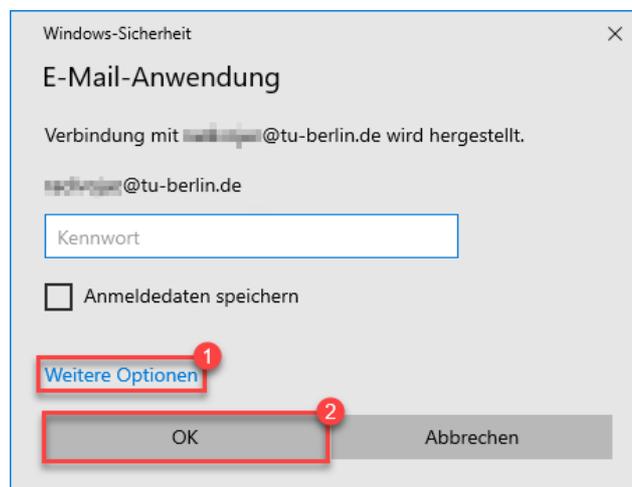


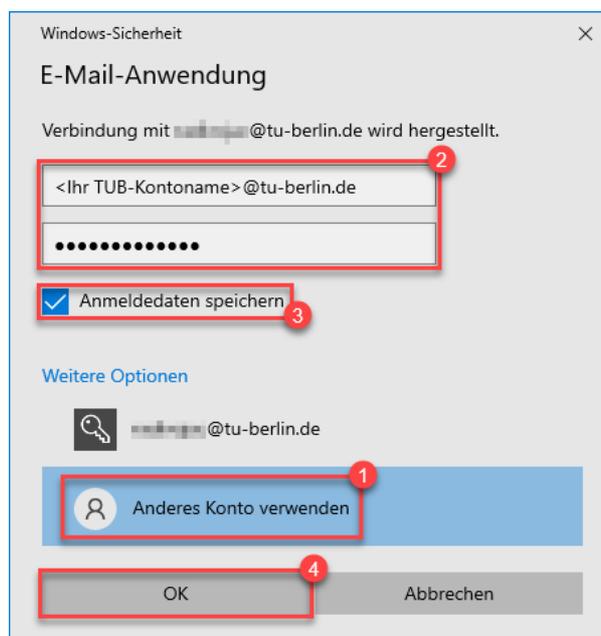
If your old Outlook mail profile still exists on your computer, you may be able to continue using this profile. However, the login data of the new environment must be updated accordingly. In the following instructions, we will explain how you can back up the data of the emergency mailbox in a \*.pst file. With the help of this backup, you can then copy the emails to the old Exchange mailbox you were using prior to 30 April.

## Updating Outlook access data

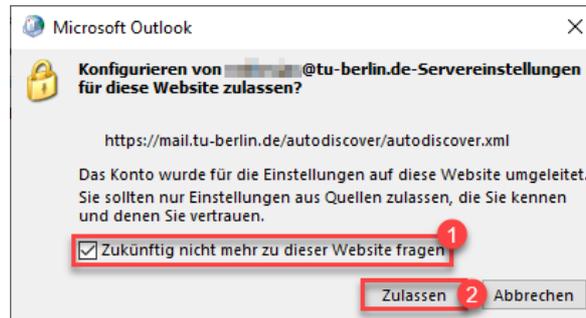
1. Start Outlook. You will now be requested to enter your password. Select **“Weitere Optionen”** (1) and click on **“OK”** (2).



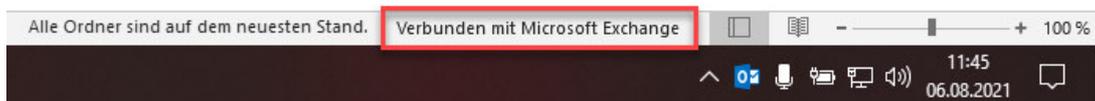
2. Select **“Anderes Konto verwenden”** (1) and enter your **login data** (2) using the following format:  
**Username:** <Your TUB account name>@tu-berlin.de  
**Password:** <Your current TUB password>  
Tick **“Anmeldedaten speichern”** (3) to save your login data and confirm by clicking **“OK”** (4).



