

Univerza v Ljubljani



eMail client settings

Date: 28/06/2022

Version: 1.0

Last change: Matic Klevišar

1 KAZALO VSEBINE

2	DOCUMENT VERSION HISTORY AND SUMMARY	3
3	PURPOSE OF THE DOCUMENT	4
4	GENERAL instructions FOR ACCESS TO ELECTRONIC MAIL	5
	4.1 Access to e-mail.....	5
	4.1.1 Outlook on the Internet	5
	4.1.2 Outlook 2019 client	5
	4.1.3 Mobile devices.....	5
5	WEB access to OUTLOOK	6
6	MICROSOFT OUTLOOK 2019	7
	6.1 OFFICE 365.....	9
7	MAC OS X operating system.....	10
	7.1.1 Mac OS X Mail application.....	10
	7.2 Mac OS X Outlook application.....	13
8	Phone IPHONE.....	15
	8.1 iPhone mail application (iOS 10.1)	15
	8.2 iPhone Outlook application.....	18
9	ANDROID phone	21
	9.1 Outlook application	21

2 DOCUMENT VERSION HISTORY AND SUMMARY

Verzija	Datum spremembe	Avtor
1.0	28.06.2022	Nejc Repše, Sebastjan Verbanec

3 PURPOSE OF THE DOCUMENT

The document is intended to facilitate access to e-mail for students of the University of Ljubljana. Following these instructions, users can independently set up clients to access the University of Ljubljana's e-mail.

Instructions for accessing the e-mail included in the document:

- Microsoft Outlook on the Internet (OWA)
- Microsoft Outlook O365 o Microsoft Exchange mode inside and outside the domain environment o Adding shared mailboxes inside and outside the domain environment.
- Mac OS X o Mail application o Outlook application
- iPhone, Android and Windows mobile devices

4 GENERAL INSTRUCTIONS FOR ACCESS TO ELECTRONIC MAIL

4.1 Access to e-mail

Email can be accessed in a number of ways:

- o Via the Outlook 2019 client or Office 365 that you install on a PC or laptop.
- o Via other messaging applications: e.g. Mail, Thunderbird. Other messaging applications are supported by University Information Technology Services to the best of our ability.
- o Via Outlook on the Internet: <https://outlook.office.com/>.
- o Via mobile devices: Android, iPhone/iPad, and Windows Phone.

4.1.1 Outlook on the Internet

About Outlook on the web: <https://outlook.office.com/>. Outlook on the web is accessible via web browsers: Internet Explorer, Google Chrome, Microsoft Edge, Mozilla Firefox.

4.1.2 Outlook 2019 client

Install the Outlook 2019 client on a PC or laptop. It is recommended to use the latest version of the Outlook client, which is best matched with the University of Ljubljana Exchange server. For Microsoft Exchange Mail Scanning setup, the settings will be set automatically.

4.1.3 Mobile devices

Via mobile devices: Android, iPhone/iPad and Windows Phone. The connection of the mobile device to the messaging system depends on the type of the mobile device.

