

## Webmail

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

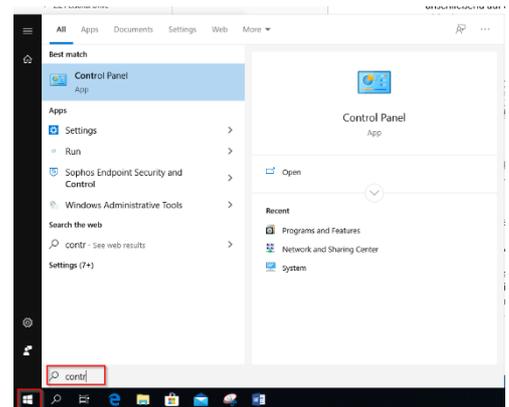
ITS: <https://mail.its.uni-frankfurt.de/>

The instructions for Outlook 16 can also be implemented by Outlook 365

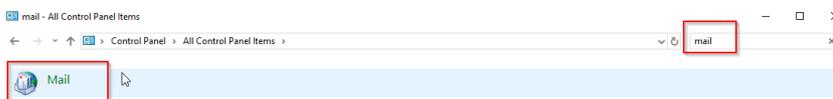
## Setting up the Microsoft Exchange-Account

### 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).

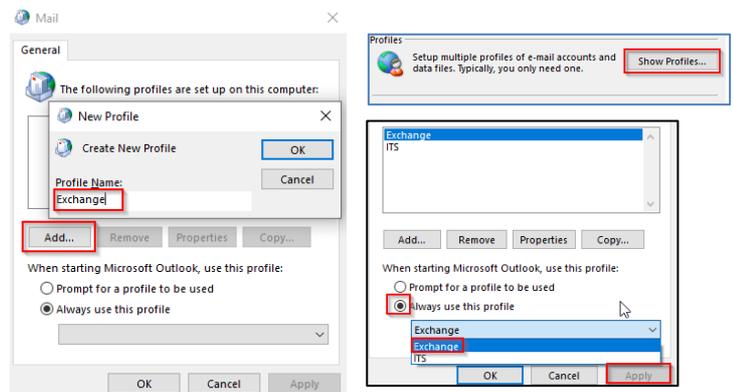


Pic. 1



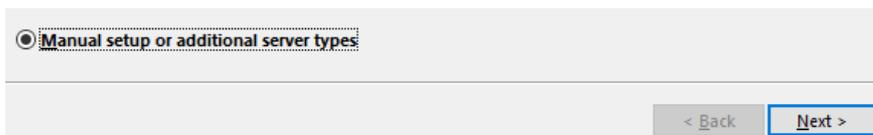
Pic. 2

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)



