

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

### Products

	Nom	Version
System	Windows/Mac	
Application	Outlook	>=2016

### 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 VPN.

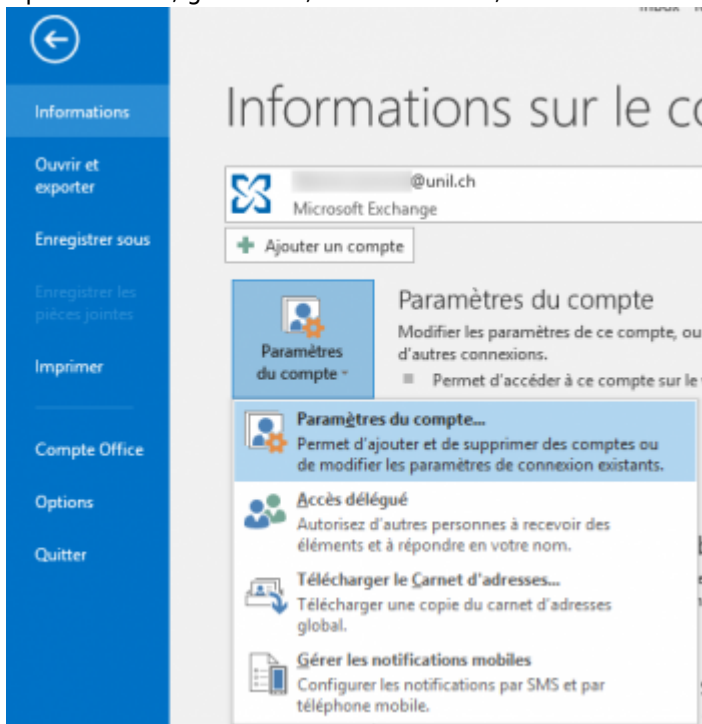
#### Prerequisites :



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

### Windows

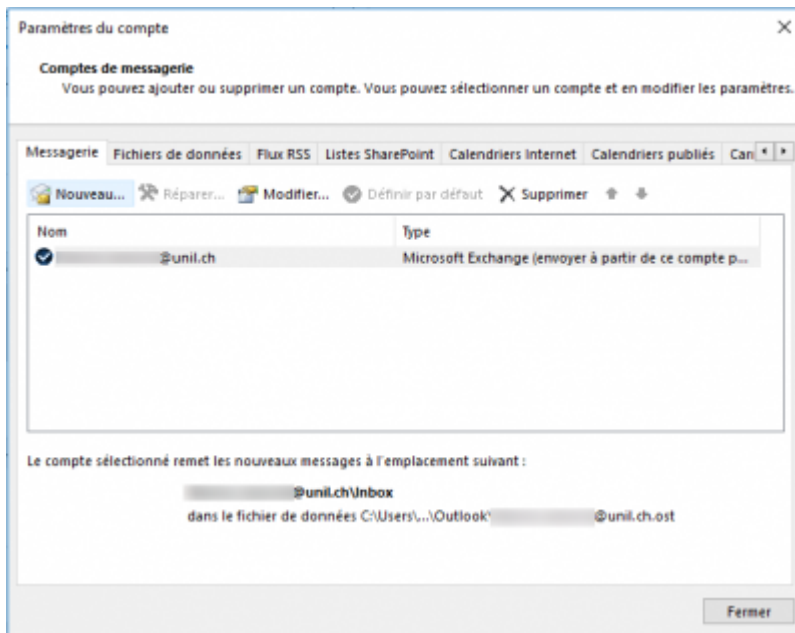
- Open Outlook, go to **File, Informations**, click on **Account setting** then on **Account setting** again.



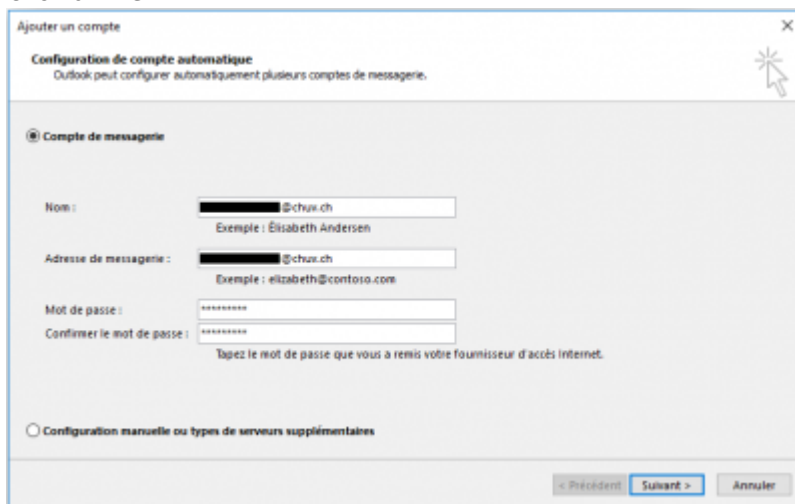
- A new window opens, click on **New** to add an account.

