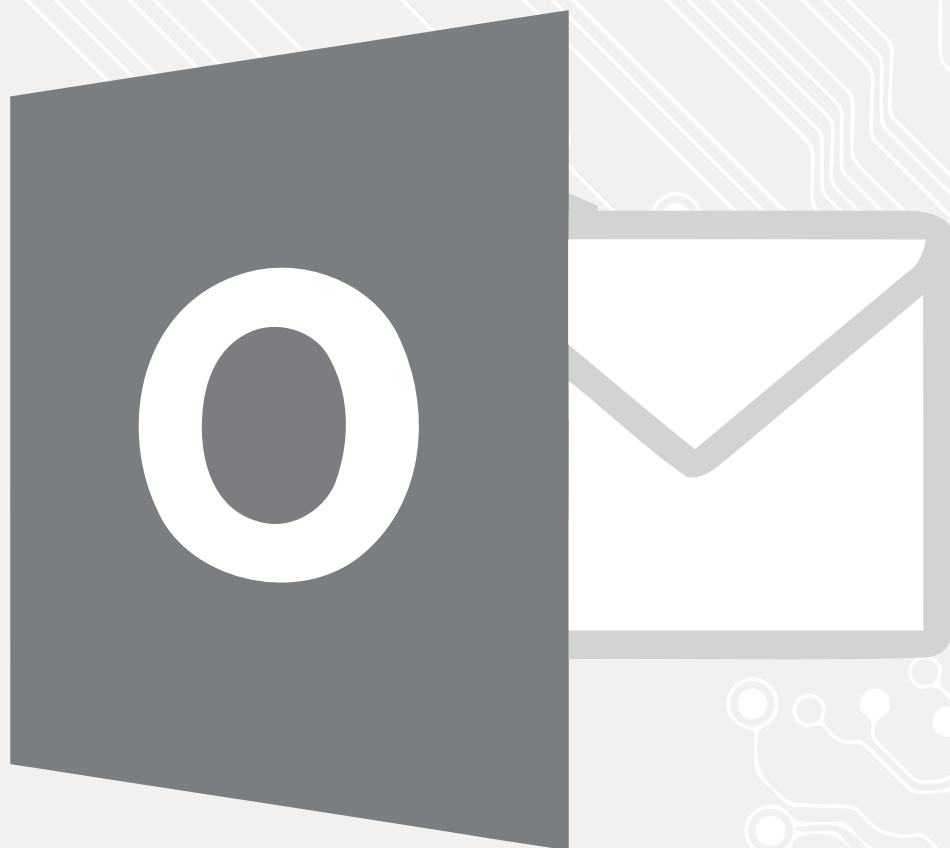


Outlook 2016



Windows Configuration

For use by:	Students, Employees
Version:	1.1
Date:	13-10-2017
Owner:	Library /SSC ICT

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Configuring Outlook 2016 on Windows

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 **CONFIGURING OUTLOOK 2016**, neither ICT nor a Service Desk will be able to help you to **CONFIGURE OUTLOOK 2016**.

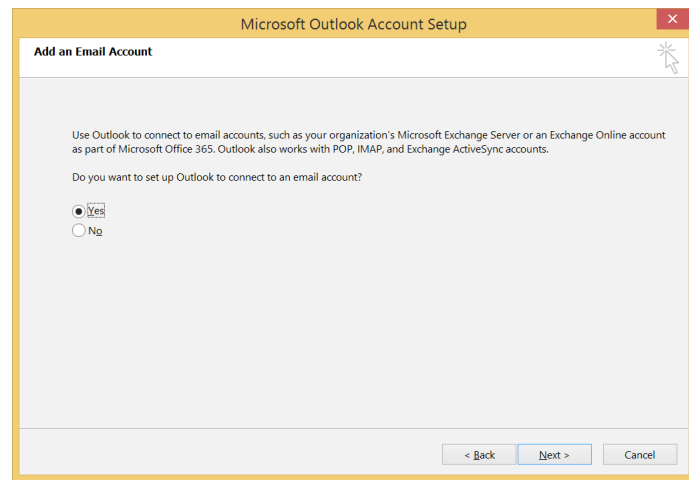
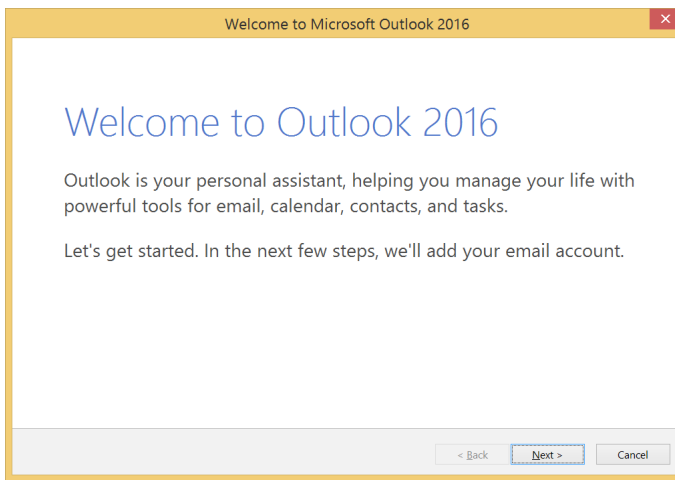
Prerequisites

