



Email and calendar

Every UNIL user has his own UNIL email address (**firstname.lastname@unil.ch**). UNIL FBM users can also request a CHUV address if necessary.

Mail client and Webmail

You can check your emails and your calendar with your Web browser using Outlook Online. For a more user-friendly access, you can configure your email address on Apple Mail, Outlook or your mobile phone. Preferably use Exchange whatever equipment (phone, computer, tablet, etc.).

UNIL	CHUV
 UNIL Université de Lausanne UNIL Webmail https://outlook.office.com/ Mail Client UNIL Configuring UNIL mailbox on Outlook for Mac (UNIL computer) Configuring UNIL mailbox on Outlook for Windows (UNIL computer) Configuring UNIL mailbox on Outlook for Windows on a CHUV computer	 Centre hospitalier universitaire vaudois Webmail CHUV https://oweb.chuv.ch Mail Client CHUV Configuring CHUV mailbox on Outlook on an UNIL computer

[Configuring UNIL mailbox on Outlook for Windows on a CHUV computer](#)

Shared mailbox

If you need to use a shared mailbox to collaborate within a unit or a project, please contact the [FBM IT support](#). Dans le cas où vous avez besoin d'utiliser une boîte e-mail partagée afin de collaborer au sein d'une unité ou d'un projet, veuillez contacter le [support informatique FBM](#) en indiquant le nom souhaité pour la boîte partagée.

Antispam / Fishing

Cisco Email security is the name of the UNIL spam filter. You can check the blocked emails and release them if necessary at the following address: <https://spam.unil.ch>



If you have received a suspicious email that has not been retained by the antispam filter, please follow the following procedure:

▀ **report a suspicious email** (fr)

Mailing lists

Mailing lists are automatically generated from the data of the access management application. You can use the mailing lists if you want to send a message to a group of people. Click on the link below and log in ("Login Switch AAI" button) to access the FBM mailing lists.

- [FBM mailing lists](#) (please log in)

If you want to send large files (more than 10 Mo) to a mailing list, we recommend you to use [SWITCHfilesender](#) and to send the download link to your recipients.

Documentation / FAQ

E-mail:

- [How to recover deleted emails ?](#)
- [How to send large file by email ? \(SWITCHfilesender\)](#)
- [How to receive large file by email ? \(SWITCHfilesender\)](#)
- [How can I have access to a shared mailbox?](#)
- [Using a shared mailbox in Outlook for Windows](#) (Ci's documentation in french)
- [Using a shared mailbox in Outlook for Mac](#) (Ci's documentation in french)
- [UNIL IT Center's FAQ](#)

Calendar:

- [How to display a internet calendar in Outlook for Mac \(fr\)](#)
- [How to share my calendar by ICS link to add it into a team schedule \(fr\)](#)
- [How can I have access to a shared calendar \("shared mailbox"\)?](#)
- [How to share my calendar ?](#)
- [How to create an invitation ?](#)