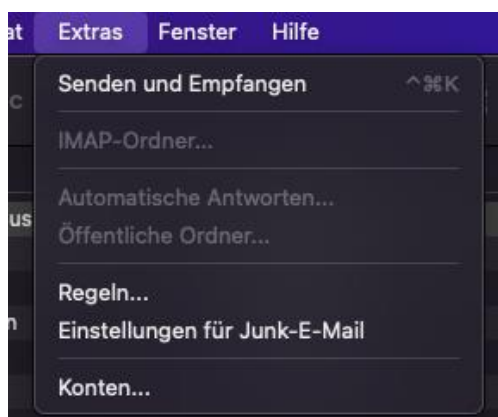


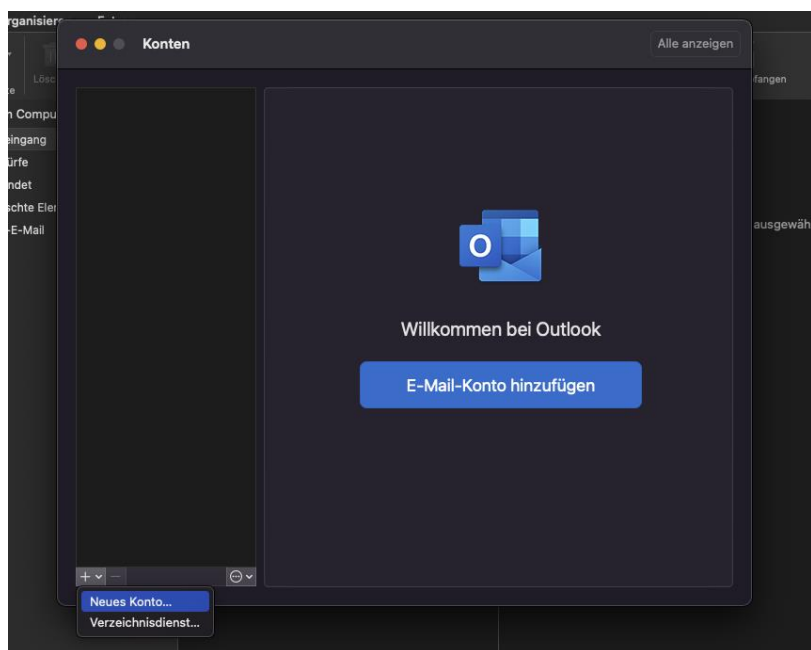
## Instructions: Set up UNI-DUE.DE address under Outlook for Mac

### A) If there is already an address (no @uni-due.de address!) set up in Outlook:

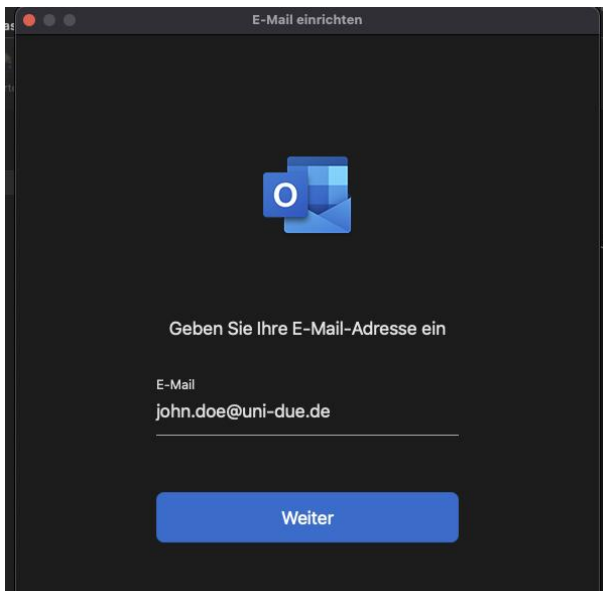
- Start Outlook for Mac
- Select the "Accounts" item in the "Tools" menu



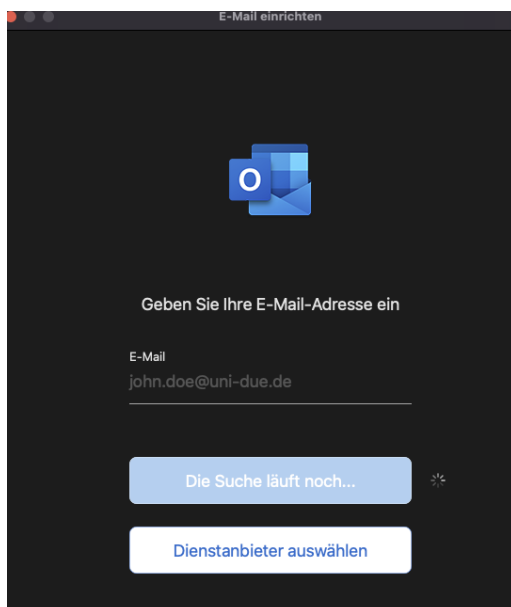
- Use the "+" symbol to create a new account or press the "Add account" button.



