

# General information and instructions for the domains ITS/HOF

Maintained by the ITSEC of the University Computer Centre (HRZ)

## Content

<b>I. General Information .....</b>	<b>2</b>
Overview of the Domains .....	2
Contact .....	2
Contact Person .....	2
Webmail .....	2
Purchase .....	2
Microsoft Windows 10 .....	3
1. Setting up a VPN-Connection with IPsec (L2TP/IPSec).....	3
2. Connecting Network drives.....	6
2.1 Group drives.....	6
2.2 Personal Profile .....	6
2.3 Personal Drive (U:\) .....	6
Setting up the Microsoft Exchange-Account.....	12
<b>Microsoft Outlook 2013</b> .....	12
<b>Microsoft Outlook 2016</b> .....	14

# I. General Information

## Overview of the Domains

ITSEC is responsible for the supervision of the Windows domains HOF (House of Finance) and ITS (RuW). ITSec is the main contact for all IT-related questions at the Department 02.

## Contact

Tel.: 069/798 – **34615** (Reachability: Mo-Fr 08:30-12:00 & 13:00-16:30)

Rooms: 1.119-1.122 (RuW-Building, Campus Westend)

Email: [itsec@its.uni-frankfurt.de](mailto:itsec@its.uni-frankfurt.de)

## Contact Person

ITSEC is normally the central contact for all IT-related questions. Issues that do not fall within our responsibility are forwarded to the responsible departments.

On the HRZ website, you can get an overview of the various services offered by HRZ

<http://www.rz.uni-frankfurt.de/hrz?>

## Further Links

### Webmail

You can access your exchange mailbox from home or on the road under the following links:

ITS: <https://mail.its.uni-frankfurt.de/>

### Purchase

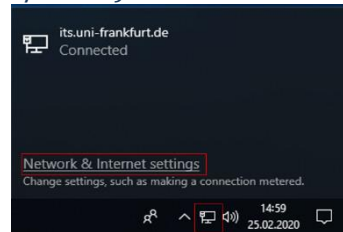
HRZ offers standards hardware, which we can book for you. The offered hardware can be found under the following link: [http://www.rz.uni-frankfurt.de/46384703/30\\_Verkauf?](http://www.rz.uni-frankfurt.de/46384703/30_Verkauf?)

## II. Instructions for the Domain IST / RuW Building

### Microsoft Windows 10

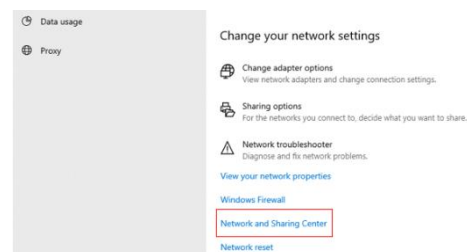
#### 1. Setting up a VPN-Connection with IPsec (L2TP/IPSec)

1. Left-click on the network icon in the taskbar. Then Click on „Network and Internet Settings“ (Pic. 1).



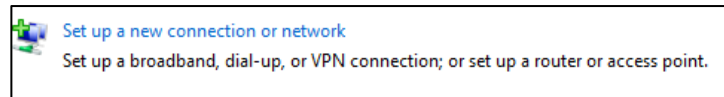
Pic.1

2. The Settings window opens automatically and you are in the Network and Internet section. Scroll all the way down until the heading Change network settings appears. Then click Network and Sharing Center (Pic. 2)



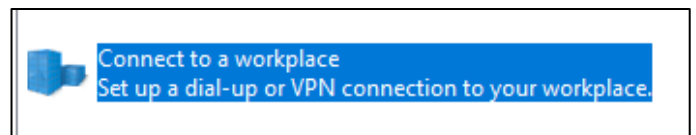
Pic.2

3. In the Network and Sharing Center please select „Set up a new connection or network“ (Pic. 3)



Pic.3

4. Then select „Connect to a workplace“ (P.4)



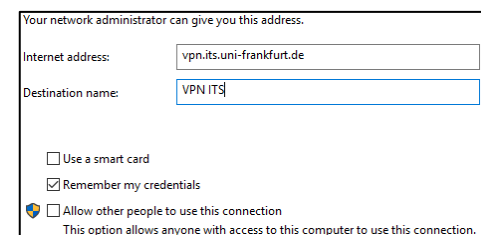
Pic.4

5. Select: Use my internet connection (VPN) (P.5). It it comes please select “connect later” or “a internet connection will be set up later”



