

# Setting up Outlook 2016 on a Mac

This manual successively describes:

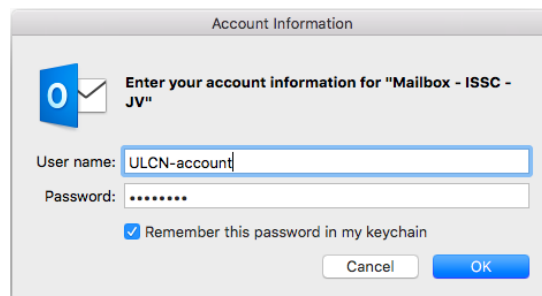
- how to connect Outlook 2016 to the University Exchange server;
- how to set an e-mail signature in Outlook (compliant with university branding);
- how to allow others to manage your mailbox or manage another person's mailbox.

## Connecting Outlook to the Exchange server

If you just installed Outlook 2016 on your Mac, you need to restart it once to complete the installation process. On a managed Mac, Outlook is connected to the Exchange server automatically. On all Macs, you can use the manual connection process described below.

### ***Automatic connection***

When you start Outlook 2016 for the first time, a window like this opens:

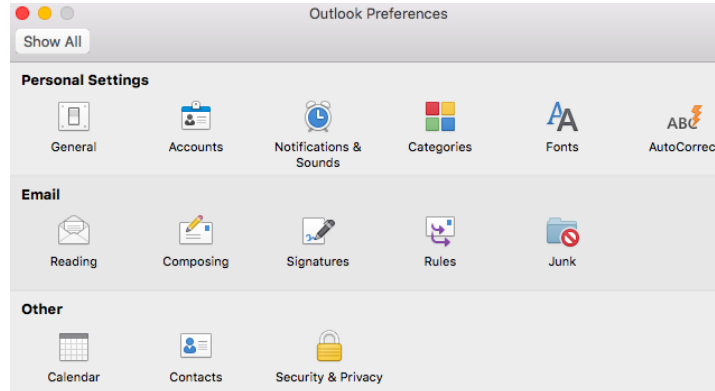


1. Enter your ULCN-username and password.
2. Check *Remember this ...etc* and confirm with [OK].

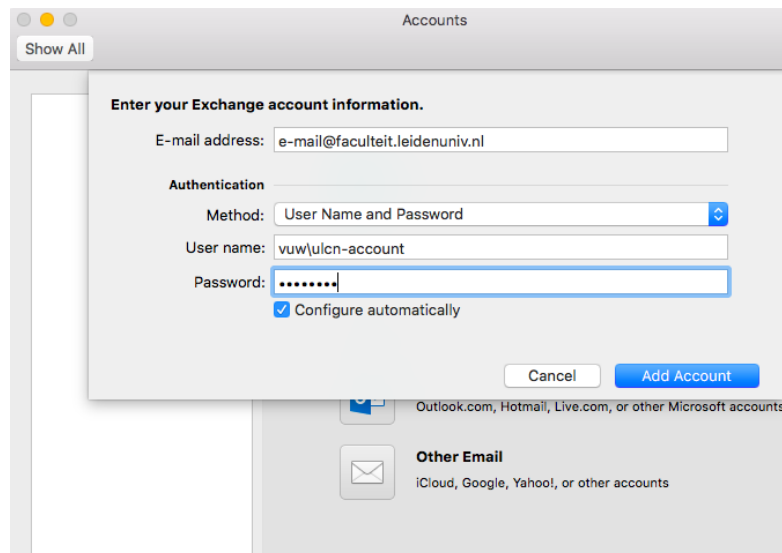
Outlook 2016 now starts the local configuration of your Exchange mailbox. If you have a large mailbox, this may take several minutes.

