# 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.

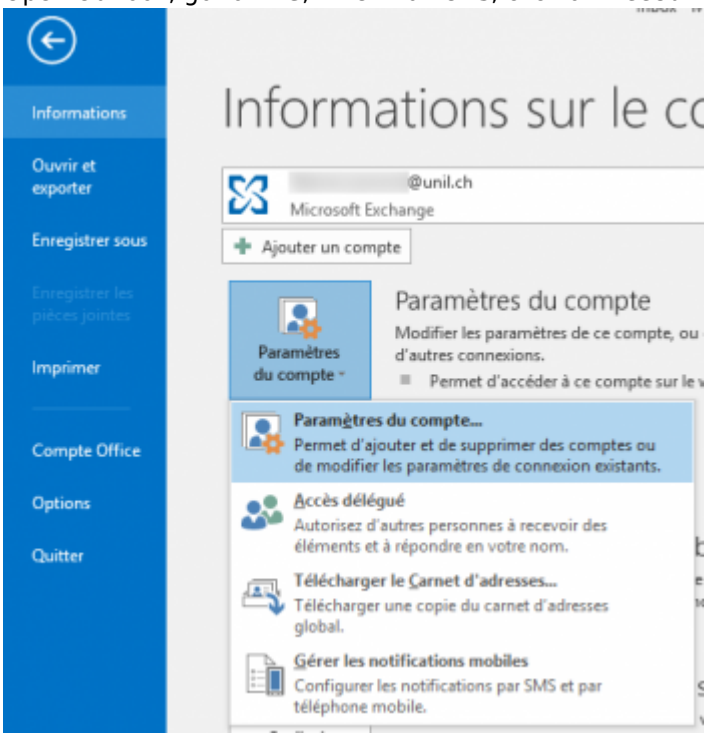
“Outlook Anywhere” allows you to access your CHUV mailbox, calendar and contacts from a UNIL Computer without having to use the VPN.

**Prerequisites** :

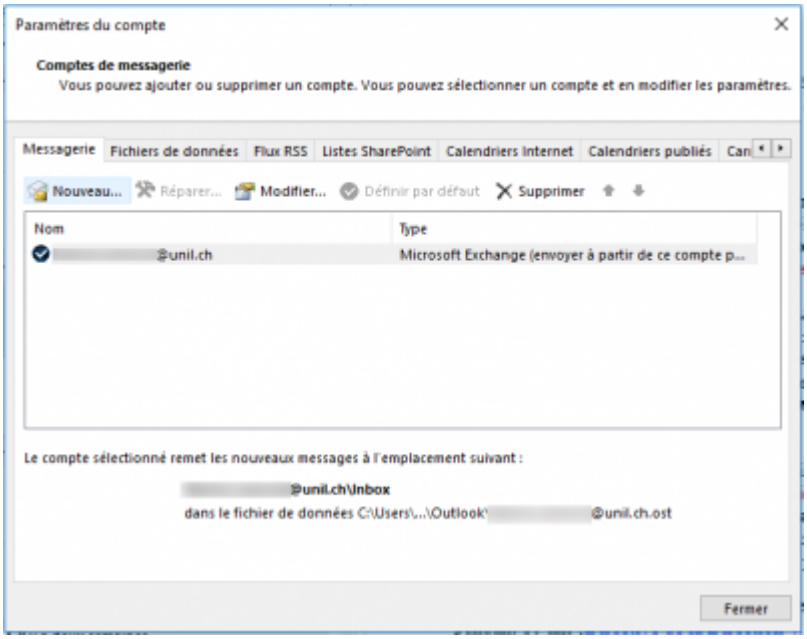
- Working with Outlook
- Contacting the Service Desk of CHUV (service.desk@chuv.ch or tel. 021 314 61 22) in order to activate this possibility.