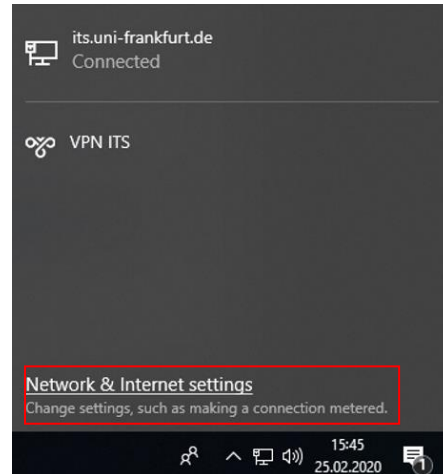
Pic.5

6. Now you must enter the following in the internet address input field: *vpn.its.uni-frankfurt.de* . Besides click on: „Remember my credentials“ (Pic.6)



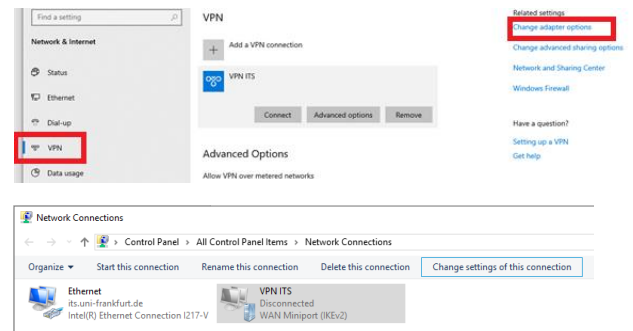
Pic. 6

7. Afterwards the connection is set up by clicking next. Then please close the setup assistant
8. Left-click again on the network icon in the taskbar. Then Click on „Network and Internet Settings” (Pic.7).



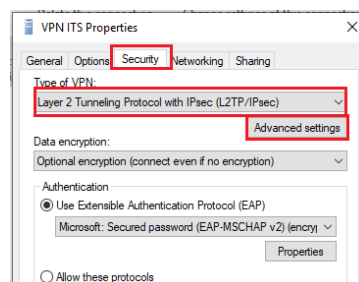
Pic.7

9. Select on the left side „VPN” and afterwards „Change adapter options” on the right side. Chose your VPN and then right above „change settings of this connection” (Pic. 8)

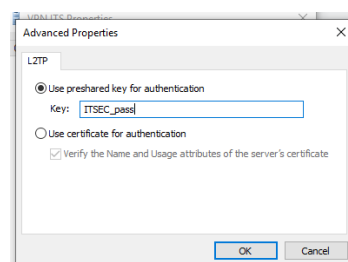


Pic. 8

10. Then change to the tab **Security** and here select please under “Type of VPN”: “Layer-2-Tunneling Protokoll with IPsec (L2TP/IPsec)” (Pic. 9). Furthermore, click on **Advanced settings**. The L2TP tab will open. Here click please „user a preshared key for authentication” and under Key, type in: **ITSEC\_pass** and click OK (Pic. 10)

