How to display a CHUV mailbox in Outlook on a UNIL Computer

Products

	Nom	Version
System	Windows/Mac	
Application	Outlook 365	

Description

How to access a CHUV mailbox on a UNIL computer with Outlook.

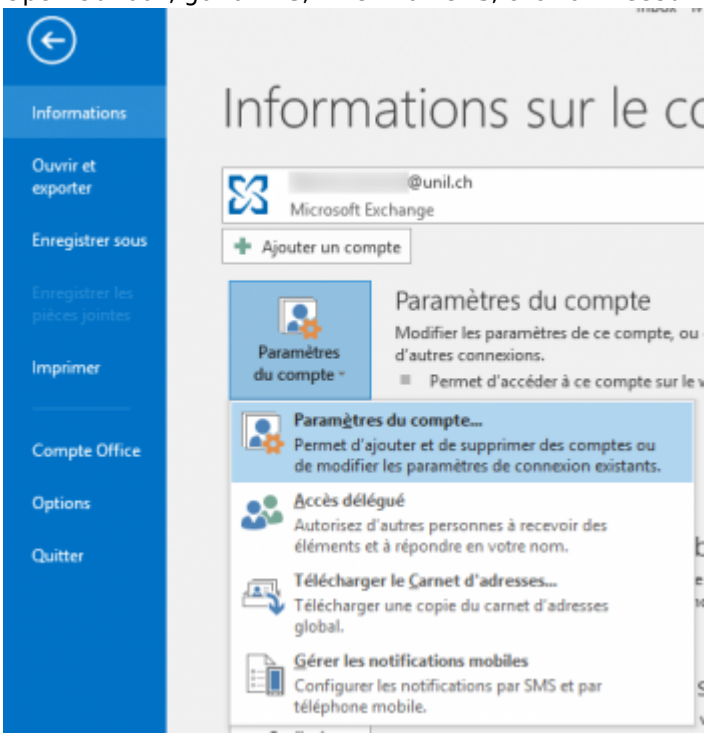
“Outlook Anywhere” allows you to access your CHUV mailbox, calendar and contacts from a UNIL Computer without having to use the VPN.

Prerequisites :

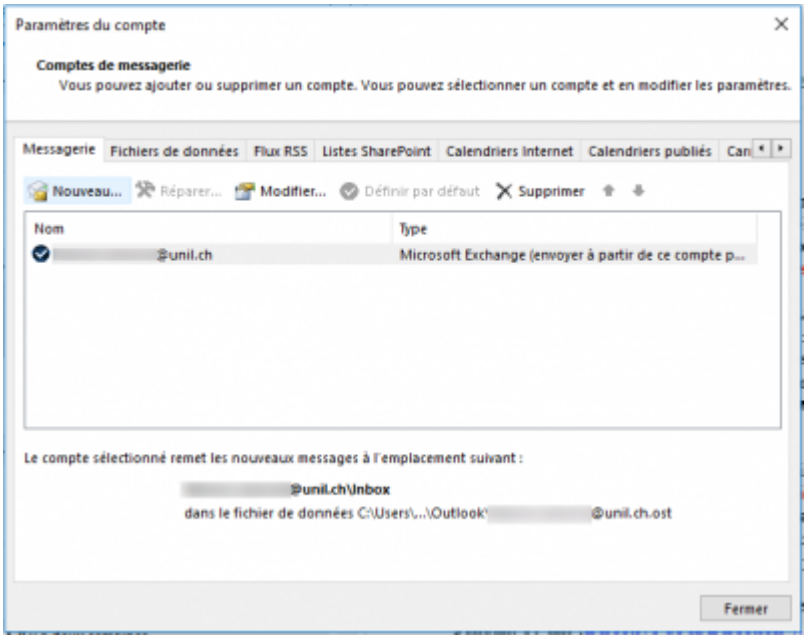
- Working with Outlook
- Contacting the Service Desk of CHUV (service.desk@chuv.ch or tel. 021 314 61 22) in order to activate this possibility.

