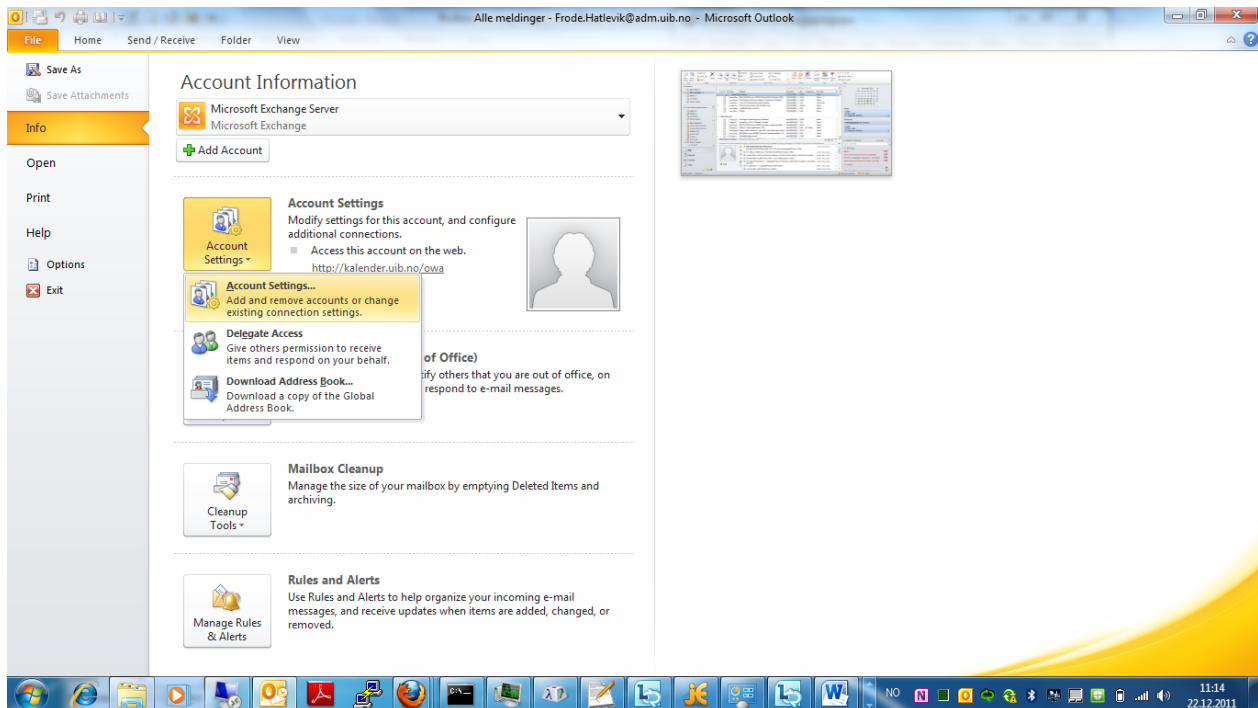
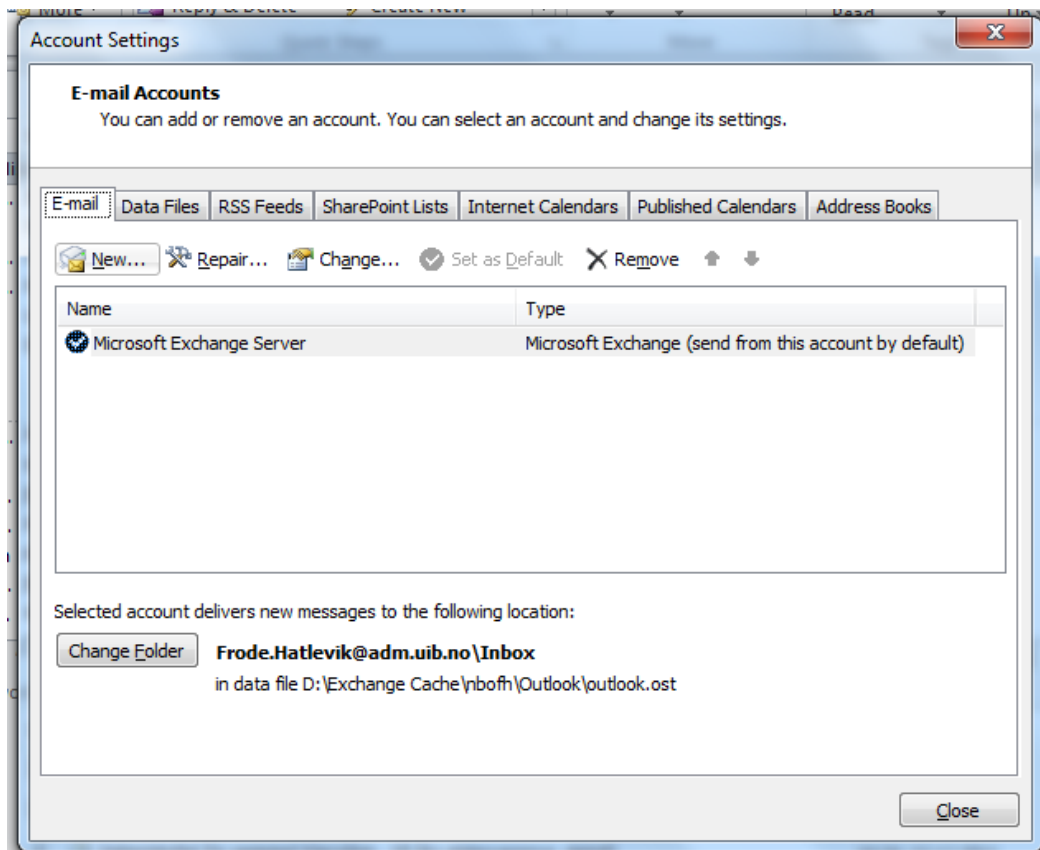


