

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.

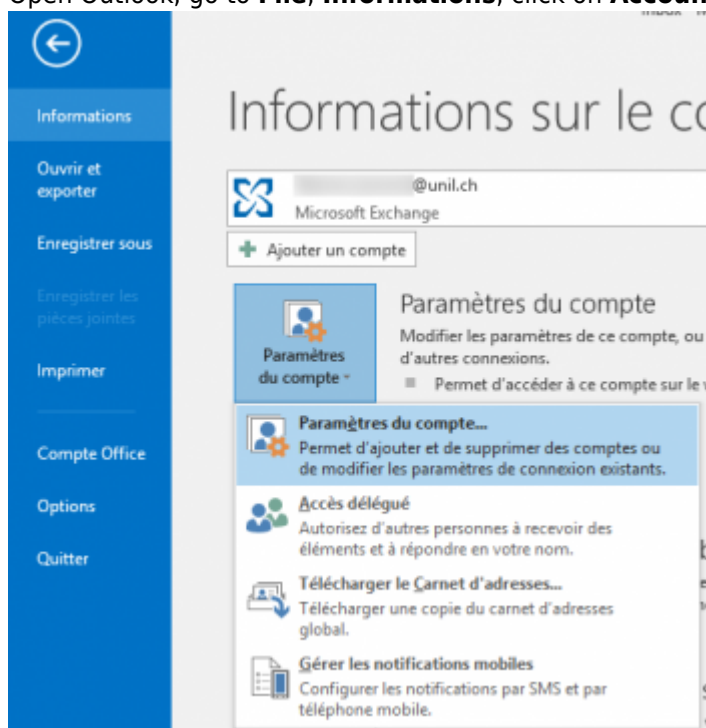
Prerequisites :



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

Windows

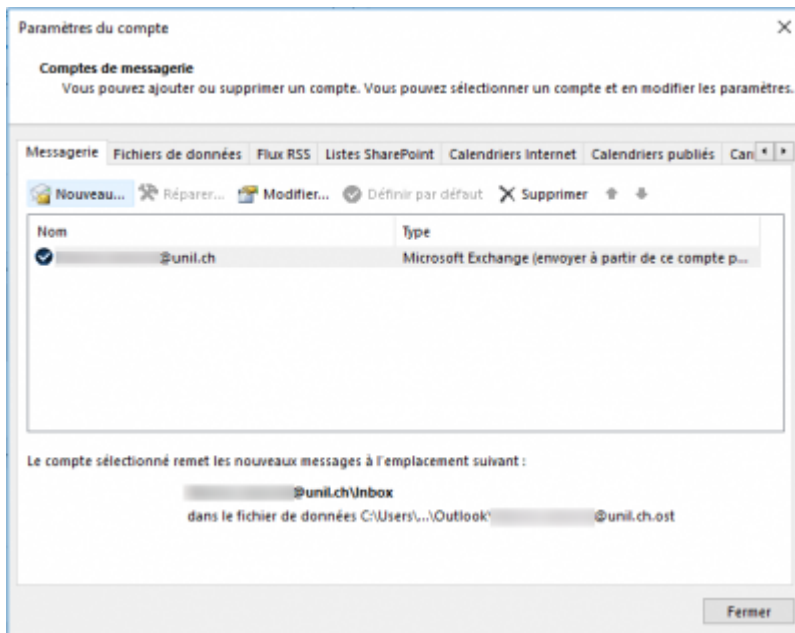
- Open Outlook, go to **File, Informations**, click on **Account setting** then on **Account setting** again.



