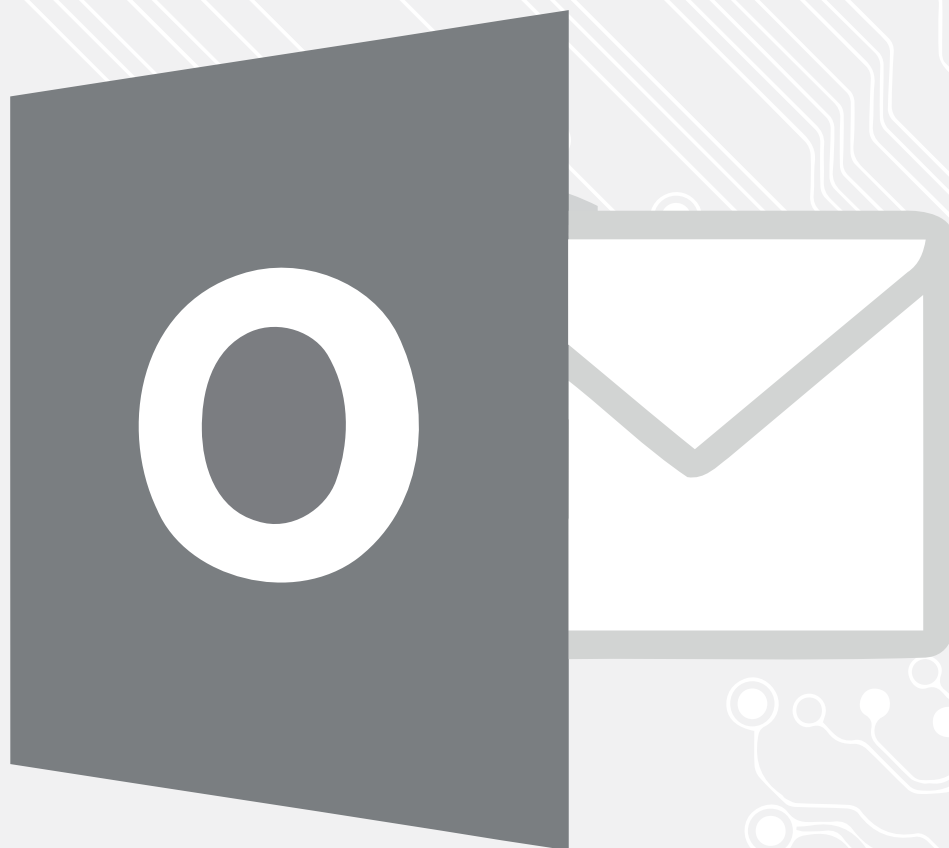


Outlook 2016



Windows Outlook 2016

Setup a functional mailbox

For use by:	Students, Employees
Version:	1.1
Date:	15-8-2018
Owner:	SSC ICT

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Setup a functional mailbox

Before you begin

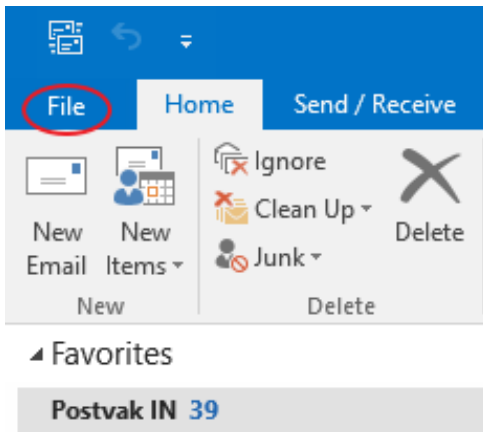
The following instructions are supported by the TU Delft and have been tested to be working. However, we offer this manual to you as an extra service. In case you have a configuration or version of **Windows** other than the one described here and you have problems **setting up a functional mailbox**, neither ICT nor a Service Desk will be able to help you to **setup a functional mailbox in Outlook 2016**.

Prerequisites

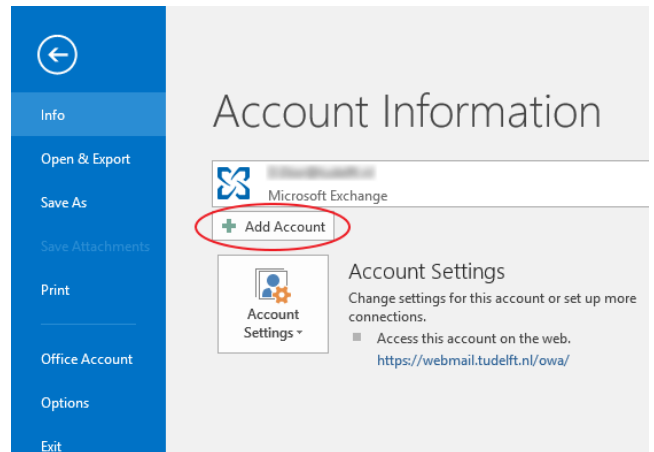
You need an **active netid**, a **stable internet connection** and an **installation of Outlook 2010** to set up a functional mailbox in Outlook 2016 with your TU Delft email-address.

