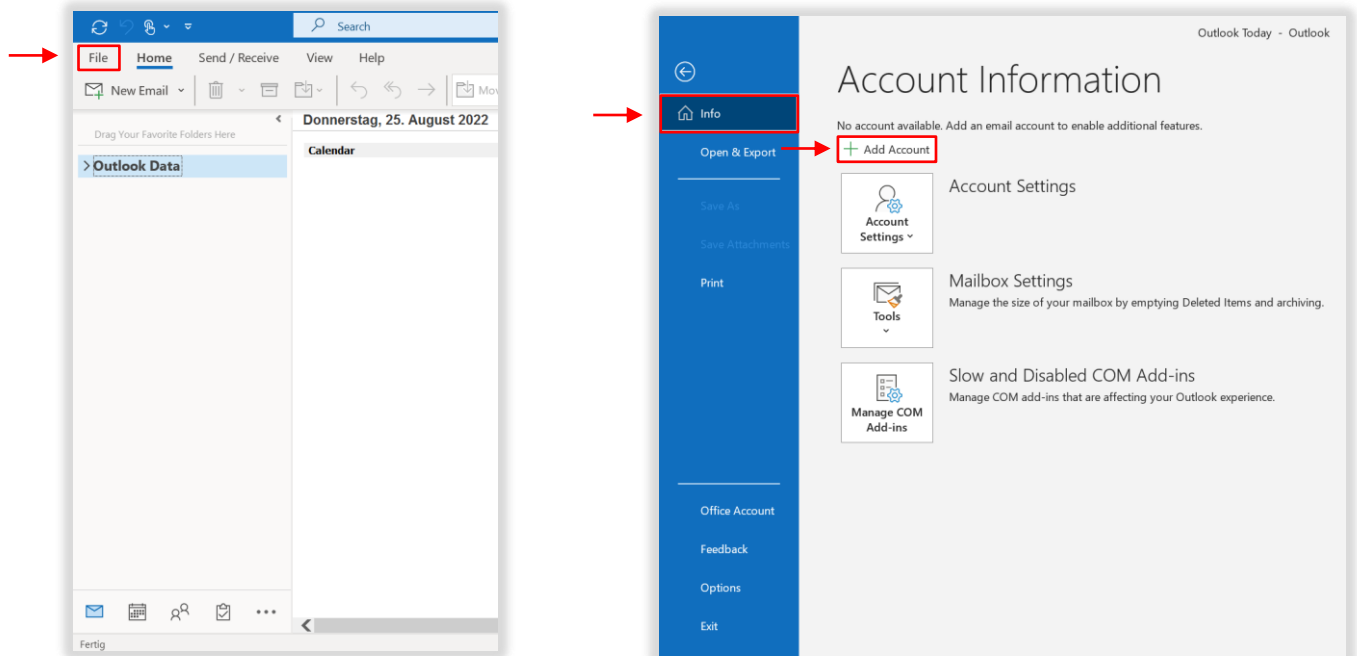


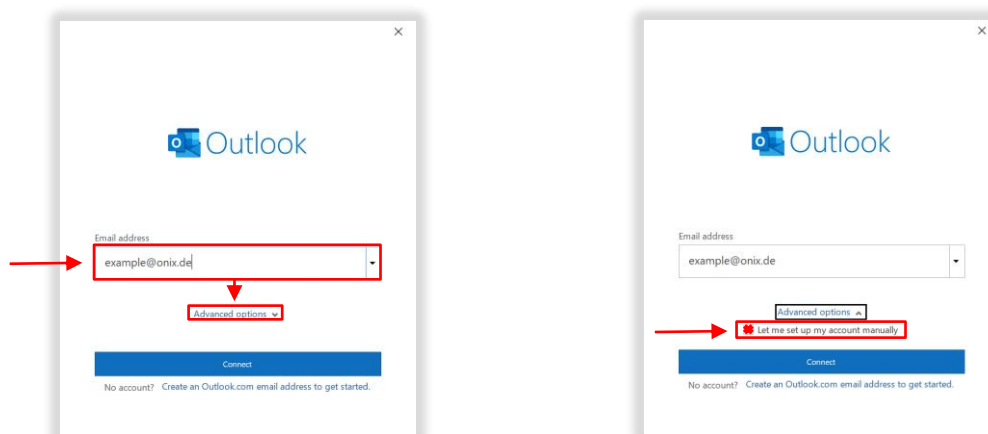
## Create a new email address in Outlook 365

