

How to display a UNIL mailbox in Outlook on a CHUV Computer (HOS) Products

	Nom	Version
System	Windows	
App	Outlook	

Description

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

“Outlook Anywhere” allows you to mount a UNIL mailbox on your CHUV computer (HOS) in Outlook alongside your @chuv.ch mailbox.

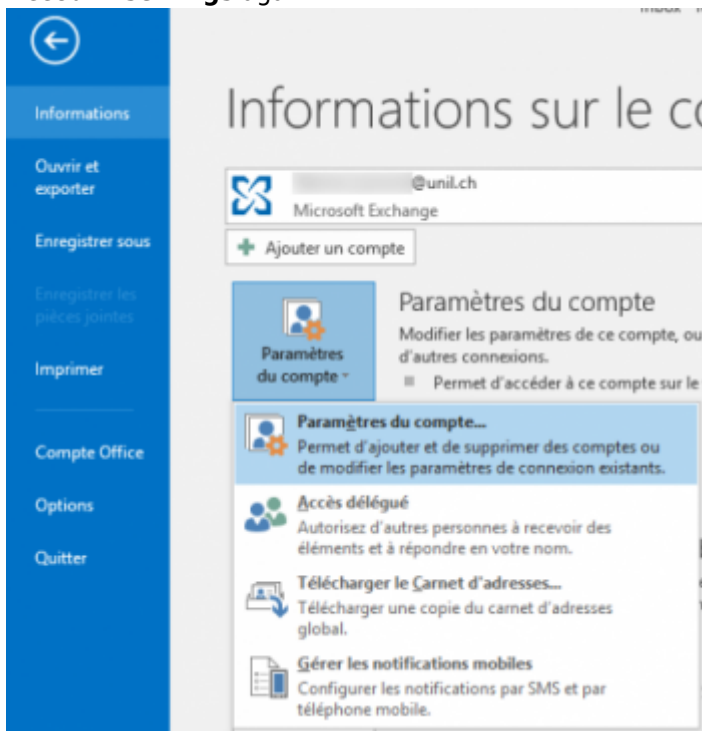
Prerequisites :



- You must have an UNIL mailbox
- Contact the Service Desk of CHUV (service.desk@chuv.ch or tel. 021 314 61 22) in order to activate this possibility.

Windows

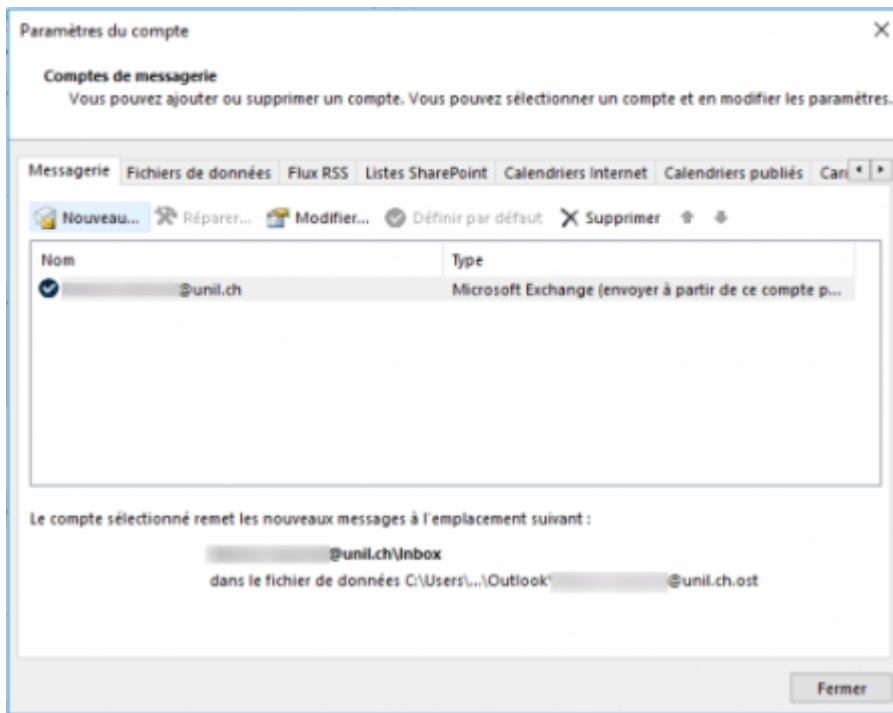
- Open Outlook on your CHUV computer, go to **File, Informations**, click on **Account settings** then **Account settings** again.