Opprette tilgang til imap.uib.no i Outlook

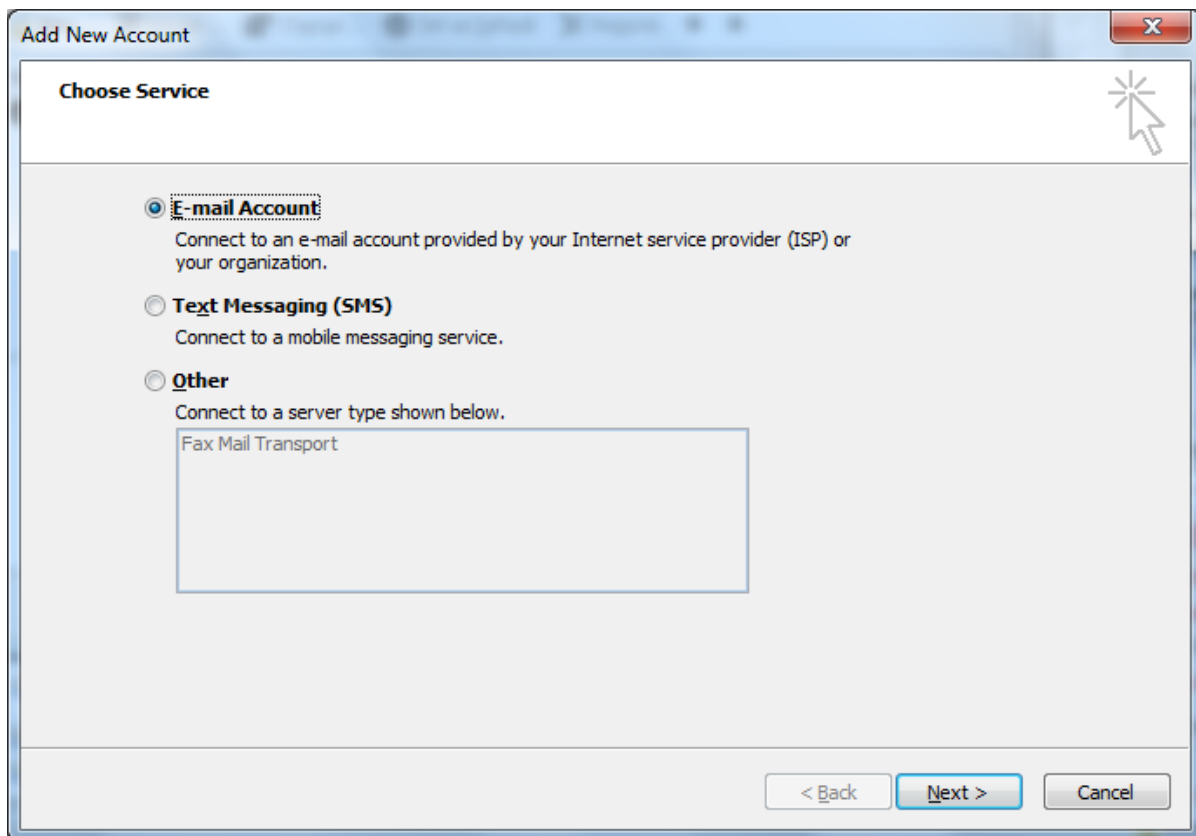
1. Velg fanen **File** fra **Båndet**.
2. Velg **Account settings ...** fra knappen **Account Settings**.