You need an **active netid**, a **stable internet connection** and an **installation of Outlook 2016** to configure Outlook 2016 with your TU Delft email-address.

Connect to Exchange TU Delft

Step 1. After starting-up the Outlook 2016 application the following screen will appear, click 'Next'.

Step 2. Select 'Yes' and click 'Next'.

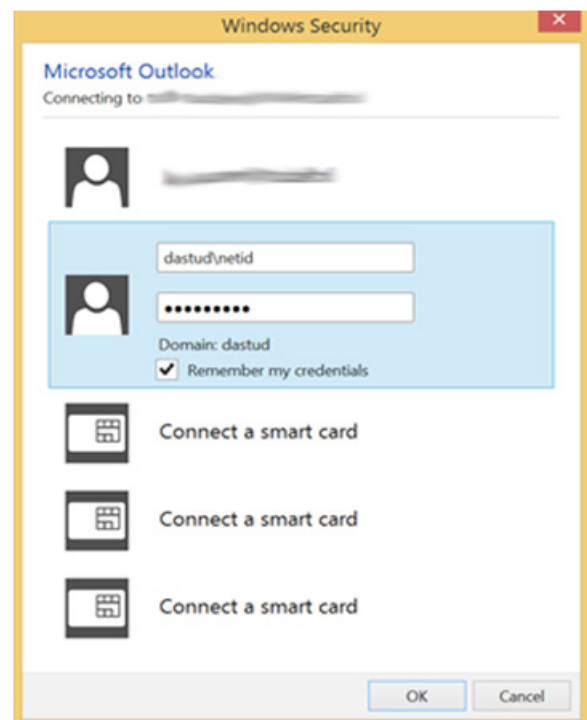
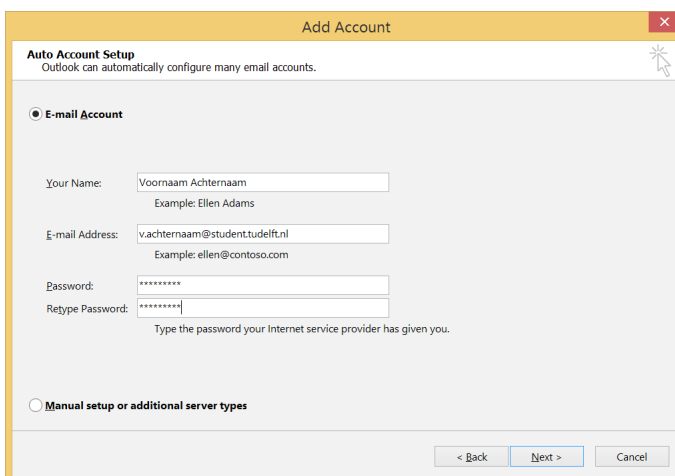


Step 3. Complete all fields:

- Your first & last name.
- Your TUDelft email-address (@tudelft.nl for employees and @student.tudelft.nl for students).
- The password that belongs to your netid.