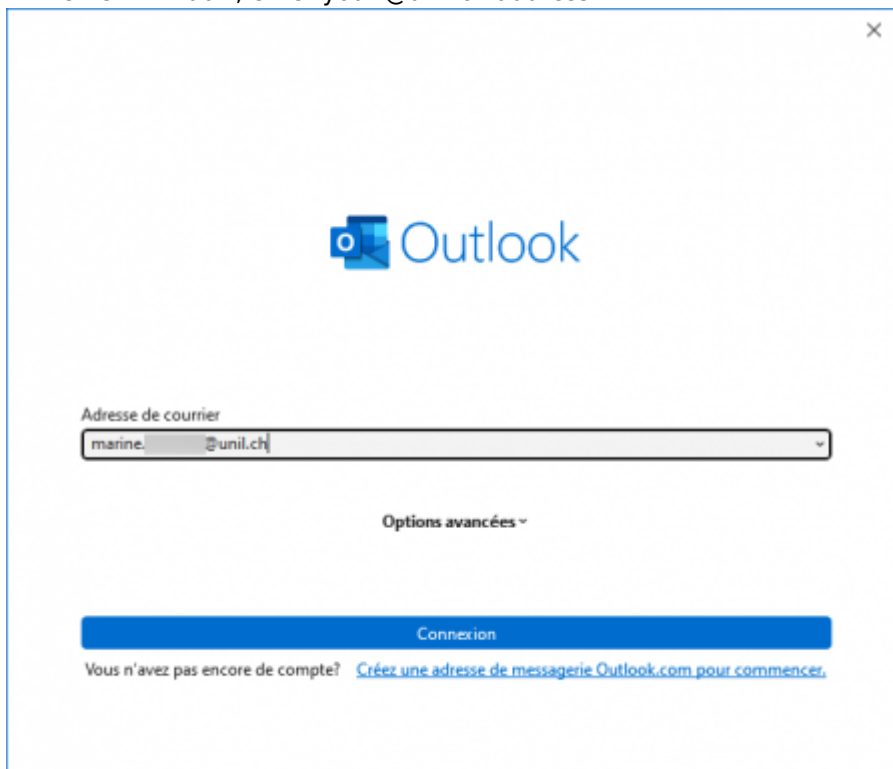
- A new window opens, click on **New** to add an account.

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- In the next window, enter your @unil.ch address.