3. Velg knappen **New...** fra skillearket **E-mail**.



4. Merk av for første alternativ **E-mail Account** og bruk knappen **Next >**.

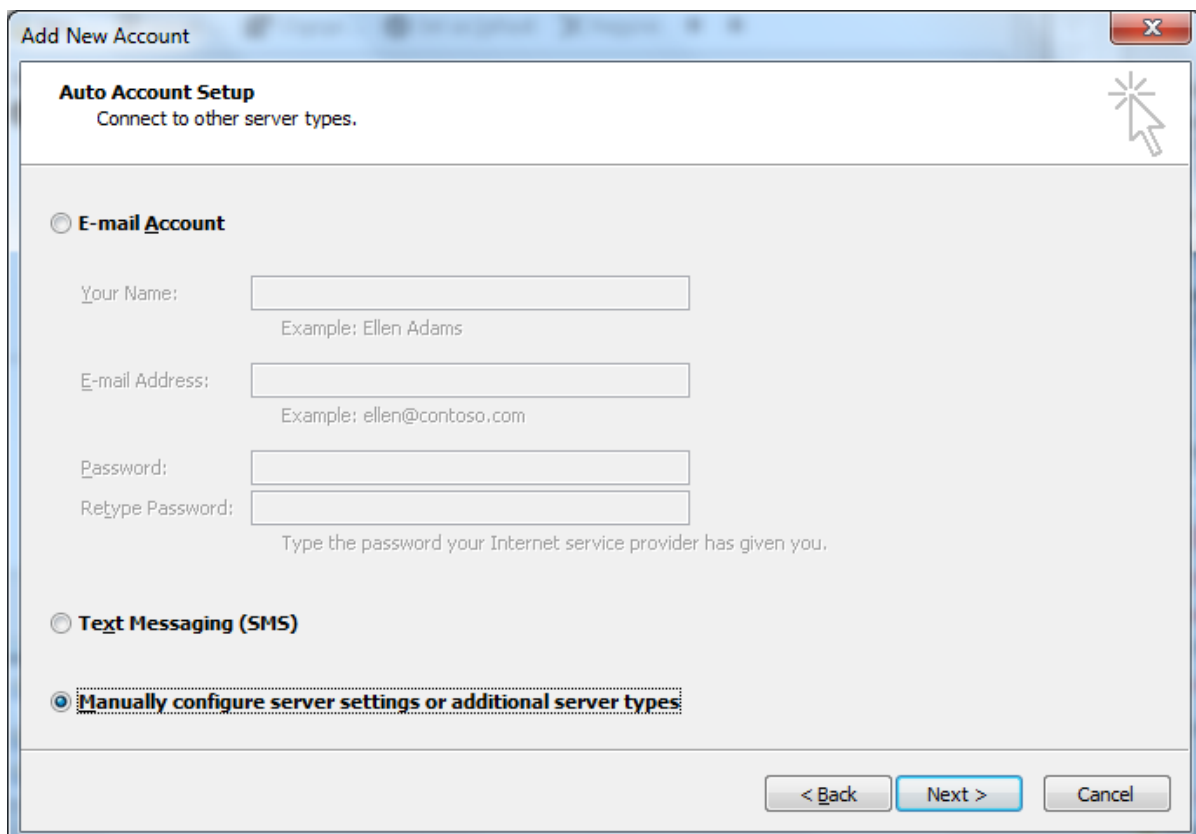


The screenshot shows a window titled "Add New Account" with a close button (X) in the top right corner. The main heading is "Choose Service". There are three radio button options:

- E-mail Account**
Connect to an e-mail account provided by your Internet service provider (ISP) or your organization.
- Text Messaging (SMS)**
Connect to a mobile messaging service.
- Other**
Connect to a server type shown below.
A text box below "Other" contains "Fax Mail Transport".

At the bottom right, there are three buttons: "< Back", "Next >" (highlighted in blue), and "Cancel".

5. Velg det siste alternativet, **Manually configure server settings or additional server types** og bruk knappen **Next >**.