### Initial Setup

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

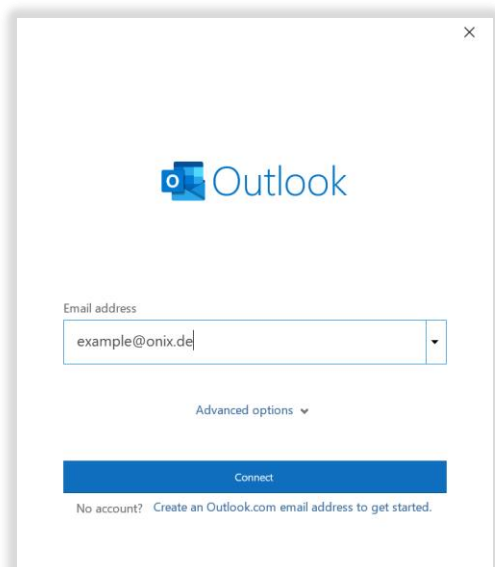
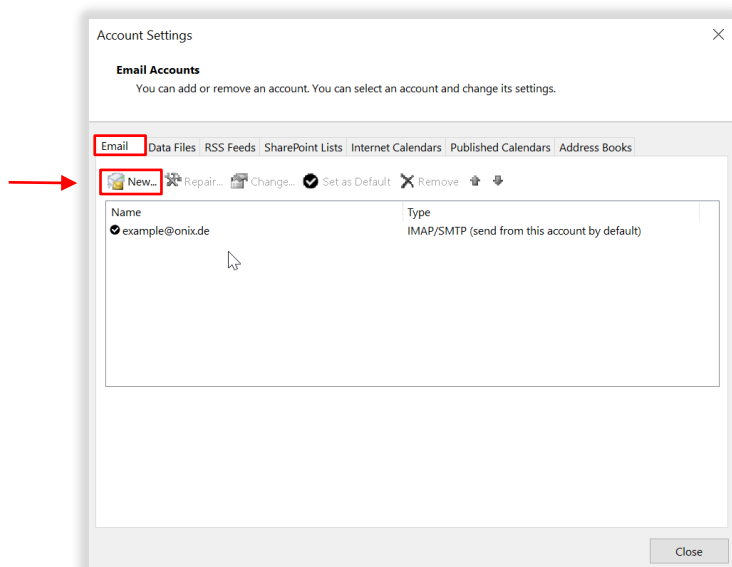
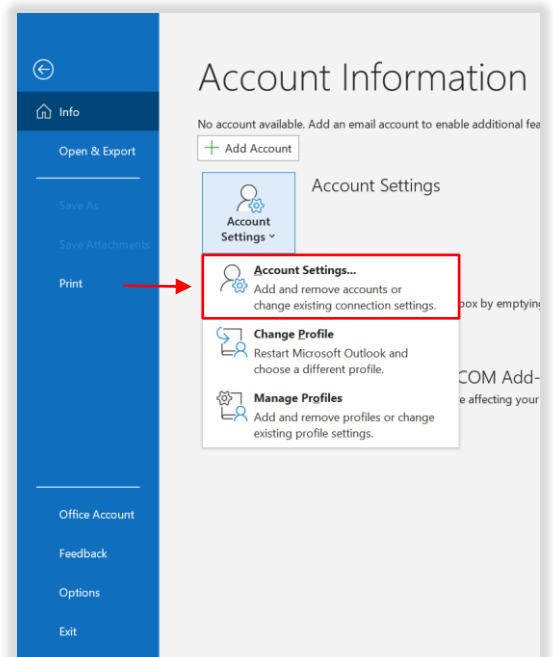
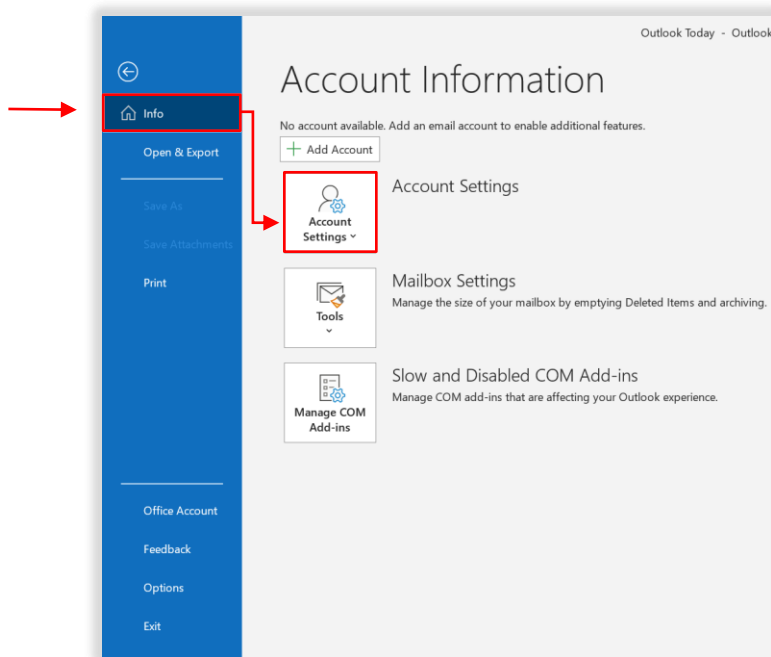