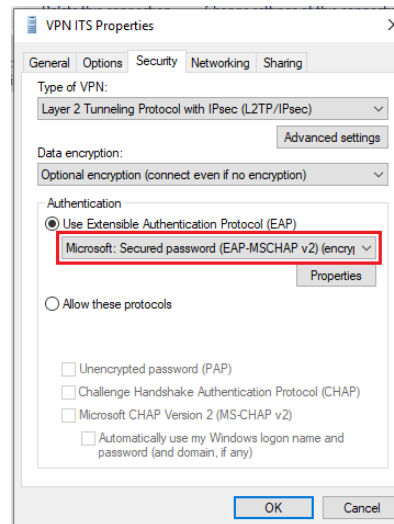


Pic. 9



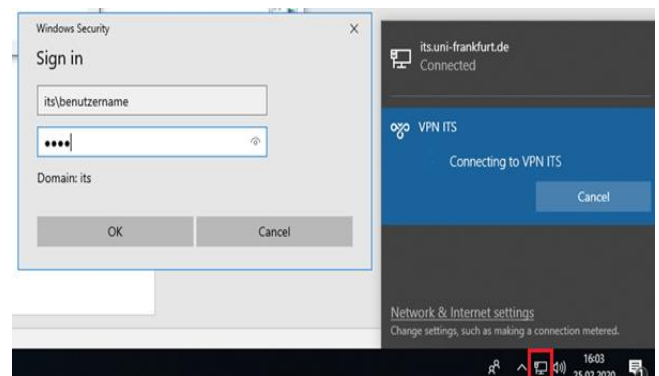
Pic. 10

11. Back in the Tab “Security“, please click on „Use Extensible Authentication Protocol (EAP) and chose “Microsoft: Secured password (EAP-MSCHAP v2) (Encrypted)” (Pic. 11).



Pic. 11

12. The VPN connection is now completely configured. From now on, you can establish a connection by clicking on the network icon in the taskbar, selecting the VPN connection and then clicking on “connect”. In the following pop up window, enter the domain: ITS backslash (“\”) and your credentials. The corresponding credentials are also used to log in the office PCs in the domain ITS (Pic. 12).

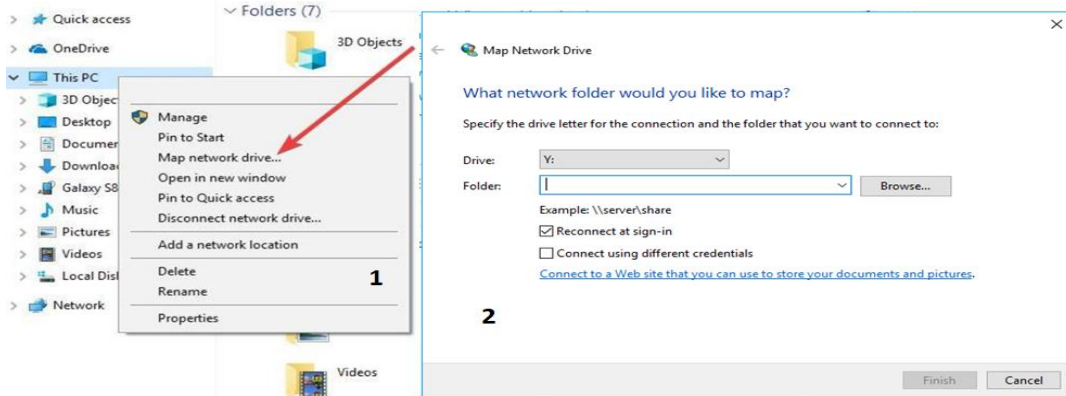


Pic. 12

## 2. Connecting Network drives

### 2.1 Group drives

Please open your Windows-Explorer and right-click on the „Computer“.



For connecting a Group Drive, please type in the following path in the input field **Folder**:

[\\its.uni-frankfurt.de\\file\\Gruppen\\<Professur Muster>](https://its.uni-frankfurt.de/file/Gruppen/<Professur Muster>)

Please replace **Professur Muster** with the corresponding name, which is normally **Professur + Prof's Last Name** separated by spaces.