- The following question may appear either before you are asked to enter your password or some time after. Tick **“Zukünftig nicht mehr zu dieser Webseite fragen”** (1) to stop seeing this question in the future and confirm by clicking **“Zulassen”** (2).



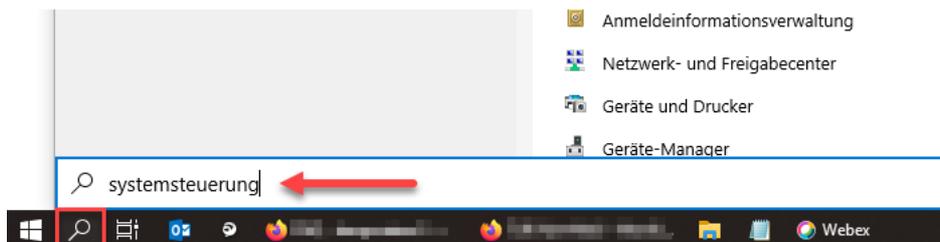
- If necessary, restart Outlook and check the connection in the Outlook status bar. If Outlook is properly connected to the Exchange server, the message **“Verbunden mit Microsoft Exchange”** (Connected to Microsoft Exchange) will appear.



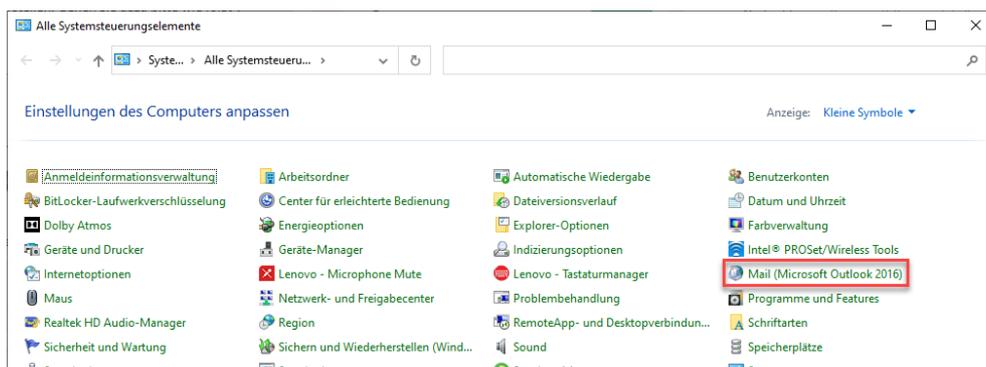
## Setting up a mailbox (new profile)

If your regular TU mailbox was already set up in Outlook before, set up the emergency mailbox using another profile as follows:

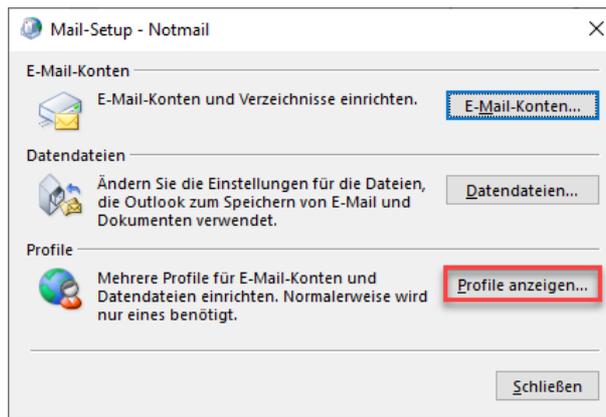
- Type **“Systemsteuerung”** (Control Panel) in the **search field** on your computer and hit **Enter**.



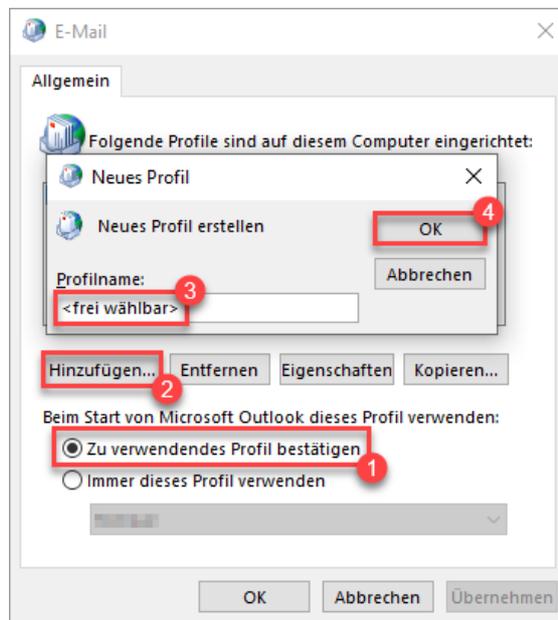
- Now select **Mail (Microsoft Outlook 2016)**. Depending on the version used, the designation may differ from the one given here.