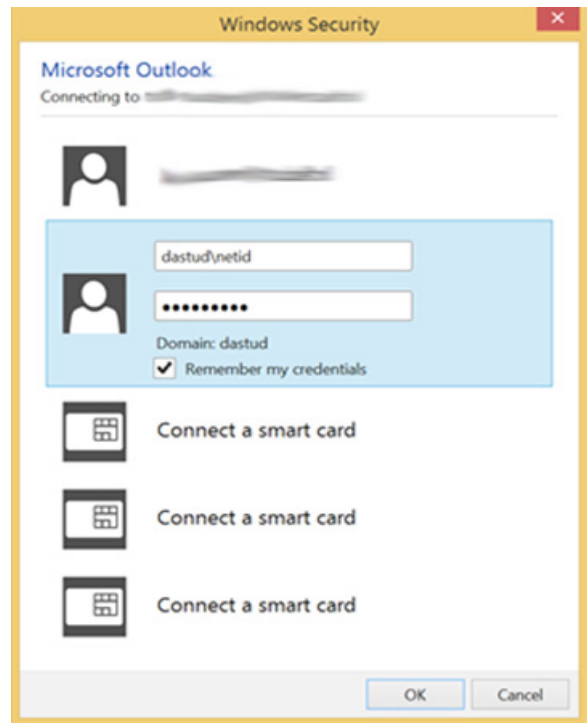
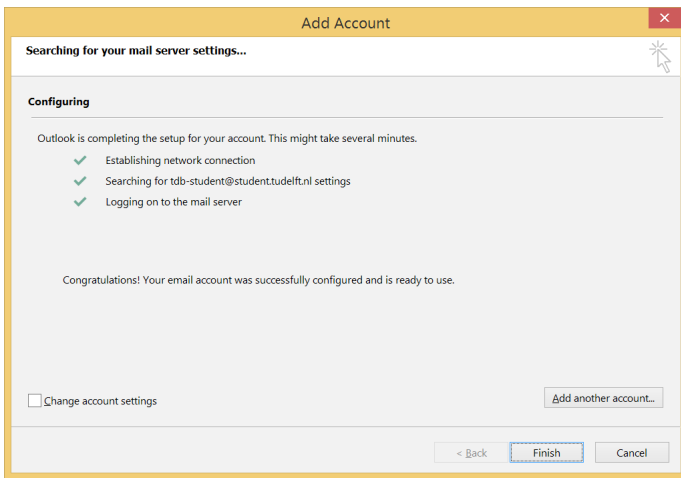
After that, click 'Next'.

Step 4. Connect using **another account**, use your netid and corresponding password. Make sure you add **dastud** in front of your netid. Then click 'Ok'



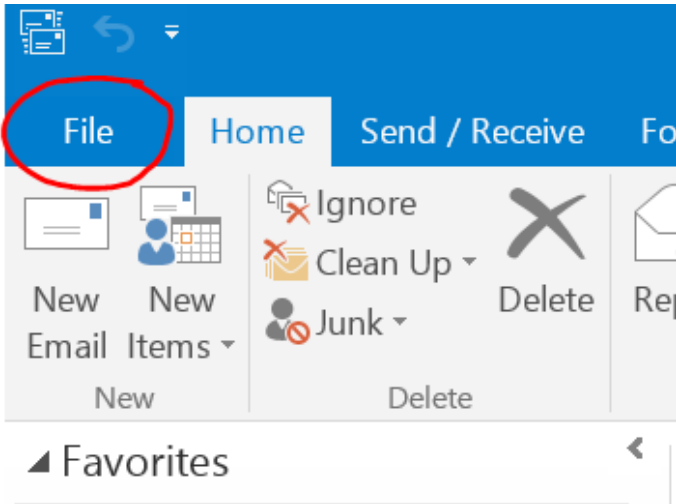
Step 5. Click 'Finish'

Step 6. Outlook may once more ask for you credentials. Do the same as in **Step 5** and click 'Ok'.