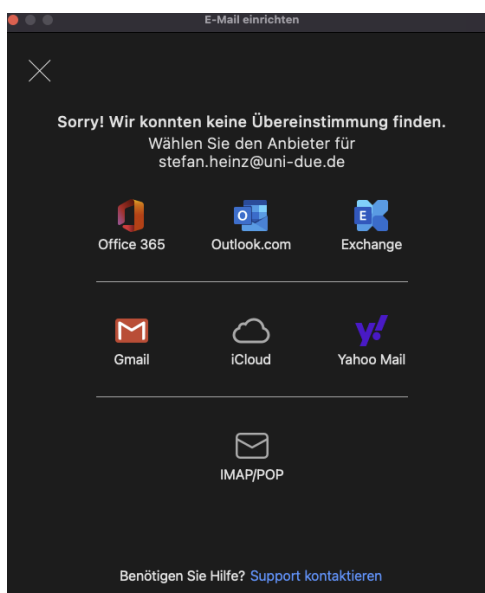
- Enter your mail address and press continue, wait briefly and then click on "Select service provider"



- Possibly a field "Select service provider" is already displayed, then press this, otherwise please wait



- Select IMAP / POP



- Then fill in the new window as follows:

E-Mail einrichten

Nicht IMAP/POP?

IMAP/POP

Typ  
IMAP

E-Mail-Adresse  
john.doe@uni-due.de

Benutzername  
UNIKENNUNG

Kennwort  
●●●●●●●●

Kennwort anzeigen

Posteingangsserver      Port  
mailbox.uni-due.de      993

Für Verbindung SSL verwenden (empfohlen)

Postausgangsserver      Port  
mailout.uni-due.de      587

Für Verbindung SSL verwenden (empfohlen)

Konto hinzufügen

Benötigen Sie Hilfe? [Support kontaktieren](#)

Typ: IMAP

E-Mail: Your e-mail-address

Username = UNIKENNUNG

Password = your "new" password for your „Unikennung“

Server für incoming mails: mailbox.uni-due.de  
or: mailbox.uni-duisburg-essen.de

Port: 993

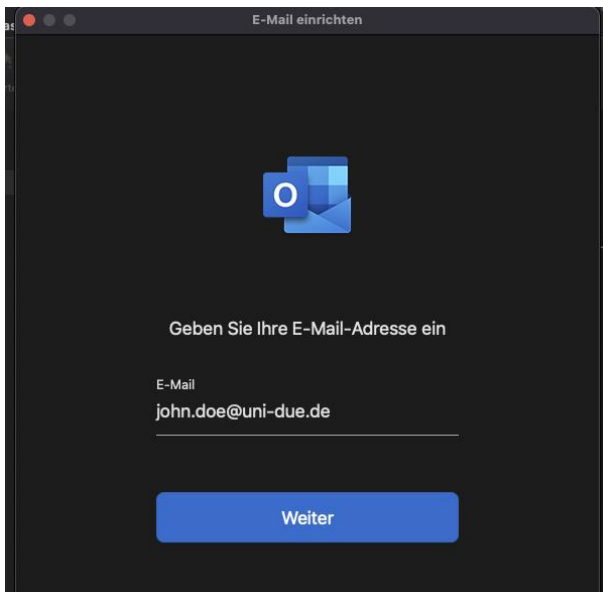
Server for outgoing mails: mailout.uni-due.de  
or: mailout.uni-duisburg-essen.de

Port 587

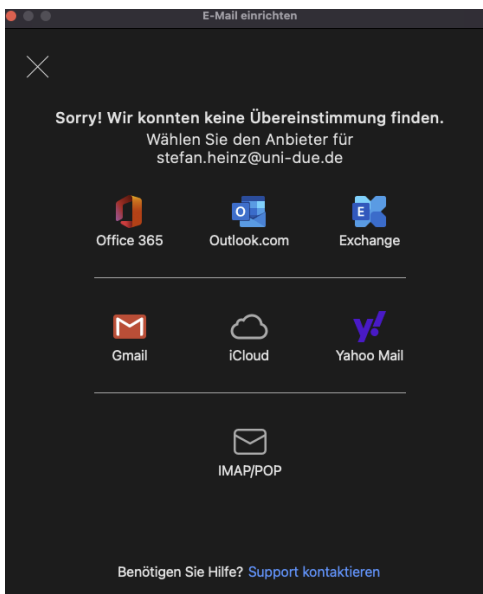
Check "Use SSL for connection (recommended)" if necessary

## B) Wenn noch keine Adresse in Outlook eingerichtet ist:

- Start Outlook for Mac
- Enter your mail address and press continue, wait briefly



- Select IMAP / POP



- Then fill in the new window as follows:

E-Mail einrichten

Nicht IMAP/POP?

IMAP/POP

Typ  
IMAP

E-Mail-Adresse  
john.doe@uni-due.de

Benutzername  
UNIKENNUNG

Kennwort  
●●●●●●●●

Kennwort anzeigen

Posteingangsserver      Port  
mailbox.uni-due.de      993

Für Verbindung SSL verwenden (empfohlen)

Postausgangssserver      Port  
mailout.uni-due.de      587

Für Verbindung SSL verwenden (empfohlen)

Konto hinzufügen

Benötigen Sie Hilfe? [Support kontaktieren](#)

Typ: IMAP

E-Mail: Your e-mail-adress

Username = UNIKENNUNG

Password = your "new" password for your „Unikennung“

Server für incoming mails: mailbox.uni-due.de  
or: mailbox.uni-duisburg-essen.de

Port: 993

Server for outgoing mails: mailout.uni-due.de  
or: mailout.uni-duisburg-essen.de

Port 587

Check "Use SSL for connection (recommended)" if necessary