## Windows

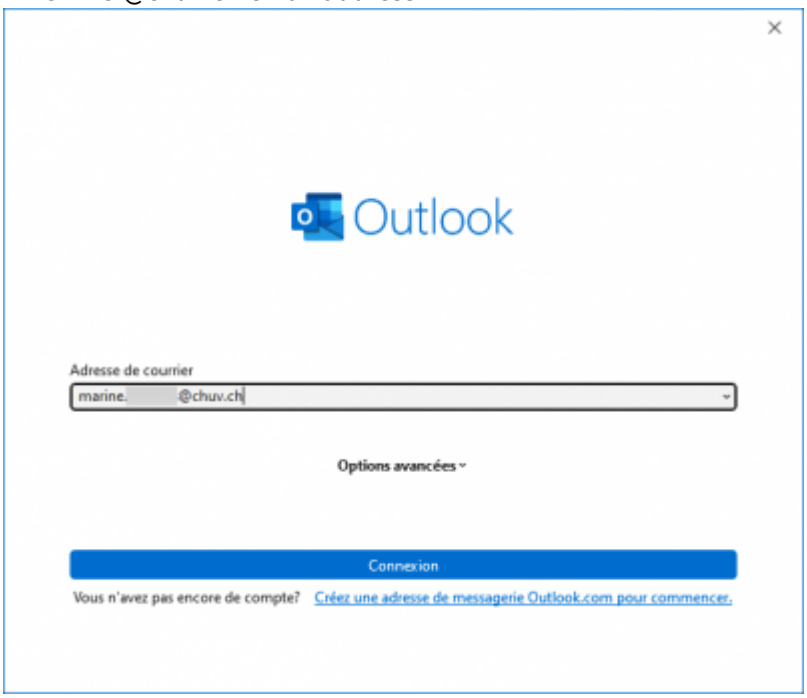
- Open Outlook, go to **File**, **Informations**, click on **Account settings** then on **Account settings** again.



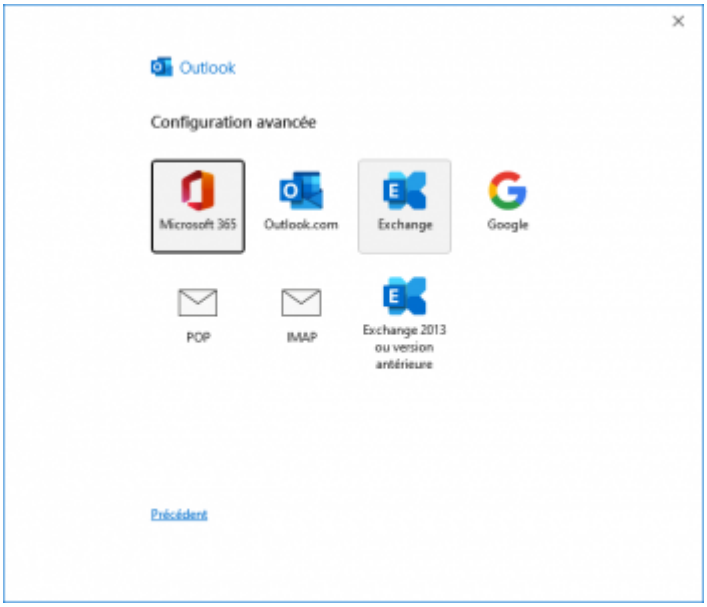

- A new window opens, click on **New** to add an account.