## Manual connection

1. Start Outlook and choose Preferences from the Outlook-menu.

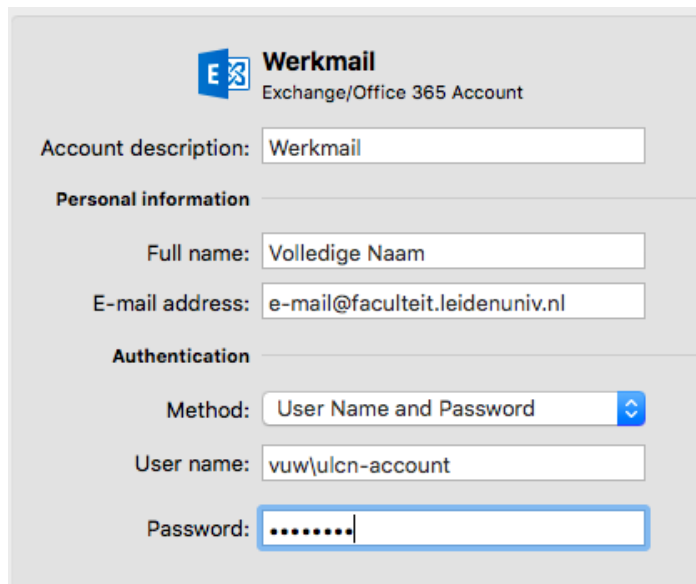


2. In the Preferences window, choose accounts (under Personal Settings) to open the Accounts window.



3. In the account window, choose to set up an *Exchange or Office 365* account. Then, specify your ULCN information:
  - Enter your ULCN username, password and University mail address. NOTE: Type vuw\ before your ULCN username, like vuw\johnsonj.
  - Check the *Configure manually* box and confirm the settings by clicking [Add Account].
4. A new window now prompts you for the Exchange server address. The server address is:  
<https://mobile.campus.leidenuniv.nl>
5. Confirm again with [Add Account]. Outlook 2016 now starts the local configuration of your Exchange mailbox. If you have a large mailbox, this may take several minutes.

6. Finally, you can enter an *Account Description* and *Full name*:



**Werkmail**  
Exchange/Office 365 Account

Account description:

**Personal information**

Full name:

E-mail address:

**Authentication**

Method:

User name:

Password:

- *Description*: Enter a clear description, like work or university mail.
- *Full Name*: Enter a clear and complete name, including initials or titles. This name is added to each mail message in the sender field.

## Setting a signature

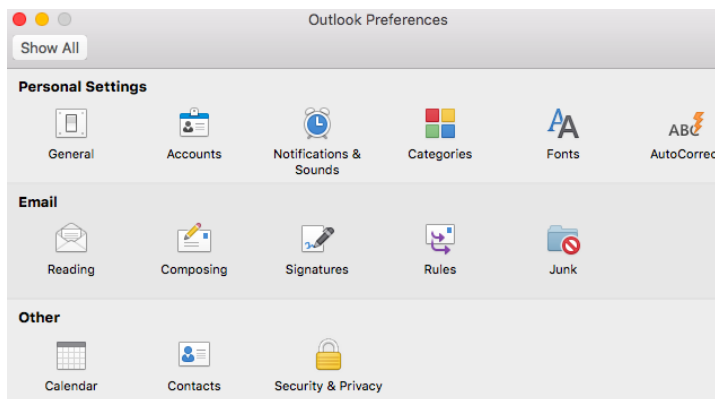
An email signature is like your business card. The university style guide (view [here](#), section 4.5) describes the format of an email signature in Dutch as follows:

(Font: Verdana 8,5 pt)

