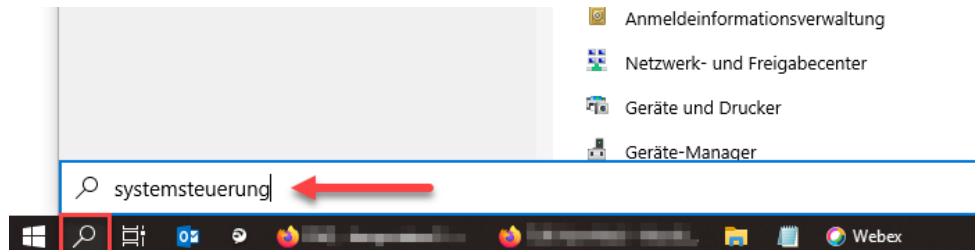


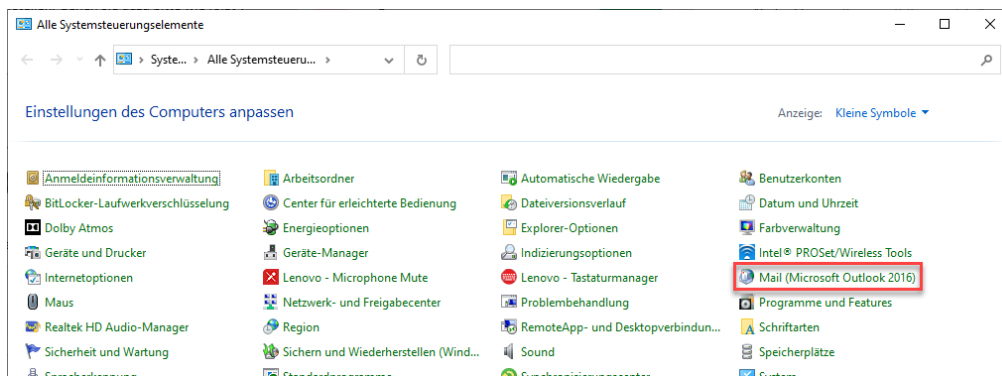
# Setting up your mailbox (Outlook)

If you would like to add your Exchange mailbox to Outlook, follow the instructions below:

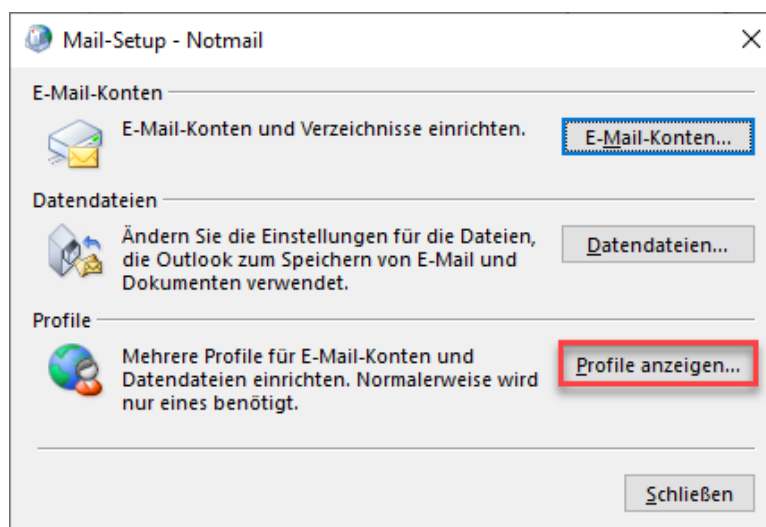
1. Type **“Systemsteuerung”** (Control Panel) in the search field on your computer and hit **Enter**.



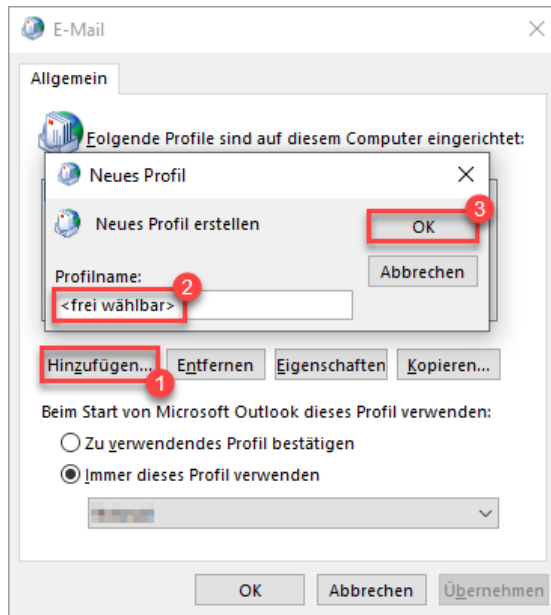
2. Now select **Mail (Microsoft Outlook 2016)**. Depending on the version used, the designation may differ from the one given here.