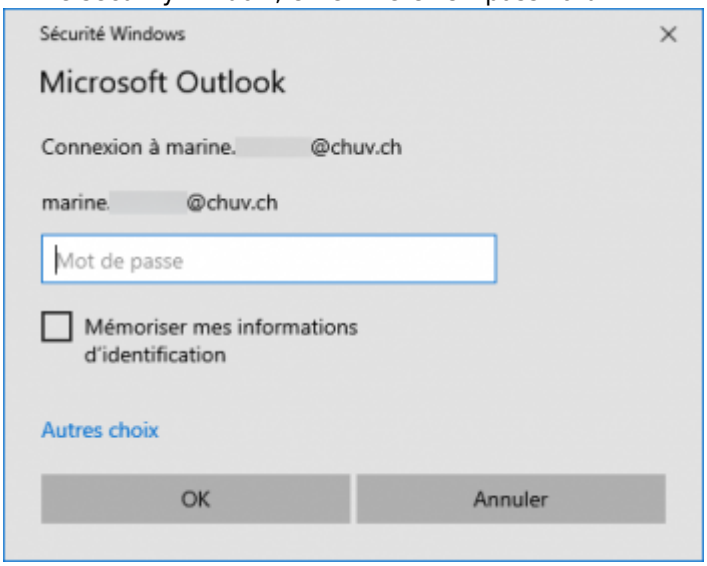

- Enter the @chuv.ch email address:



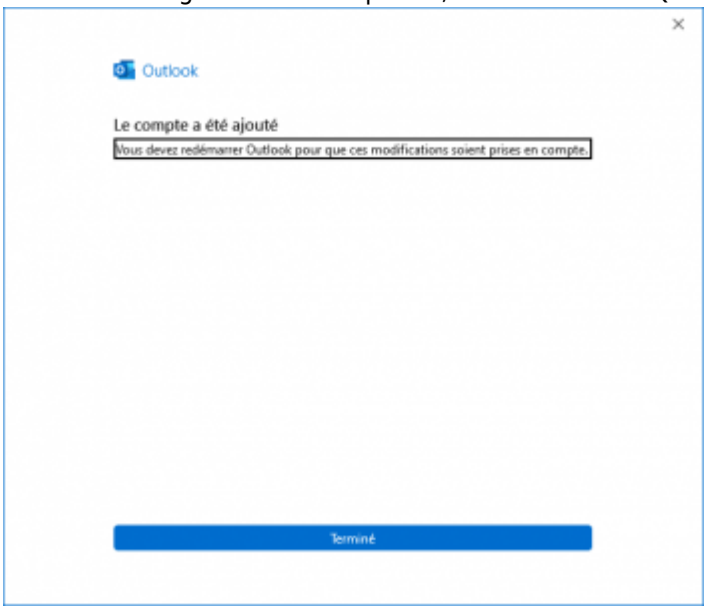

- In the advanced settings window, choose **Exchange**.



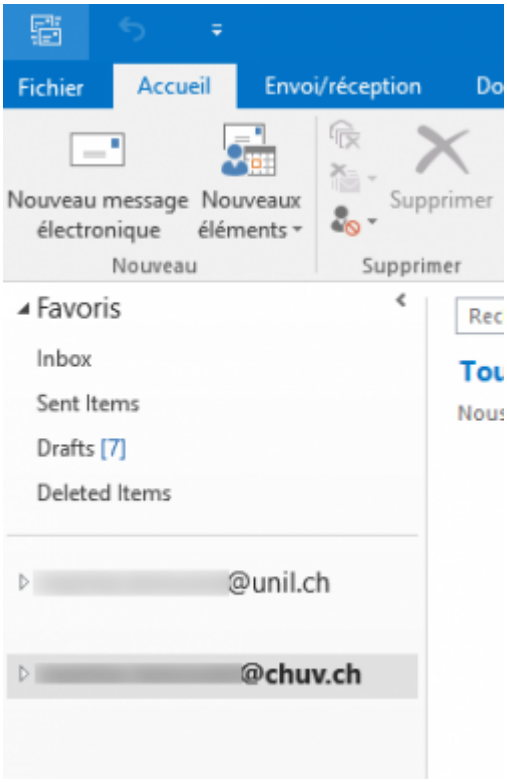

- In the security window, enter the CHUV password.