## Programme informatique de la FBM

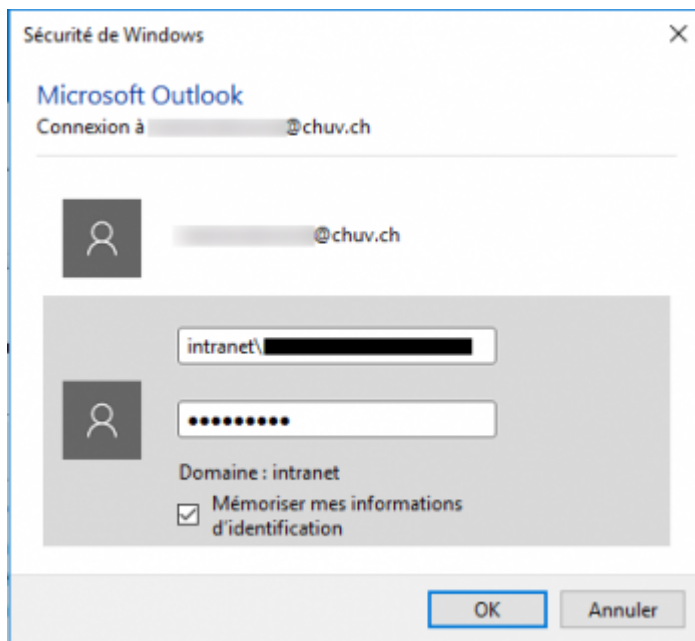
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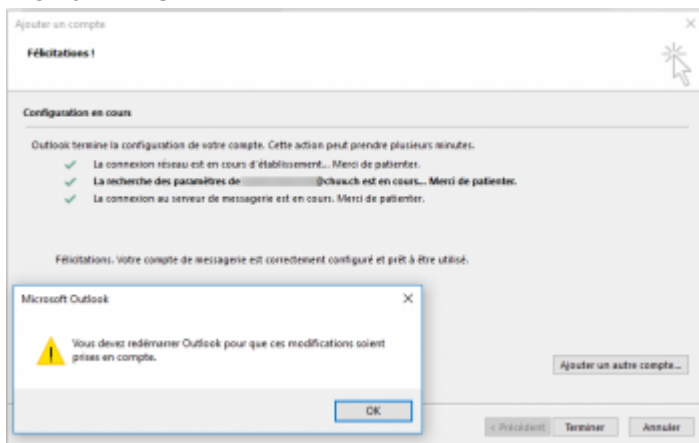
- Enter the informations as follows:
  - **Name**: name of the CHUV mailbox
  - **Address**: your CHUV address
  - **Password**: your CHUV password
- Click on **Next**.



- A new window opens. Add a new connection with the following informations:
  - **Username** : intranet\username CHUV
  - **Password** : CHUV password



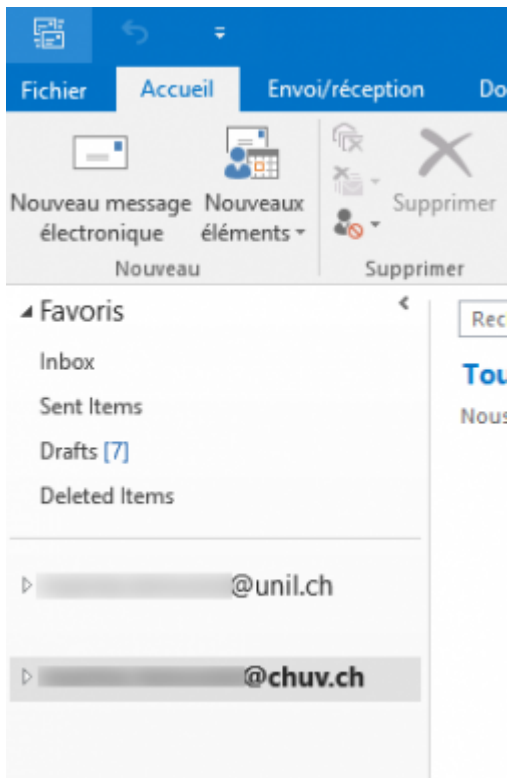
- Once the configuration is completed, a message appears requesting you to restart Outlook. Click on **OK** then on **Finish**.