Add functional mailbox

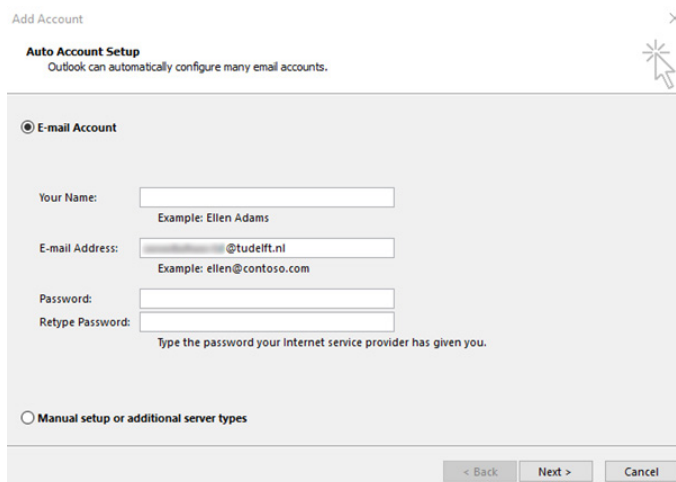
Step 1. After starting-up and configuring Outlook 2016, in the mail screen click on 'File' in the top-left of the screen.



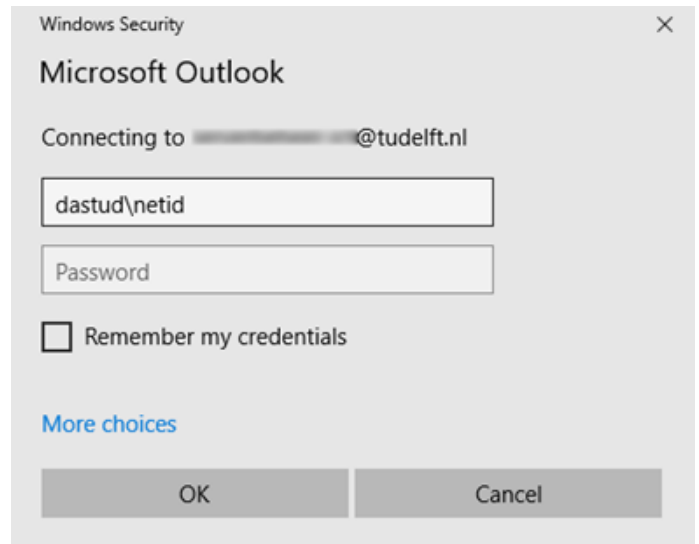
Step 2. Choose 'Add Account'



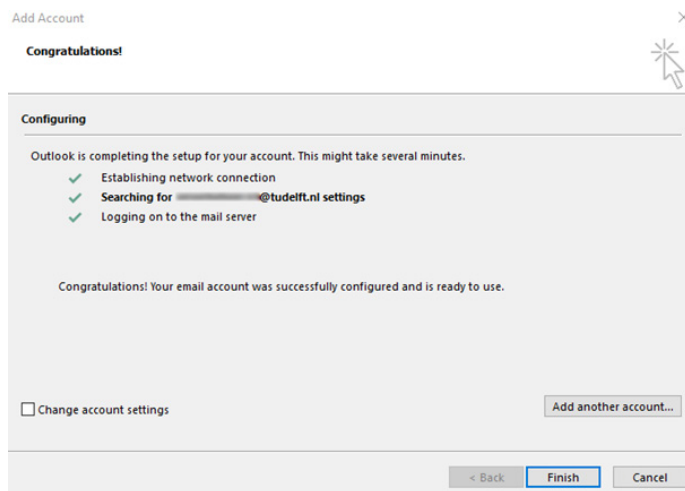
Step 3. Enter the email address of the functional mailbox in the field 'E-mail Address' and click Next.