Click also on "Reconnect at sign-in"

### 2.2 Personal Profile

Follow the last steps and enter the following path in the input field **Folder**

**[\\its.uni-frankfurt.de\\file\\profile\\Username.v6](https://its.uni-frankfurt.de/file/profile/Username.v6)**

Please replace „Username“ with your **ITS-Login-Username**

You will then have access to the synchronized/local files that are also in your Work PC

### 2.3 Personal Drive (U:\)

Follow the last steps and enter the following path in the input field **Folder**

**[\\its.uni-frankfurt.de\\file\\usershare\\Username](https://its.uni-frankfurt.de/file/usershare/Username)**

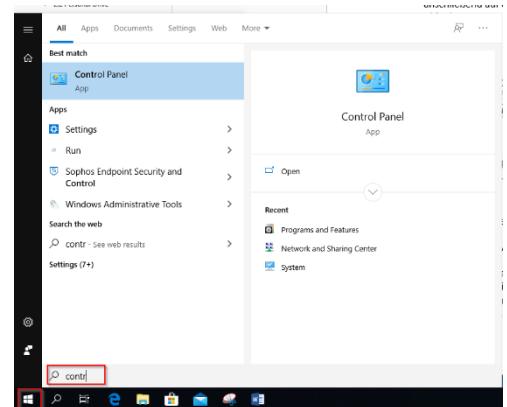
Please replace „Username“ with your **ITS -Login-Username**

You are the only person who has access to this drive.

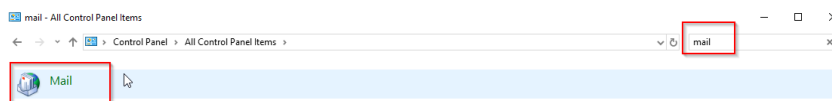
## Setting up the Microsoft Exchange-Account

### Microsoft Outlook 2013

1. Please close Microsoft Outlook if it is open.
2. Open the start menu over the Windows-Logo and open **Control Panel** (Pic. 1)
3. Then type in **Mail** and select **Mail** (Pic.2).

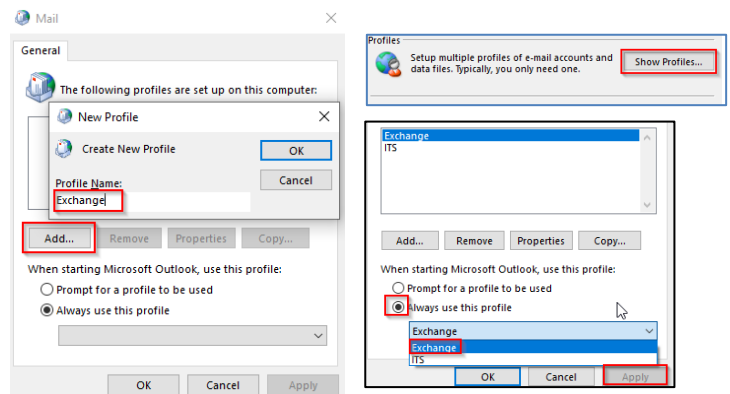


Pic. 1



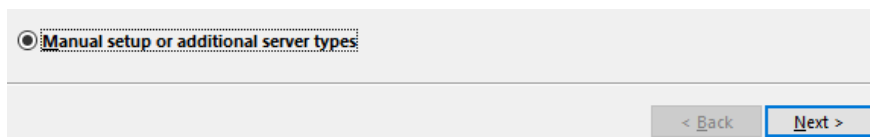
Pic. 2

4. In the Mail Window choose **Add** and give your profile a name (E.g **Exchange**) (Pic. 3).  
(Note: if there is another profile, please select the one made by you. Click on “**always use this profile**” and also on “**apply**”) (Pic. 3 – right)



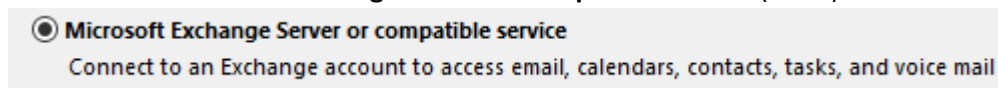
Pic. 3

5. Choose „manual setup of additional server type and **Next** (Pic. 4).



Pic. 4

6. Please select **Microsoft exchange Server or compatible service** (Pic. 5).



Pic. 5

7. Type in **Server: mail.its.uni-frankfurt.de** and replace *Benutzername* with your HRZ username (the same one you type for logging in your office PC. Afterwards click on **More Settings...** (Pic. 6)

Pic. 6

8. If an error appears, please click ok and change to the Tab **Connection** and click on **Connect to Microsoft Exchange using HTTP** so you can select **Exchange Proxy Settings** (Pic.7).