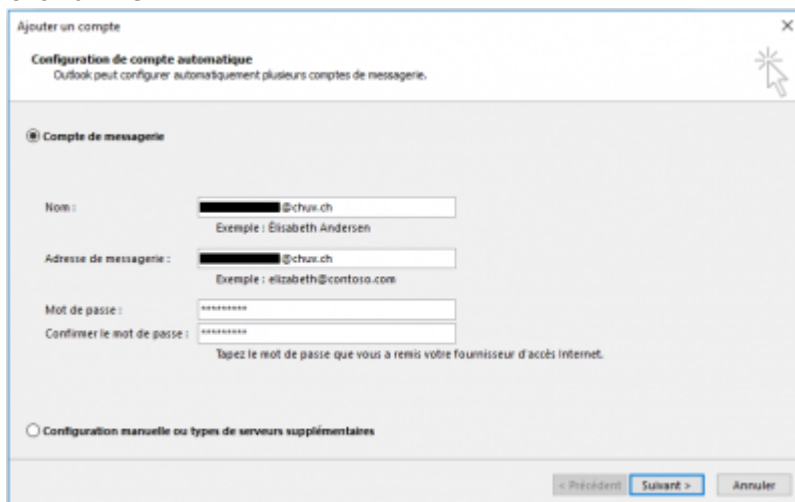
- A new window opens, click on **New** to add an account.

Programme informatique de la FBM

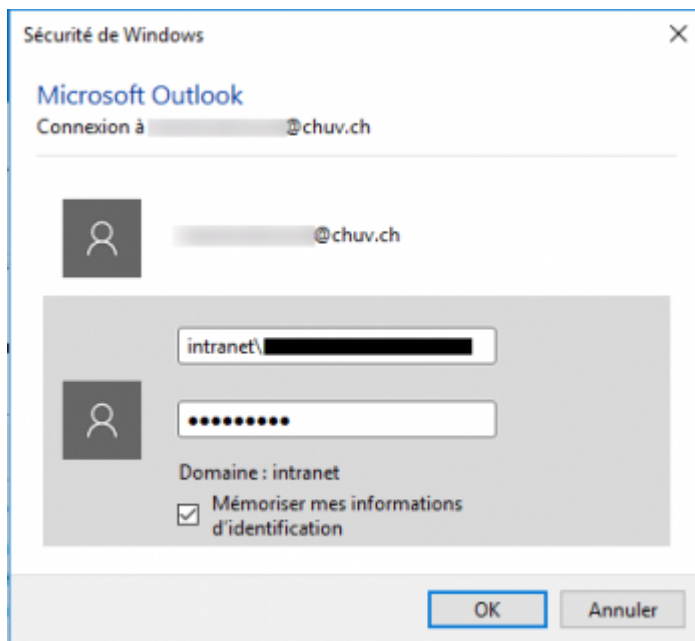
How to display a CHUV mailbox in Outlook on a UNIL Computer



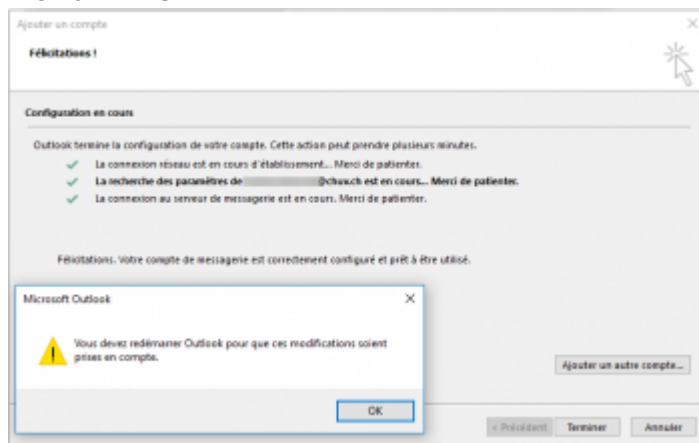
- Enter the informations as follows:
 - **Name**: name of the CHUV mailbox
 - **Address**: your CHUV address
 - **Password**: your CHUV password
- Click on **Next**.