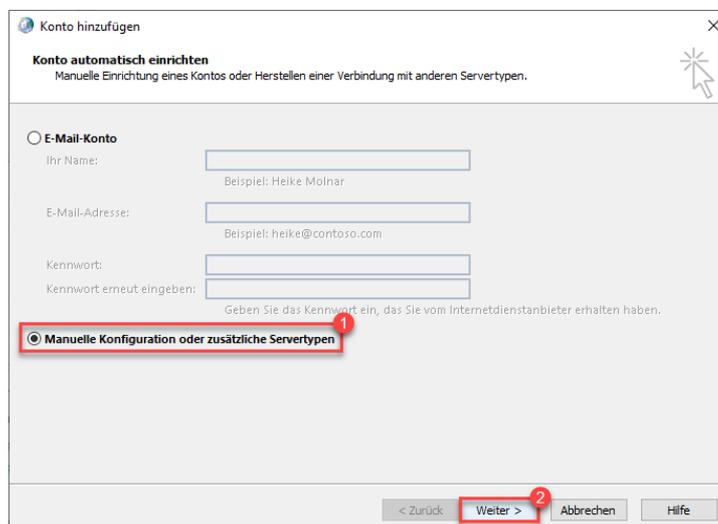
3. A new window will open. Please click on **“Profile anzeigen...”** to show your profiles.



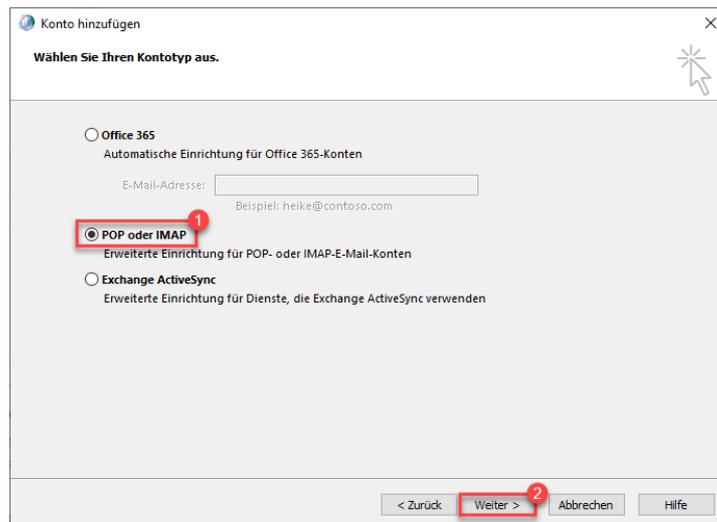
4. A new window will open. Activate the option **“Zu verwendendes Profil bestätigen”** (1) to confirm the profile you wish to use, then add by clicking on **“Hinzufügen...”** (2). Provide a profile name (3) (e.g. Exchange) and confirm by clicking **“OK”** (4).