- Close Outlook and restart the software.
- The CHUV account appears in the list of the available accounts.

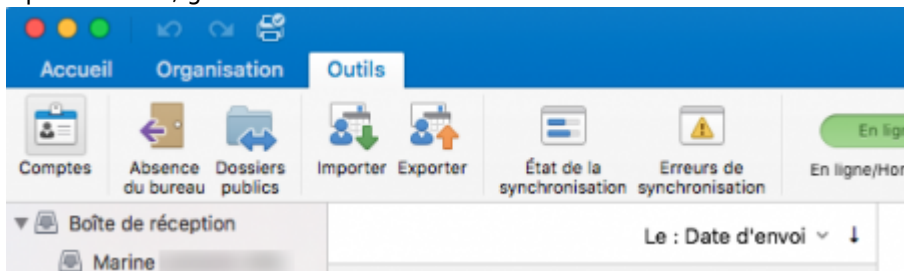
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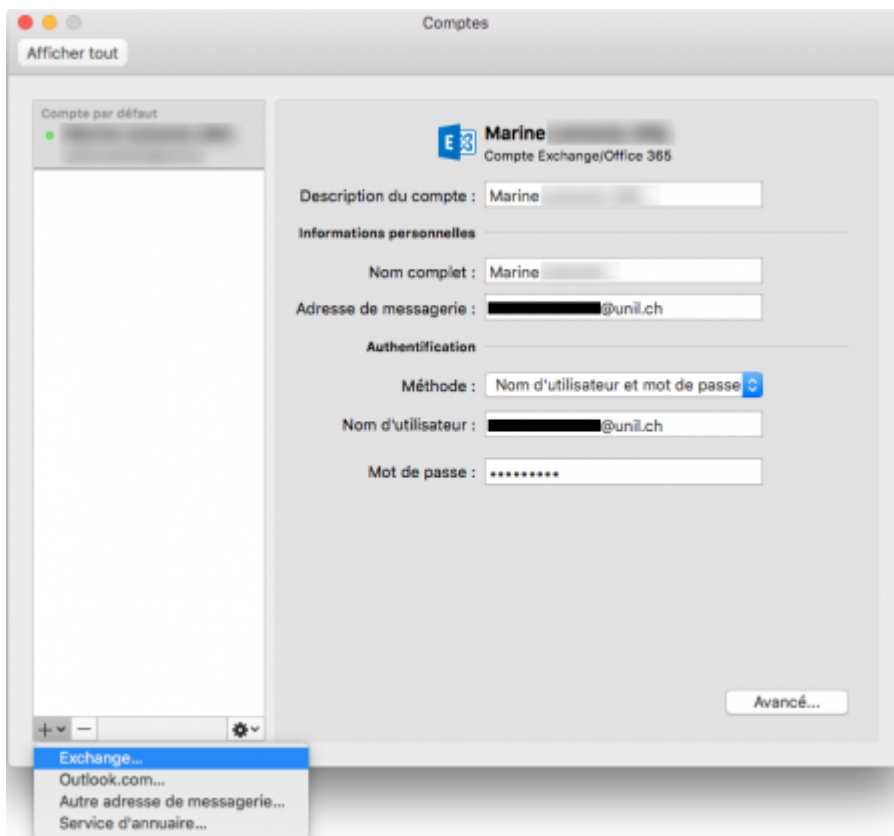


