



Email and calendar

Every UNIL user has his own UNIL email address (**firstname.lastname@unil.ch**) with a quota of **5 GB**. FBM users have a CHUV address too.

Mail client and Webmail

You can check your emails and your calendar with your Web browser using Outlook Web App (Webmail). 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://owa.unil.ch Mail Client UNIL Exchange configuration on Mac (Mail) Exchange configuration on iOS Exchange configuration on Windows (Outlook) Exchange configuration on Android	 Centre hospitalier universitaire vaudois Webmail CHUV https://oweb.chuv.ch Mail Client CHUV How to configure your CHUV mailbox in Outlook on an UNIL computer

Antispam

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](#)

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 to allow someone else to manage your e-mail in Outlook ?](#)
- [How to display the mailbox of someone else in Outlook ?](#)
- [How to display the mailbox of someone else in the Webmail ?](#)
- [How to set an automatic reply ?](#)
- [How to configure a redirection ?](#)
- [How to display Bcc OWA ?](#)
- [How to request a read receipt ?](#)
- [How to enable automatic confirmation of read receipts ?](#)
- [Part of the text of my email is in an attached file](#)

Calendar:

- [How can I have access to a shared calendar \("shared mailbox"\)?](#)
- [How to share my calendar ?](#)
- [How to create an invitation ?](#)