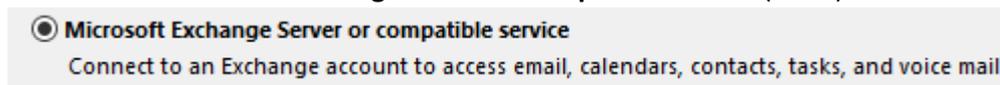
Pic. 3

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



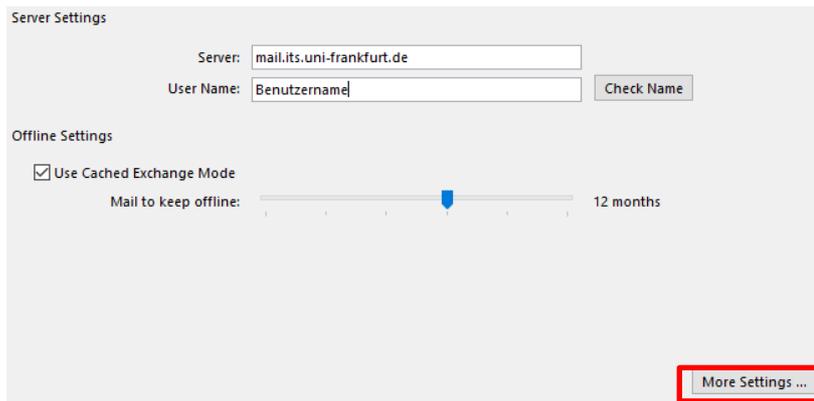
Pic. 4

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



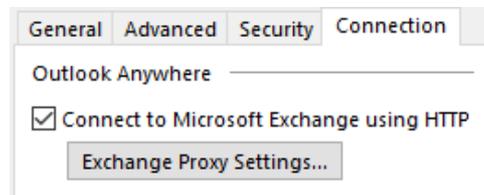
Pic. 5

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

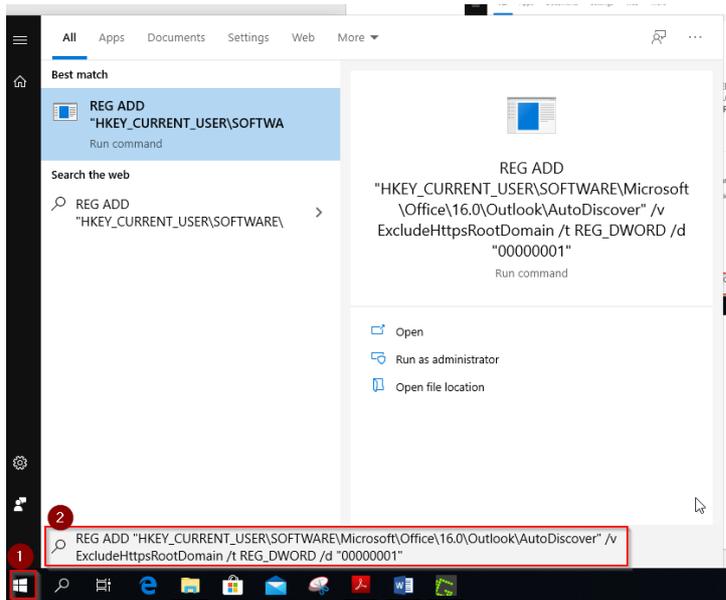
10. Please click ok for closing the assistant, so the **Mail Application** window pops up. Please type in the domain and backslash: **ITS\** and your credentials. Your credentials are the same one you use for logging in the Office PC. Click on **remember my credentials** if do not want this windows always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

