## **Opprette tilgang til imap.uib.no i Outlook**

- 1. Velg fanen File fra Båndet.
- 2. Velg Account settings ... fra knappen Account Settings.



3. Velg knappen New... fra skillearket E-mail.

Account Settings	×
E-mail Accounts You can add or remove an account. You can select an account and change its settings.	
E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books	
🛛 🧟 New 🕅 Repair 😭 Change 📀 Set as Default 🗙 Remove 🔹 🛡	
Name Type	
Selected account delivers new messages to the following location:	t)
in data file D:\Exchange Cache\nbofh\Outlook\outlook.ost	
<u>q</u>	ose

4. Merk av for første alternativ **E-mail Account** og bruk knappen **Next** >.

New Account		X
Choose Service	2	ķ
E-mail Account		
Connect to an e-mail account provided by your Internet service prov your organization.	vider (ISP) or	
Text Messaging (SMS)		
Connect to a mobile messaging service.		
© <u>0</u> ther		
Connect to a server type shown below.		
Fax Mail Transport		
	< Back Next > Cance	1

5. Velg det siste alternativet, **Manually configure server settings or additional server types** og bruk knappen **Next** >.

Add New Account	Construction Martin a s	x
Auto Account Setup Connect to other s	erver types.	ž
© E-mail <u>A</u> ccount		
Your Name;	Example: Ellen Adams	
<u>E</u> -mail Address;	Example: ellen@contoso.com	
Password:		
Retype Password:		
	Type the password your Internet service provider has given you,	
© Te <u>x</u> t Messaging (\$	5MS)	
Manually configur	e server settings or additional server types	
	< <u>B</u> ack Next >	Cancel

6. Velg tjenesten Internet E-mail, og bruk knappen Next >.

Add New Account	Dark Muniter a a		×
Choose Service			×
<ul> <li>Internet E-mail Connect to POP or IMAP server to</li> <li>Microsoft Exchange or compain Connect and access e-mail message</li> <li>Text Messaging (SMS) Connect to a mobile messaging ser</li> <li>Other Connect to a server type shown be Fax Mail Transport</li> </ul>	send and receive e-mail message <b>ible service</b> es, calendar, contacts, faxes and vice. How.	s. I voice mail messages.	
		< Back Next >	Cancel

7. Fyll inn detaljer for e-postkontoen. I gruppen **User Information** skal du skal bruke ditt eget navn og din egen adresse. Det er viktig at du velger **IMAP** som **Account type:** i gruppen **Server Information**. I gruppen **Logon Information**, skal du skrive ditt eget UiB brukernavn og passord. Bruk knappen **More Settings** ... for å stille inn flere detaljer.

Add New Account	Barriera X	
Internet E-mail Settings Each of these settings ar	e required to get your e-mail acco	unt working.
User Information		Test Account Settings
Your Name:	Frode Severin Hatlevik	After filling out the information on this screen, we
E-mail Address:	frode.hatlevik@adm.uib.no	below. (Requires network connection)
Server Information		Test Assumb Cathorn
Account Type:	IMAP 💌	lest Account Settings
Incoming mail server:	imap.uib.no	$\overline{\mathbb{V}}$ Test Account Settings by clicking the Next button
Outgoing mail server (SMTP):	smtp.uib.no	
Logon Information		
<u>U</u> ser Name:		
Password:		
R B	emember password	
Reguire logon using Secure	Password Authentication (SPA)	More Settings
		< <u>B</u> ack <u>N</u> ext > Cancel

8. Oppgi mer informasjon om den delte mappen på skillearket General. Åpne skillearket Advanced og velg TLS i feltet Use the following type of encrypted connection: for Incoming server (IMAP). Velg også TLS som krypteringstype for Outgoing server (SMTP).

iternet E-mail Set	ttings		×	Internet E-mail Setting	JS	×
Outgoing Se	rver	Connection	Advanced	General	Sent Items	Deleted Items
General		Sent Items	Deleted Items	Outgoing Server	Connection	Advanced
Mail Account				Server Port Numbers		
Type the <u>n</u> ame example: "Worl	by which c" or "Micro	you want to refer to th osoft Mail Server"	is account. For	Incoming server (IN	IAP): 143 Use Defa	aults
Delt IMAP				Use the followin	g type of <u>e</u> ncrypted connec	tion: TLS 💌
Other User Inform	mation —			Outgoing server (SI	MTP): 25	
Organization:	Universite	etsbiblioteket i Bergen		Use the followin	g type of en <u>c</u> rypted connec	tion: TLS 💌
Reply E-mail:				Server <u>T</u> imeouts —		
				Short	Long 1 minute	
				Folders		
				Root <u>folder</u> path:		
			OK Cancel			OK Cancel

9. Åpne skillearket Connection i den samme dialogen, og se etter at Connect using my local area network (LAN) er valgt. Åpne skillearket Outgoing Server og velg My outgoing server (SMTP) requires authentication. Bruk knappen OK for å bekrefte valgene.

