



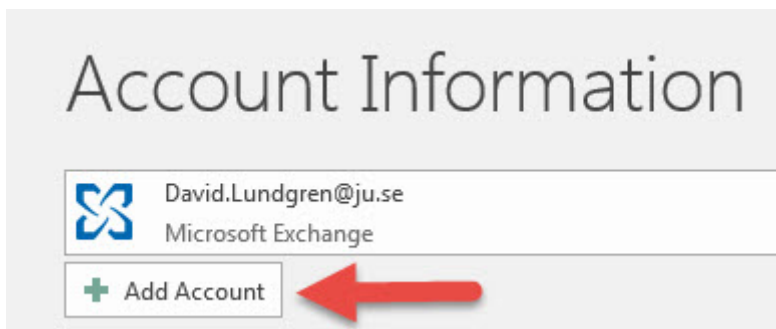
JÖNKÖPING UNIVERSITY

IT Helpdesk
Jönköping University

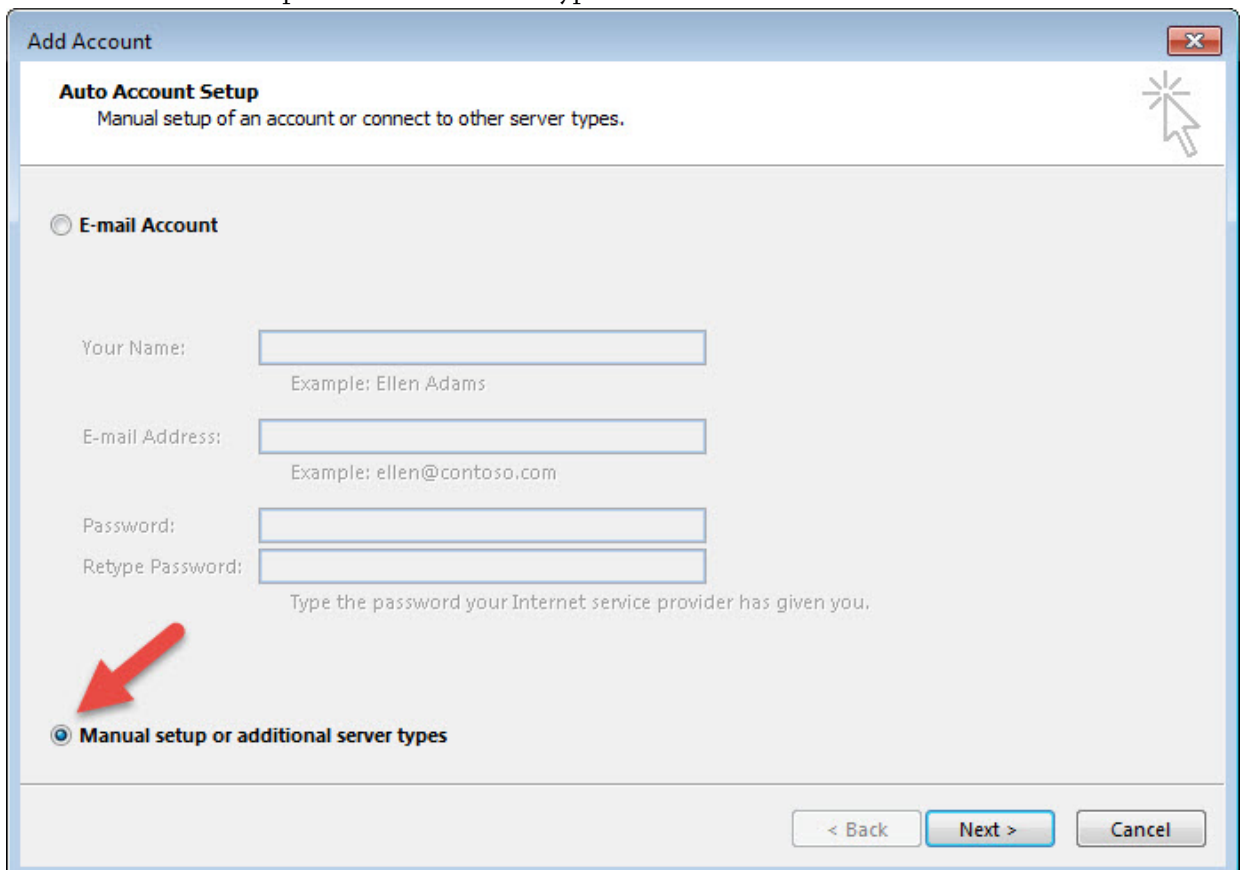
Manual
Skapad av lundav
Senast ändrad 2016-05-09