Windows

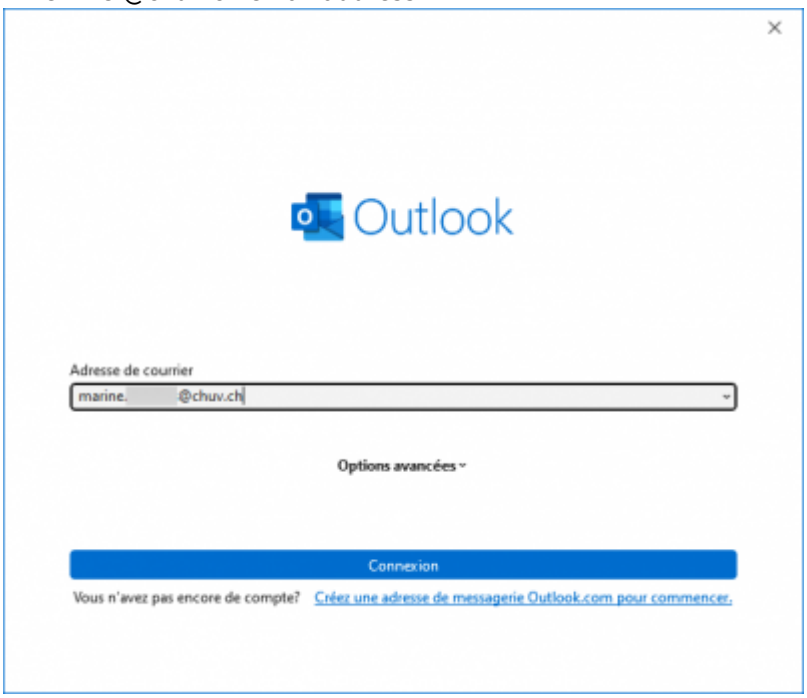
- Open Outlook, go to **File**, **Informations**, click on **Account settings** then on **Account settings** again.



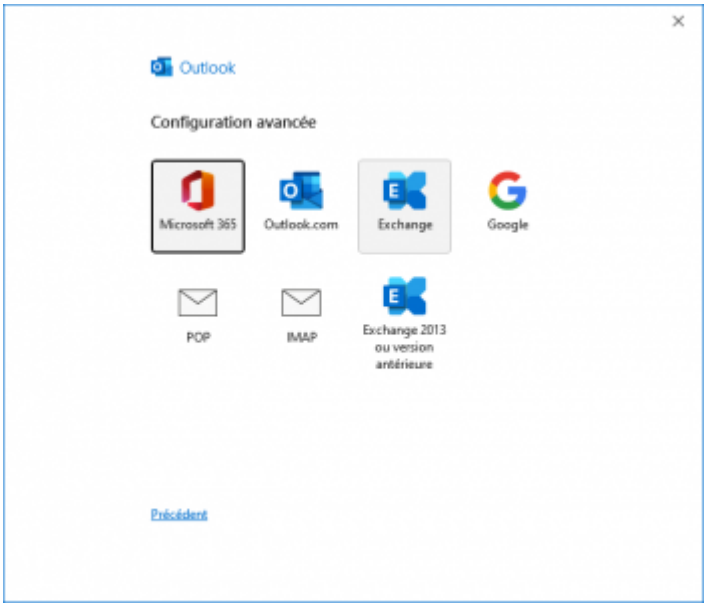
- A new window opens, click on **New** to add an account.