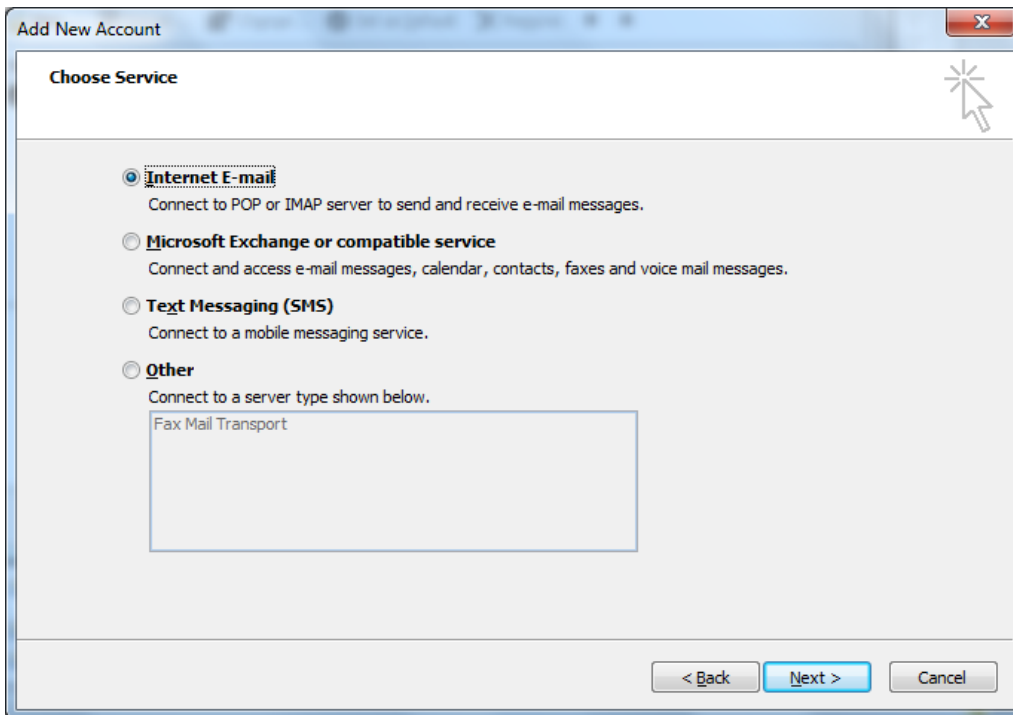


The screenshot shows a window titled "Add New Account" with a close button (X) in the top right corner. The main heading is "Auto Account Setup" with the subtext "Connect to other server types." There are three radio button options:

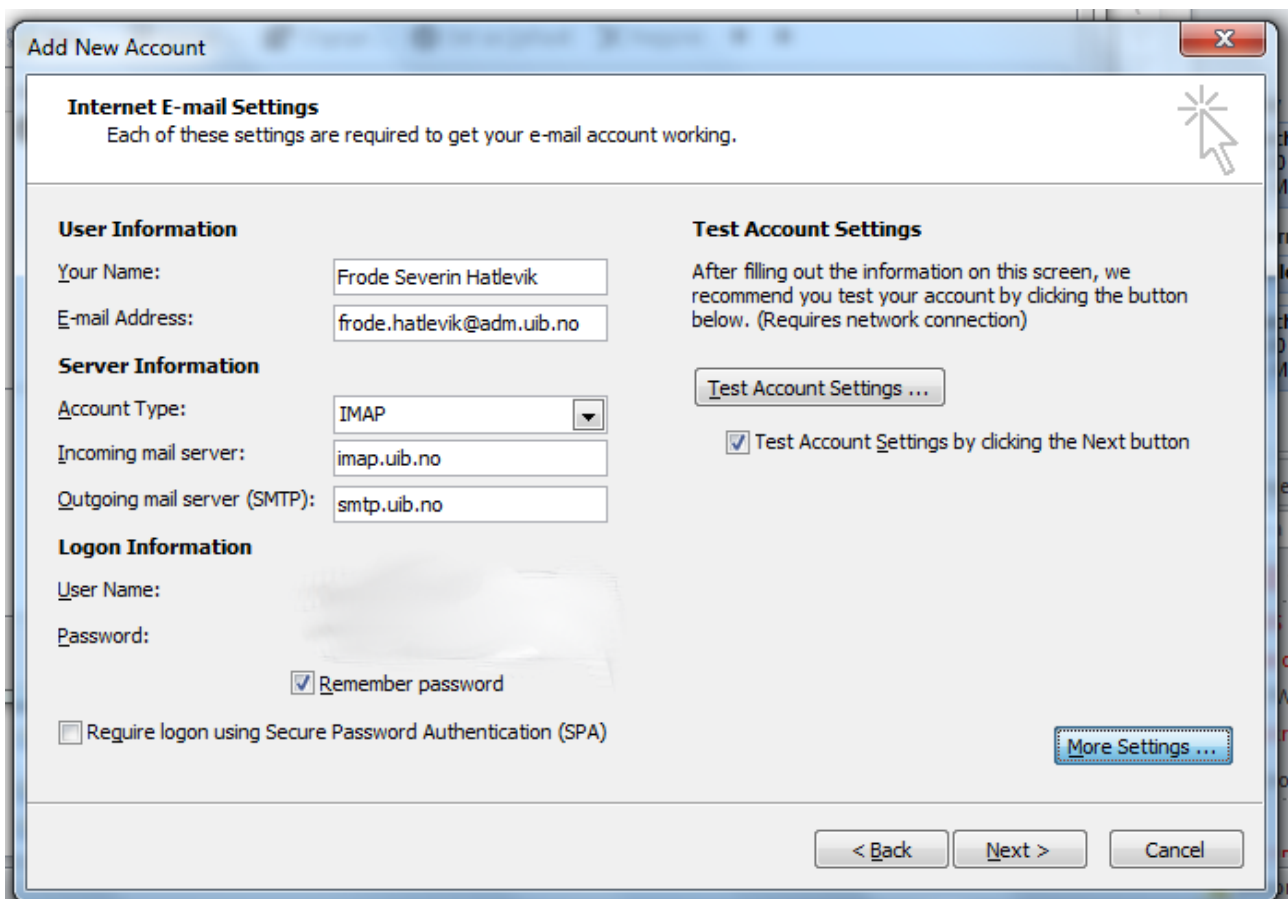
- E-mail Account**
Fields:
Your Name: [text box] Example: Ellen Adams
E-mail Address: [text box] Example: ellen@contoso.com
Password: [text box]
Retype Password: [text box] Type the password your Internet service provider has given you.
- Text Messaging (SMS)**
- Manually configure server settings or additional server types**

At the bottom right, there are three buttons: "< Back", "Next >" (highlighted in blue), and "Cancel".

