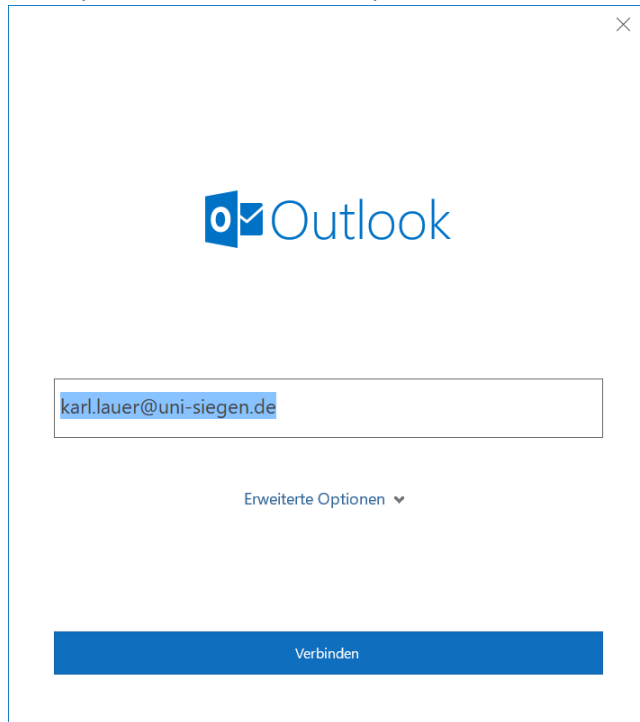


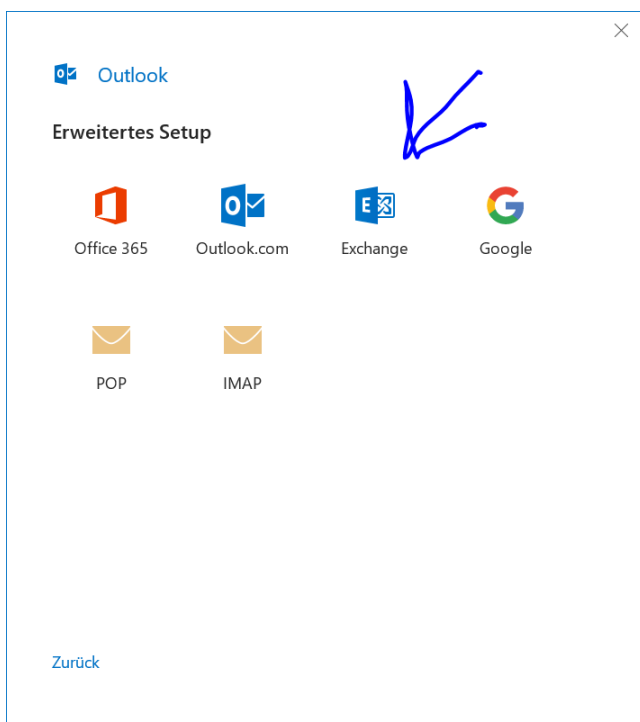
Setup of Outlook 2016

Depending on how your computer is configured, the setup of Outlook 2016 may differ from the standard presented here in a few steps.

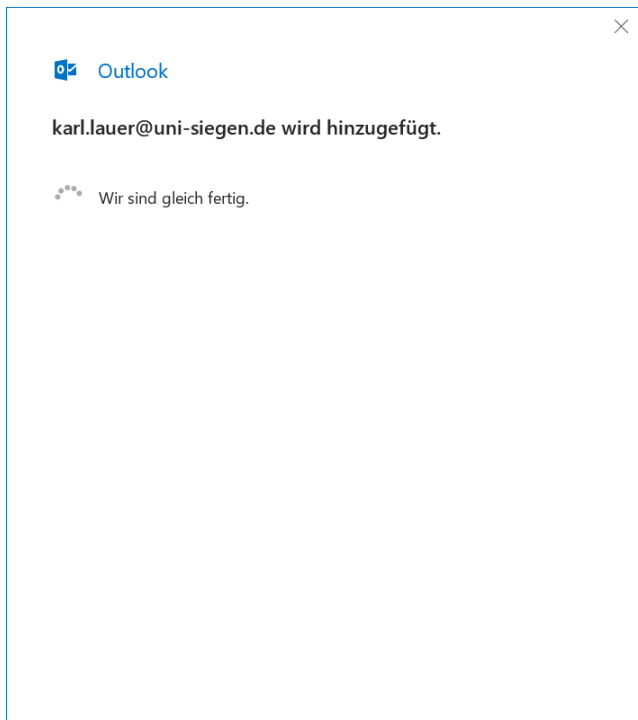
1. Enter your e-mail address and press Connect