Mail migration with Outlook 2016 Client

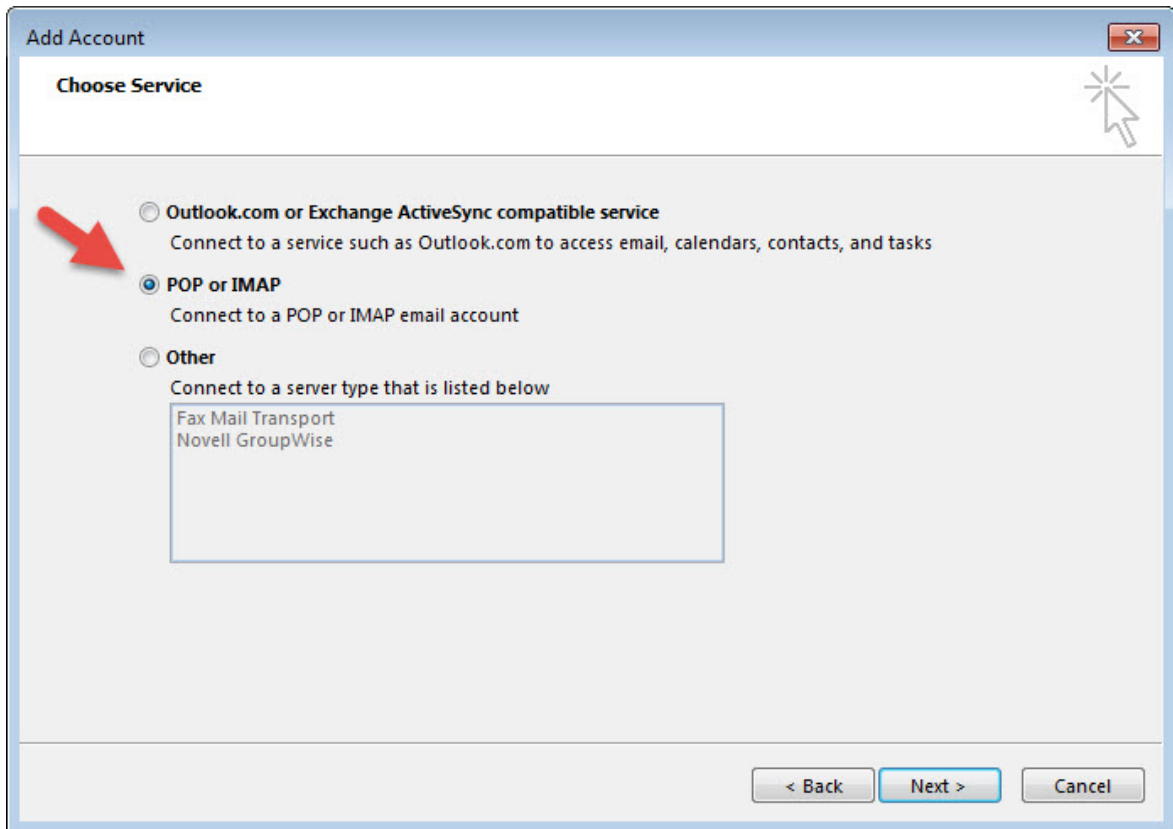
1. Click on File to access Account Information and click on "Add account".