3. The setup wizard will open
4. Enter your **email address** in the field
5. Then click on **"Advanced options"**
6. Check the box **"I want to set up my account manually"**
7. Click on **"Connect"**



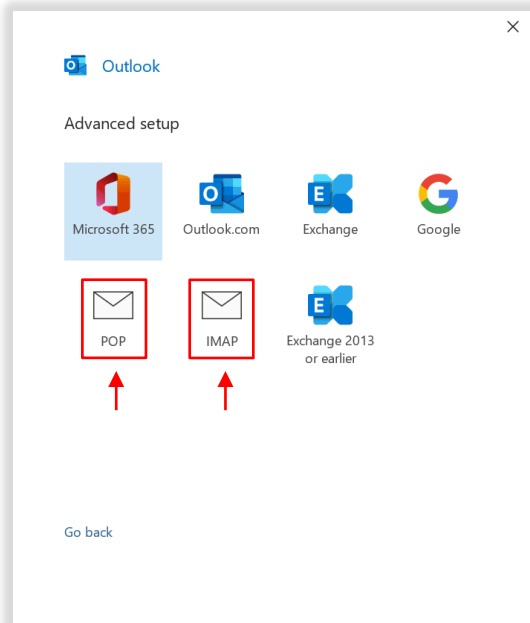
## Add another email address

- 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



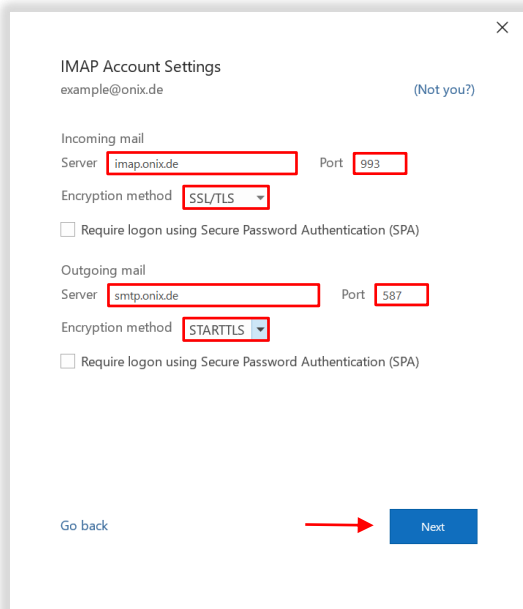
9. When you have decided, write the correct values for their selection in the [Incoming Server, Outgoing Server, Ports and Encryption Method] fields.

10. After that click on “**Next**”

#### IMAP

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

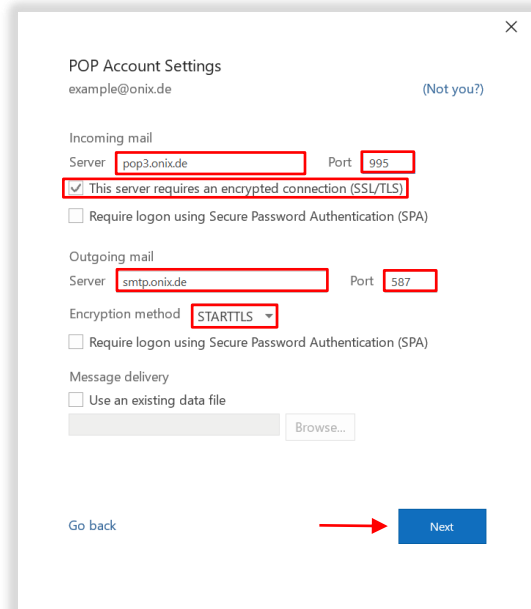
**smtp.onix.de** Port= **587** [STARTTLS]



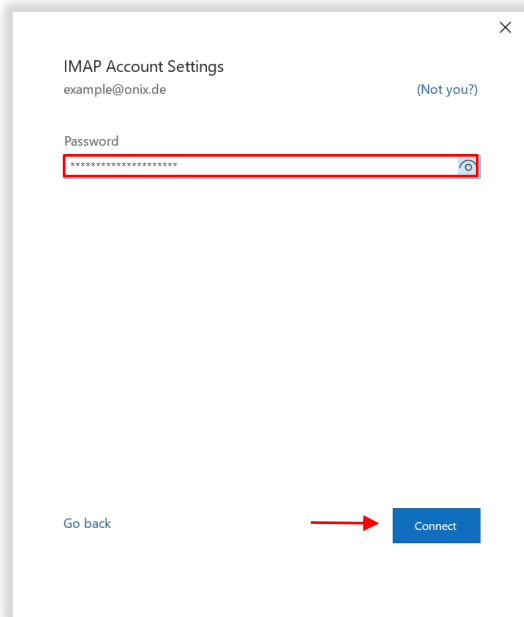
#### POP3

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

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



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