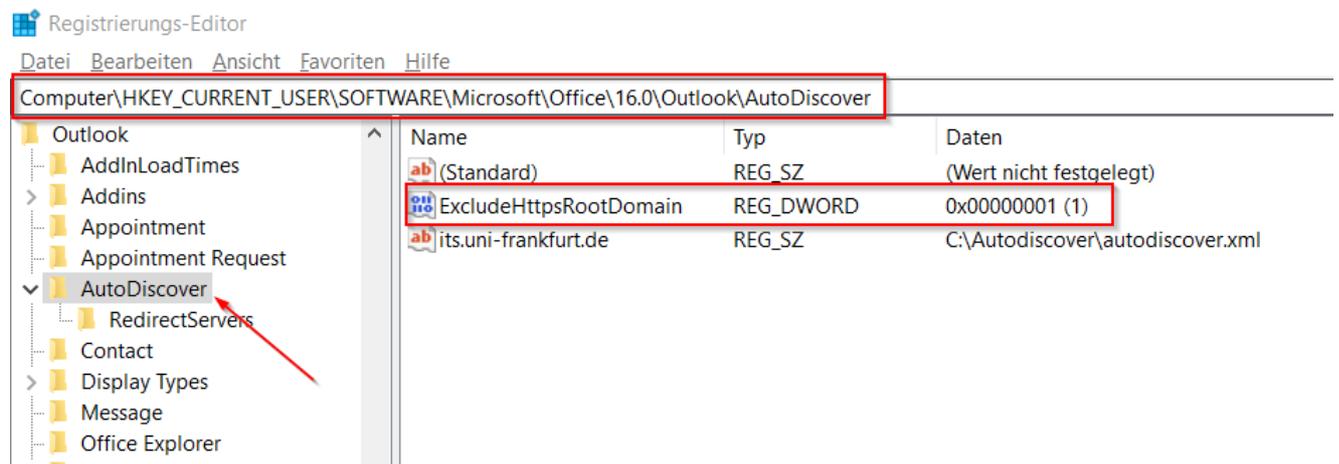


Pic. 1

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

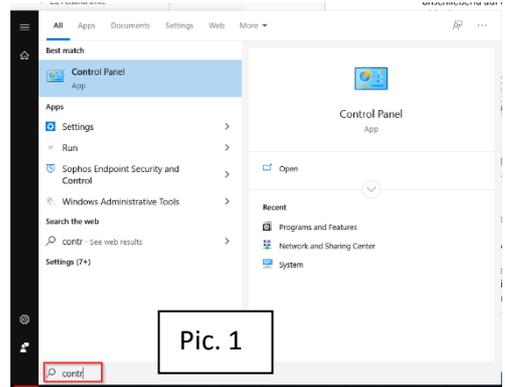
Sometimes you have to create the folder "Autodiscover". On the Folder "Outlook" click Right-Click + Key and add the folder.

It should look this way:

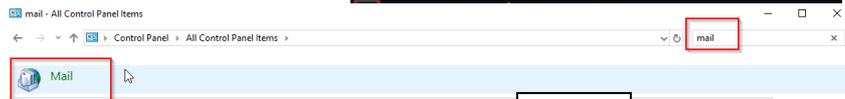


# Outlook Configuration

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).

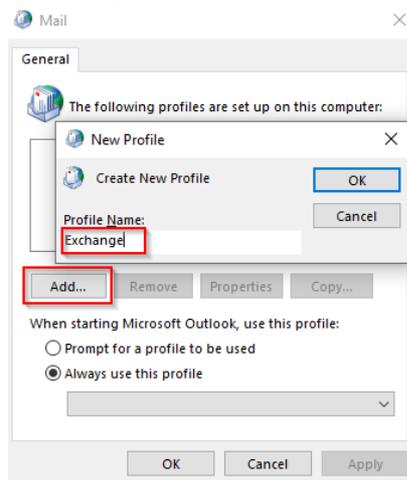


Pic. 1

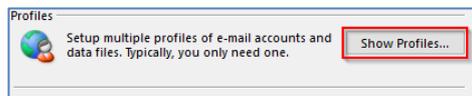


Pic. 2

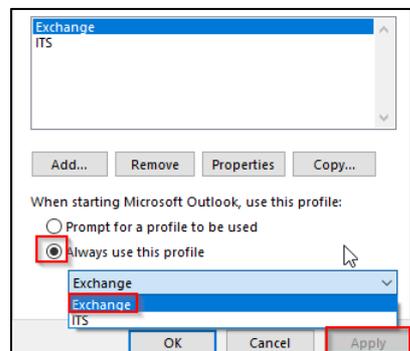
5. In the Mail Window choose **Add** and give your profile a name (E.g **Exchange**) (Pic. 3).  
 (Note: if there is another profile, please click on **show profiles** (Pic. 4) and select the one made by you. Click on **“always use this profile”** and on **“apply”**) (Pic. 5)



