

E-MAIL ACCOUNT

General Information

These instructions explain how to set up your e-mail account in the Outlook app or in Apple Mail.

MICROSOFT OUTLOOK APP

Setting up Your Account in the Microsoft Outlook app / Download the Outlook app in the app store.

1.

Open the Outlook app.
Enter your e-mail address.
If you are a student, your e-mail address follows this format: sam.sample@study.hs-duesseldorf.de. Confirm by clicking 'Add account'.

2.

Enter the corresponding password. If you wish, you can add a description, e.g. HSD. Confirm by clicking 'sign in'.

Your e-mail account is now set up.



APPLE MAIL

Setting up Your Account in Apple Mail

These instructions explain how to set up your e-mail account via the exchange account. IMAP or POP are also possible.

1.

Select 'Passwords & Accounts'.

2.

Select 'Add account'.

3.

Select the account type 'Exchange'.

4.

Enter your e-mail address.
If you are a student, your e-mail address follows this format: john.doe@study.hs-duesseldorf.de.
If you wish, you can add a description, e.g. HSD.

5.

Click 'OK'.

In case you have to provide a mail server, use '**webmail.hs-duesseldorf.de**'. The domain is 'fh-d'.

6.

Enter your password.

7.

Select the objects you want to synchronise and click 'Back up'.
Your e-mail account is now set up.