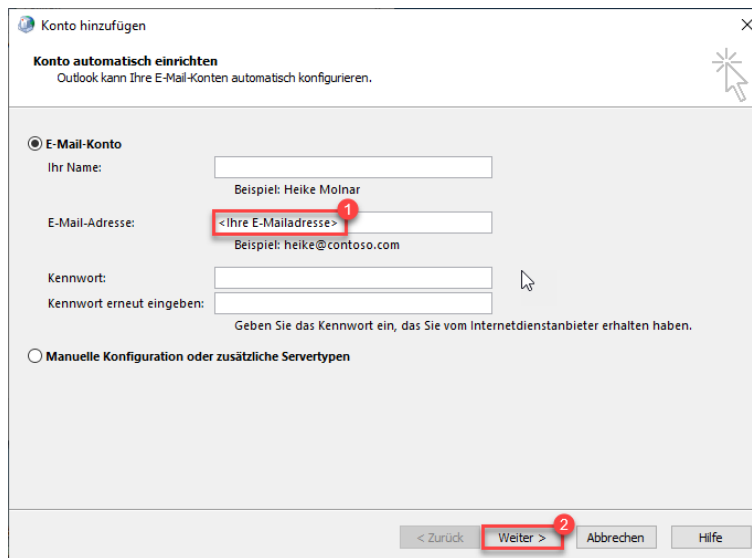
3. A new window will open. Please click on **“Profile anzeigen...”** to show your profiles.



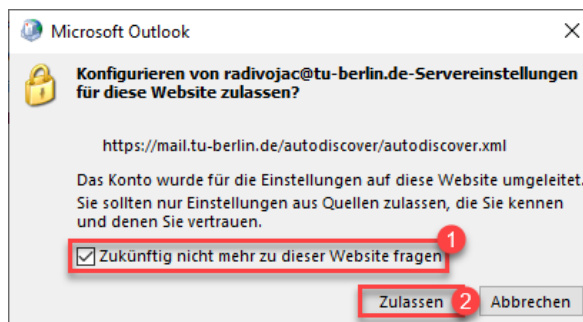
4. A new window will open. Click on **“Hinzufügen...”** (1), provide a profile **name** (2) (e.g. Exchange), and confirm by clicking **“OK”** (3).



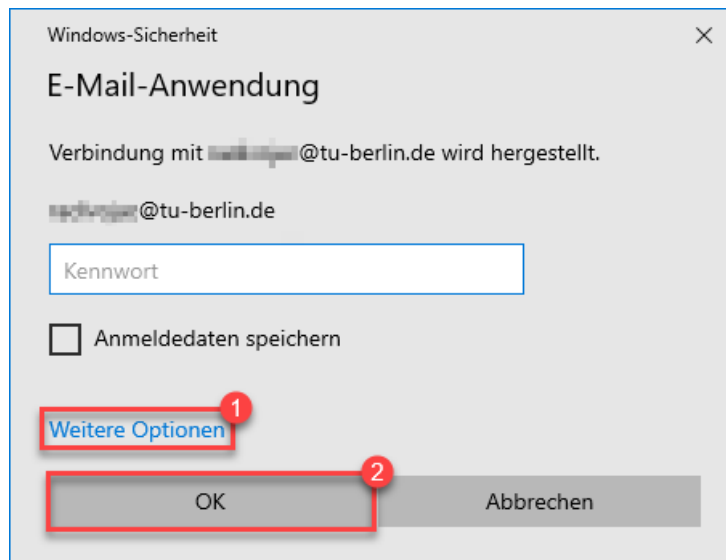
5. Now select **"E-Mail-Konto"** (email account), enter your **email address** (1), and click **"Continue"** (2).



6. If the question below appears, tick **"Zukünftig nicht mehr zu dieser Webseite fragen"** (1) to avoid this question in the future and confirm by selecting **"Zulassen"** (2).



7. Select **"Weitere Optionen"** (1) and click **"OK"** (2).

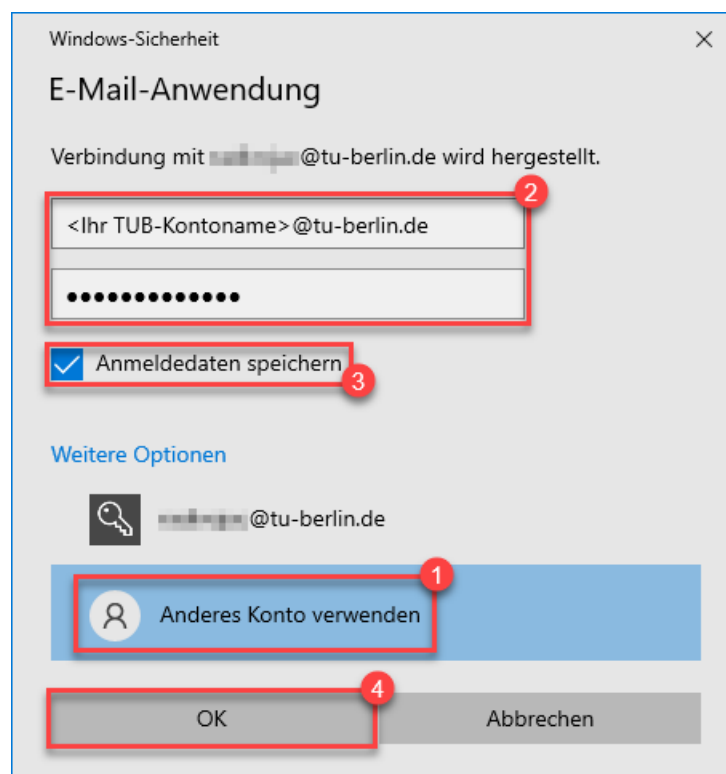


8. Select “**Anderes Konto verwenden**” (1) and enter your **login data** (2) using the following format:

**Username:** <Your TUB account name>@tu-berlin.de

**Password:** <Your current TUB password>

Tick “**Anmeldedaten speichern**” (3) to save your login details and confirm by clicking on “**OK**” (4).



10. Outlook will then confirm that you have successfully set up your profile. Click on “**Fertig stellen**” to complete the procedure.