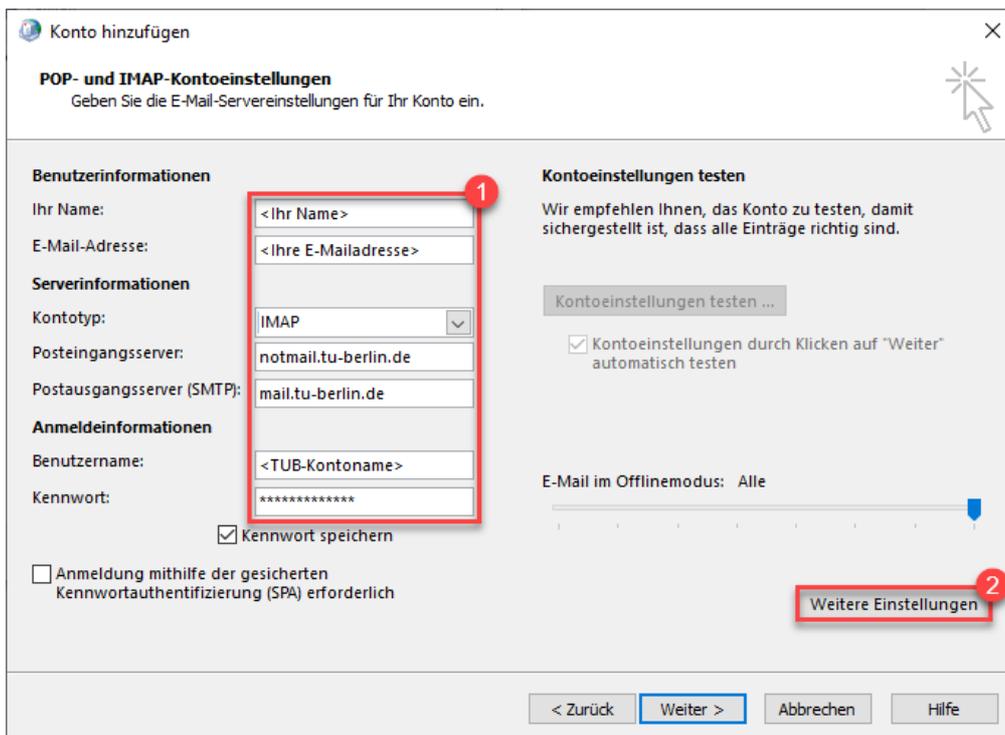
5. Select the **“Manuelle Konfiguration oder zusätzliche Servertypen”** option (1) and click on **“Weiter”** (2) to continue.



6. Then select “POP oder IMAP” (1) and click on “Weiter” (2).



7. Complete the **account settings information** (1) and then click on “Weitere Einstellungen” (further settings) (2).



Kontotyp (account type): **IMAP**

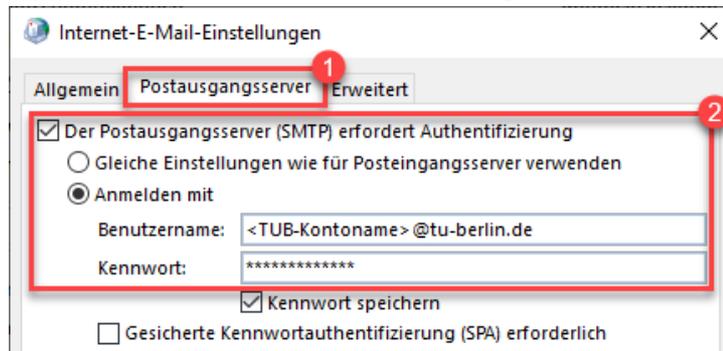
Posteingangsserver (Inbox server): **notmail.tu-berlin.de**

Postausgangsserver (Outbox server): **mail.tu-berlin.de**

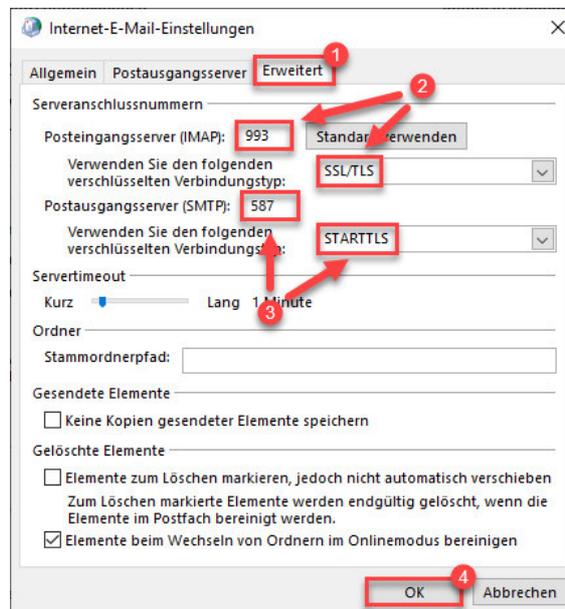
*Please note the diverging addresses between Inbox and Outbox servers!*