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



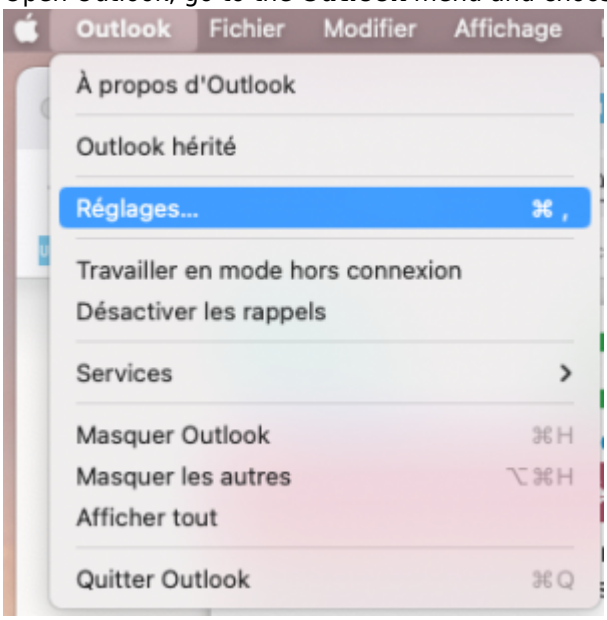

- The CHUV account is now available in Outlook.