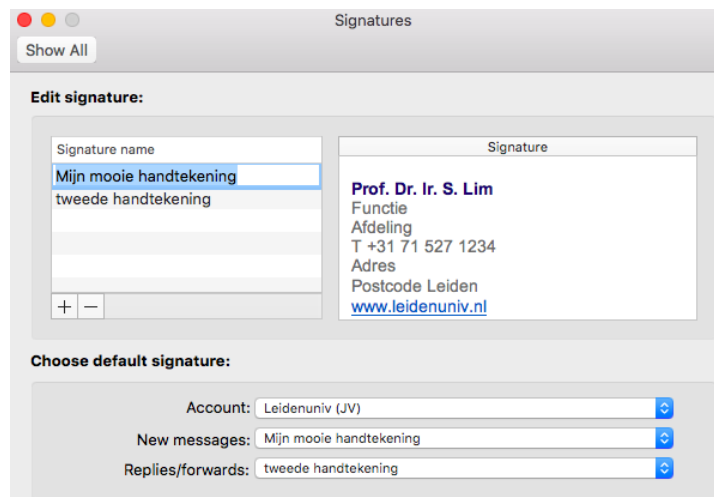
<p><b>Naam Achternaam</b>          Functie          Afdeling          Universiteit Leiden</p> <p>Bezoekadres, kamer nummer          Postbus 9500          2300 RA Leiden</p> <p>Telefoon 071 XXX XX XX          E-mail <a href="mailto:naam@adres.nl">naam@adres.nl</a>  <a href="http://www.facebook.com/xxxxx">www.facebook.com/xxxxx</a>  <a href="http://www.twitter.com/xxxxx">www.twitter.com/xxxxx</a>  <a href="http://www.website.nl">www.website.nl</a></p>	<p>Example:  <b>Frank Parlevliet</b>          Marketing Adviseur Bachelor          Strategische Communicatie &amp; Marketing          Universiteit Leiden</p> <p>Rapenburg 70, kamer D004          Postbus 9500          2300 RA Leiden</p> <p>Telefoon 071 527 31 32          E-mail <a href="mailto:f.j.parlevliet@bb.leidenuniv.nl">f.j.parlevliet@bb.leidenuniv.nl</a>  <a href="http://www.facebook.com/studiekeuzelEI">www.facebook.com/studiekeuzelEI</a>  <a href="http://www.twitter.com/studiekeuzelEI">www.twitter.com/studiekeuzelEI</a>  <a href="http://www.unileidenbachelors.nl">www.unileidenbachelors.nl</a></p>
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You can set your signature(s) as follows:

1. Start Outlook, select *Preferences* from the Outlook-menu and then choose *Signatures* (under Email).



2. This opens the *Signatures* window:



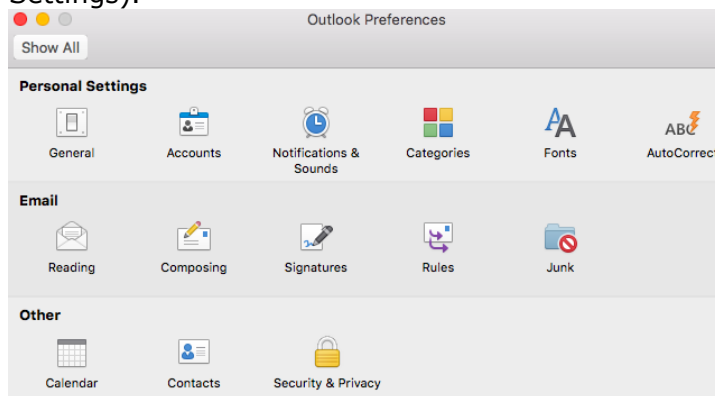
3. First, enter a *Signature name* in the top left of the window.
4. Edit your (new) signature in the top right of the Signature window. The edit tools in this window are limited. TIP: Copy and paste an existing signature (like the example from the style guide) and edit it.
5. Finally, at the bottom of the window, you can set default signatures for specific actions.

This way, you can create several signatures. Test by mailing yourself and edit until all is right.

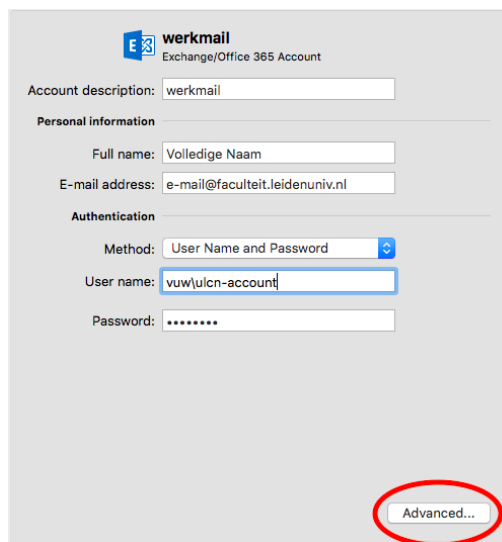
## Allowing others to manage your mailbox or manage another person's mailbox

You can allow others to manage your Outlook mail, calendar or contacts. The other way around, others can allow you to manage their personal or shared mailbox. In Outlook this is called delegation.