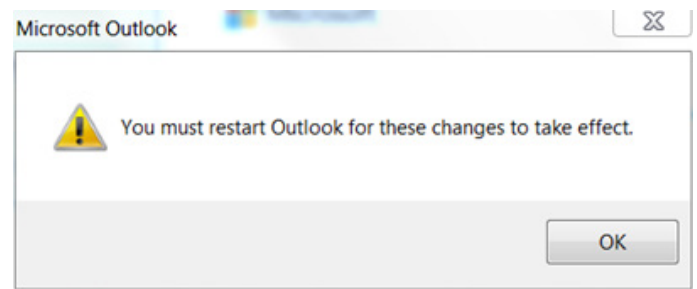
Optional: The system might ask you for credentials. Enter your credentials and click "OK"



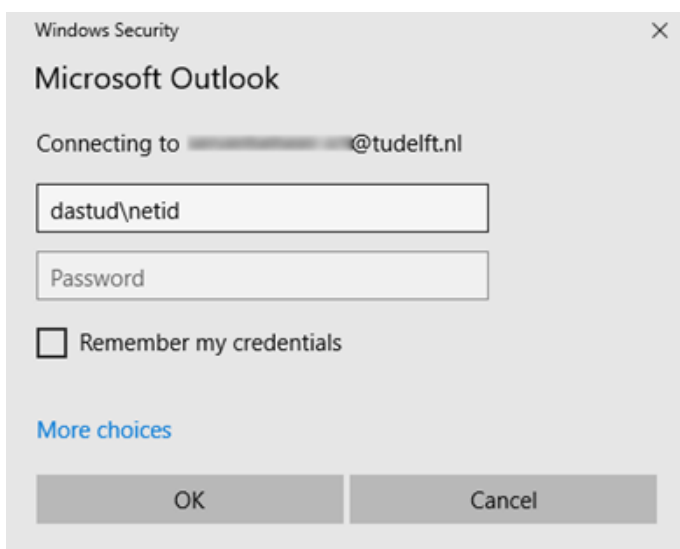
Step 4. Click 'Finish' to complete the operation



Step 5. The following pop-up will appear, click 'OK' and restart Outlook.

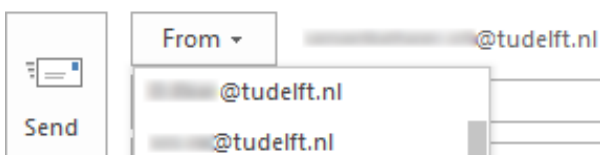


Optional: The system might ask you for credentials. Enter your credentials and click "OK"

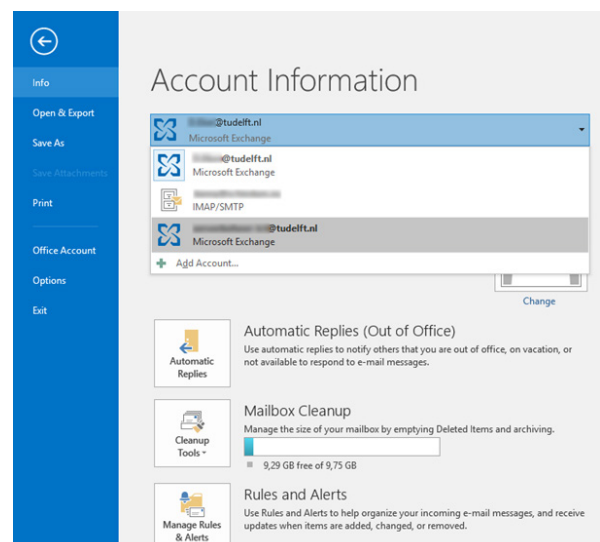


Send an e-mail with the functional mailbox

Step 1. Go to the functional mailbox and start a new mail message. The send message will appear in the sent items folder of the functional mailbox.

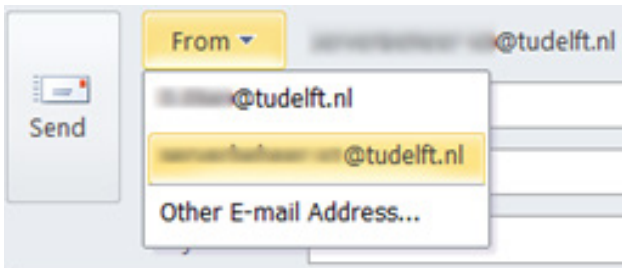


Step 2. To set or change the out of office message of the functional mailbox, go to File and make sure the functional mailbox is chosen in the accounts field. Choose 'Automatic Replies' to set an out of office message. Choose 'Rules and Alerts' to setup rules for the functional mailbox.