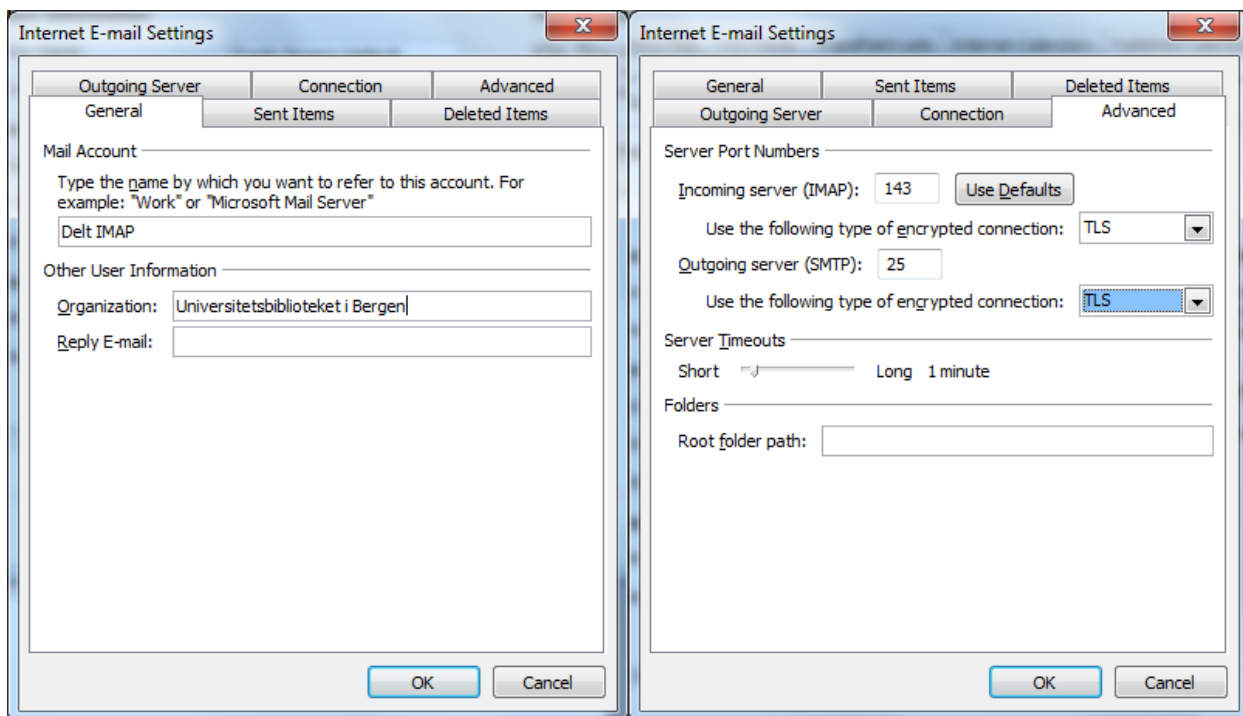
6. Velg tjenesten **Internet E-mail**, og bruk knappen **Next >**.



