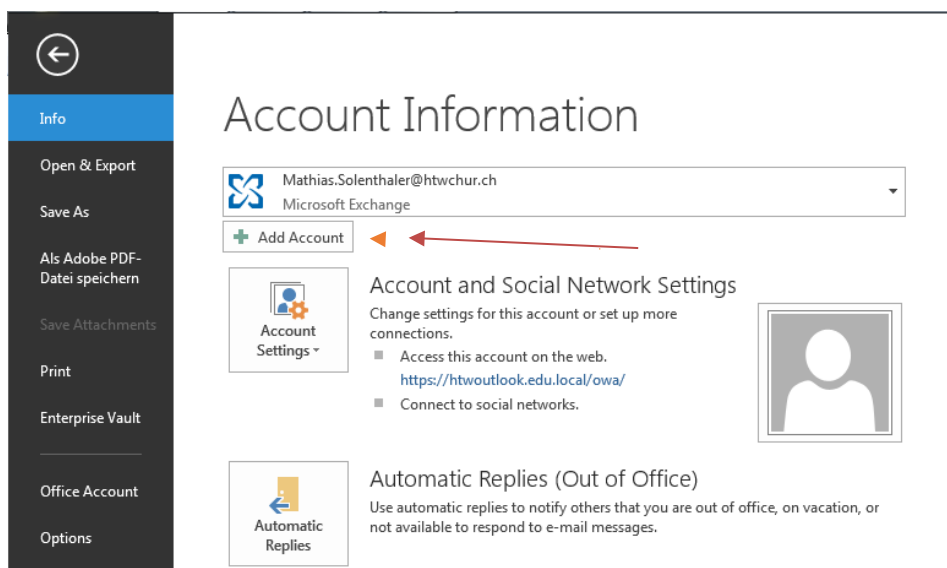


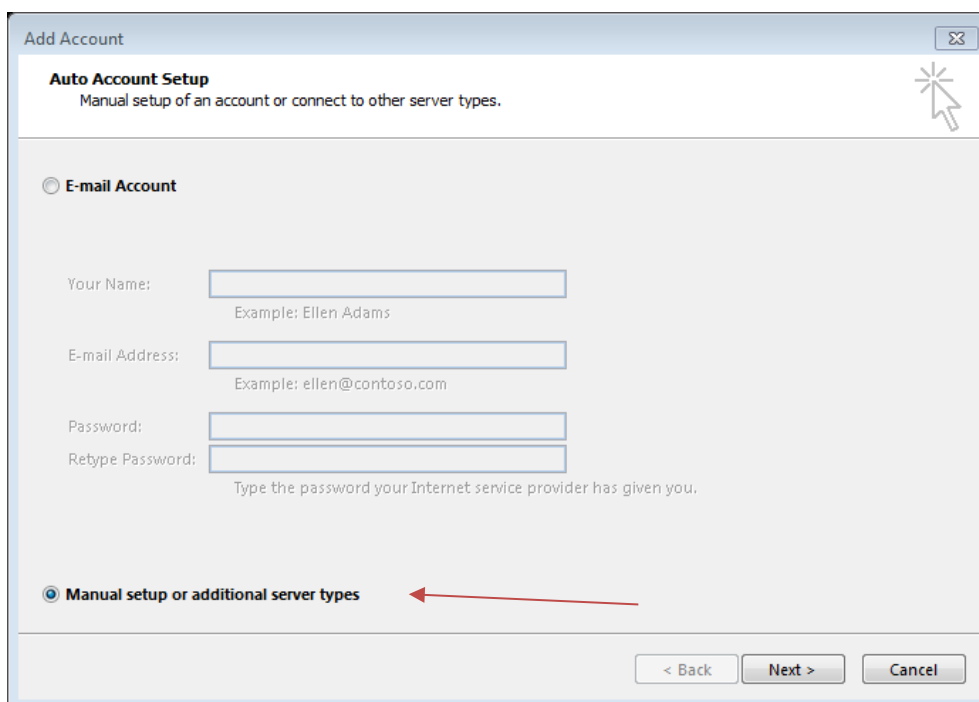
FHGR-Mail with Microsoft Office Outlook (manual)

Prerequisite for the configuration is a functioning connection to the internet.