Username: **<TUB account>**

1. In the **Internet-E-Mail-Einstellungen** (settings) window, first go to the **“Postausgangsserver”** tab (1) and tick **“Der Postausgangsserver (SMTP) erfordert Authentifizierung”** (the outbox server requires authentication) and enable **“Anmelden mit (2) (sign in with...)”** and enter your login credentials in the format **“Username: <TU account>@tu-berlin.de”**



2. Now switch to the **“Erweitert”** (advanced) tab (1) and enter the information for **“Posteingangsserver (IMAP)”** (2) and the **“Postausgangsserver (SMTP)”** (3). Confirm by clicking **“OK”** (4).



Posteingangsserver (IMAP): **993**

Verbindungstyp: **SSL/TLS**

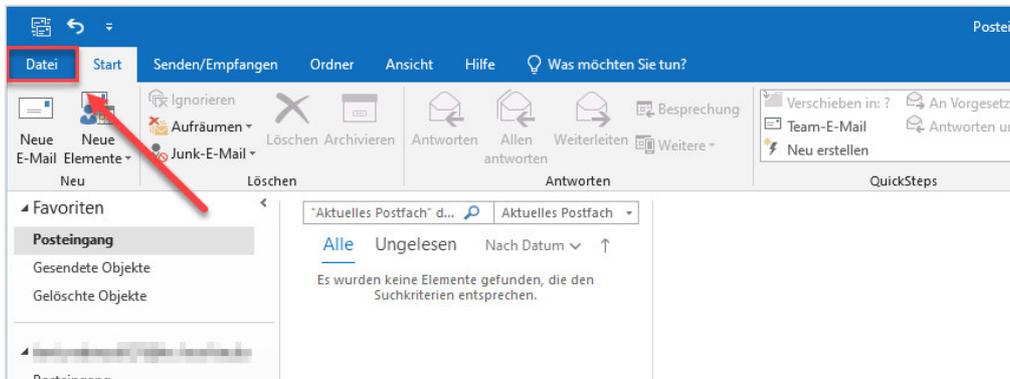
Postausgangsserver (SMTP): **587**

Verbindungstyp: **STARTTLS**

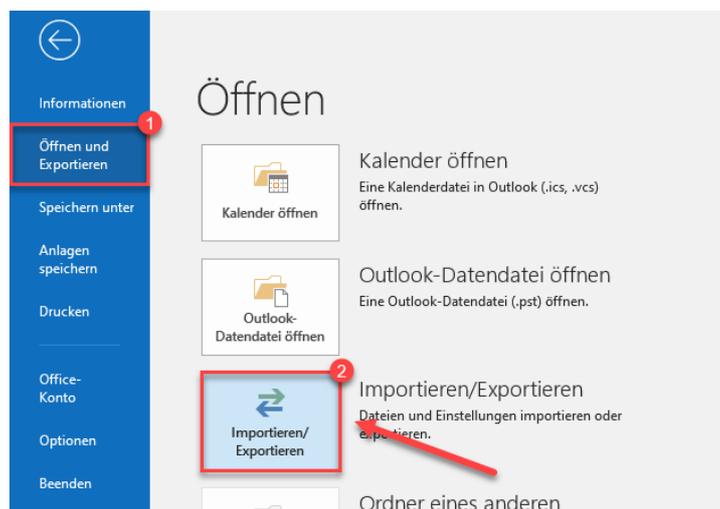
4. The settings will now be tested. Once this is completed, please click on **“Schließen”** to close.
5. Click on **“Fertig stellen”** to complete the process.