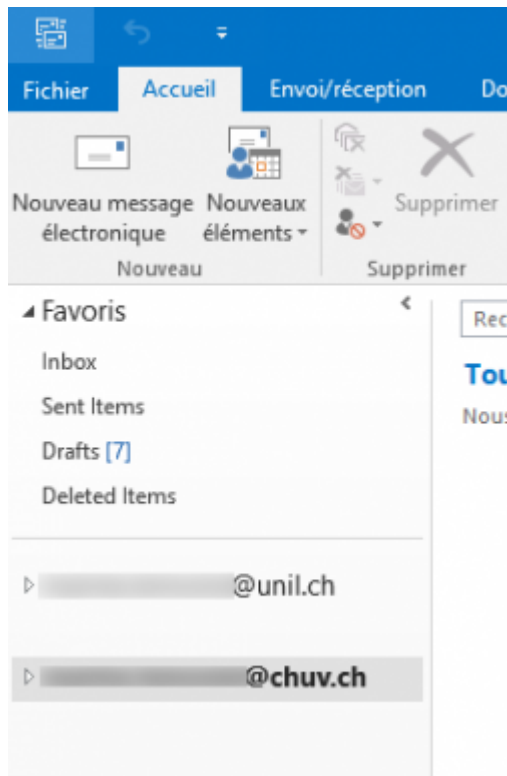
- A new window opens. Add a new connection with the following informations:
 - **Username** : intranet\username CHUV
 - **Password** : CHUV password



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

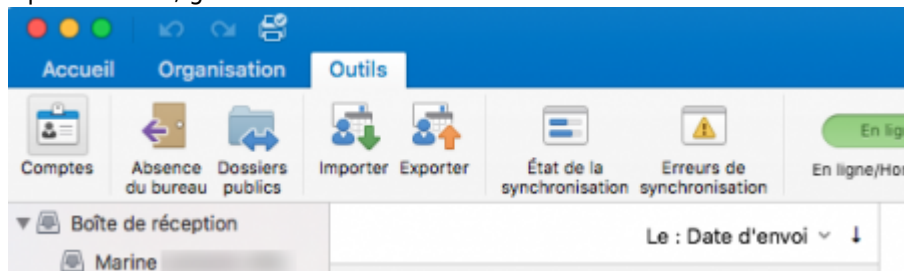


- Close Outlook and restart the software.
- The CHUV account appears in the list of the available accounts.

