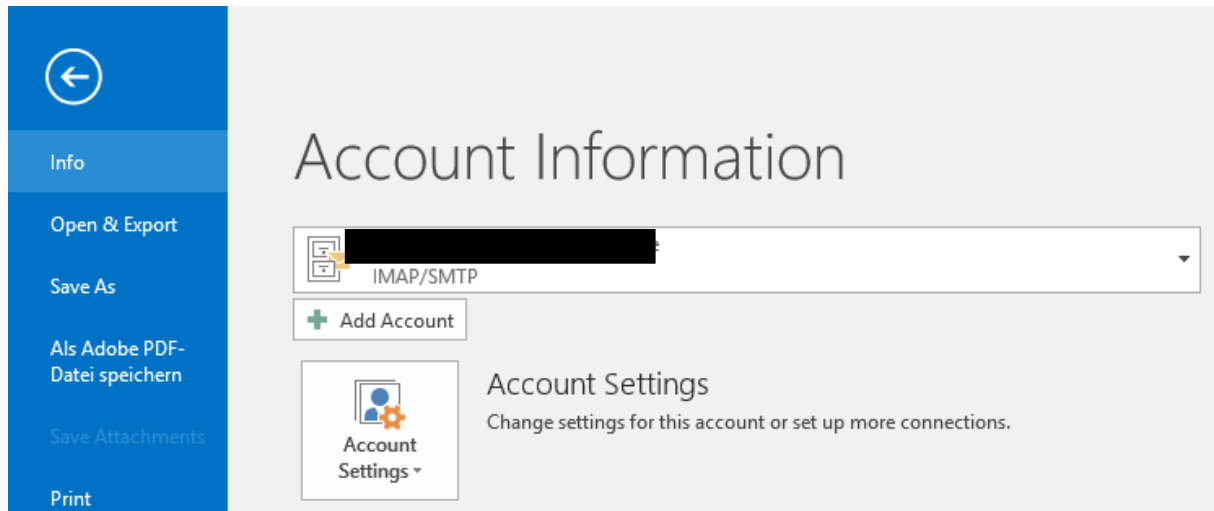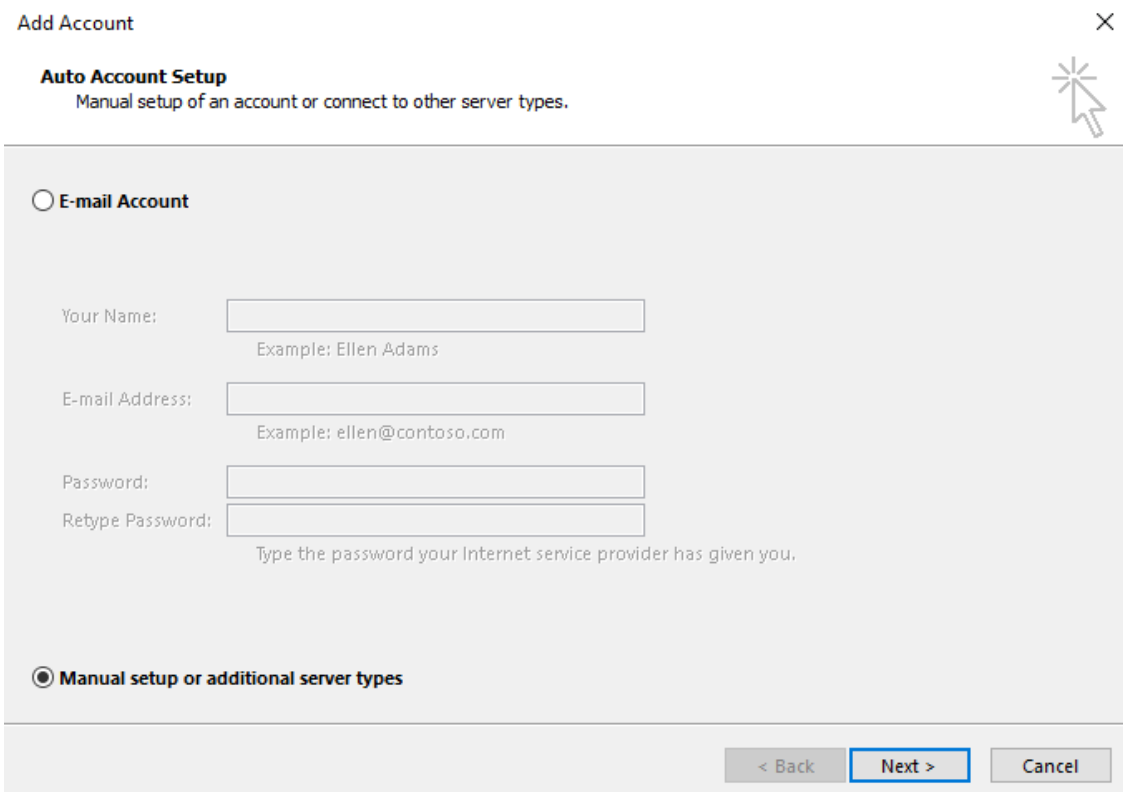# HCU | HafenCity Universität Hamburg