Pic. 7

9. Then please fill and click according the image # 8 and click ok:

Pic. 8

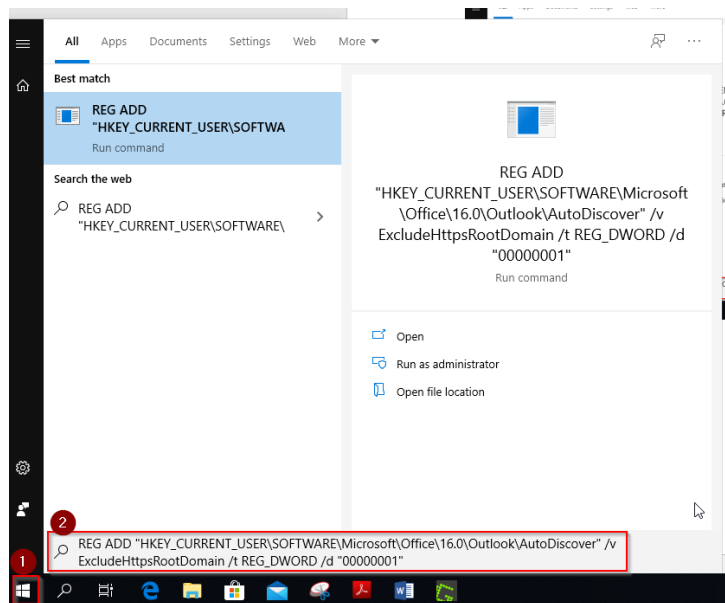
10. Please click ok for closing the assistant, so the **Mail Application** window pops up. Please type in the domain and backslash: **ITS\** and your credentials. Your credentials are the same one you use for logging in the Office PC. Click on **remember my credentials** if do not want this windows always pop up after starting Outlook (Pic. 9).

Pic. 9



## Microsoft Outlook 2016

1. You will need Administration rights!
2. Close all windows and run the following command. Follow the next steps:
  - 2.1 Copy the following text (also quotation marks):  
**REG ADD "HKEY\_CURRENT\_USER\SOFTWARE\Microsoft\Office\16.0\Outlook\AutoDiscover" /v ExcludeHttpsRootDomain /t REG\_DWORD /d "00000001"**
  - 2.2 Click on the Windows logo (Pic. 1 - N. 1)
  - 2.3 Paste (Ctrl +V) the copied text (Pic. 1 - N. 2)
  - 2.4 Run the command (Enter)