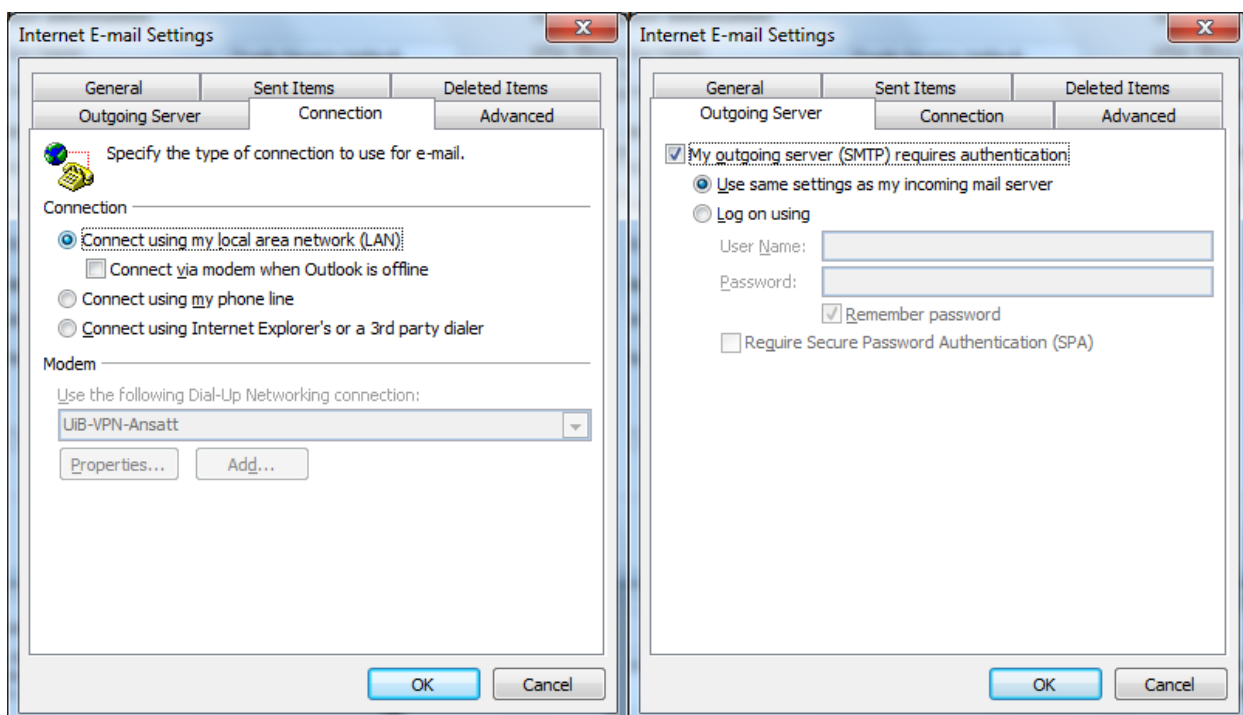
7. Fyll inn detaljer for e-postkontoen. I gruppen **User Information** skal du bruke ditt eget navn og din egen adresse. Det er viktig at du velger **IMAP** som **Account type**: i gruppen **Server Information**. I gruppen **Logon Information**, skal du skrive ditt eget UiB brukernavn og passord. Bruk knappen **More Settings ...** for å stille inn flere detaljer.



8. Oppgi mer informasjon om den delte mappen på skillearket **General**. Åpne skillearket **Advanced** og velg **TLS** i feltet **Use the following type of encrypted connection:** for **Incoming server (IMAP)**. Velg også **TLS** som krypteringstype for **Outgoing server (SMTP)**.



9. Åpne skillearket **Connection** i den samme dialogen, og se etter at **Connect using my local area network (LAN)** er valgt. Åpne skillearket **Outgoing Server** og velg **My outgoing server (SMTP) requires authentication**. Bruk knappen **OK** for å bekrefte valgene.



10. Bruk knappen **Test Account Settings ...** for å teste om du har fylt inn riktige innstillinger.

Add New Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: Frode Severin Hatlevik
E-mail Address: frode.hatlevik@adm.uib.no

Server Information
Account Type: IMAP
Incoming mail server: imap.uib.no
Outgoing mail server (SMTP): smtp.uib.no

Logon Information
User Name: nbofh
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...
 Test Account Settings by clicking the Next button

More Settings ...

< Back Next > Cancel

11. Programmet kobler nå til IMAP tjeneren og sender en e-post for å teste at alt gikk bra. Hvis det kommer feilmeldinger må du rette opp innstillingene dine.