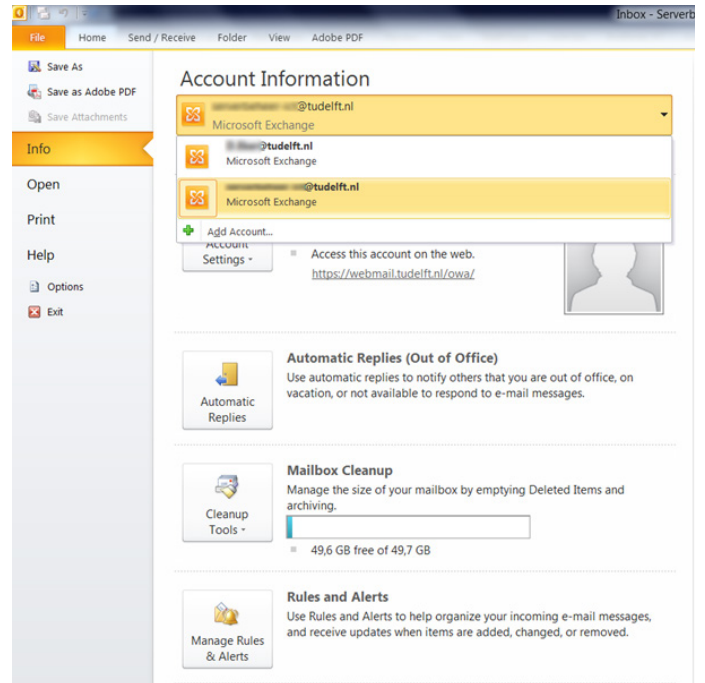


Send an e-mail with the functional mailbox

Step 1. Go to the functional mailbox and start a new mail message.
The send message will appear in the sent items folder of the functional mailbox.

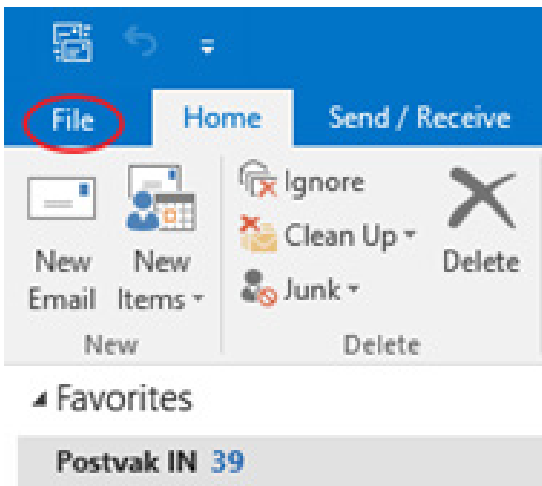


Step 2. To set or change the out of office message of the functional mailbox, go to File and make sure the functional mailbox is chosen in the accounts field. Choose 'Automatic Replies' to set an out of office message. Choose 'Rules and Alerts' to setup rules for the functional mailbox.

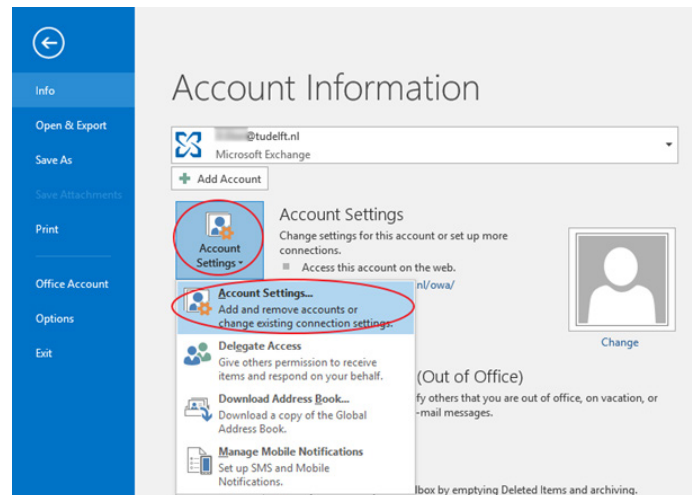


Remove functional mailbox from Outlook

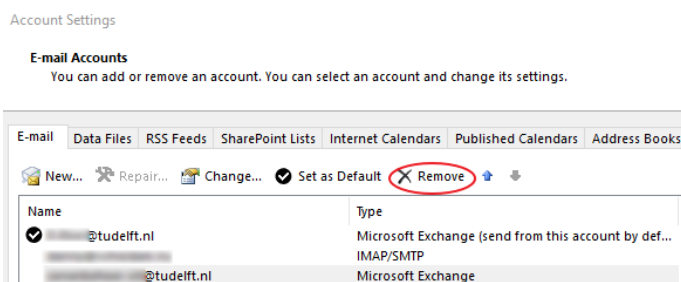
Step 1. In the mail screen click on 'File' in the top-left of the screen.



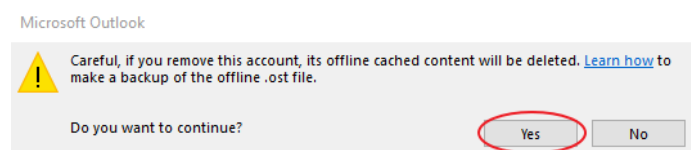
Step 2. Choose 'Account Settings' and again 'Account Settings'.



Step 3. Select the functional mailbox and click 'Remove'



Step 4. Select 'Yes' to remove the functional mailbox



Step 5. Click 'Close' to return to Outlook