Pic. 3

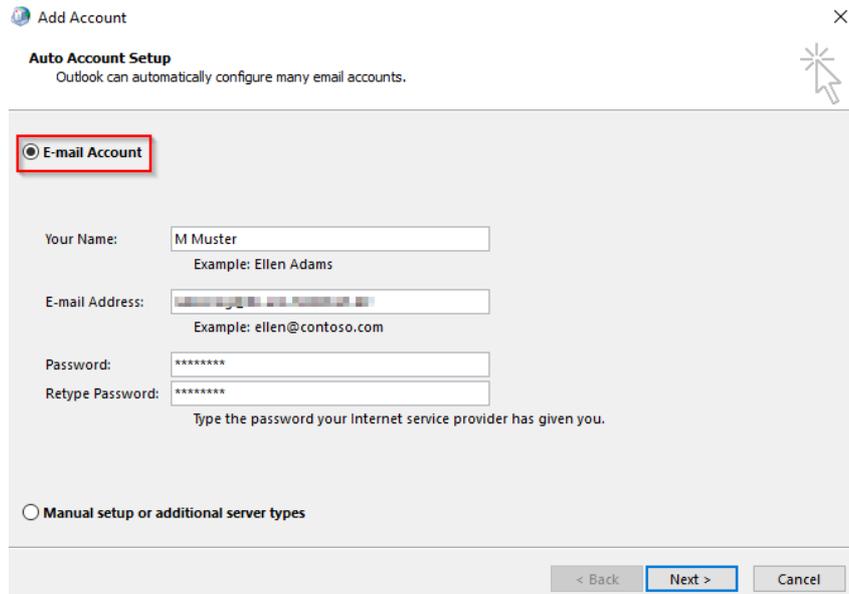


Pic. 4

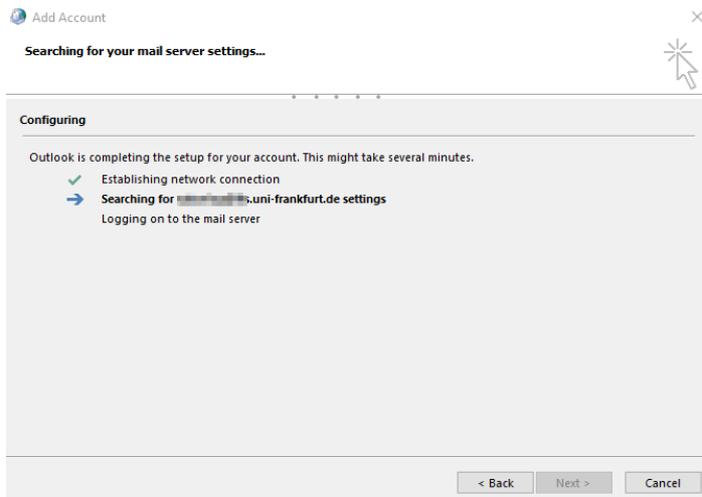


Pic. 5

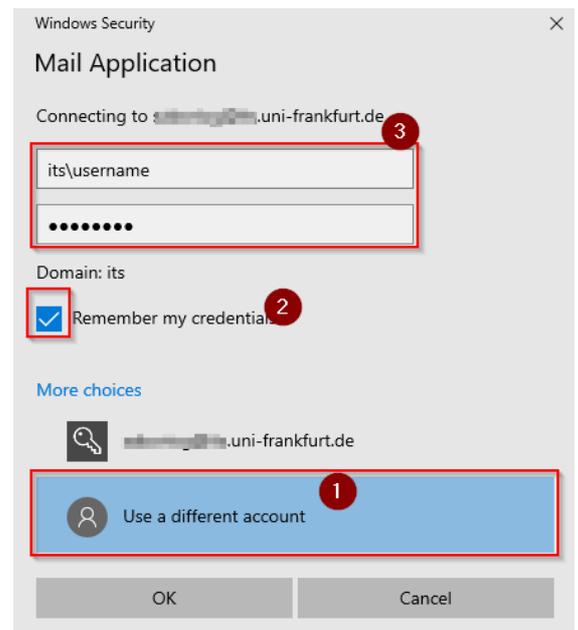
6. Please click on **E-mail Account** and type in your credentials. Your credentials are the same one you use for logging in the Office PC. Then Click **next**.