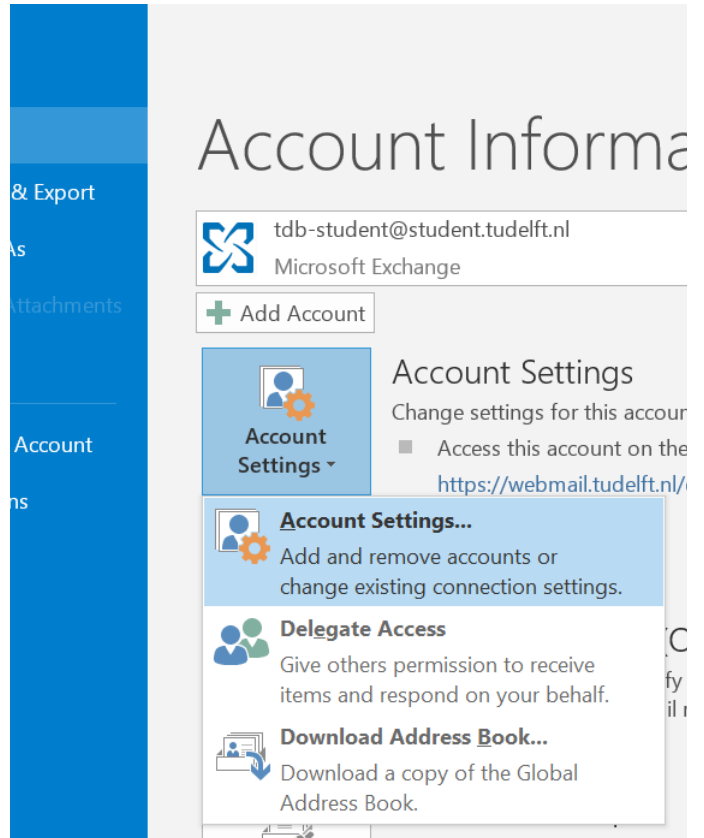


Add functional mailbox

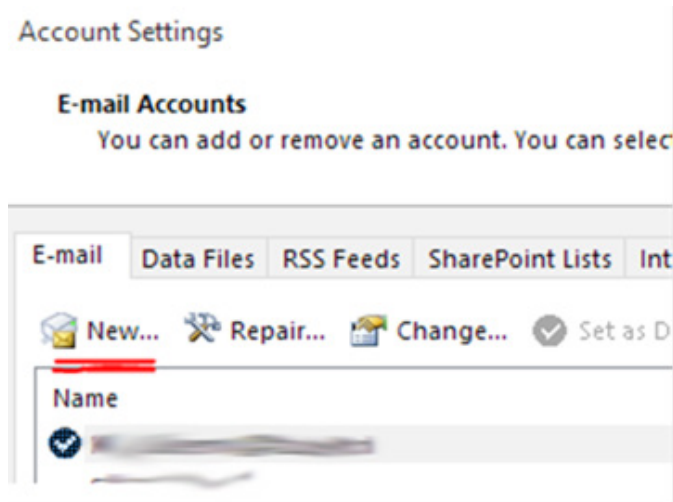
Step 1. After starting-up and configuring Outlook 2016, in the main screen, click on 'File' in the top-left of the screen



Step 2. Choose 'Account Settings'

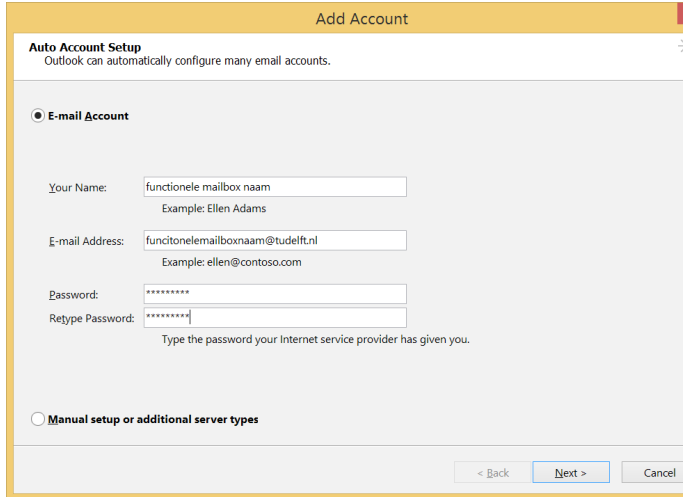


Step 3. In the screen that appears, click on 'New'