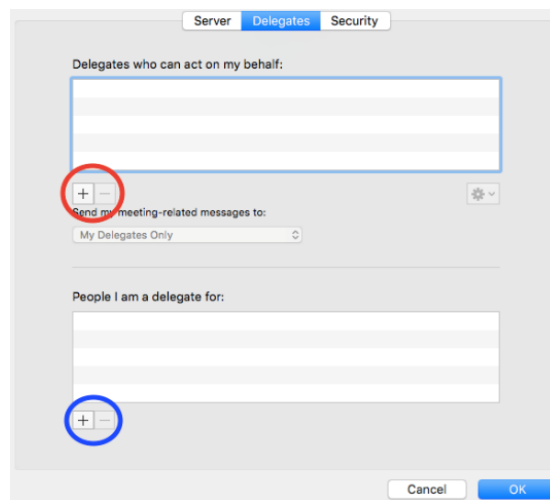
1. Start Outlook choose Preferences from the Outlook-menu. In the Preferences window, choose *Accounts*(under Personal Settings).



2. The accounts are listed in the Accounts window. In this window, select the account of your work mail to open a window like this:

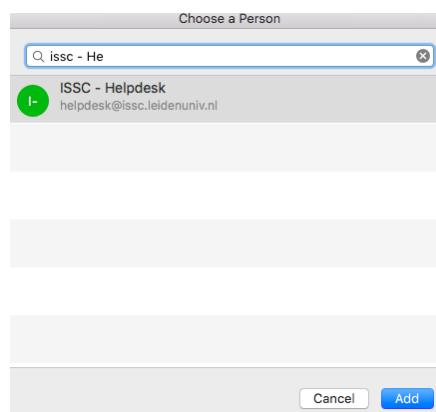


3. Click [Advanced...] to open the Advanced settings window, where you can allow others to manage your mailbox or add an extra personal or shared mailbox delegated by others.

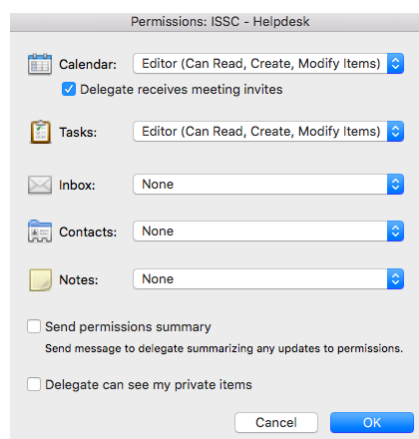


### ***Allow others to act on your behalf (red circle)***

1. To allow others to manage your mail, calendar or contacts, click the [+] sign in the red circle. This opens a window where you can search for personal or shared mailboxes:



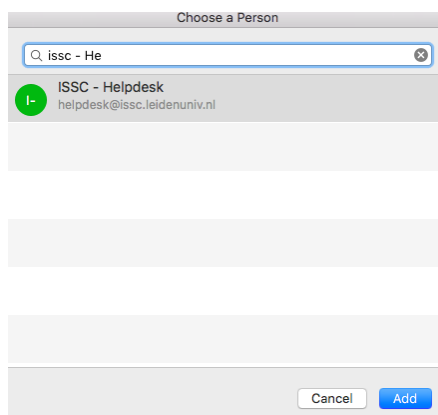
2. In this list, select the mailbox that you want to allow to manage your mail, calendar or contacts and then click [Add] to specify permissions.



3. Select the permissions that you want to grant to the owner of this mailbox, click OK and close the Account window.

### **Add extra mailbox (blue circle)**

1. To add an extra mailbox, click the [+] -sign in the blue circle. This opens a window where you can search for personal or shared mailboxes that you have permissions for:



2. In the search results, select the personal or shared mailbox that you want to add and click [Add]. The extra mailbox appears in Outlook, with permissions that the owner granted to you.