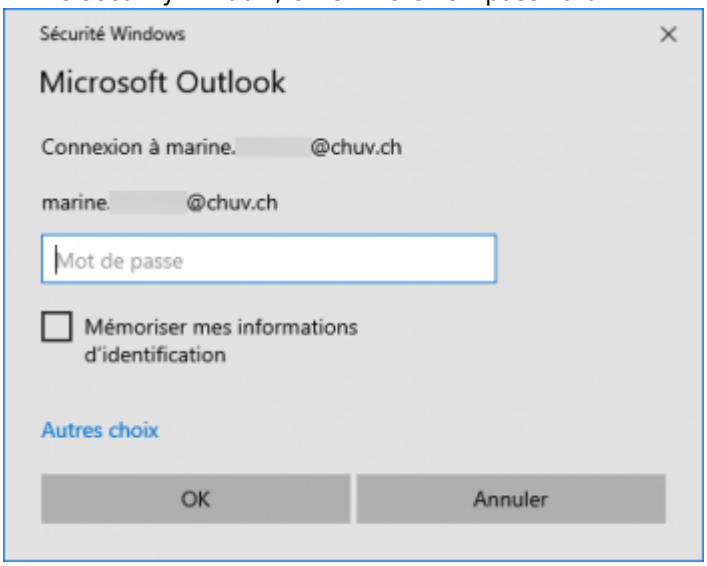
- Enter the @chuv.ch email address:



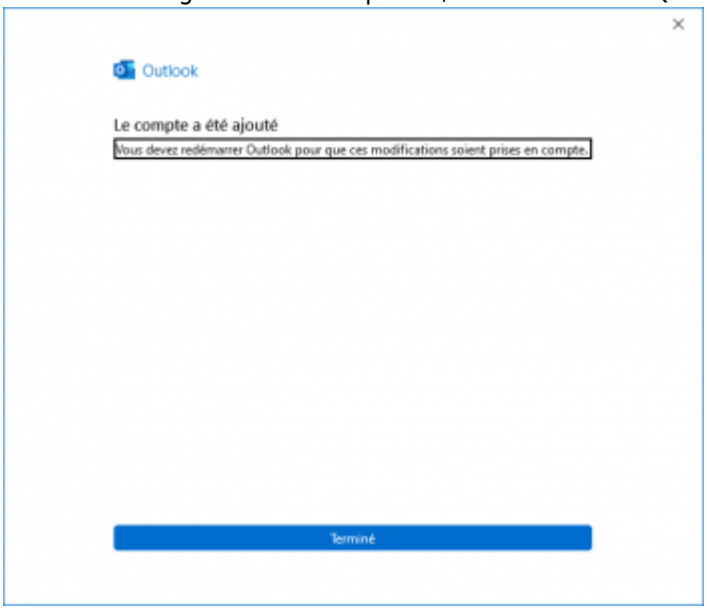
- In the advanced settings window, choose **Exchange**.



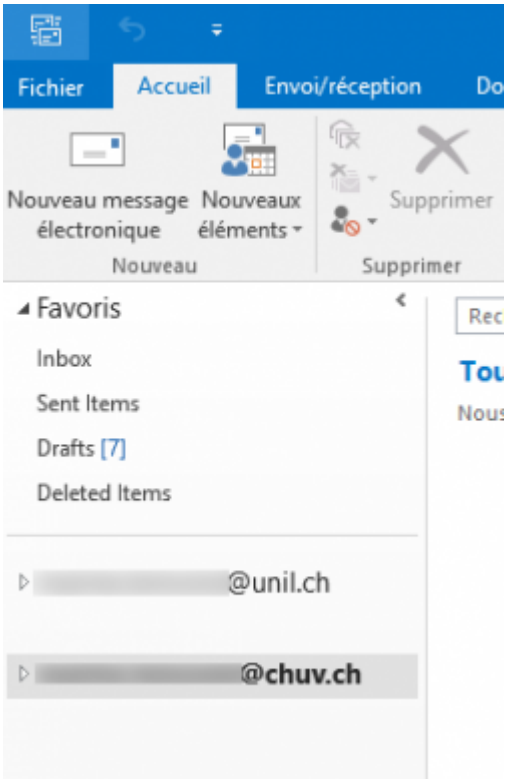
- In the security window, enter the CHUV password.



- Once the configuration is completed, click on **Finish**. Quit Outlook and restart the software.