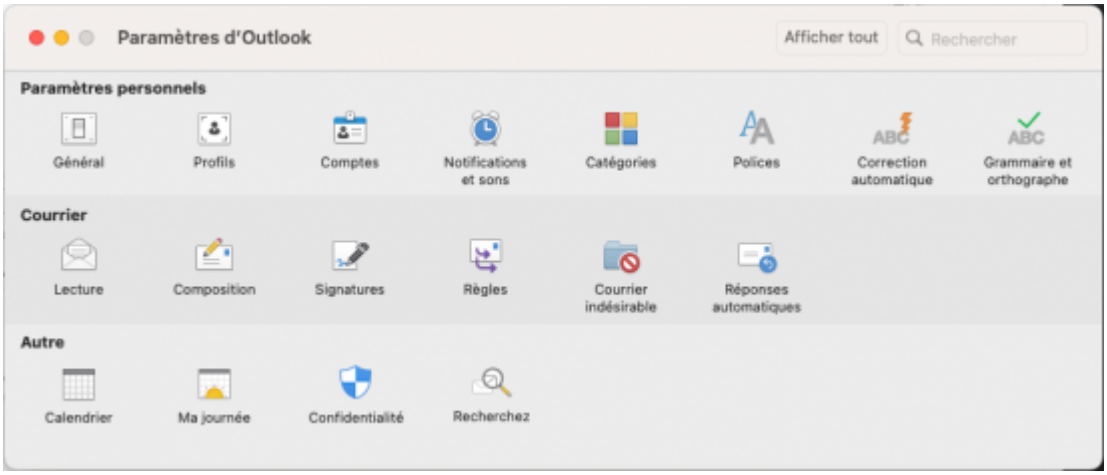

## OSX

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

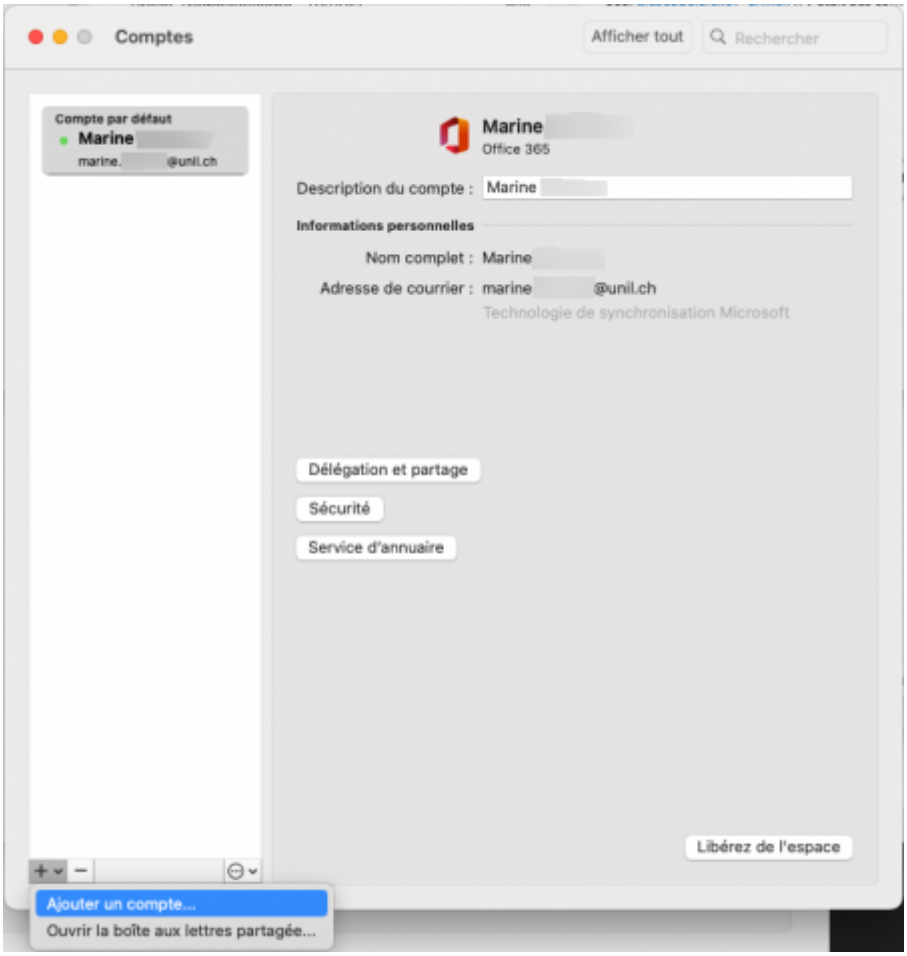
- Open Outlook, go to the **Outlook** menu and choose **Settings**.



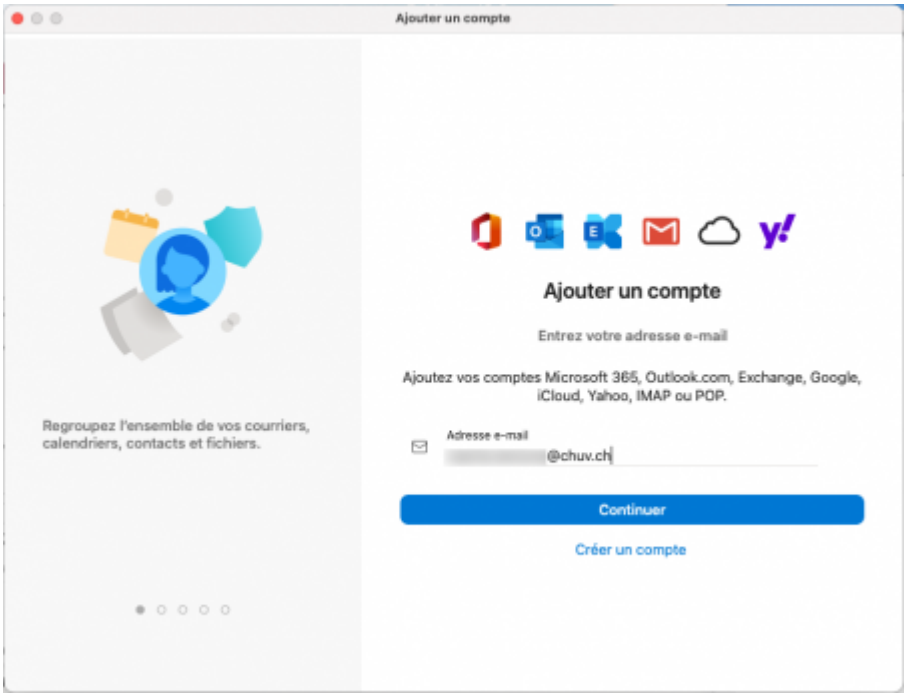

- In the menu, click on **Accounts**.



