Starting Outlook and configure Mail account

First you need to type in your Name, E-Mail-Address and your Password in the suitable boxes and then pick *Weiter/Next*.

![Add Account interface](image)

Outlook will look for your server settings, this will take a second.

![Outlook configuring](image)

It's possible, that Outlook needs the permission to configure the server settings, Allow this.
Subsequently Outlook will ask for your user information over Windows-Sicherheit. As standard the program falsely picks your local user. Select **anderes Konto verwenden (different account)** and change it to `mpifg\UserID`, there you replace `UserID` through your user name.

Afterwards the configuration happens and you can click on finish.

Enjoy!

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