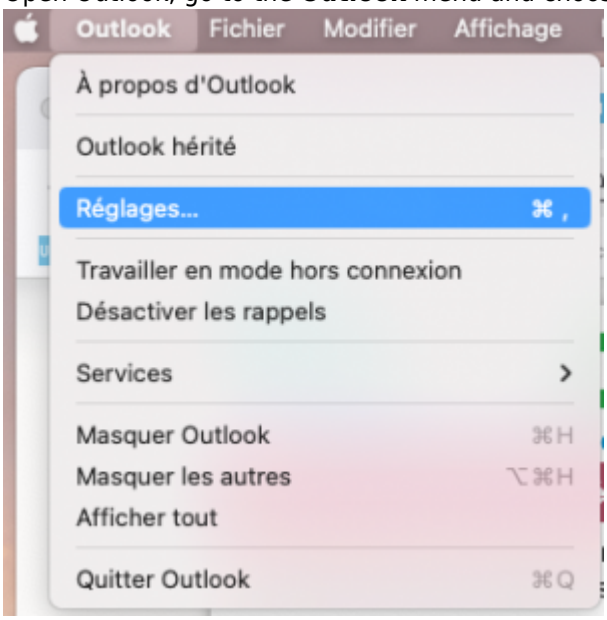
- The CHUV account is now available in Outlook.



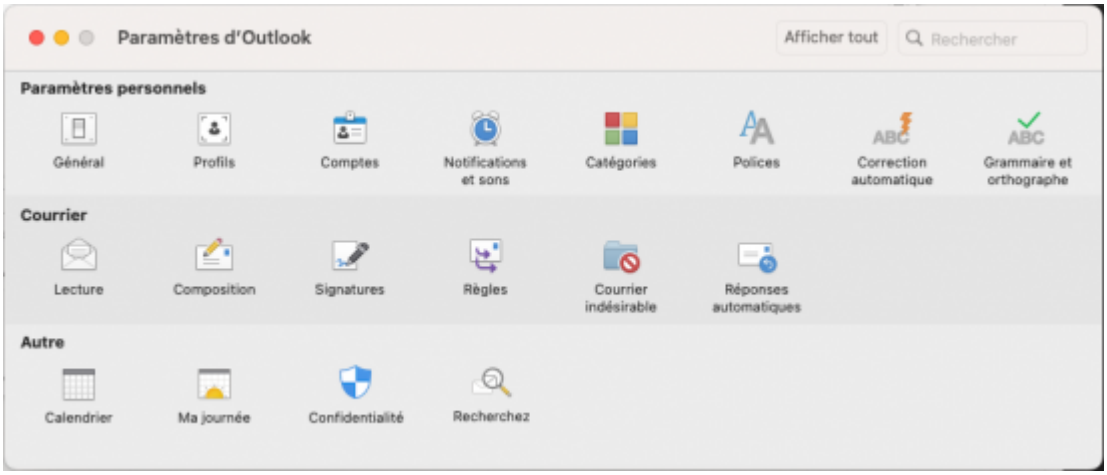
OSX

Prerequisite: you must have at least the Outlook for Mac version **16.91.1**.

