Outlook - Windows - setup

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Schlüsselwörter

Configuration Account Email Exchange Mail Outlook Setup Client

Lösung (öffentlich)

Overview

Email ✓

Encryption ✓ [1]FAQ

Calendar ✓

In this guide, you will learn how to set up Microsoft Outlook for Windows for a TU Dresden mailbox. You can then send and receive emails, view the calendar and continue with setting up your personal certificate and encryption. For Microsoft Outlook 2016, please follow the corresponding section below.

Retrieval

The Microsoft Office package is available for

- employees of TU Dresden (except members of Faculty of Medince) in the campus network via [2]Microsoft Downloads portal
- Students in the [3]Campus Sachsen portal

Setup

Attention: If you have activated the "New Outlook", you have to switch it to the "Classic Outlook" before, because it does not support the Exchange setup. [4]Click here for Microsoft instructions.

Microsoft Outlook 2021 / 2019 / 365

Start the Microsoft Outlook program. If no e-mail account exists yet, the account creation dialog box will open automatically and you can skip to step 2. If you want to create an additional account, go to the menu bar at the top and select "File" and then "Add account".

 Screenshot Microsoft Outlook - Account Information
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In the window that opens, enter your email address in the form of "firstname.lastname@[mailbox.]tu-dresden.de". (Your primary e-mail address can be found in the [5]Self-Service Portal profile in the E-mail section as "Primary e-mail address"). Then select "Connect".

 Screenshot Microsoft Outlook - Start of account setup
- In the advanced setup, select "Exchange" as the account type. Screenshot Microsoft Outlook - Advanced setup
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You will now be asked to enter your password for your ZIH login. First select the option "More choices". Then select "Use a different account" and enter your login information in the form "user\Your ZIH login" and your password. Confirm the entry with "OK".

 Screenshot Microsoft Outlook - Windows login dialog
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Your account will now be set up and you will see a message that your account has been successfully added once it is done.

 Screenshot Microsoft Outlook - Account successfully added

Microsoft Outlook 2016

Start the Microsoft Outlook Program. If you have not set up an account yet, a window for a set up will open automatically. If you already have an account set up, please go to step 2.

 Screenshot Microsoft Outlook - Account Setup

If you would like to add an additional account to an existing one, select "File" from the task bar and chose "Add Account".

 Screenshot Microsoft Outlook - Account Information

Fill in your information for name and your e-mail address like "first name.surname@tu-dresden.de" as well as your password. Continue by selecting "Next". You might have to confirm your password again.

 Screenshot Microsoft Outlook - Add Acount

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If the password request is still popping up, click on "More choices". If it
does not, please go to step 6.

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Select "Use a different account" and as username type in "user\Your ZIH-Login"
as well as your password. Confirm your changes by selecting "OK".

Screenshot Microsoft Outlook - Windows login dialog

Your account has been successfully installed if there are green checks next to
all the configuration steps. Choose "Finish" to confirm the set up. After a
new start of MS Outlook you will be able to use your account.

Screenshot Microsoft Outlook - Add Account finished

Note on problems caused by activating the Microsoft 365 license for employees
After activating the Microsoft 365 license for employees, it is possible in
some cases that you will be repeatedly prompted to log in via the "Windows
Security" window when starting Outlook. In this case, please use your ZIH
login in the form "user\your ZIH login" as described in the paragraph above
and the synchronization of your mailbox should work again.

[1] https://faq.tickets.tu-dresden.de/v/ItemID=520
[2] https://ms-downloads.zih.tu-dresden.de/
[3] https://campussachsen.tu-dresden.de/
[4] https://support.microsoft.com/en-us/office/toggling-out-of-the-new-outlook-for-windows-preview-ec102b39-5727-418e-ae1f-a1805434640c
[5] https://selfservice.tu-dresden.de/profile/