## OSX

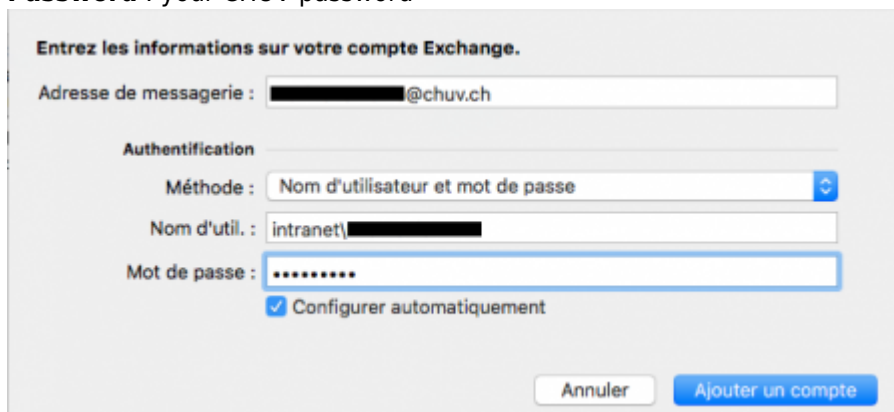
- Open Outlook, go to **Tools** and click on **Accounts**.



- In the new window, click on + in order to add a new account and choose **Exchange...**



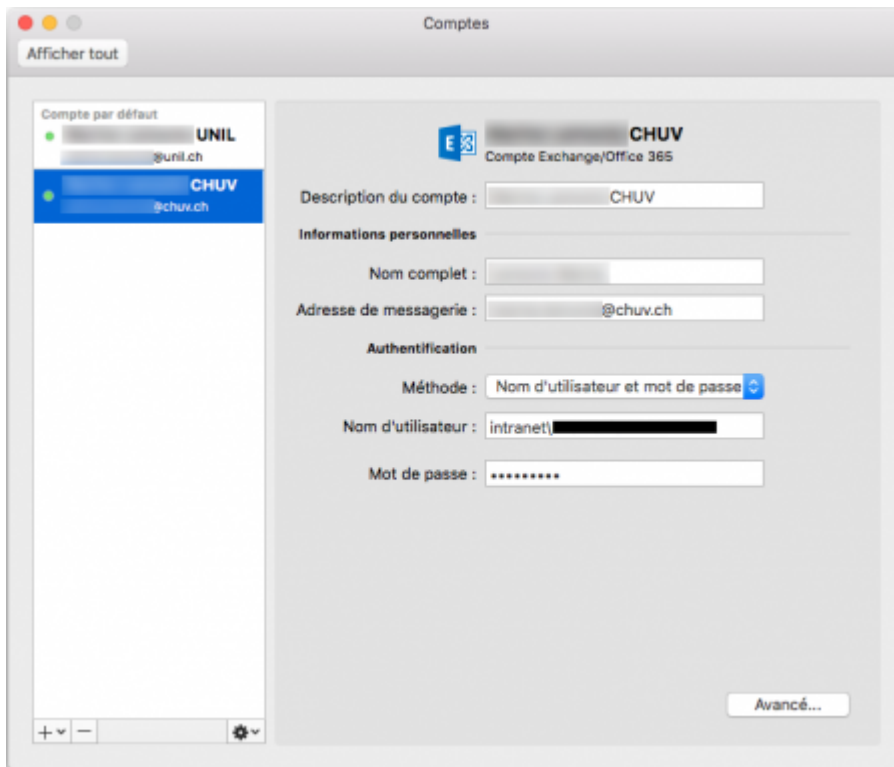
- Enter the following informations:
  - **Address** : your CHUV address
  - **Method** : Username and password
  - **Username** : intranet\username CHUV
  - **Password** : your CHUV password



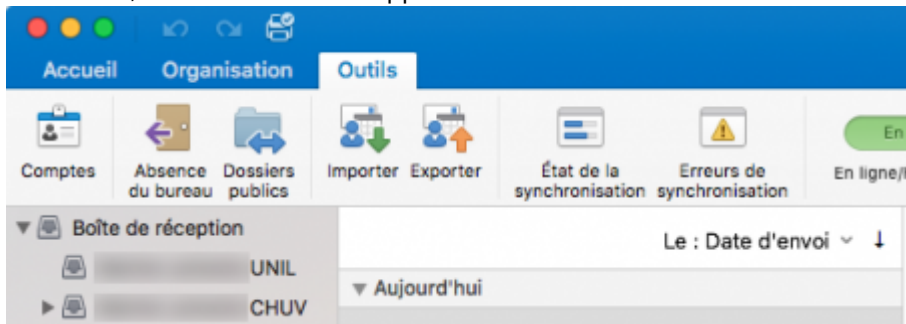
- Click on **Add an account**.
- You can change the account **description**.

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- In Outlook, the CHUV account appears in the list of the available accounts.



[chuv](#), [email](#), [outlook](#), [exchange](#), [calendrier](#)