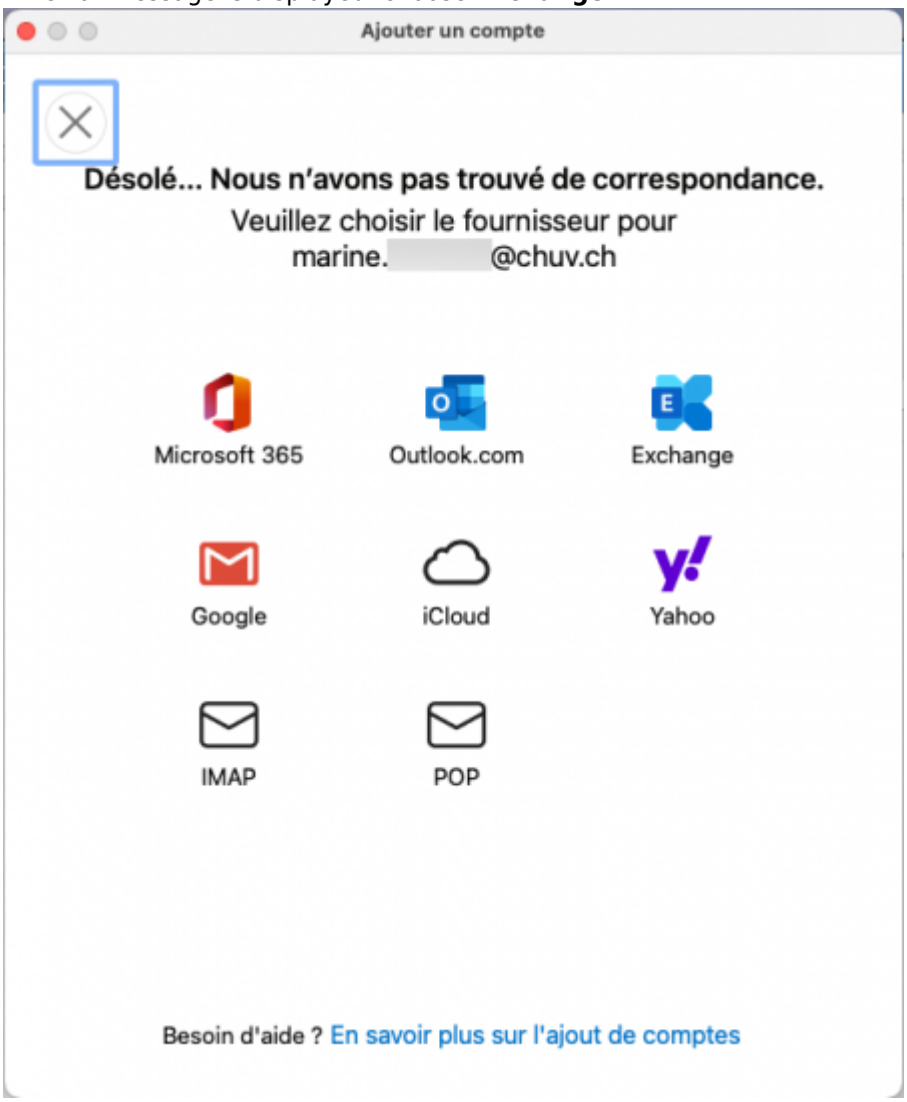

- In the new window, click on **+**, and select **Add account…**.