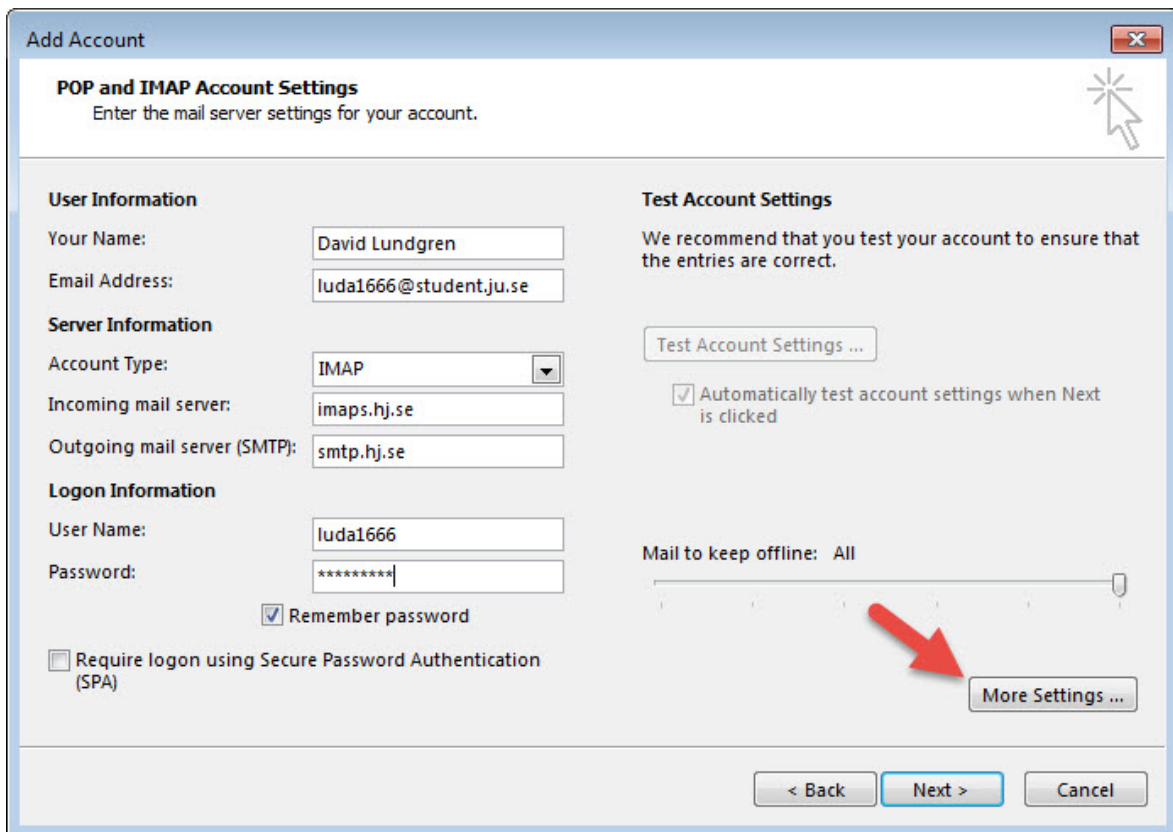
Click on "Manual setup or additional server types"



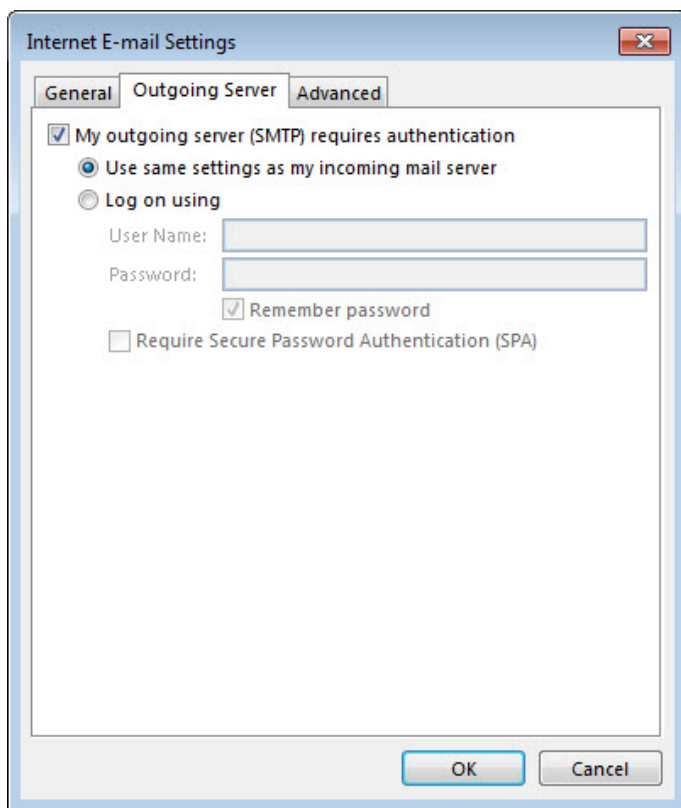
Click "POP or IMAP"



