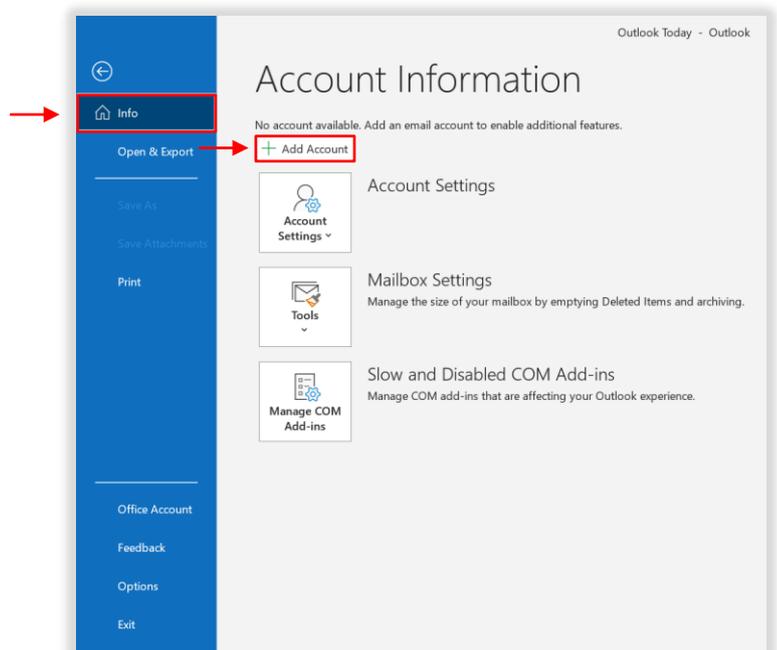
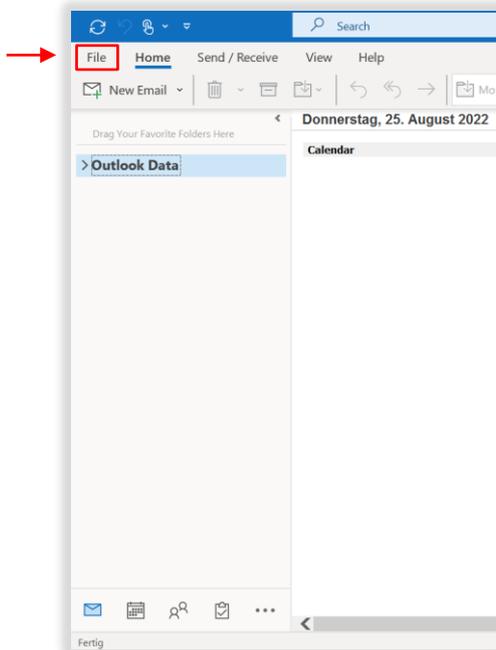


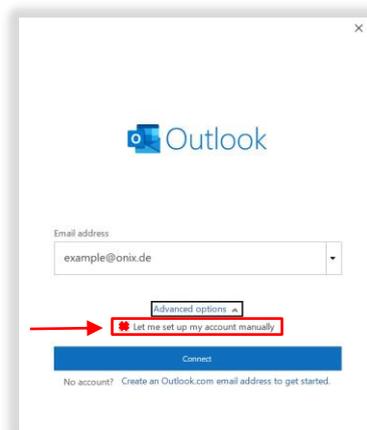
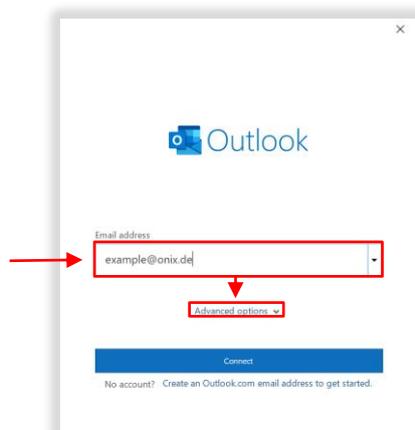
## Create a new email address in Outlook 365