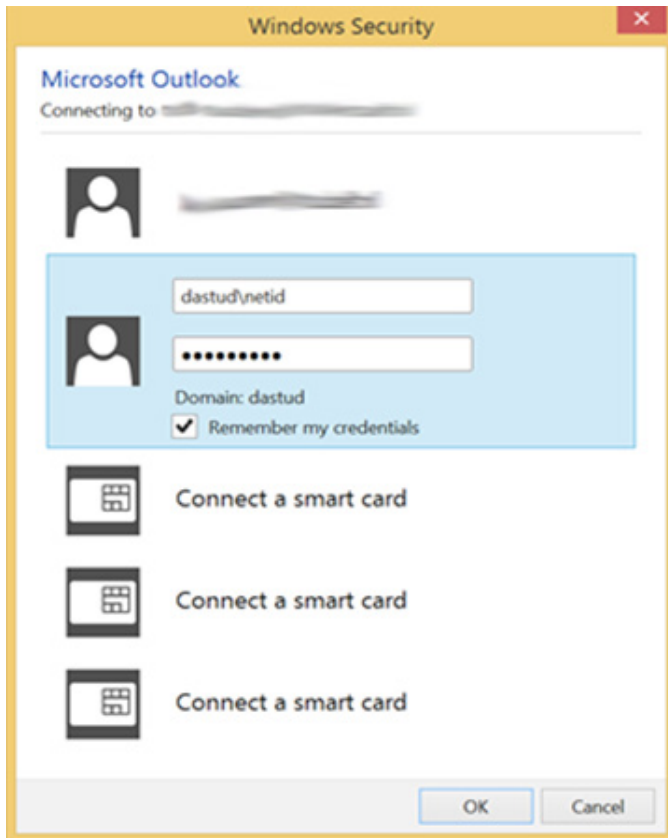


Step 4. First complete all fields, then click 'Next':

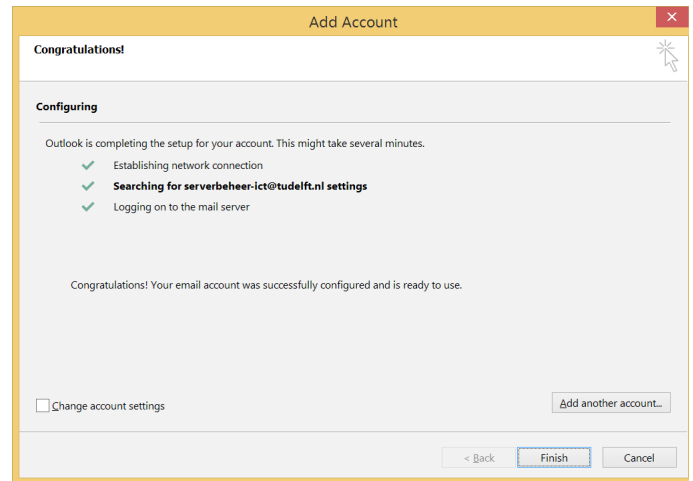
- 'Your Name': Name of the functional mailbox
- 'E-mail address': email address of the functional mailbox
- 'Password': Your own NetID password



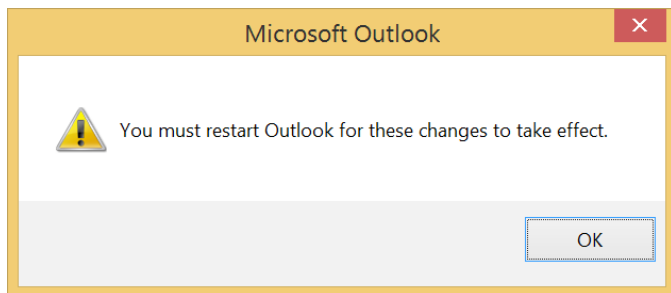
Step 5. Choose other account and fill in your NetID and corresponding password.



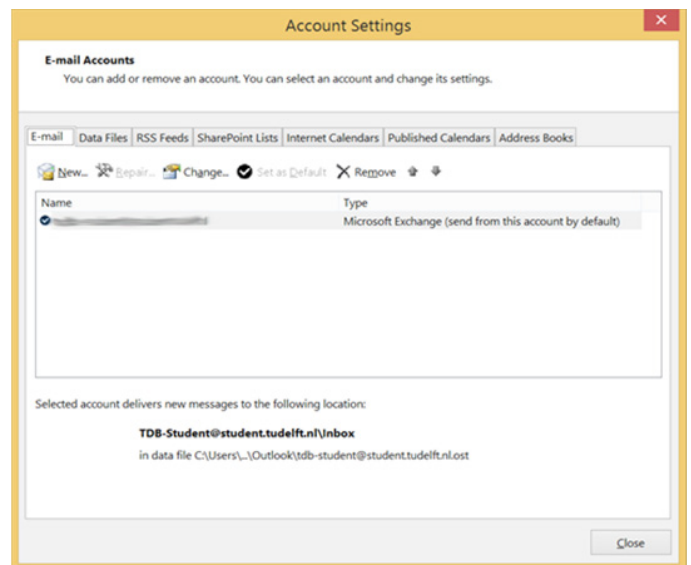
Step 6. In the next screen, click 'Finish'



Step 7. The following pop-up will appear, click 'OK'



Step 8. You will not see the functional mailbox added here until you have restarted outlook! Close and restart Outlook.



Step 9. Outlook may once more ask for you credentials.