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

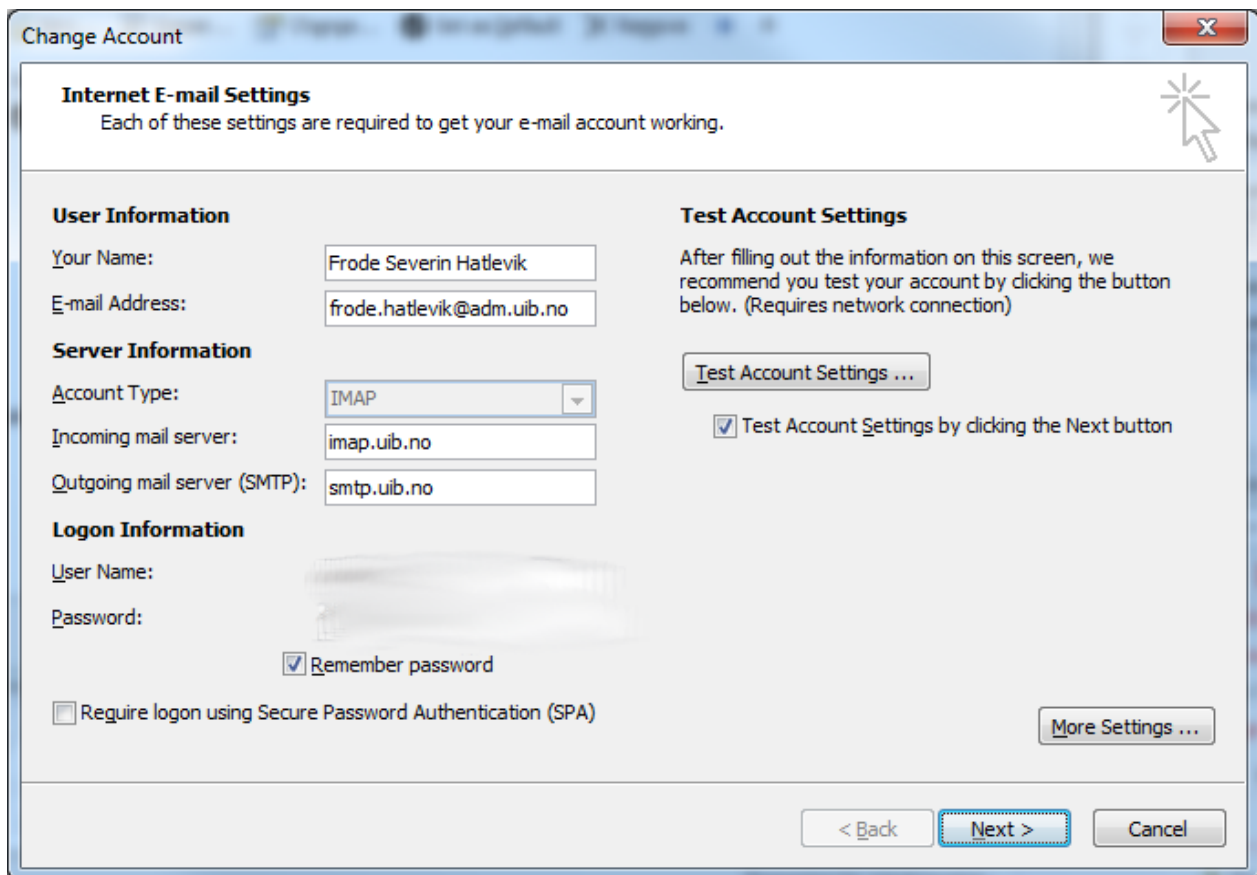
Stop

Close

Tasks Errors

Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
✓ Send test e-mail message	Completed

12. Bruk knappen og bruk så knappen **Next >** for å fullføre oppsettet av IMAP i Outlook.



Change Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: Frode Severin Hatlevik
E-mail Address: frode.hatlevik@adm.uib.no

Server Information
Account Type: IMAP
Incoming mail server: imap.uib.no
Outgoing mail server (SMTP): smtp.uib.no

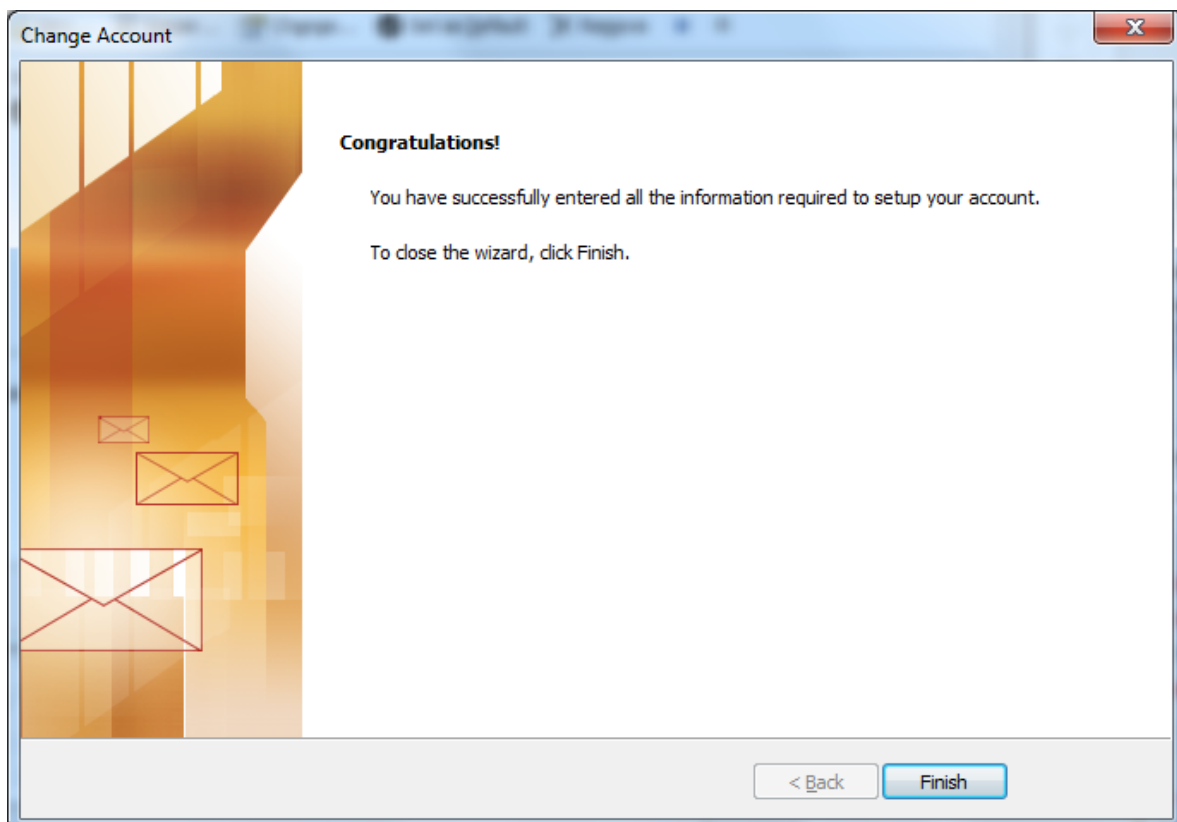
Logon Information
User Name: [blurred]
Password: [blurred]
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...
 Test Account Settings by clicking the Next button

More Settings ...