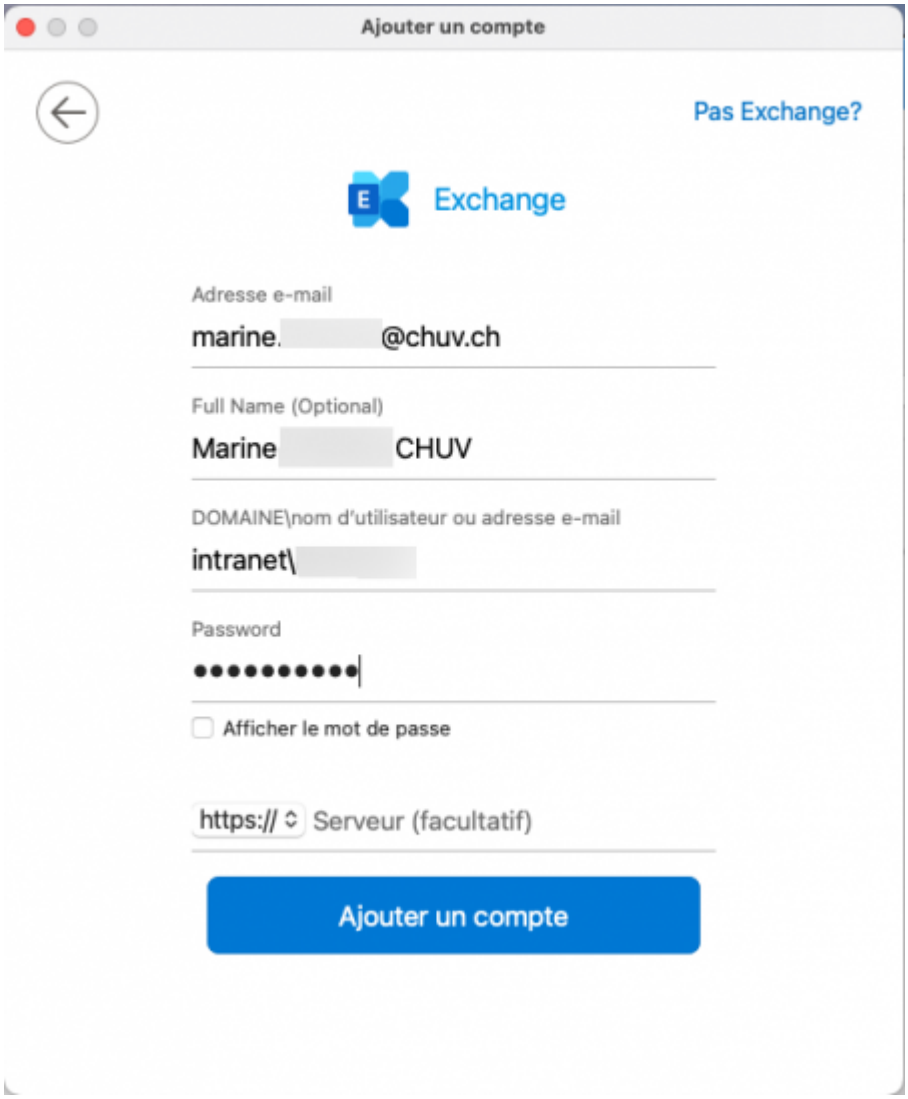

- Enter the @chuv.ch e-mail address and click on **Continue**.



