## FHGR-Mail mit Microsoft Office Outlook (manuell)

The prerequisite for the setup is a working connection to the Internet.

- 1. Start the outlook and click on file.
- 2. Click on "Konto hinzufügen".

©	Kontoinformationen
Informationen Öffnen und Exportieren	Marco.Schaerer@fhgr.ch         Microsoft Exchange         + Konto hinzufügen
Speichern unter Als Adobe PDF- Datei speichern	Kontoeinstellungen
Amagen speichern	<u>Ändern</u>

3. Choose "I want to set up my account manually"



**Outlook** 



4. Select "Exchange".

 Image: Setup

 Image: Setup

5. Enter the account data in the FH Graubünden login window.

FH Fachbochschule Graubünden	×
GR University of Applied Sciences	
Anmelden	
jemand@fhgr.ch	
Kennwort	
Anmelden	
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6. Confirm with «OK»

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7. The mail is now added to the mailbox.