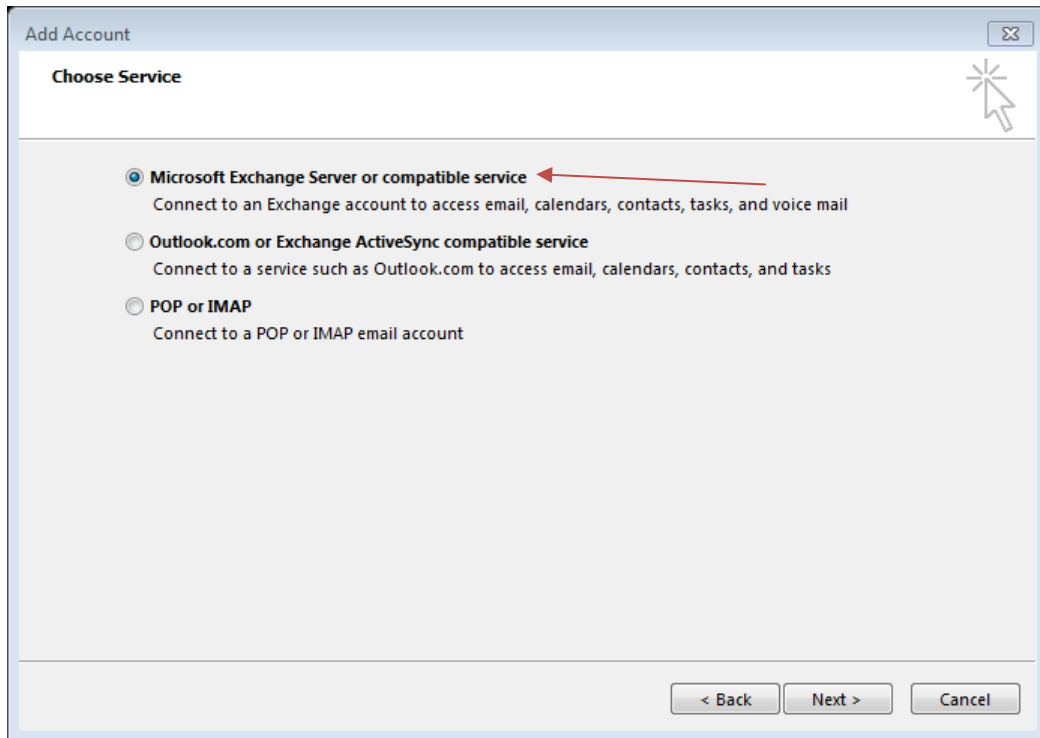
1. Open Outlook and click on "File".
2. Click on „Add Account“.



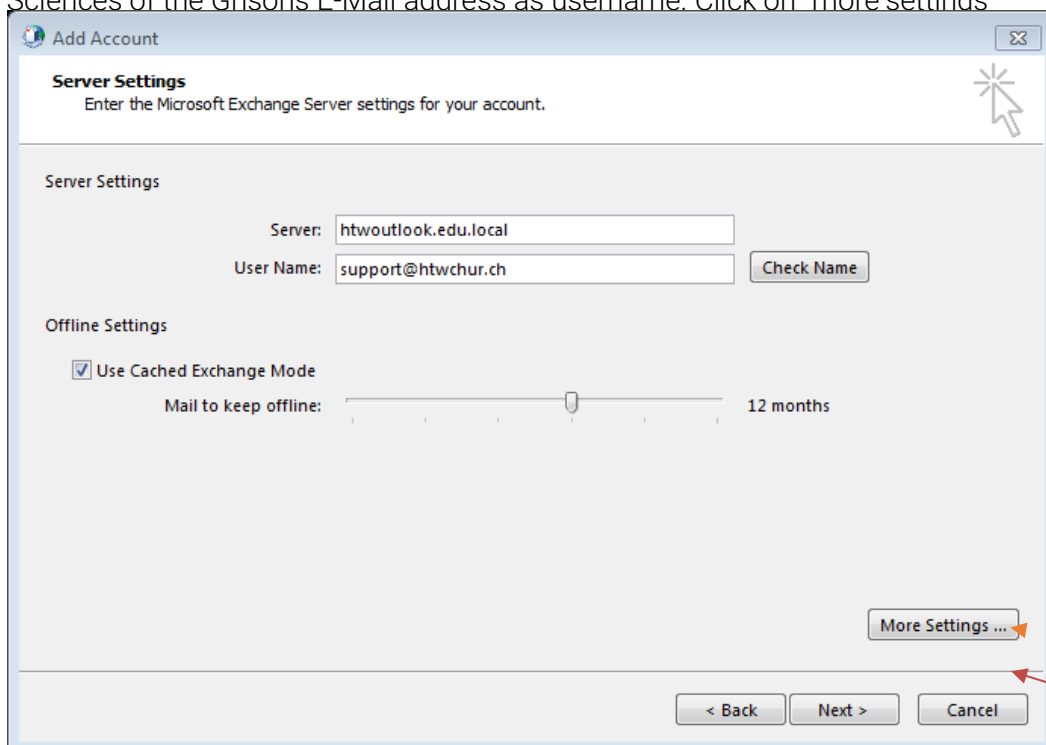
3. Chose "manual configuration."