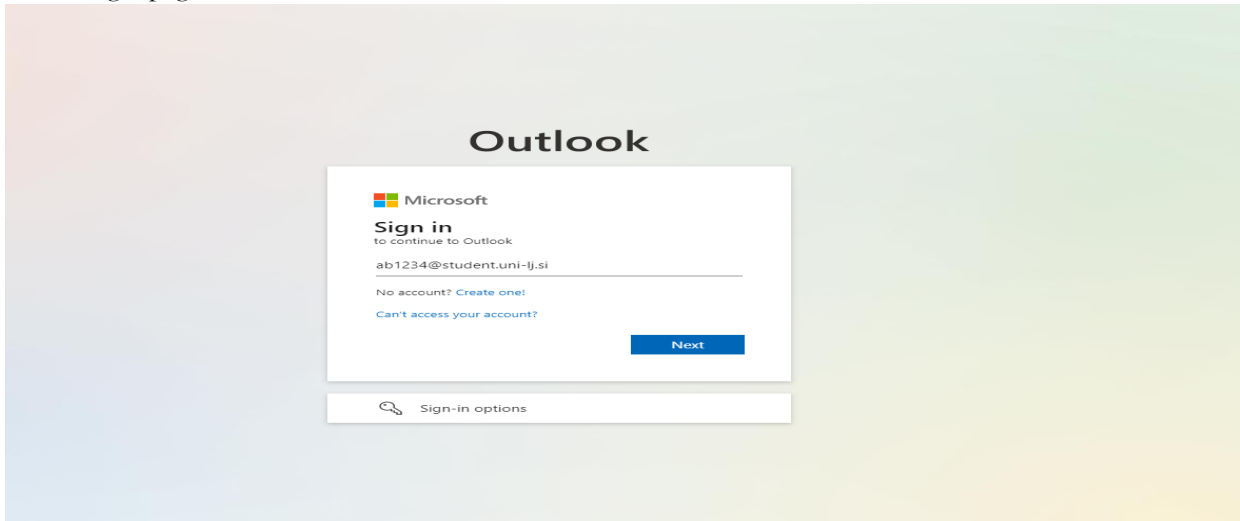
User name: The user name must be entered without a domain (e.g. only ab1234) or with a domain (e.g. ab1234@student.uni-lj.si) or in the domain/user format, depending on the type of mobile device.

5 WEB ACCESS TO OUTLOOK

Outlook on the Web is accessible via web browsers to access messages, calendar, contacts and tasks. It is available at the following link: <https://outlook.office.com/>.

Instructions for access:

1. Open a web browser (e.g. Internet Explorer, Google Chrome, Microsoft Edge, Mozilla Firefox).
2. Access the link <https://outlook.office.com/>.
3. Enter the username in the format ab1234@student.uni-lj.si and the password.
4. The login page looks like this:



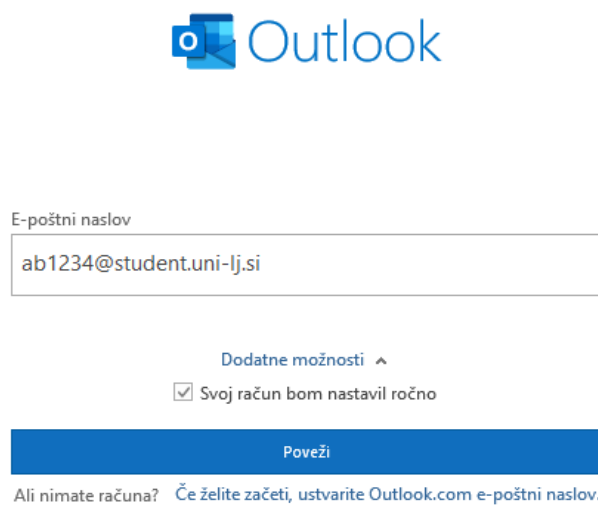
5. When you enter your username, you will be redirected to the University of Ljubljana website.
6. Enter the username in the format ab1234@student.uni-lj.si and the password



6 MICROSOFT OUTLOOK 2019

1. Open Outlook, where the following window appears, in which you enter your user name (e.g. ab1234@student.uni-lj.si).
2. Click the "More options" button and select the setting "I will set up my account manually" and then the "Connect" button.

×



E-poštni naslov

ab1234@student.uni-lj.si

Dodatne možnosti ^

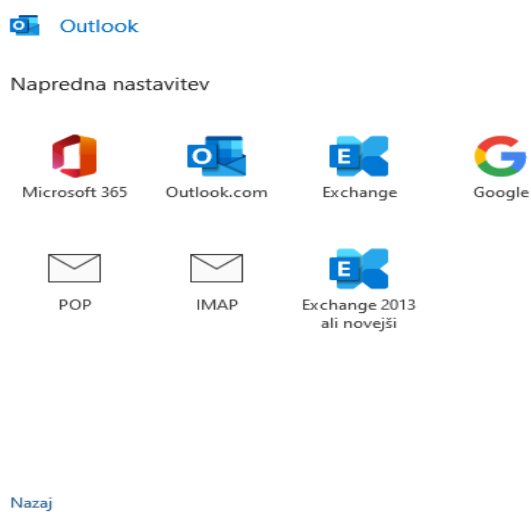
Svoj račun bom nastavil ročno

Poveži

Ali nimate računa? Če želite začeti, ustvarite Outlook.com e-poštni naslov.