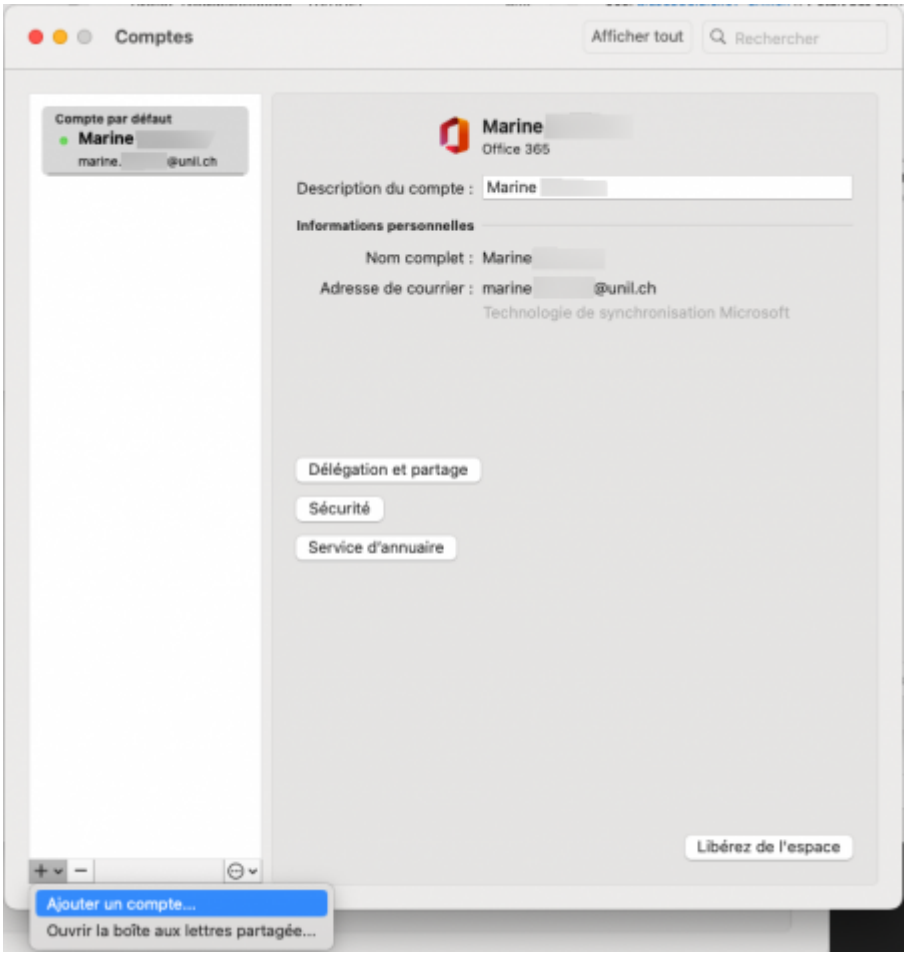
- Open Outlook, go to the **Outlook** menu and choose **Settings**.



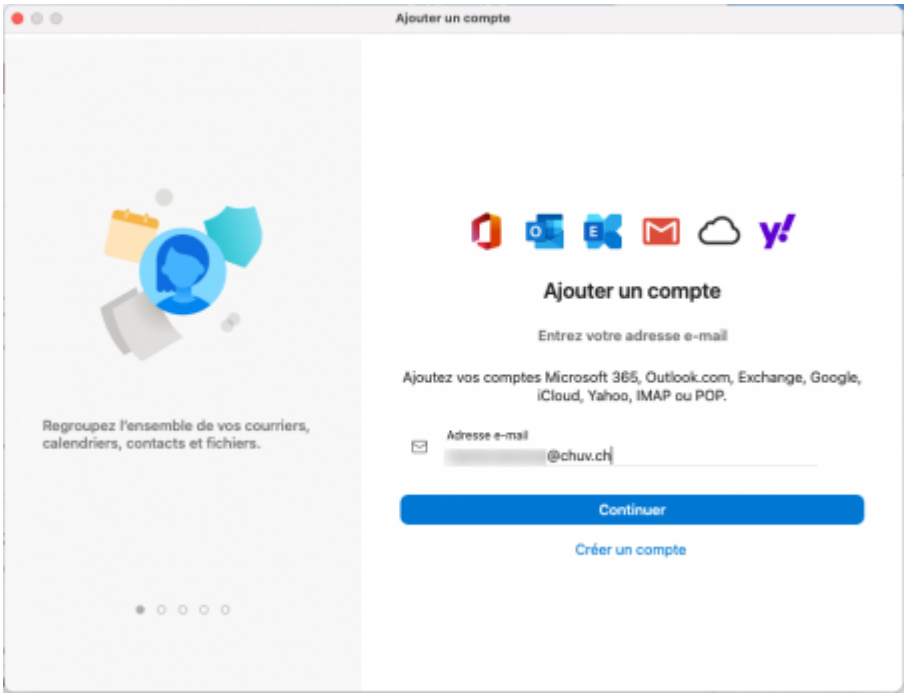
- In the menu, click on **Accounts**.



