

## 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  |
|---|---|
| <br>UNIL   Université de Lausanne<br><b>UNIL Webmail</b><br><a href="https://outlook.office.com/">https://outlook.office.com/</a><br><b>Mail Client UNIL</b><br><a href="#">Exchange on Outlook Mac</a><br><a href="#">Exchange on Outlook Windows</a> |  <b>Centre hospitalier universitaire vaudois</b><br><b>Webmail CHUV</b><br><a href="https://oweb.chuv.ch">https://oweb.chuv.ch</a><br><b>Mail Client CHUV</b><br><a href="#">How to configure your CHUV mailbox in Outlook on an UNIL computer</a> |

### 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 ?](#)