3. Select "Exchange".

×



Outlook

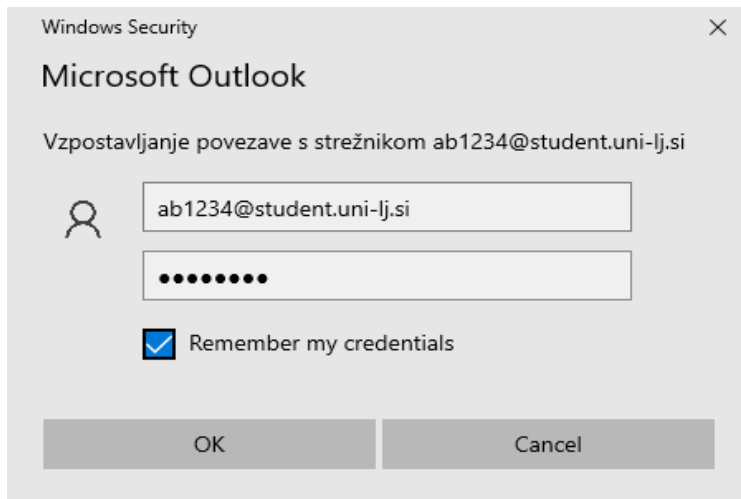
Napredna nastavitvev

Microsoft 365 Outlook.com Exchange Google

POP IMAP Exchange 2013 ali novejši

Nazaj

4. Enter your username (e.g. ab1234@student.uni-lj.si) and password.



Windows Security

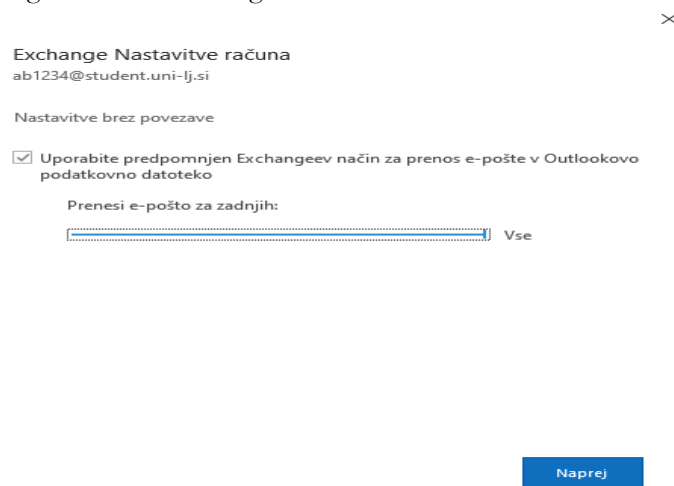
Microsoft Outlook

Vzpostavljanje povezave s strežnikom ab1234@student.uni-lj.si

Remember my credentials

OK Cancel

5. Drag the slider to the right and click "Next".



Exchange Nastavitve računa

ab1234@student.uni-lj.si

Nastavitve brez povezave

Uporabite predpomnjen Exchangeev način za prenos e-pošte v Outlookovo podatkovno datoteko

Prenesi e-pošto za zadnjih:

Vse

Naprej

4. Click the "Done" button.



Outlook

Račun je bil uspešno dodan

Preden bodo te spremembe začele veljati, boste morali znova zagnati Outlook.