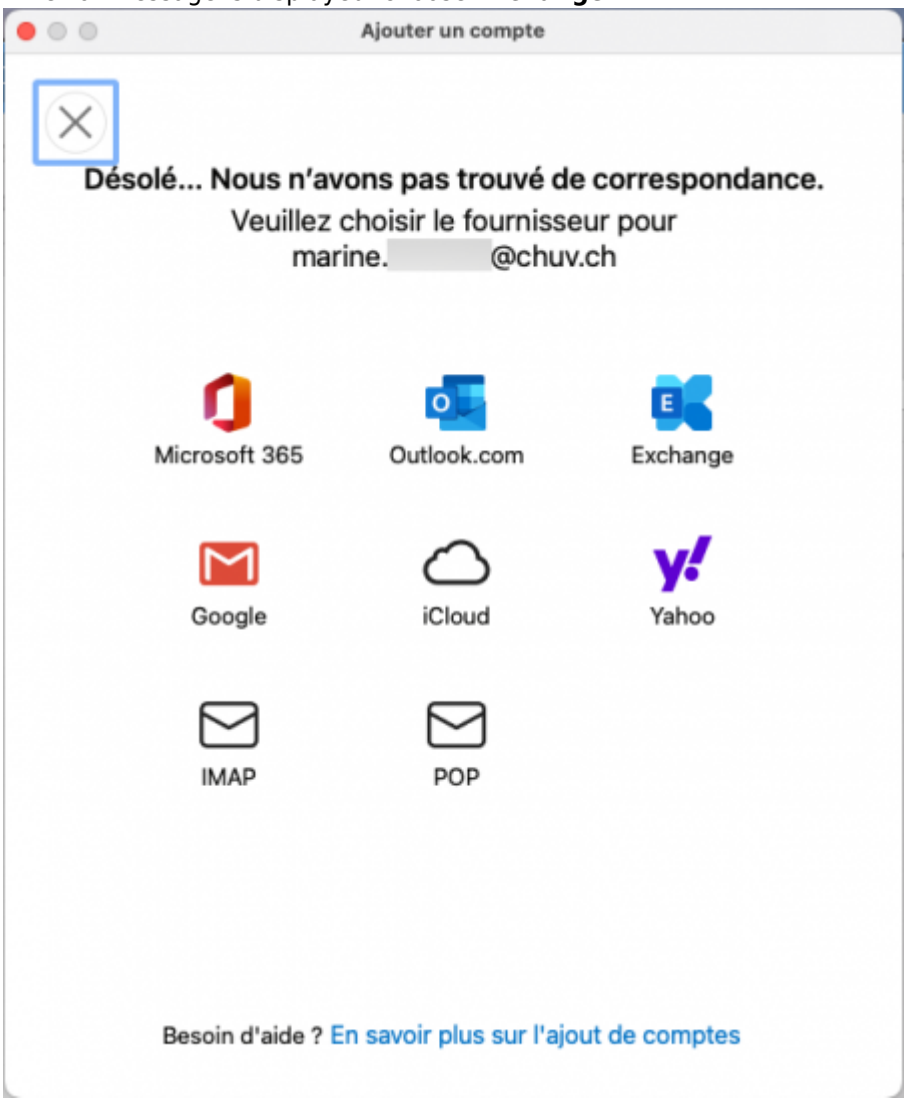
- In the new window, click on **+**, and select **Add account…**.