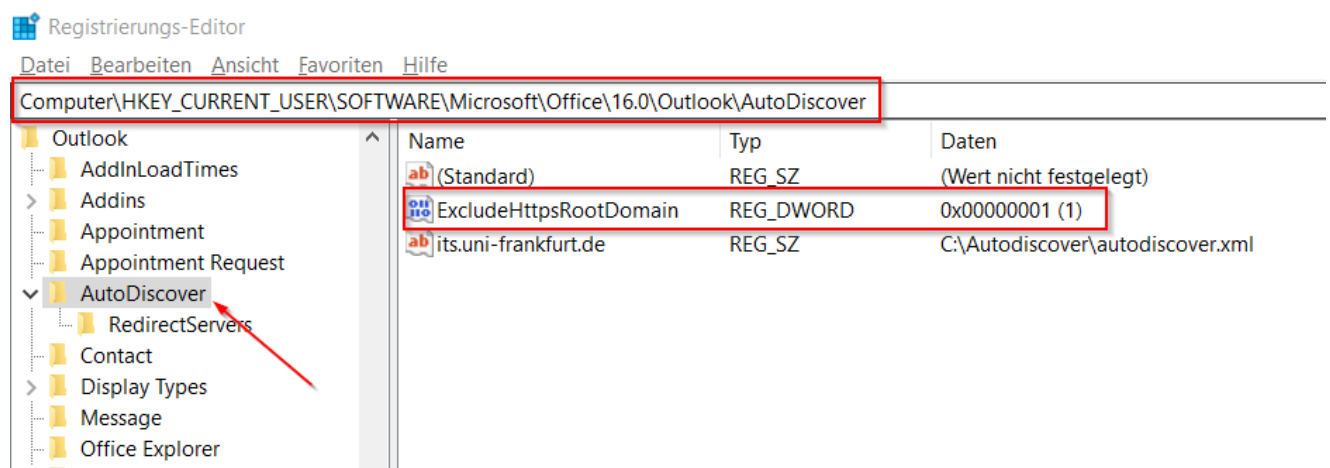
Pic. 1

OR you have manually to change the configuration. Follow the Pad and create a Dword file with the name:

**ExcludeHttpsRootDomain** and add the value: 1

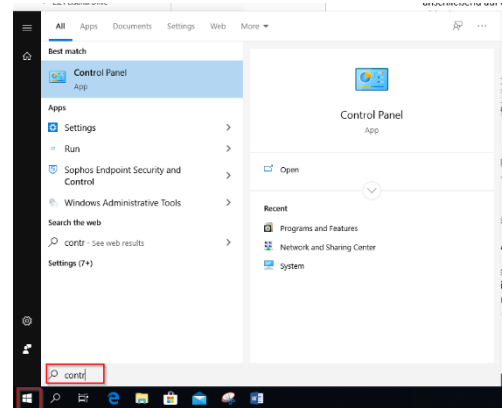
Sometimes you have to create the folder "Autodiscover". On the Folder "Outlook" click Right-Click + Key and add the folder.

It should look this way:

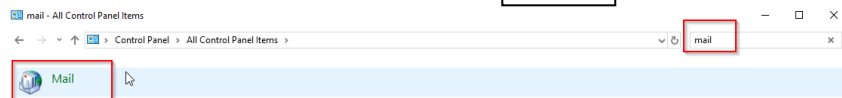


## Outlook Konfigurieren

1. Close Outlook 2016 if it is open.
2. Click on the Windows-Logo (Pic. 1)
3. Type in **Control Panel** (Pic. 1) and open it
4. Then Select **Mail** or right above please type in **Mail** and select **Mail** (Pic.2).

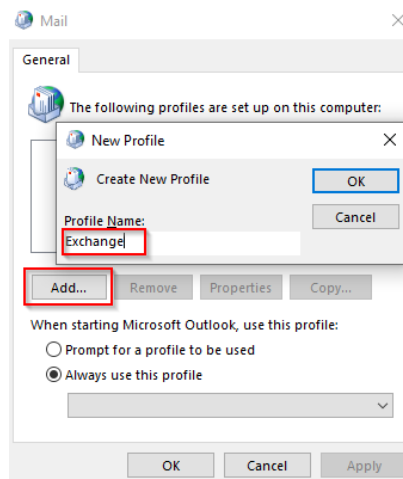


Pic. 1

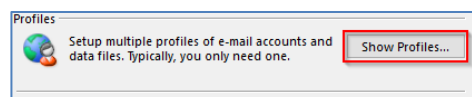


Pic. 2

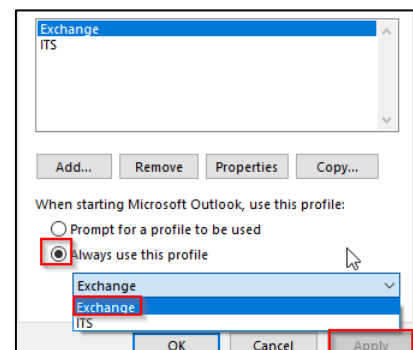
5. In the Mail Window choose **Add** and give your profile a name (E.g **Exchange**) (Pic. 3).  
(Note: if there is another profile, please click on **show profiles** (Pic. 4) and select the one made by you. Click on **“always use this profile”** and on **“apply”**) (Pic. 5)



Pic. 3



Pic. 4



Pic. 5

6. Please click on **E-mail Account** and type in your credentials. Your credentials are the same one you use for logging in the Office PC. Then Click **next**.