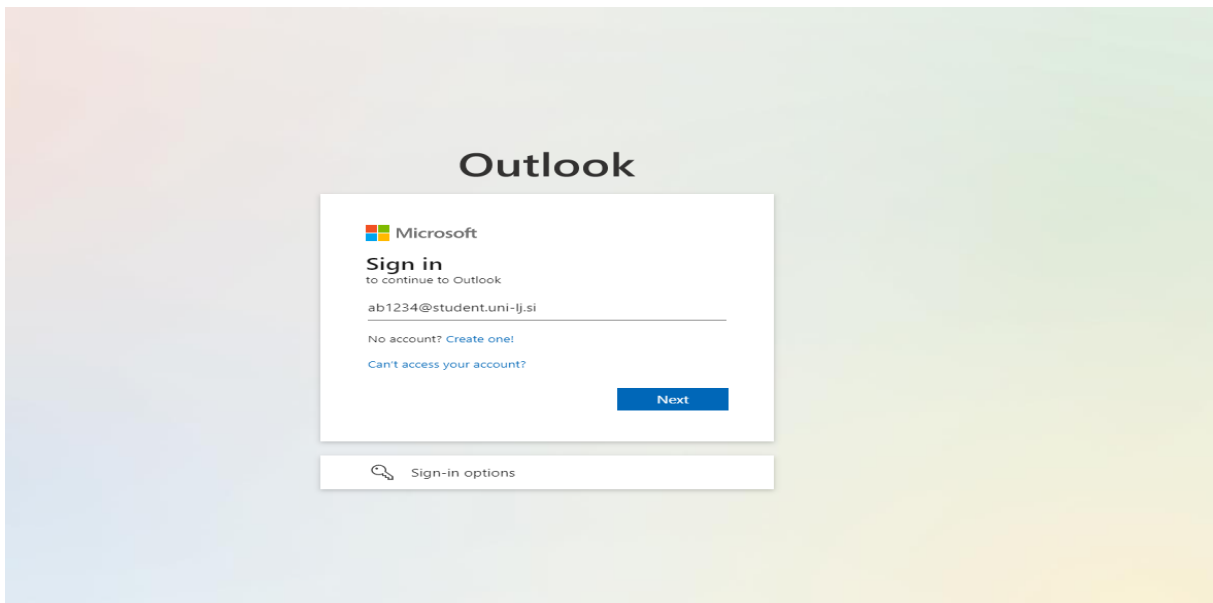
Dokončano

6.1 OFFICE 365

Office 365 is accessible online via web browsers to access messages, calendars, contacts, and tasks. It is available at the following link: <https://www.office.com/>.

Instructions for access:

1. Open a web browser (e.g., Internet Explorer, Google Chrome, Microsoft Edge, Mozilla Firefox).
2. Access the link <https://www.office.com/>.
3. On the login page, enter the username in the format ab1234@student.uni-lj.si and click Next.



4. Once you have entered your username, you will be redirected to the University of Ljubljana website. Here, enter your username in the format ab1234@student.uni-lj.si and your password and click "Login".



7 MAC OS X OPERATING SYSTEM

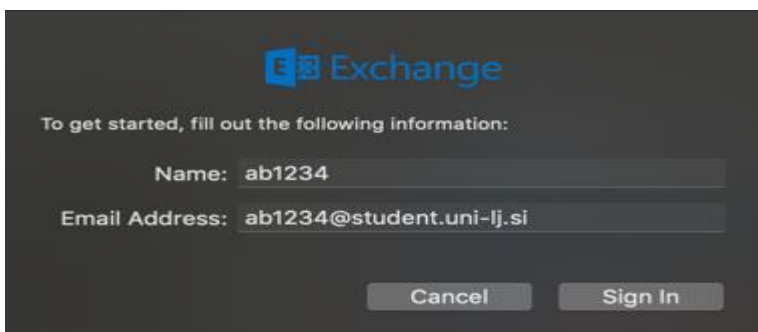
7.1.1 Mac OS X Mail application



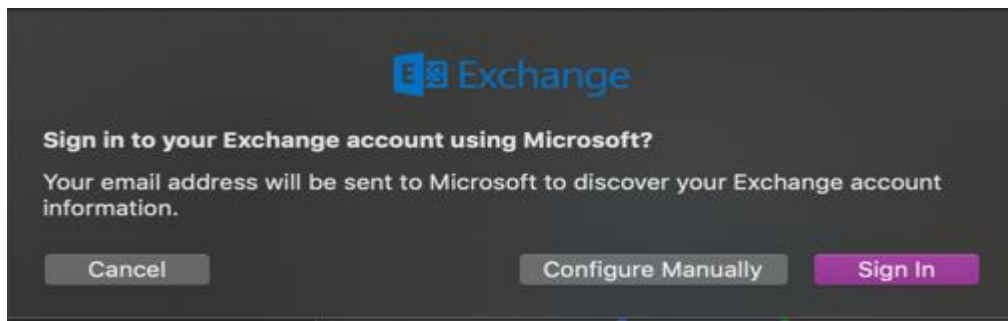
1. Select "Internet accounts" in the preferences.