# Backing up a mailbox

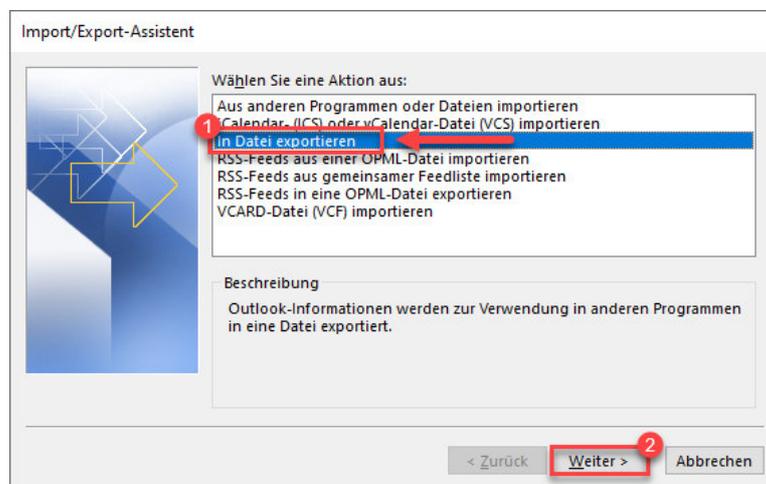
6. Start **Outlook** and click on **“Datei.”**



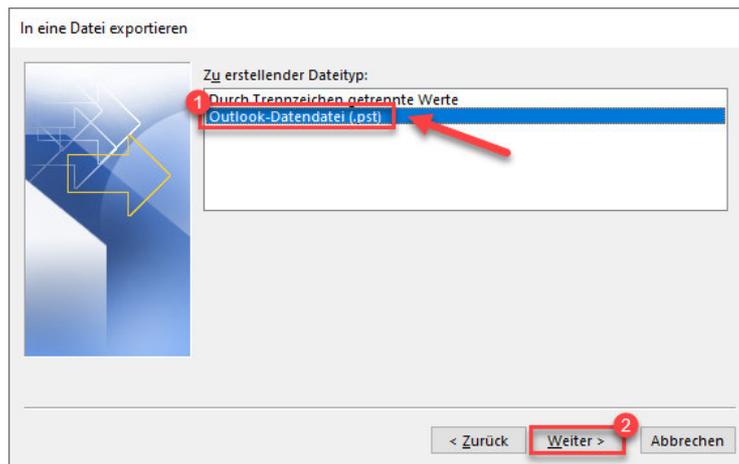
7. Go to **“Öffnen und Exportieren”** and select **“Importieren/Exportieren.”**



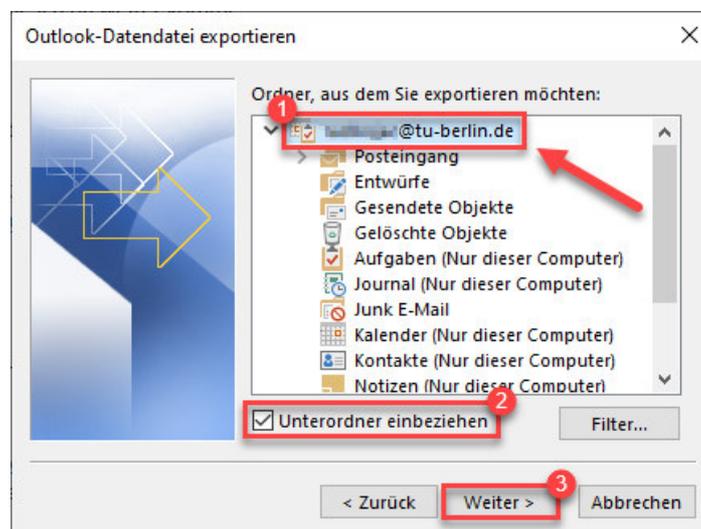
8. Then select **“In Datei exportieren”** and click on **“Weiter”** to continue.



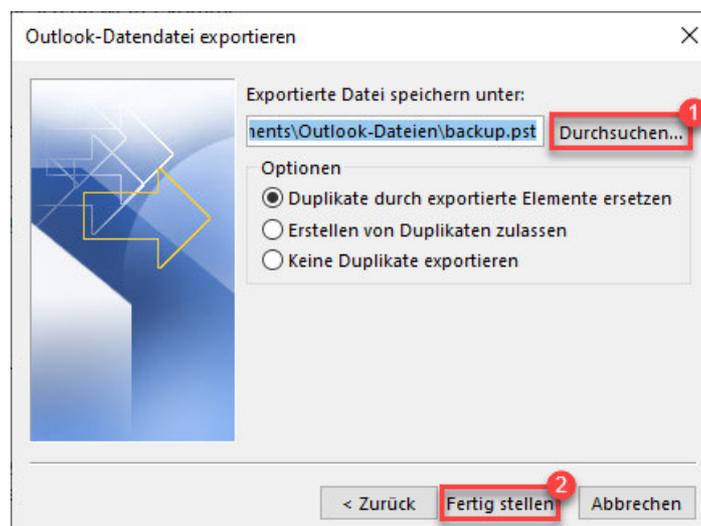
9. Then select **“Outlook-Datendatei (.pst)”** and confirm by clicking on **“Weiter.”**