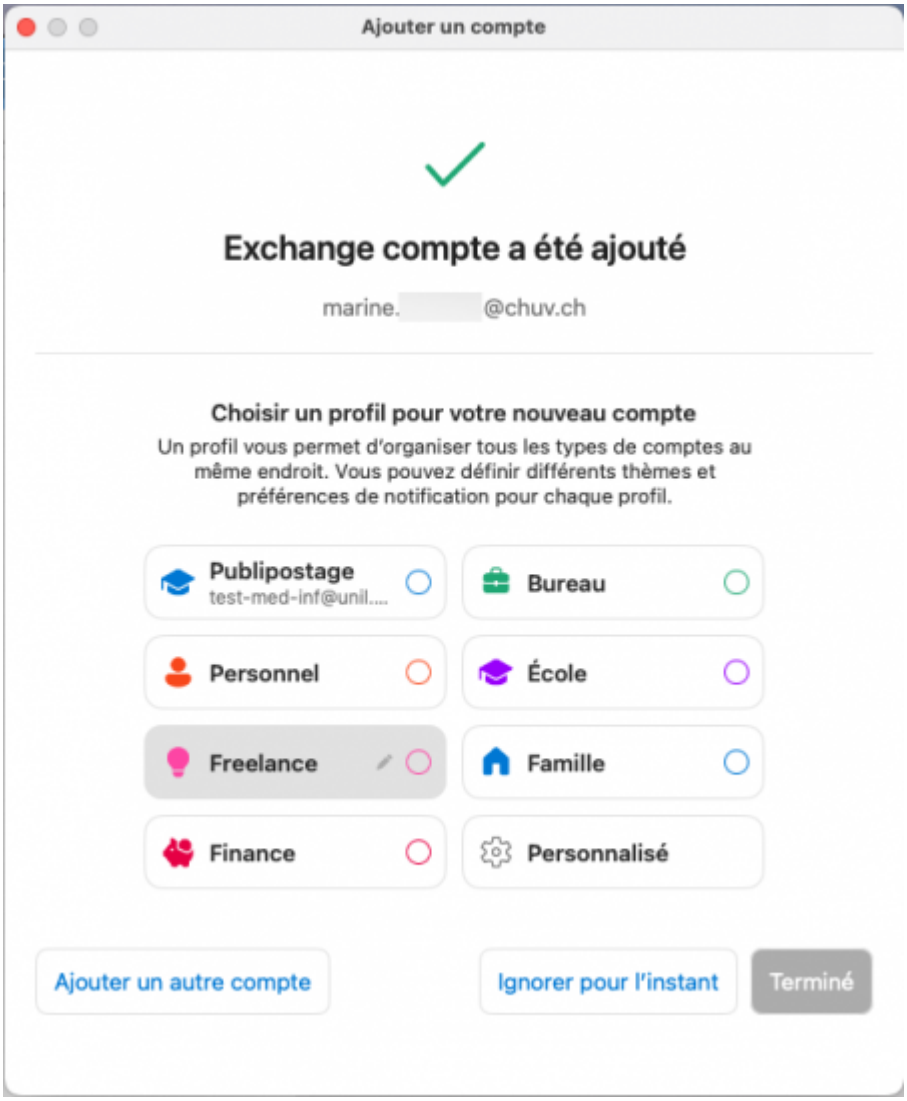

- An error message is displayed: choose **Exchange**



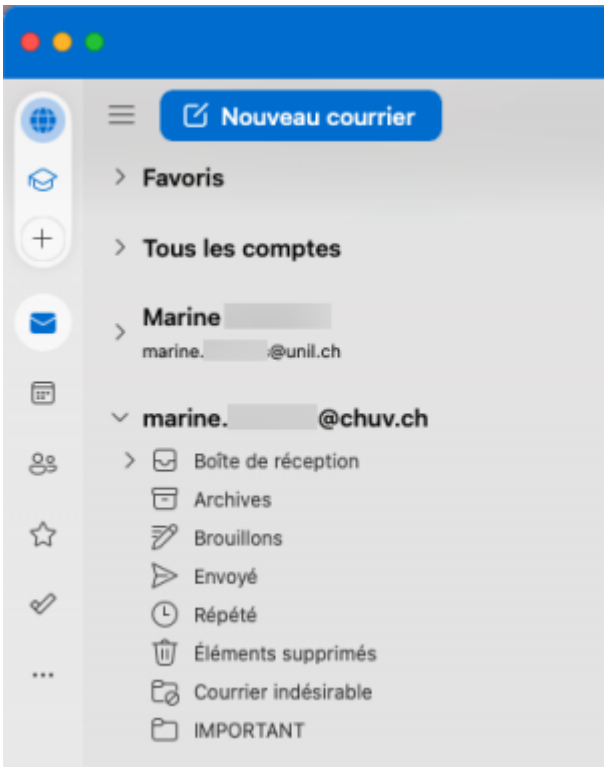

- In the new window, enter the information as follows:
  - **Address** : your CHUV e-mail address
  - **DOMAIN\Username** : intranet\username CHUV
  - **Password** : your CHUV password




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




- Your CHUV account is now available in Outlook.




chuv, email, outlook, exchange, calendrier