2. Select "Exchange" and then enter your data, i.e. name and username in the format ab1234@student.uni-lj.si.



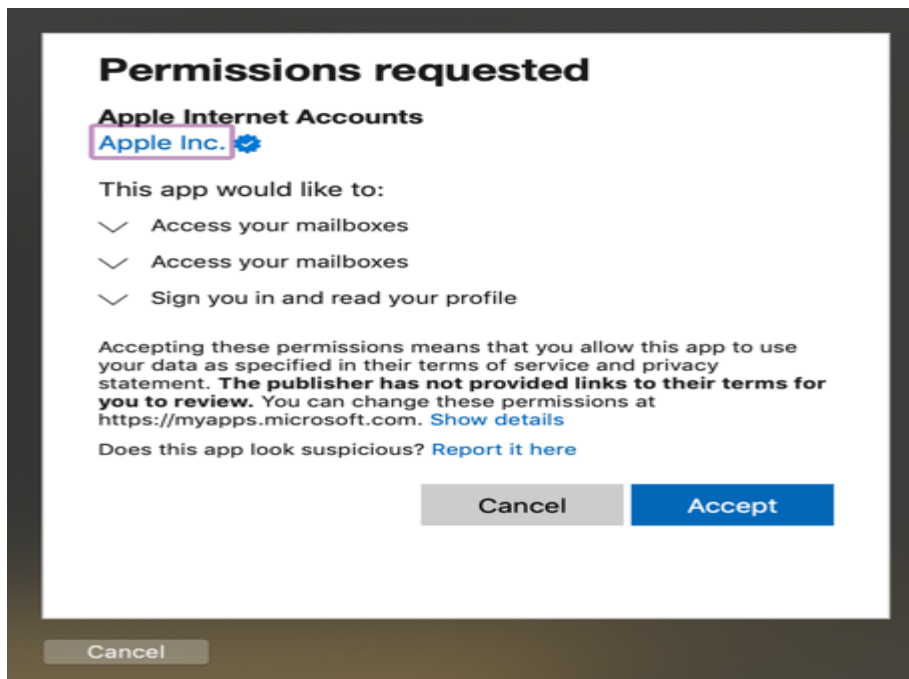
3. The following window appears, where you select "Sign In":



4. Then enter your username in the format ab1234@student.uni-lj.si and your password.








5. Select "Accept".



6. Select any applications and click "Done".



Select the apps you want to use with this account:

-  Mail
-  Contacts
-  Calendars
-  Reminders
-  Notes

Cancel

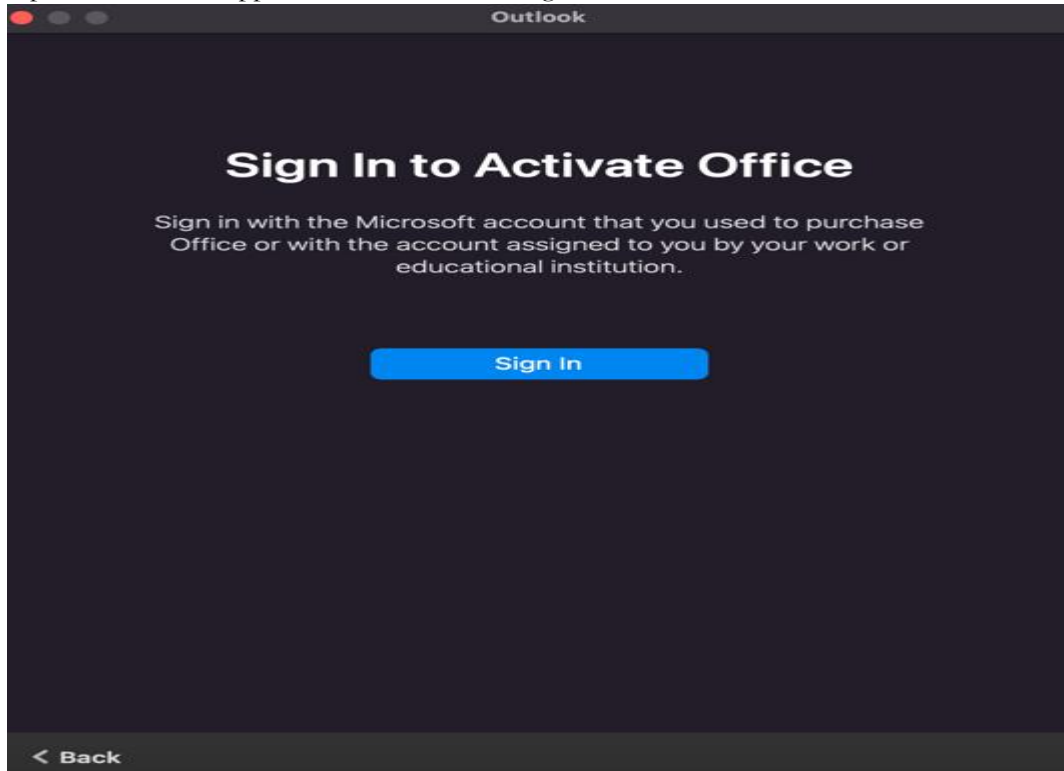
Back

Done

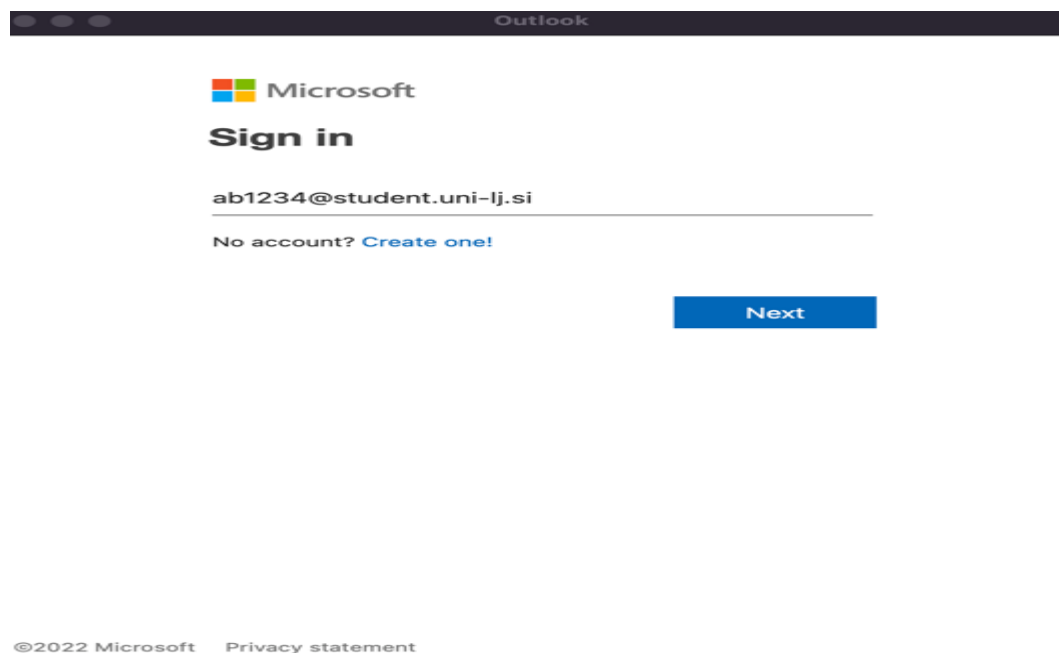
7.2 Mac OS X Outlook application



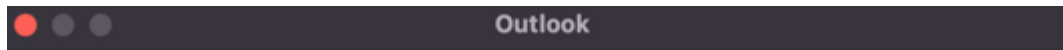
1. Open the Outlook application and click the "Sign In" button.



2. The following window appears, in which you must enter your username (e.g. ab1234@student.uni-lj.si)



3. You will be redirected to the login page of the University of Ljubljana, where you enter the username in the form ab1234@student.uni-lj.si and the password.