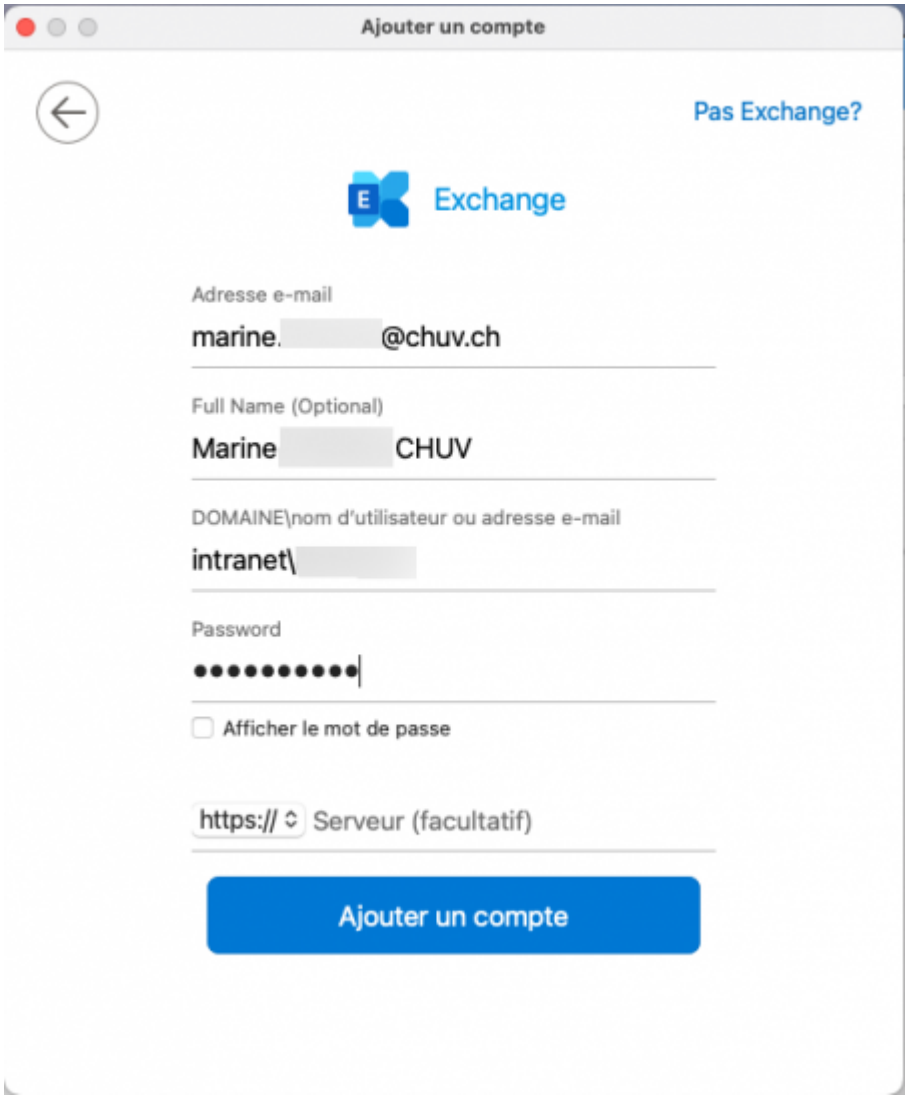
- Enter the @chuv.ch e-mail address and click on **Continue**.