Add an Outlook Account

1. Click the tab *File.*

2. Click *Add Account*.

3. Select *Manual setup or additional server types* and then *Next*.

4. Select *POP or IMAP* and then click *Next.*

Add Account ✕

Choose Service

○ Outlook.com or Exchange ActiveSync compatible service
   Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

◉ POP or IMAP
   Connect to a POP or IMAP email account

< Back   Next >   Cancel

5. Fill out the boxes by this example and afterwards go to *More Settings.*

Change Account ✕

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name: Max Mustermann

Email Address: max.mustermann@hcu-ham

Server Information

Account Type: IMAP

Incoming mail server: mail.tu-harburg.de

Outgoing mail server (SMTP): mail.tu-harburg.de

Logon Information

User Name: hcu123

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.

Test Account Settings ...

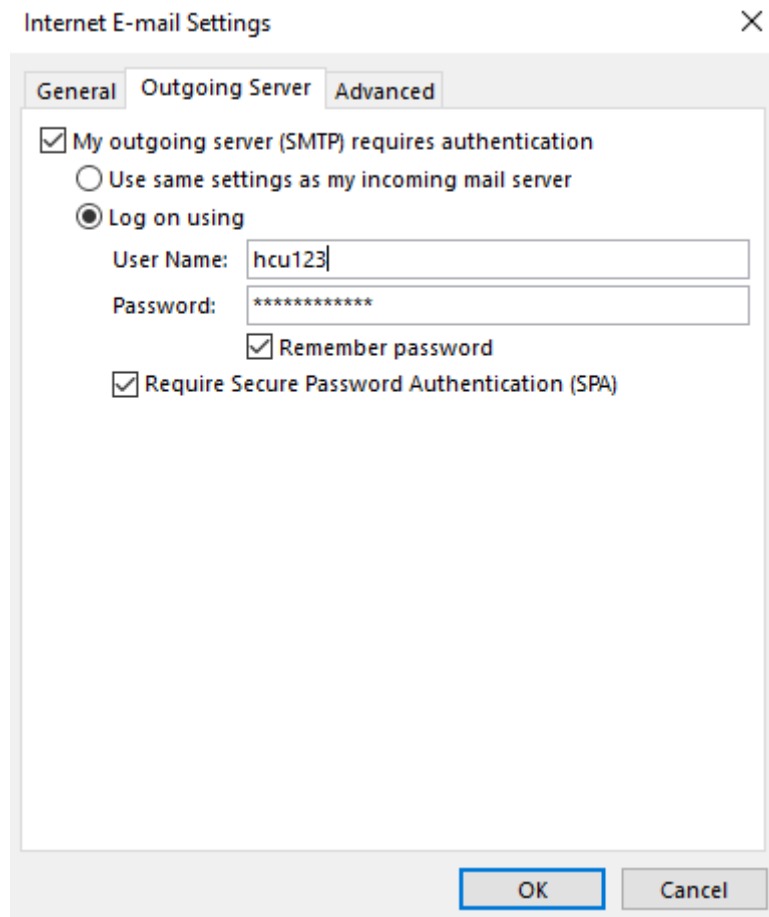☑ Automatically test account settings when Next is clicked

Mail to keep offline: All

More Settings ...