10. Now click on your email address and tick **“Unterordner einbeziehen”** to save everything in your mailbox. Then click on **“Weiter”** to continue.



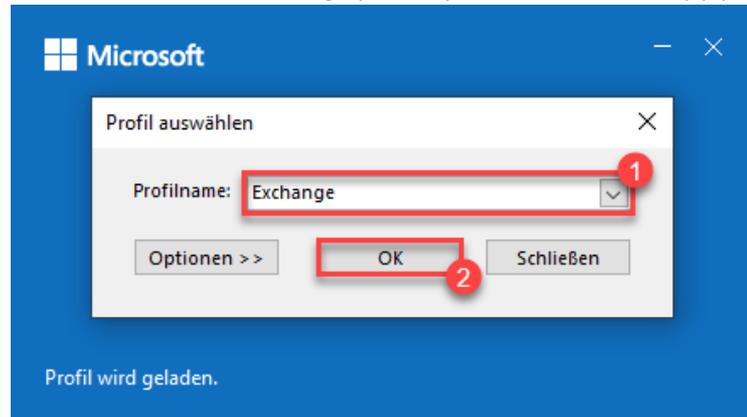
11. In the following step you can select the folder where the backup file is to be stored by clicking **“Durchsuchen.”** Complete the process by clicking on **“Fertig stellen.”**



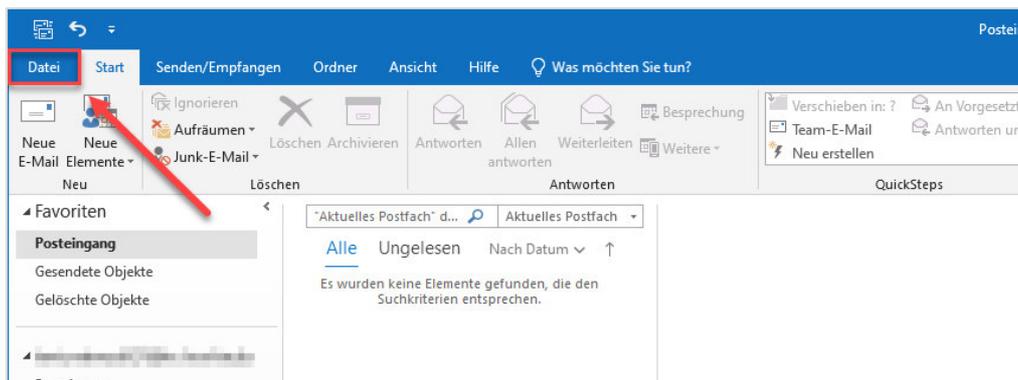
# Copying data from the emergency mail system to Outlook

You can copy your data to your Exchange mailbox using the previously created backup (\*.pst file).