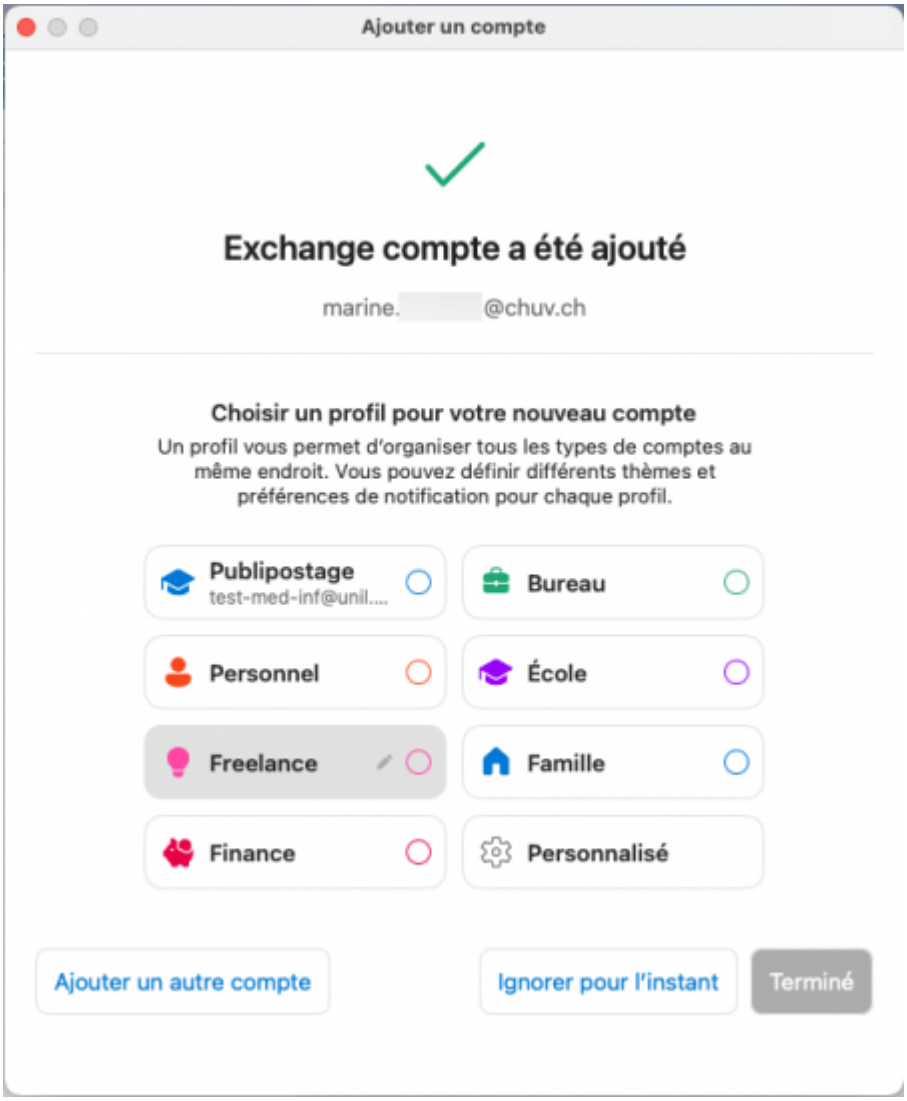
- An error message is displayed: choose **Exchange**



- In the new window, enter the information as follows:
  - **Address** : your CHUV e-mail address
  - **DOMAIN\Username** : intranet\username CHUV
  - **Password** : your CHUV password



- Click on **Add an account**.
- When the login is complete, please ignore the profile management.



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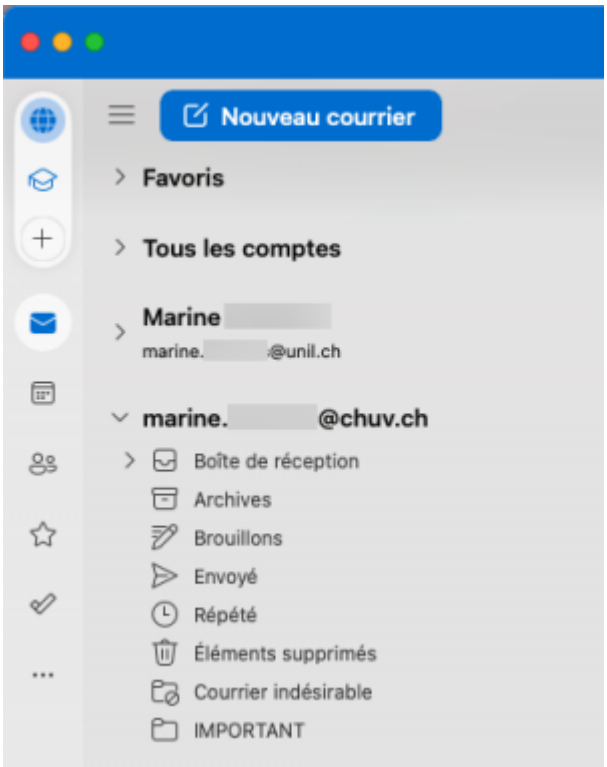

chuv, email, outlook, exchange, calendrier