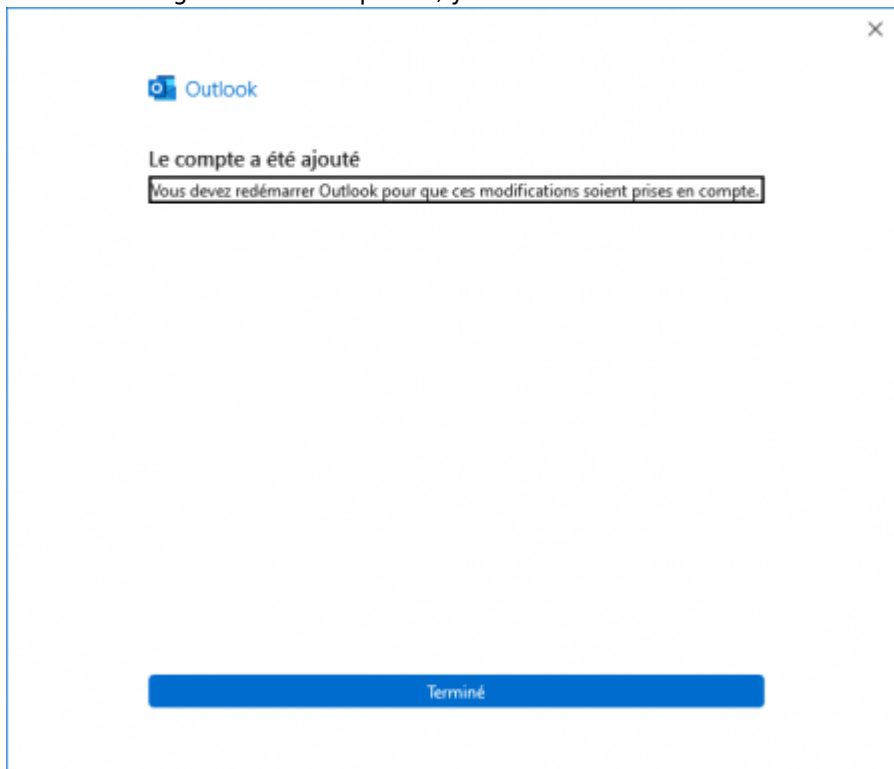
- In the next window, enter your UNIL password.

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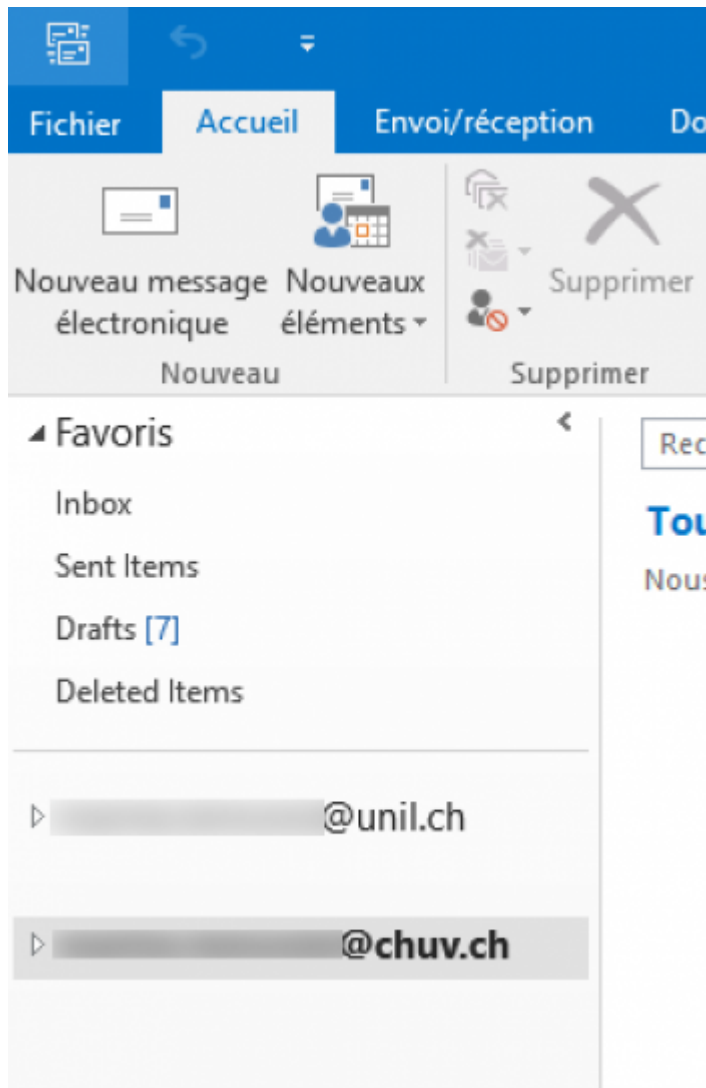
- When the configuration is completed, you will be asked to restart Outlook. Click on **Finish**.



- Close Outlook then restart the software.
- The UNIL account is now available in Outlook..

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[chuv, unil, email, outlook, exchange, 365](#)