**Auto Account Setup**

Outlook can automatically configure many email accounts.



☒ **E-mail Account**

Your Name:

Example: Ellen Adams

E-mail Address:

Example: ellen@contoso.com

Password:

Retype Password:

Type the password your Internet service provider has given you.

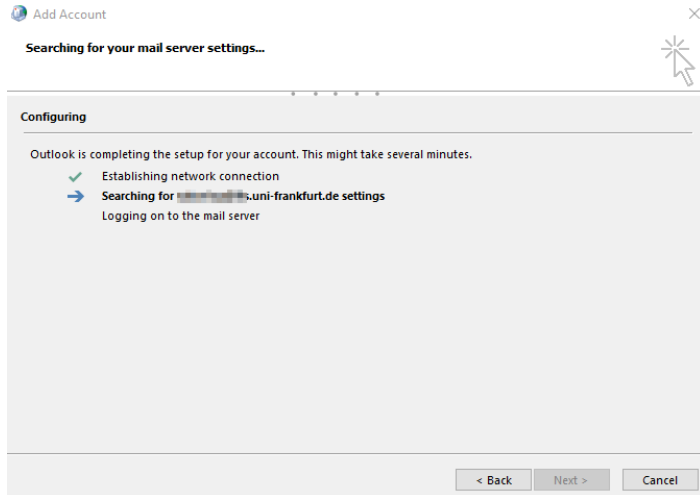
☐ Manual setup or additional server types

< Back

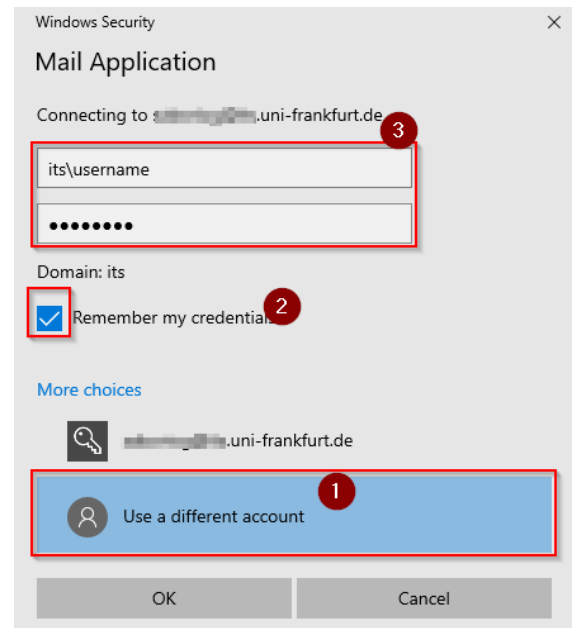
Next >

Cancel

7. Pic. 5 will appear and after a couple of minutes, you will be asked for your credentials (Pic. 6).
  - 7.1. Please choose firstly **user another account** (Pic. N.1).
  - 7.2. Secondly, click on **remember my credentials** (Pic. N.2).
  - 7.3. Type in the domain and backslash: ("ITS\") and your credentials. Your credentials are the same one you use for logging in the Office PC (Pic. N.3).
  - 7.4. Click **OK**