Internet E-mail Settings		X	J	internet E-mail Setting	s		×
General	Sent Items	Deleted Items		General		Sent Items	Deleted Items
Outgoing Server	Connection	Advanced		Outgoing Server		Connection	Advanced
Specify the type Specify the type Connection Connect using my Connect using my Connect using Inter Connect	local area network (LAN) odem when Outlook is offi phone line ernet Explorer's or a 3rd p -Up Networking connection	r e-mail.		My outgoing serve     My outgoing serve     Use same setti     Log on using     User Name:     Password:     [     Reguire Se	er (SMT ings as	P) requires authent my incoming mail se nember password assword Authentica	tication erver
		OK Cancel					OK Cancel

10. Bruk knappen **Test Account Settings ...** for å teste om du har fylt inn riktige innstillinger.

dd New Account	Baragest 31	×
Internet E-mail Settings Each of these settings a	re required to get your e-mail accou	nt working.
User Information		Test Account Settings
Your Name:	Frode Severin Hatlevik	After filling out the information on this screen, we
E-mail Address:	frode.hatlevik@adm.uib.no	below. (Requires network connection)
Server Information		
Account Type:	IMAP 👻	Lest Account Settings
Incoming mail server:	imap.uib.no	Test Account Settings by clicking the Next button
Outgoing mail server (SMTP):	smtp.uib.no	
Logon Information	·,	
User Name:	nbofh	
Password:	*****	
$\checkmark$	Remember password	
Reguire logon using Secure	e Password Authentication (SPA)	More Settings
		< <u>B</u> ack <u>N</u> ext > Cancel

11. Programmet kobler nå til IMAP tjeneren og sender en e-post for å teste at alt gikk bra. Hvis det kommer feilmeldinger må du rette opp innstillingene dine.

Test Account Settings		
Congratulations! All tests completed successfully. Clic	k Close to continue.	Stop
		Close
Tasks Errors		
Tasks	Status	
✓ Log onto incoming mail server (IMAP) ✓ Send test e-mail message	Completed Completed	

12. Bruk knappen og bruk så knappen **Next** > for å fullføre oppsettet av IMAP i Outlook.

Change Account Internet E-mail Settings Each of these settings ar	e required to get your e-mail acco	unt working.
User Information		Test Account Settings
Your Name:	Frode Severin Hatlevik	After filling out the information on this screen, we
E-mail Address:	frode.hatlevik@adm.uib.no	below. (Requires network connection)
Server Information		Tot Accord California
Account Type:	IMAP 👻	_lest Account Settings
Incoming mail server:	imap.uib.no	Test Account Settings by clicking the Next button
Outgoing mail server (SMTP):	smtp.uib.no	
Logon Information		
<u>U</u> ser Name:		
Password:		
	emember password	
Reguire logon using Secure	Password Authentication (SPA)	More Settings
		< Back Next > Cancel

13. Bekreft testen en gang til, og bruk knappen **Finish** for å avslutte trollmannen.

Change Account	te	×
	Congratulations! You have successfully entered all the information required to setup your account. To close the wizard, click Finish.	
	< <u>B</u> ack Finish	

14. Bruk knappen Close for å komme ut av verktøyet Account Settings.

all Data Files   RSS Feeds   SharePoint Lists   Inter	net Calendars   Published Calendars   Address Books
New 🔆 Repair 🚰 Ch <u>a</u> nge 📀 Set as	Default 🗙 Remove 🔮 🖶
ame	Туре
Microsoft Exchange Server	Microsoft Exchange (send from this account by default)
frode.hatlevik@adm.uib.no	IMAP/SMTP
ected account delivers new messages to the following	location:
frode.hatlevik@adm.uib.no\Inb	ox
in data file \\\frode.hatlevik@adm.	uib.no - Microsoft Exchange Server.pst

## Du skal nå ha tilgang til den delte mappen for din UBB avdeling

Du finner mappen igjen ganske langt nede i listen over meldingsmapper, under en egen gruppe. I vår tilfelle valgte vi å gi gruppen navnet **Delt IMAP** i steg 8. Bildet du får opp i Outlook skal ligne litt på illustrasjonen på neste side. Du må kanskje utvide mappesamlingen ved å dobbeltklikke på den.

## Dersom det ikke virker

Hvis du ikke får det til å virke, kan du forsøke å bruke verktøyet for å tilbakestille Outlook. Følg så bruksanvisningen en gang til.

## Siste utvei

Når alt dette er forsøkt uten at det nytter kan du opprette en sak i **Issue Tracker** (<u>https://bs.uib.no</u>) eller ringe **BRITA** på telefon 84700.

Skrevet av Frode Hatlevik IT-Avdelinga UiB 22.12.2011

Med bakgrunn i informasjon fra UBBSV/MFO 12/10-2011