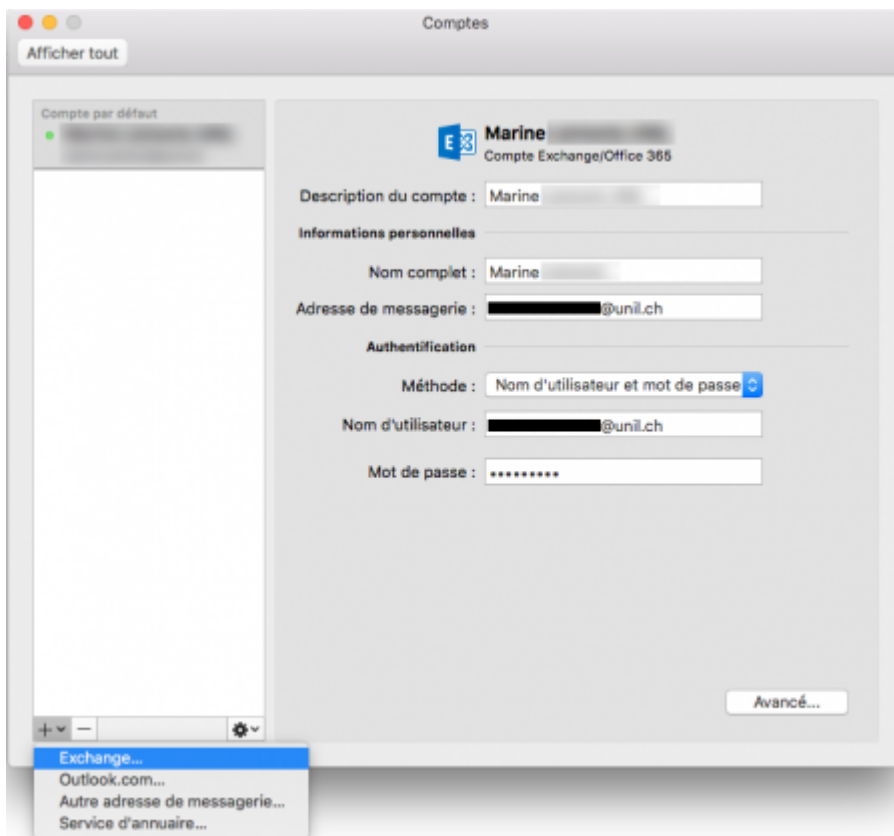


OSX

- 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....**

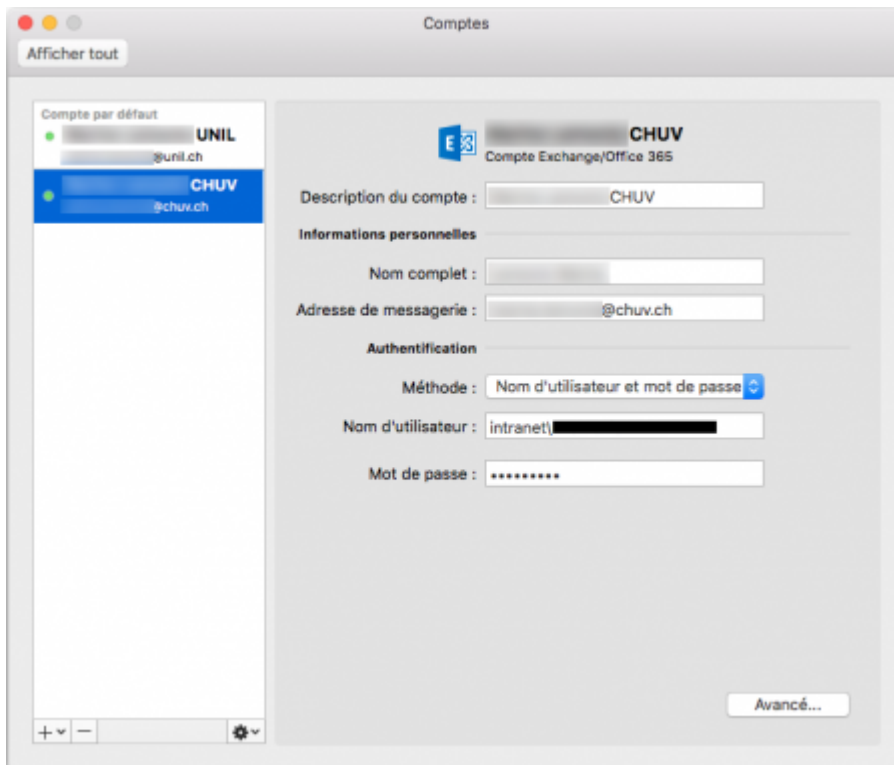


- Enter the following informations:
 - **Address** : your CHUV address
 - **Method** : Username and password
 - **Username** : intranet\username CHUV
 - **Password** : your CHUV password

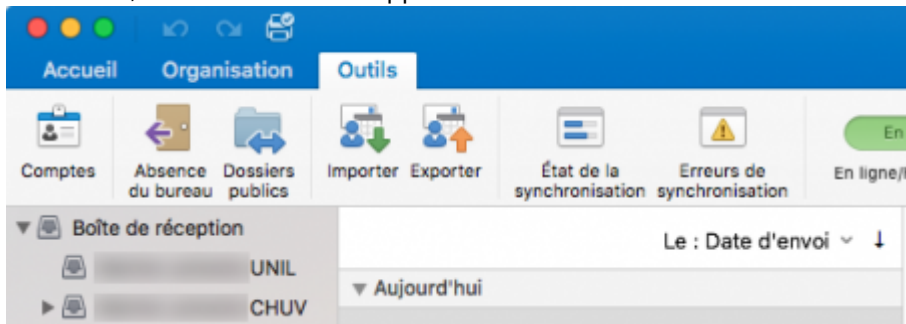
- Click on **Add an account**.
- You can change the account **description**.

Programme informatique de la FBM

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



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



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