### Initial Setup

1. Click in the top left, on **"File"**
2. In the **"Info"** Tab, click on **"Add Account"**

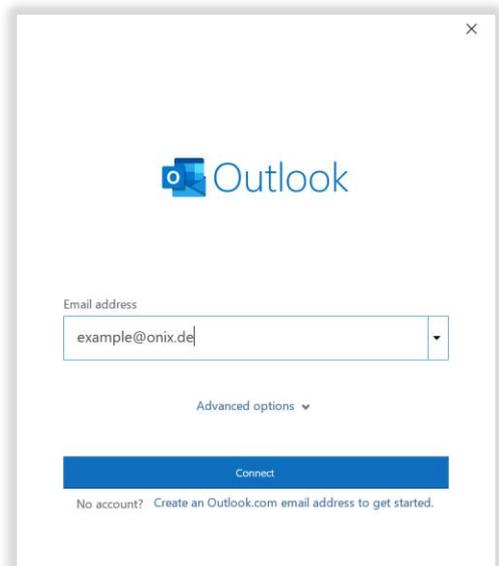
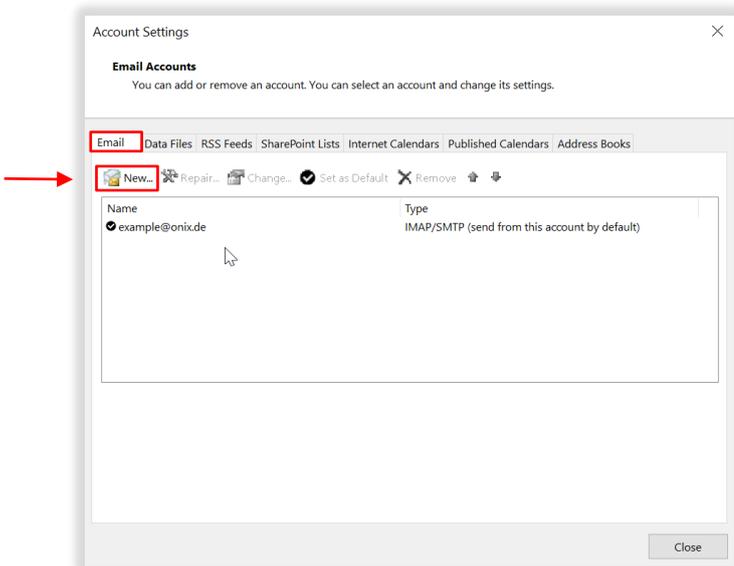
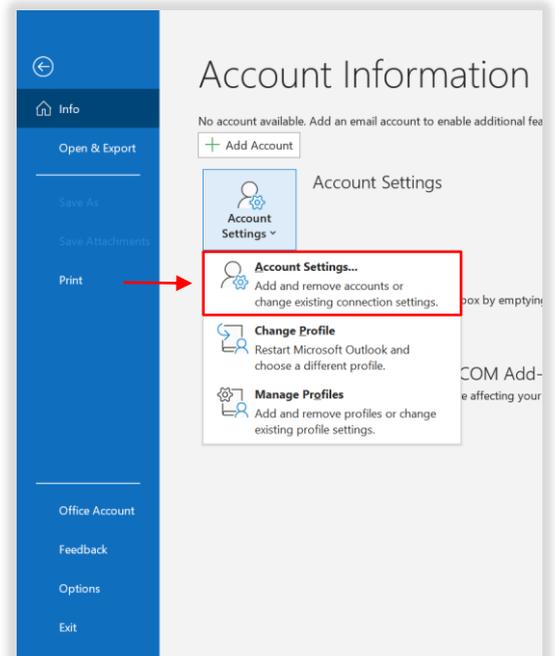
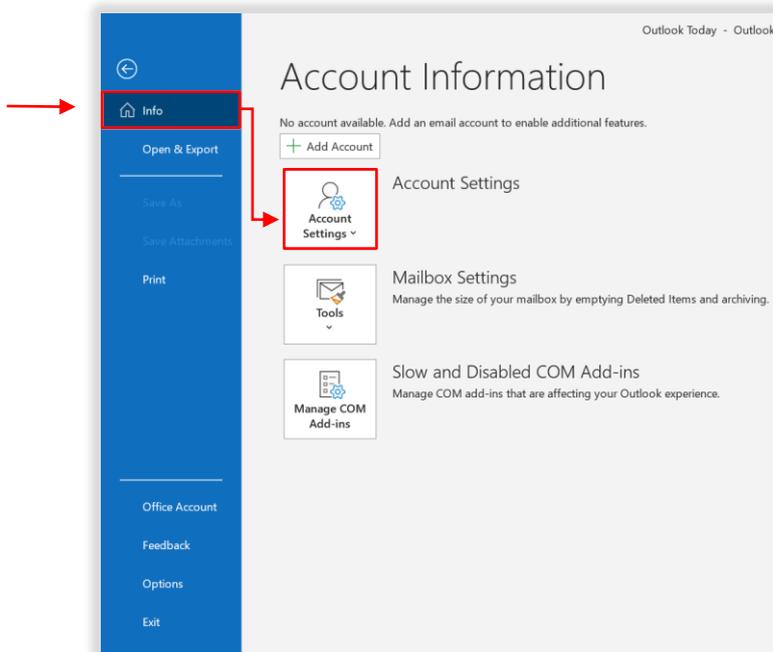


3. The setup wizard will open
4. Enter your **email address** in the field
5. Then click on **"Advanced options"**
6. Check the box **"I want to set up my account manually"**
7. Click on **"Connect"**



