# Windows Outlook Setup a functional mailbox

For use by: Version: Date: Owner: Students, Employees 1.1 12-8-2018 SSC ICT



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# Before you begin

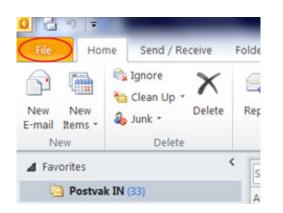
The following instructions are supported by the TU Delft and have been tested to be working. However, we offer this manual to you as an extra service. In case you have a configuration or version of **Windows** other than the one described here and you have problems **setting up a functional mailbox**, neither ICT nor a Service Desk will be able to help you to **setup a functional mailbox in Outlook 2010**.

# Prerequisites

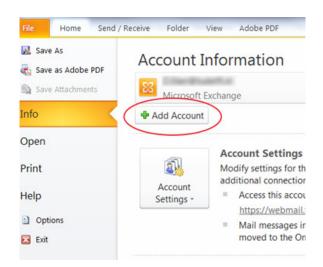
You need an **active netid**, a **stable internet connection** and an **installation of Outlook 2010** to set up a functional mailbox in Outlook 2010 with your TU Delft email-adress.

#### Add functional mailbox

Step 1. After starting-up and configuring Outlook 2010, in the mail screen click on 'File' in the top-left of the screen.



Step 2. Choose ' Add Account'

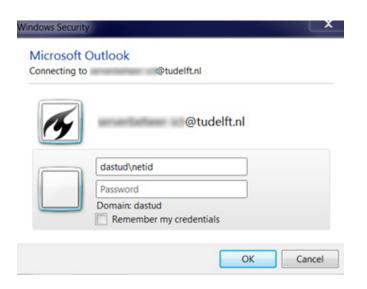


Step 3. Enter the email address of the functional mailbox in the field 'E-mail Address' and click Next.

Optional: The system might ask you for credentials. Click "Use another account"

Add New Account	Windows Security
Auto Account Setup Click Next to connect to the mail server and automatically configure your account settings.	Microsoft Outlook
E-mail Account	Connecting to @tudelft.nl
Your Name: Example: Ellen Adams	@tudelft.nl
E-mail Address: ©tudelft.nl Example: ellen@contoso.com	Password
Password: Retype Password:	Remember my credentials
Type the password your Internet service provider has given you.	Use another account
Text Messaging (SMS)     Manually configure server settings or additional server types	
< Back Next > Cancel	OK Cancel

Optional: Enter your credentials and click "OK"



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

Microsoft	Dutlook	X
	You must restart Outlook for these char	nges to take effect.
		ОК

Step 4. Click 'Finish' to complete the operation

	ons!	7
Configuring		
Configuring e	-mail server settings. This might take several minutes:	
~	Establish network connection	
×	Search for the server settings	
~	Log on to server	
Your e-	mail account is successfully configured.	
Manually co	nfigure server settings	Add another account.

Optional: The system might ask you for credentials. Click "Use another account"

Connecting t	Outlook o @tudelft.nl
4	@tudelft.nl       Password       Remember my credentials
	Use another account

Optional: Enter your credentials and click "OK"

@tudelft.nl         dastud\netid         Password         Domain: dastud         Remember my credentials	Microsoft Connecting to	
Password Domain: dastud	<b>F</b>	@tudelft.nl
Domain: dastud		dastud\netid
		Password
Remember my credentials		
		Remember my credentials

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.

	From <b>T</b>	@tudelft.n
Send	@tudelft.nl	
Send	@tudelft.nl	
	Other E-mail Address	

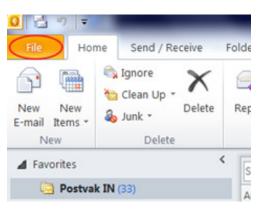
Step 2. To set or change the out of office message of the functional mailbox, go to File and make sure the functional mailbox is chosen in the accounts field. Choose 'Automatic Replies' to set an out of office message. Choose 'Rules and Alerts' to setup rules for the functional

mailbox.

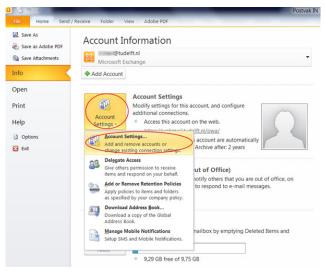
Но Save As Account Information ave as Adobe PDI Save A Microsoft Exchange Info @tudelft.nl Microsoft Exchange Open @tudeift.nl Microsoft Exchange Print Add Account.. Access this account on the web Help Settings https://webmail.tudelft.nl/owa/ Doptions Exit Automatic Replies (Out of Office) 4 Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to e-mail messages. Automatic Replies Mailbox Cleanup ~ Manage the size of your mailbox by emptying Deleted Items and archiving. Cleanup Tools 49,6 GB free of 49,7 GB **Rules and Alerts** Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed. Manage Rules & Alerts

# Remove functional mailbox from Outlook

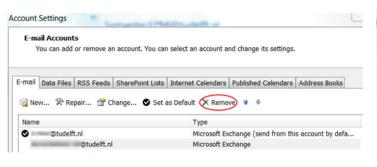
Step 1. In the mail screen click on 'File' in the top-left of the screen.



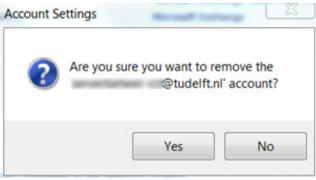
Step 2. Choose 'Account Settings' and again 'Account Settings'.



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



Step 4. Select Yes to remove the functional malibo	elect 'Yes' to remove the functional mails	зох
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# Step 5. Click 'Close' to return to Outlook

mail Dat	a Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books
a New	🛠 Rep	pair 🚰 C	hange 📀 Set :	as Default 🗙 Remo	ve 🕆 🖶	
Name				Туре		
9	©tudelft	.nl		Microsoft Ex	change (send from this	is account by defa
elected ac			nessages to the fe	ollowing location:		