< Back   Next >   Cancel

6. Go to *Outgoing Server* and fill out the boxes.

Internet E-mail Settings ✕

General | **Outgoing Server** | Advanced

☑ My outgoing server (SMTP) requires authentication
   ○ Use same settings as my incoming mail server
   ◉ Log on using
      User Name: `hcu123`
      Password: `************`
      ☑ Remember password
   ☑ Require Secure Password Authentication (SPA)

[OK] [Cancel]

7. Go to *Advanced* and fill out the boxes. Confirm by clicking *OK.*

8. Click *Next* to test the settings and click *Close* when completed successfully.
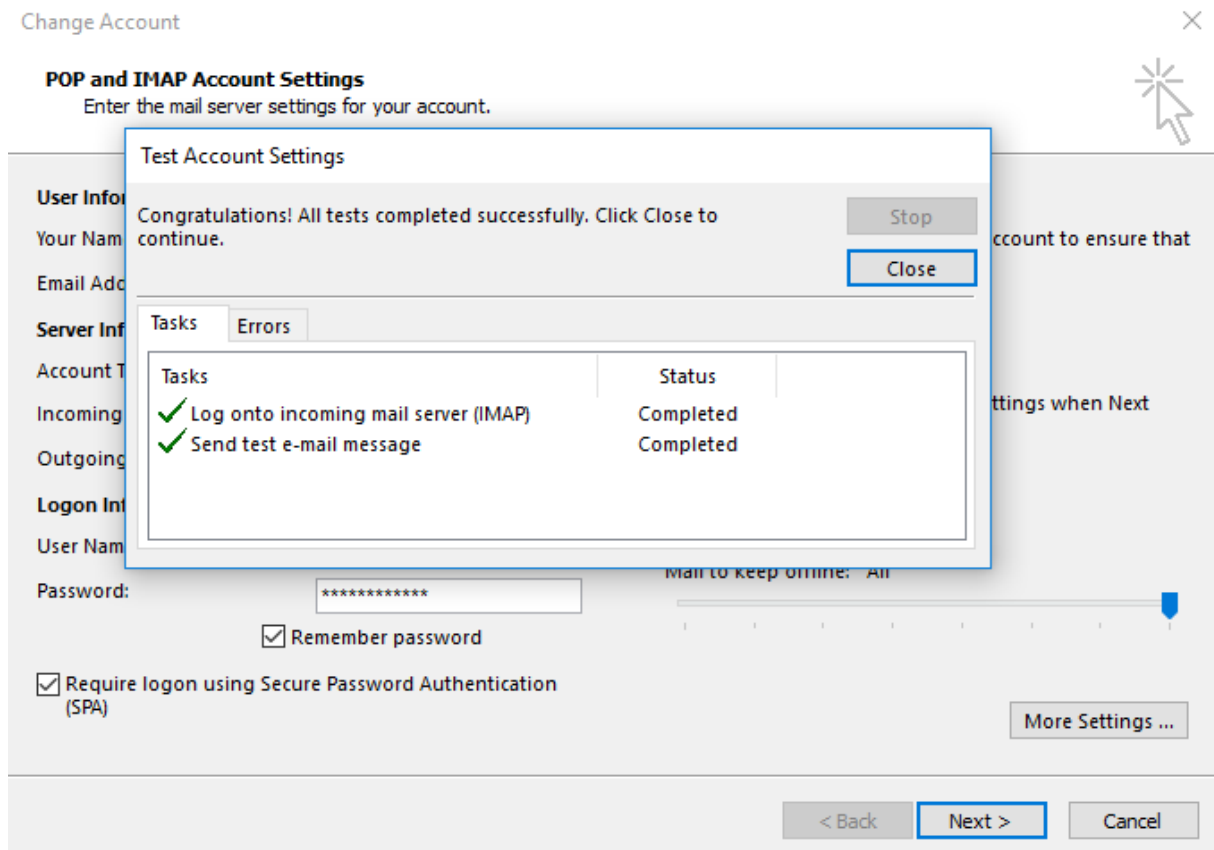
9. Click *Finish* to finish the setup.

Attention: By changing your ahoi password you will be asked to change the password in Outlook multiple times.