2. Select Exchange as type of mailbox

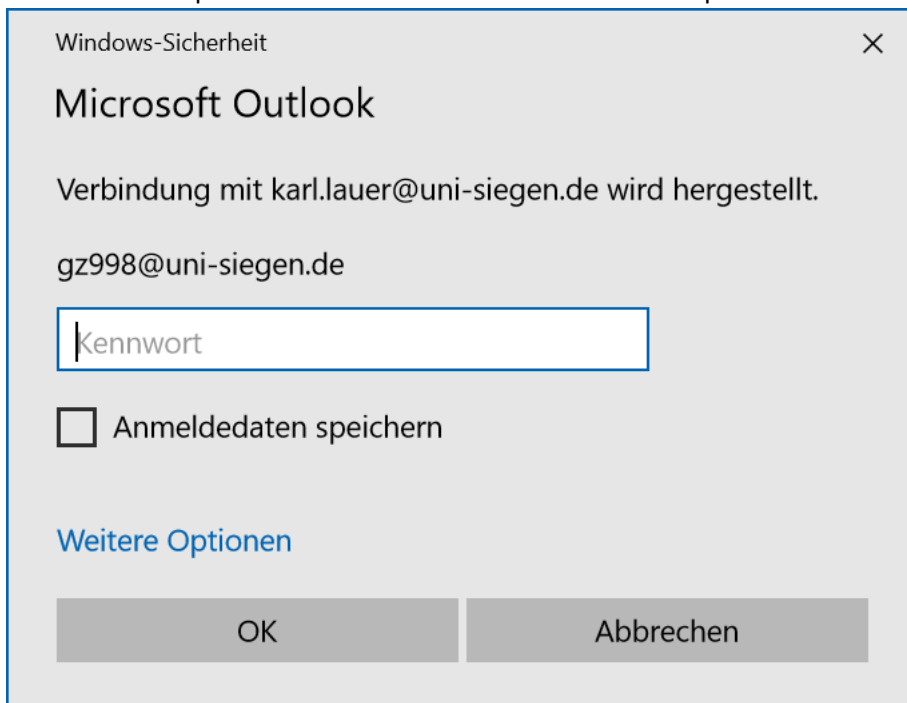


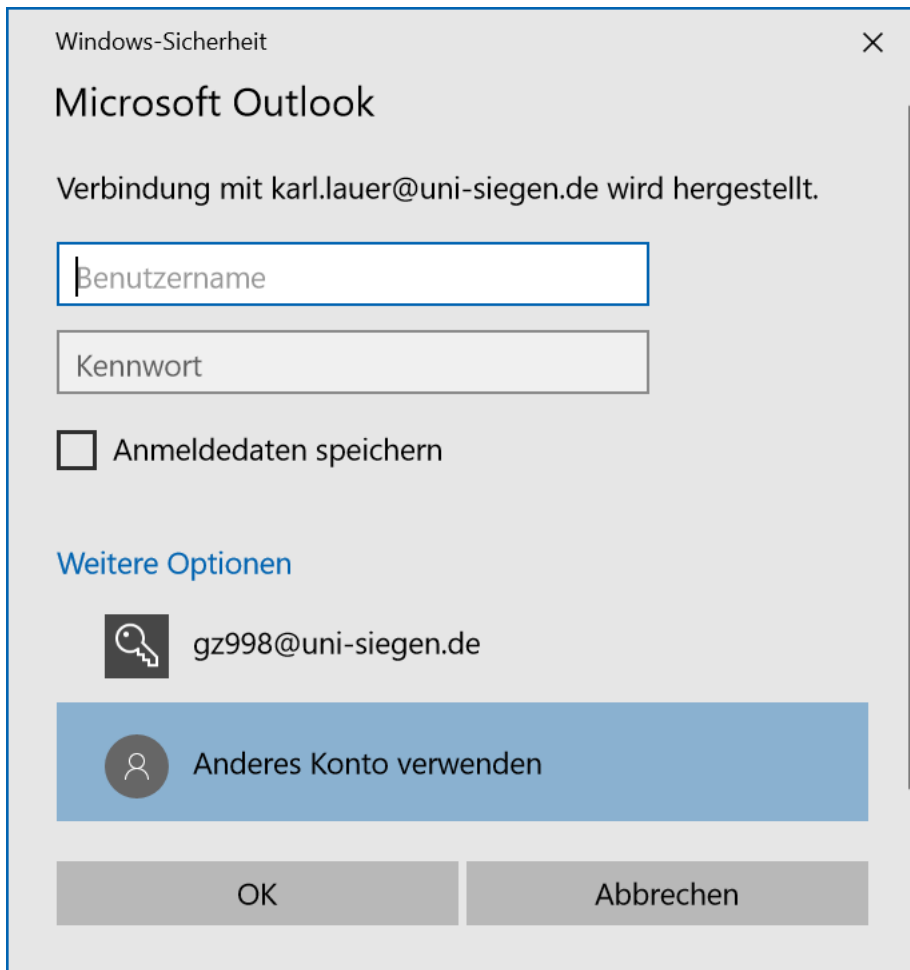
3. it may take some time to find the settings



