Konfigurasjon av Outlook for ansatte ved uiB med Exchangekonto

1. Når en starter Outlook første gang får en opp denne veiviseren:



2. klikk "Next".

Account Configuration	X
E-mail Accounts	s. A
You can configure Outlook to connect to Internet E-mail, Microsoft Exchange, or other E-mail server. Would you like to configure an E-mail account?	
⊙ Yes ◯ No	
	Cancel

3. klikk "Next".

Add New Account	
Auto Account Setu Connect to other	p server types.
○ E-mail Account	
Your Name:	Ola Normann
	Example: Ellen Adams
E-mail Address:	st06047@it.uib.no
	Example; ellen@contoso.com
Password;	******
Retype Password:	yokyokyokokyokok
	Type the password your Internet service provider has given you,
○ Text Messaging (⊙ Manually configu	(SMS) re server settings or additional server types
	< Back Next > Cancel

4. Huk av for "Manually configure server settings or additional server types"

Add New Account	
Choose Service	ž.
 Internet E-mail Connect to POP or IMAP server to send and receive e-mail messages. Microsoft Exchange or compatible service 	
Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages. Text Messaging (SMS) Connect to a mobile messaging service.	
<back next=""></back>	Cancel

5. Huk av for "Internett E-mail"

6. Skriv inn navn, e-postadresse, kalender.uib.no, smtp.uib.no, brukernavn og passord tilsvarende som vist under:

NB: Veldig viktig at en velger "IMAP" under "Account Type". Velger en POP3 kan det føre til at serveren tømmes for e-post slik at innboksen er tom når en skal sjekke den fra en annen maskin.

Change Account		
Internet E-mail Settings Each of these settings a	re required to get your e-mail acc	count working.
User Information		Test Account Settings
Your Name:	Ola Normann	After filling out the information on this screen, we
E-mail Address:	Ola.Normann@it.uib.no	below. (Requires network connection)
Server Information		
Account Type:	IMAP 🔽	Test Account Settings
Incoming mail server:	kalender.uib.no	Test Account Settings by clicking the Next button
Outgoing mail server (SMTP):	smtp.uib.no	
Logon Information		
User Name:	st12345	
Password:	****	
	Remember password	
Require logon using Secure	e Password Authentication (SPA)	More Settings
		< Back Next > Cancel

7. Klikk "More Settings..."

Outgoing Server Connection Advanced My outgoing server (SMTP) requires authentication Image: Connection Image: Connection Ise same settings as my incoming mail server Image: Connection Image: Connection User Name: Image: Connection Image: Connection Password: Image: Connection Image: Connection Image: Connection Image: Connection Image: Connection Require Secure Password Connection Image: Connection	General	Sent Items	l l	Deleted Items
My outgoing server (SMTP) requires authentication Use same settings as my incoming mail server Log on using User Name: Password: Password: Require Secure Password Authentication (SPA)	Outgoing Server	Conn	ection	Advanced
Use same settings as my incoming mail server Log on using User Name: Password:	My outgoing serve	r (SMTP) requires	authentical	ion
Cog on using User Name: Password:	💿 Use same settir	ngs as my incomin	g mail serve	er
User Name: Password: Remember password Require Secure Password Authentication (SPA)	🔵 Log on using			
Password: ✓ Remember password Require Secure Password Authentication (SPA)	User Name:			
Remember password Require Secure Password Authentication (SPA)	Password:			
Require Secure Password Authentication (SPA)		Remember pas	sword	
	Require Se	ture Password Au	thenticatior	n (SPA)
				K Cancel

- 8. Klikk på arkfanen "Outgoing server"
- 9. Huk av for "My outgoing server (smtp) requires authentication "
- 10. Huk av for "use same settings as my incoming server"
- 11. Klikk arkfanen "Advanced"

Internet E-mail Set	tings	
General	Sent Items	Deleted Items
Outgoing Server	Connection	Advanced
Server Port Numbers		
Incoming server (IM	AP): 993 Use D	efaults
Use the following	g type of encrypted conn	nection: SSL 🗸
Outgoing server (SN	1TP): 465	
Use the following	g type of encrypted conn	nection: SSL 🗸
Server Timeouts		
Short 🗢	Long 1 minute	
Folders		
Root folder path:		
		OK Cancel

- Velg "993" som portnummer for Incomming server (IMAP) og "SSL" som type kryptering
- Velg "465" som portnummer for "Outgoing server (SMTP)" og "SSL" som type kryptering
- 14. Klikk "OK"
- 15. Klikk deretter "Next" i
 "Change account" dialogboksen også.

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)	Completed	
✓ Send test e-mail message	Completed	
]

16. Outlook tester instillingene. Trykk "Close" når den er ferdig.

Add New Account	
	Congratulations! You have successfully entered all the information required to setup your account. To close the wizard, click Finish. Add another account
	< Back Finish

17. Outlook er nå ferdig konfigurert

NB: Denne konfigurasjonen gjør at en kan lese og sende mail hjemmefra. En får ikke tilgang til kalender, kontakter, oppgaver med mer. Dette får en tilgang til fra Outlook Web Access som en logger seg på via <u>https://kalender.uib.no/</u>

Dersom en ikke får frem veivisern når en satrter outlook så kan en gå inn på:

File – account Settings:



Når en trykker på "New..." får en frem veiviser og kan følge bruksanvisning fra punkt 4

Account Settings	X		
E-mail Accounts You can add or remove an	account. You can select an account and change its settings.	l	
E-mail Data Files RSS Feeds	SharePoint Lists Internet Calendars Published Calendars Address Books Change 📀 Set as Default 🗙 Remove 👚 🗣		
Name	Туре		
Add New Account			
Auto Account Setup Click Next to connect t	o the mail server and automatically configure your account settings.	N/K	
⊙ E-mail Account			
Your Name:			
E	Example: Ellen Adams		
E-mail Address:			
E	Example: ellen@contoso.com		
Password:			
Retype Password:			
	ype the password your internet service provider has given you.		
○ Text Messaging (5M5)			
O Manually configure se	erver settings or additional server types		