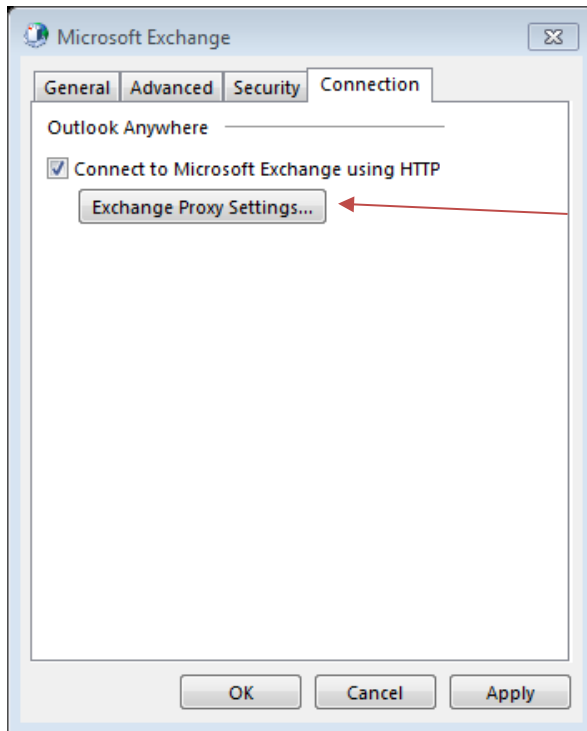
4. Chose "Microsoft Exchange or compatible service".



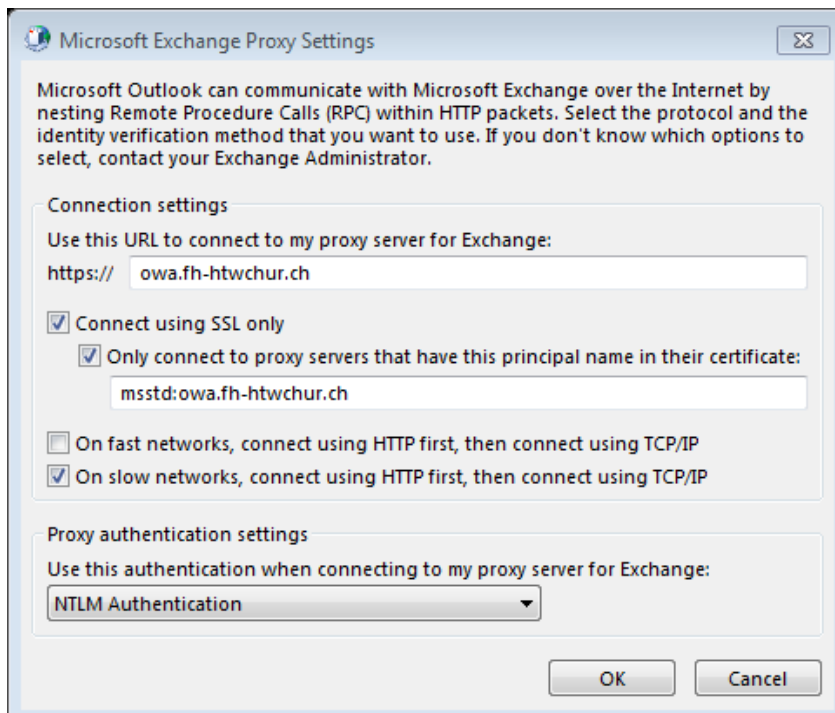
5. Fill the field "server" with „htwoutlook.edu.local“, use your University of Applied Sciences of the Grisons E-Mail address as username. Click on "more settings"



6. Change to the tab "connection" and open "Exchange proxy settings".



7. Fill in the fields like in the screenshot.



8. Click two times on "OK" and one time on "next". After clicking "finish" your account is configured.