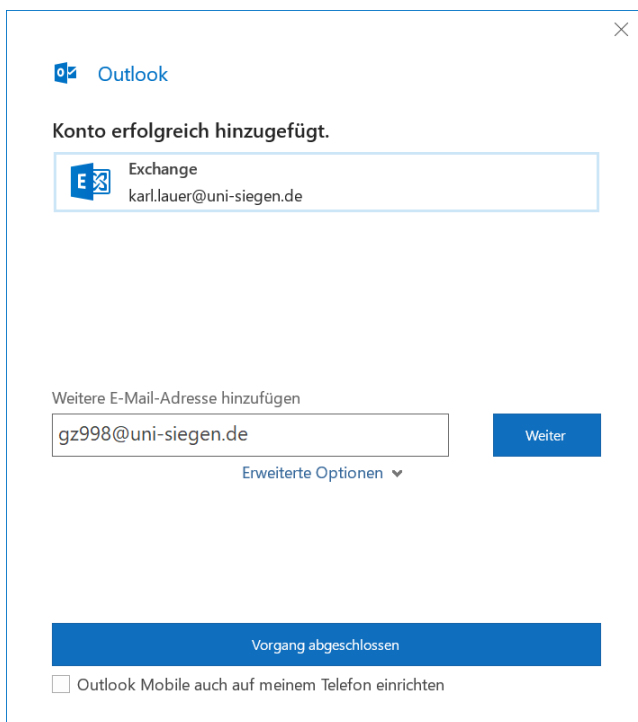
4. The user ID and password must be entered. If the user ID is not the ID in the format:
- g<letter><3-digit number>@uni-siegen.de for long-time employees
 - <initials><6-digit number>@uni-siegen.de for new employees
 - g<6-digit number>@uni-siegen.de for students

the user ID and password must be entered via additional options. Confirm with OK.

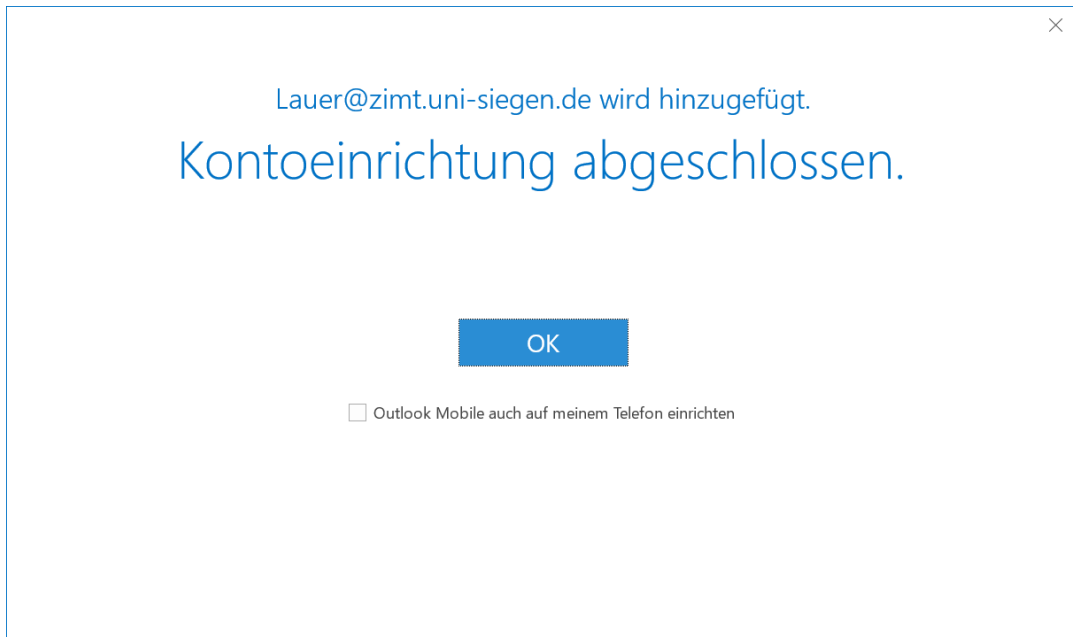




5. The account has been set up. Depending on which account settings are found, different Windows may appear.



or



6. You may be asked to accept configuration settings from "https://autodiscover.XXXX.uni-siegen.de". Then please tick the box "Do not ask about this website in the future" and confirm with Allow.