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 your 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**

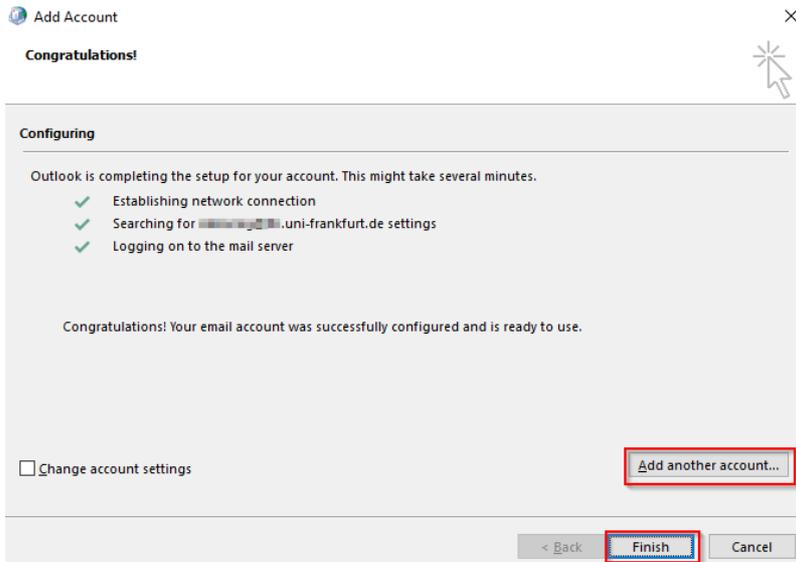


Pic. 5



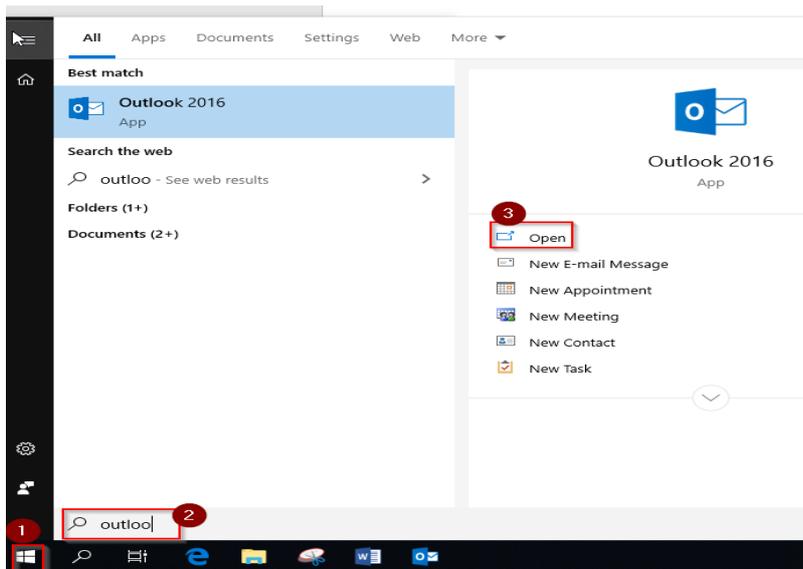
Pic. 6

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

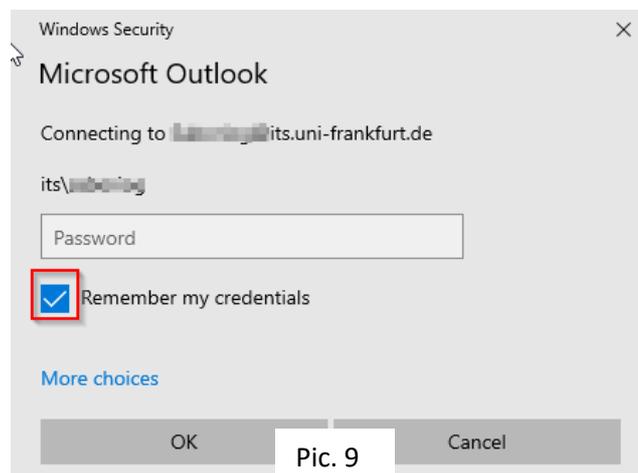


Pic. 7

- Open Outlook 2016 (Pic. 8) and please type in your 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