.de/otrs/customer.pl?Action=CustomerFAQZoom;ItemID=923
[4] https://campussachsen.tu-dresden.de