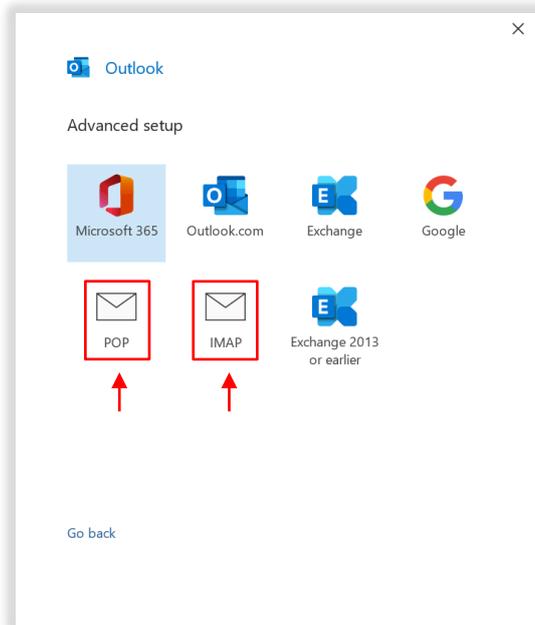
## Add another email address

- Skip this step, if you already started the setup wizard
1. Click on the **“File”** button
  2. Click on **“Account settings”** in the **“Info”** tab
  3. In the expanded menu, click on **“Account Settings...”**
  4. Another window will open
  5. In the tab **“Email”**, click on **“New...”**
  6. The setup wizard will be opened
  7. Now follow **“step 3”** in the **“initial setup”**.



8. After you click “**Connect**”, you need to decide whether you want to use **IMAP** or **POP3**

- Use **IMAP**, if you want to get your data from the server
- Use **POP3**, if you want to store your data locally



9. When you have decided, write the correct values for their selection in the [Incoming Server, Outgoing Server, Ports and Encryption Method] fields.

10. After that click on “**Next**”

### IMAP

Server= **imap.onix.de** Port= **993** [SSL/TLS]

**smtp.onix.de** Port= **587** [STARTTLS]

The screenshot shows the 'IMAP Account Settings' form for the email address 'example@onix.de'. The 'Incoming mail' section has 'Server' set to 'imap.onix.de' and 'Port' set to '993', with 'Encryption method' set to 'SSL/TLS'. The 'Outgoing mail' section has 'Server' set to 'smtp.onix.de' and 'Port' set to '587', with 'Encryption method' set to 'STARTTLS'. There are checkboxes for 'Require logon using Secure Password Authentication (SPA)' which are unchecked. A red arrow points to the 'Next' button at the bottom right.

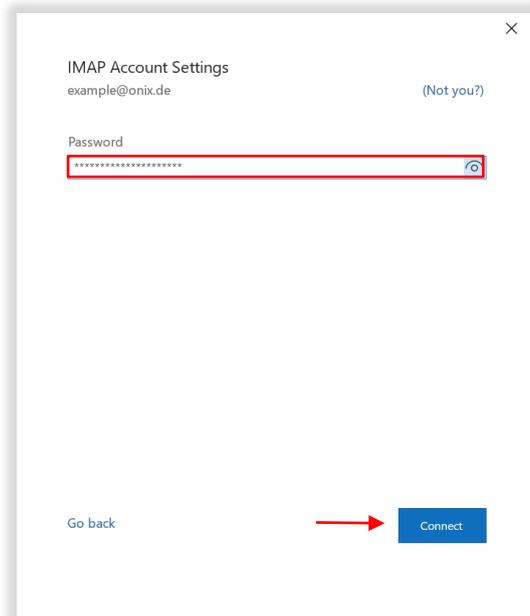
### POP3

Server= **pop3.onix.de** Port= **995** [SSL/TLS]

**smtp.onix.de** Port= **587** [STARTTLS]

The screenshot shows the 'POP Account Settings' form for the email address 'example@onix.de'. The 'Incoming mail' section has 'Server' set to 'pop3.onix.de' and 'Port' set to '995', with 'Encryption method' set to 'SSL/TLS'. A checkbox labeled 'This server requires an encrypted connection (SSL/TLS)' is checked. The 'Outgoing mail' section has 'Server' set to 'smtp.onix.de' and 'Port' set to '587', with 'Encryption method' set to 'STARTTLS'. There are checkboxes for 'Require logon using Secure Password Authentication (SPA)' which are unchecked. A 'Message delivery' section includes a checkbox for 'Use an existing data file' and a 'Browse...' button. A red arrow points to the 'Next' button at the bottom right.

11. Now enter your previously set password
12. After that, click on **“Connect”**
13. You will now be logged in, if everything worked out click on **“Complete process”**
14. A test message will be generated automatically
15. You have successfully set up your E-Mail-Address



- If an error has occurred, go to the Error messages section

## Error messages

- When you login, the following windows opens
  1. Check your password
  2. Check your username
  3. if both are true, Inform your Administrator