< Back **Next >** Cancel

13. Bekreft testen en gang til, og bruk knappen **Finish** for å avslutte trollmannen.



Change Account

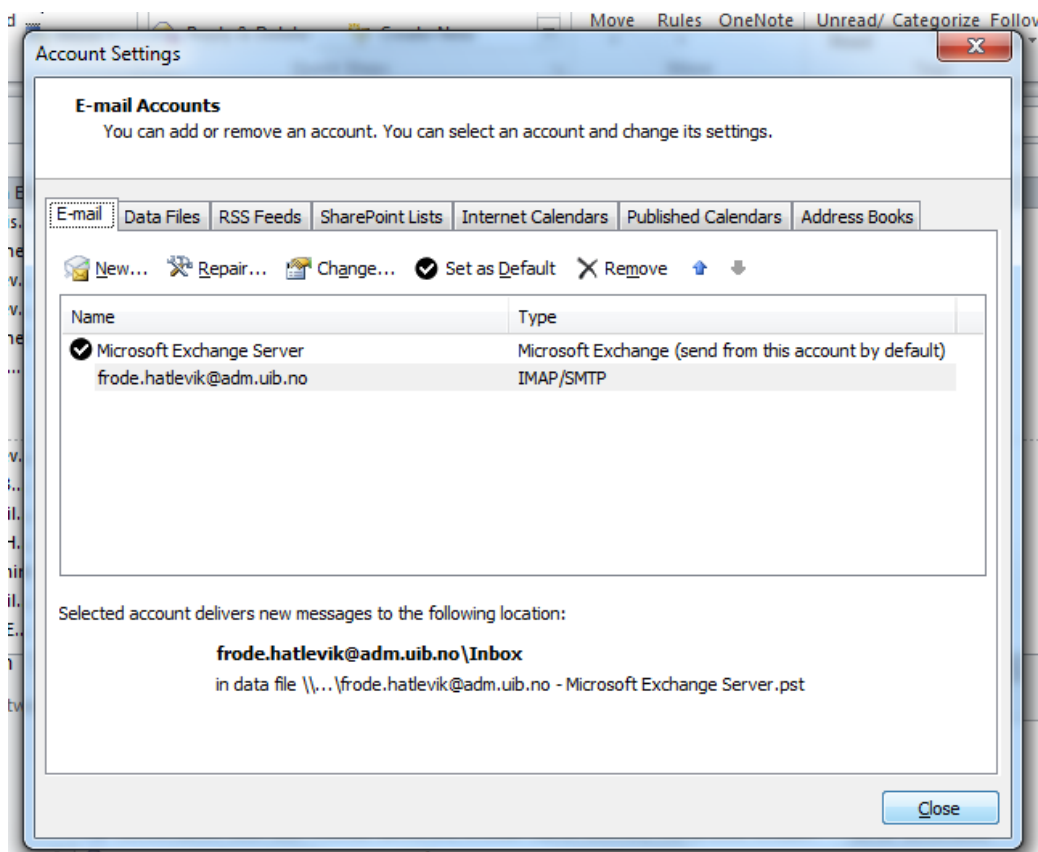
Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

< Back **Finish**

14. Bruk knappen **Close** for å komme ut av verktøyet **Account Settings**.



Du skal nå ha tilgang til den delte mappen for din UBB avdeling

Du finner mappen igjen ganske langt nede i listen over meldingsmapper, under en egen gruppe. I vår tilfelle valgte vi å gi gruppen navnet **Delt IMAP** i steg 8. Bildet du får opp i Outlook skal ligne litt på illustrasjonen på neste side. Du må kanskje utvide mappesamlingen ved å dobbeltklikke på den.

Dersom det ikke virker

Hvis du ikke får det til å virke, kan du forsøke å bruke verktøyet for å tilbakestille Outlook. Følg så bruksanvisningen en gang til.

Siste utvei

Når alt dette er forsøkt uten at det nytter kan du opprette en sak i **Issue Tracker** (<https://bs.uib.no>) eller ringe **BRITA** på telefon 84700.

Skrevet av
Frode Hatlevik
IT-Avdelinga UiB
22.12.2011

Med bakgrunn i informasjon fra
UBBSV/MFO 12/10-2011