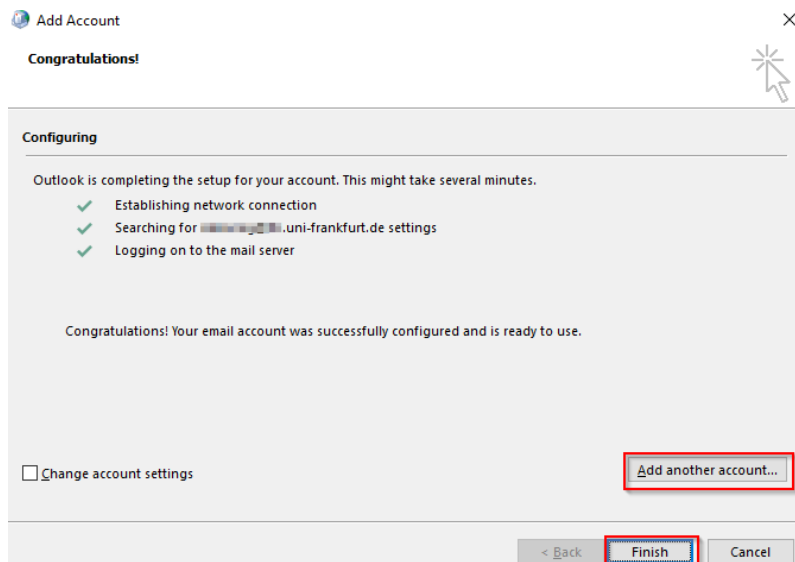


Pic. 5



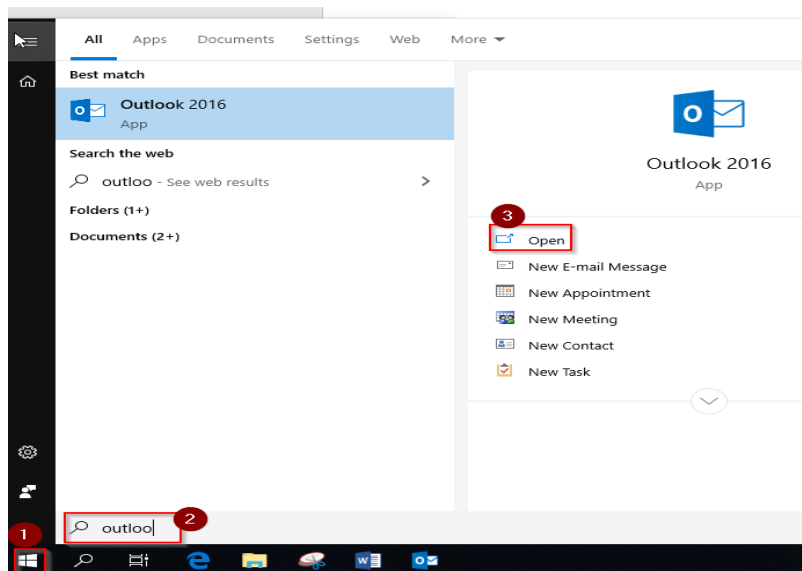
Pic. 6

After Clicking **ok** Pic. 7 will appear and click on **Add another account** if needed a repeat the previous steps. Otherwise click **finish**

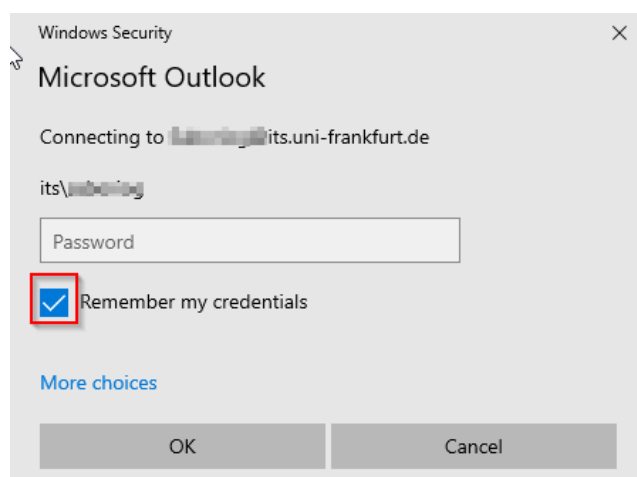


Pic. 7

8. Open Outlook 2016 (Pic. 8) and please type in the domain and backslash: ( ITS\ ) and your credentials one more time (Pic. 9). Your credentials are the same one you use for logging in the Office PC. Click on **remember my credentials** if you do not want that Outlook ask for them again. After a couples of minutes your E-mails will appear.



Pic. 8



Pic. 9