12. Start **Outlook** and select the Exchange profile you would like to copy your data to.



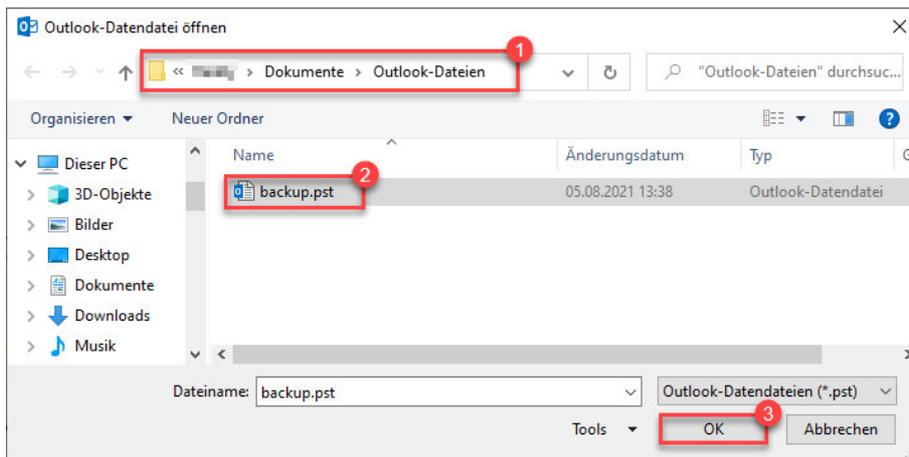
13. Now click on **“Datei.”**



14. Go to **“Öffnen und Exportieren”** (1) and click on **“Outlook-Datendatei öffnen”** (2) to open the Outlook data file.

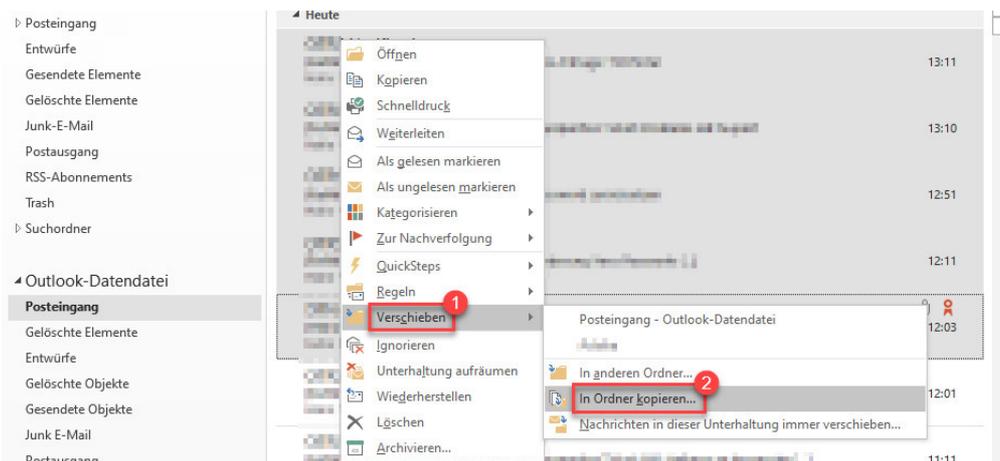


15. Now open the folder where your backup is stored (1), select the corresponding \*.pst file (2), and confirm by selecting **“OK”** (3).

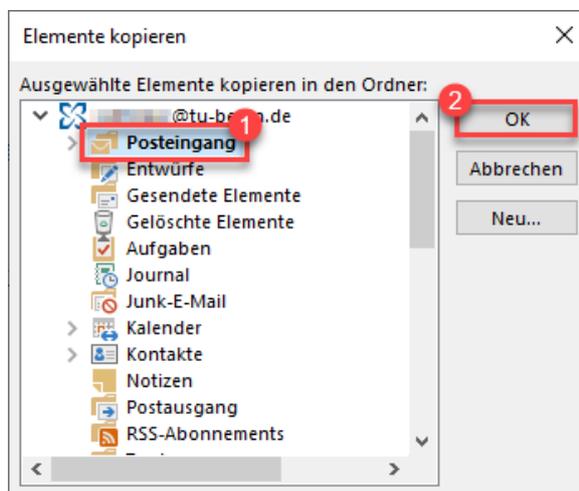


16. The folder structure of your backed up mailbox now appears in the folder list below your mailbox.

17. Select the emails you want to copy to your Exchange mailbox and then right-click on the selected items. In the context menu, select "**Verschieben**" (1) to relocate these items and then click "**In Ordner kopieren...**" (2) to copy to a folder.



18. Now **select the directory** you wish to copy your emails to (1) and click on "**OK**" (2) to confirm.



19. Depending on the number of emails selected, this may take some time to complete. Please note that Outlook does not generate a message to confirm completion.

**Important:**

The storage space of your Exchange account is 10GB. Please note that it may require more than this to copy the emails you backed up from your emergency email account. If this is the case, please clean up your mailbox and try again or try transferring the backed up emails in batches.