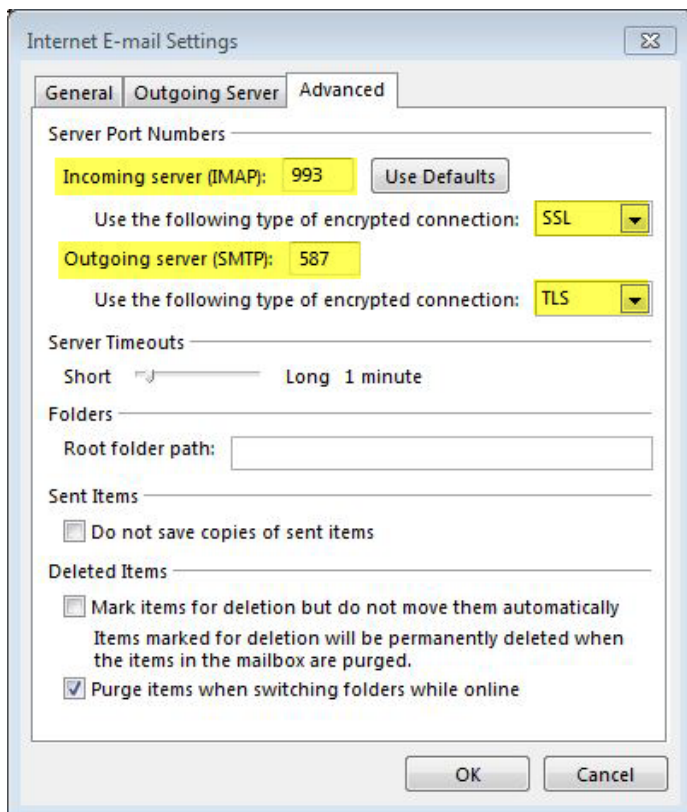
Enter the settings as shown in the example below. Then click "more settings" to open a window and configure additional settings.



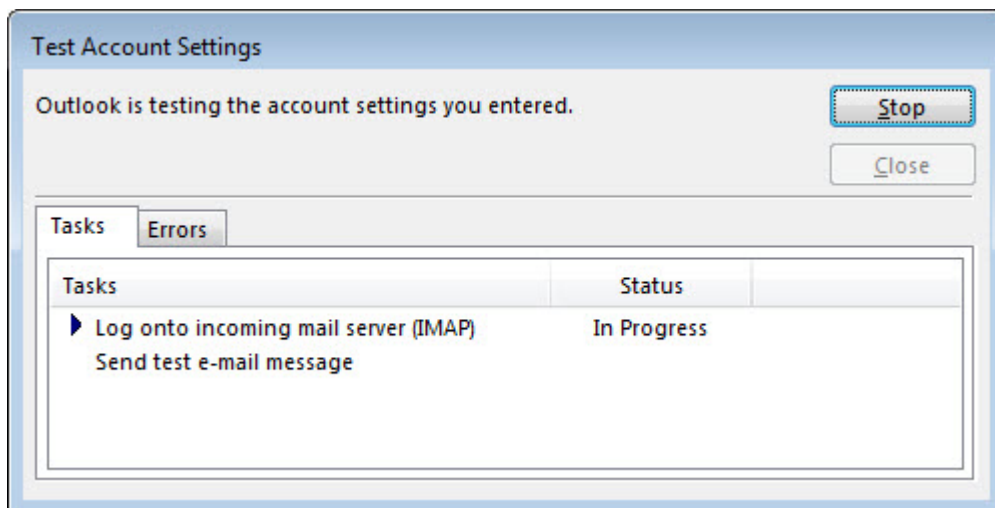
Select the tab "Outgoing Server" and make sure that the box "My outgoing server (SMTP) requires authentication" is checked as shown below.



Select the tab "Advanced" and enter the server settings as shown in the example below:



Click "OK" to close this window. Click "Next" in the main window. The settings will now be tested by Outlook.



Click "yes" in the next pop-up window.



Click "Finish". Your account has now been set up and all your emails from your GroupWise student account will now be available in Outlook.

