# Outlook 2019/21 on Windows 10/11

on a personal computer

Requirements: active VPN connection

If you already use Outlook with another email account and want to add your WHZ email account to Outlook, the setup starts at **step 1**.

If you start Outlook 2019 for the first time after installation, the setup starts at step 2.

**Step 1:** Open Outlook  $\rightarrow$  "File" in the menu bar.



From the window which appears, select "Add Account".



# Step 2

- 1. Enter your WHZ E-Mail address
- 2. Click on "advanced options"
- 3. Check the box below
- 4. Click on Connect



## Step 3:

Click on "Exchange (2013 or lower)"



## Step 4:

Select "More choices"  $\rightarrow$  "Use a different account".

| Windows Security          |                | ×     |  |
|---------------------------|----------------|-------|--|
| Microsoft Outlook         |                |       |  |
|                           |                |       |  |
| Connecting to             | @fh-zwickau.de |       |  |
| zw\username               |                |       |  |
|                           |                |       |  |
| Domain: zw                |                |       |  |
| Remember my credentials   |                |       |  |
|                           |                |       |  |
| More choices              |                |       |  |
| ©fh-zwickau.de            |                |       |  |
| Q Use a different account |                |       |  |
| ОК                        | C              | ancel |  |
|                           |                |       |  |

#### Step 5:

Enter your WHZ username, specifying the domain **zw\username** and your password. Check the box next to "Remember my credentials" Click on OK.

# Step 6:

Finish the process by unchecking the box below and then clicking "OK".

Your account is now set up for use.

| Adding<br>Account se | @fh-zwickau.de<br>etup is complete | e<br>× |
|----------------------|------------------------------------|--------|
| Set up Out           | OK                                 |        |
|                      |                                    |        |