Univerza *v Ljubljani*



Sign in

Sign in

V portal se vpišite s svojim domenskim uporabniškim imenom.

8 PHONE IPHONE

8.1 iPhone mail application (iOS 10.1)

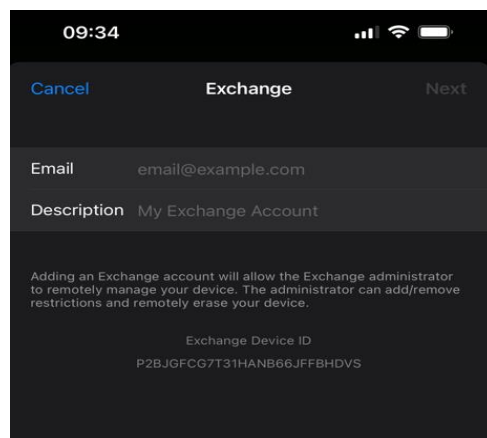


Recommendation: it is recommended that you do not install the Exchange server access account on the primary clients of the mobile devices, but on the dedicated Outlook application, as the operation of this client is better adapted to the Exchange server.

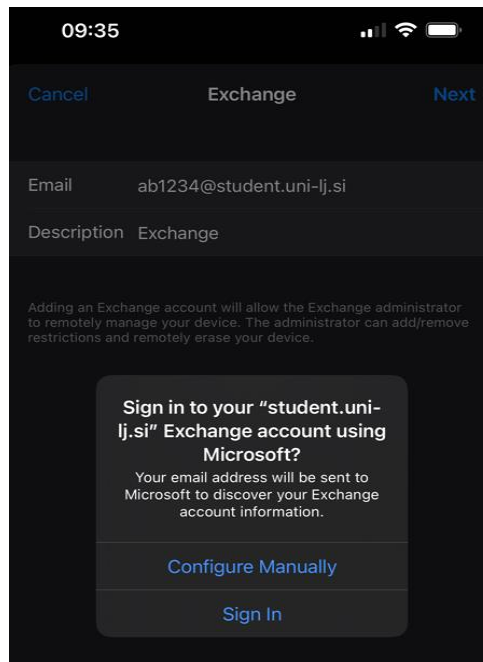
1. Select "Settings" and then "Mail" on your mobile device. Click on the "Contacts" tab and then "Calendar" where you select "Add account".
2. Select "Exchange".



3. After entering the username (e.g. ab1234@student.uni-lj.si), click "Next".



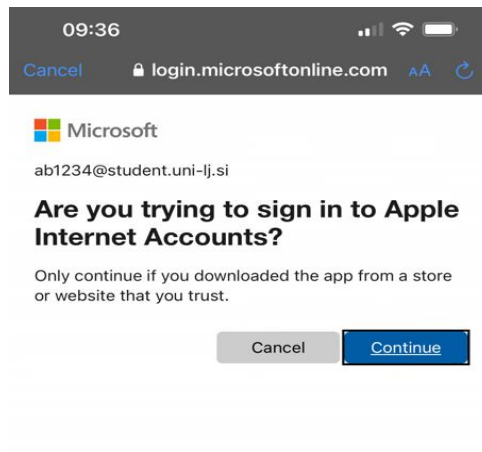
4. Click the "Sign In" button.



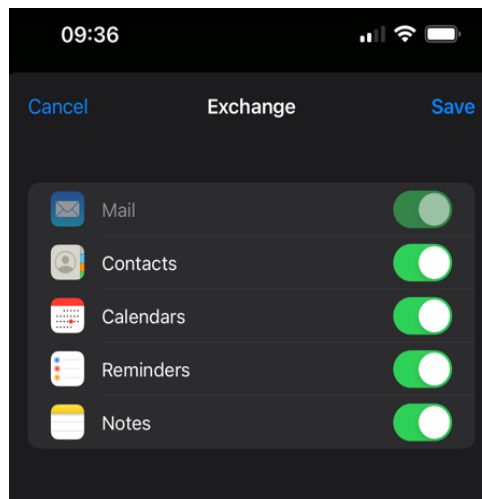
5. Enter the username (e.g. ab1234@student.uni-lj.si) and the password



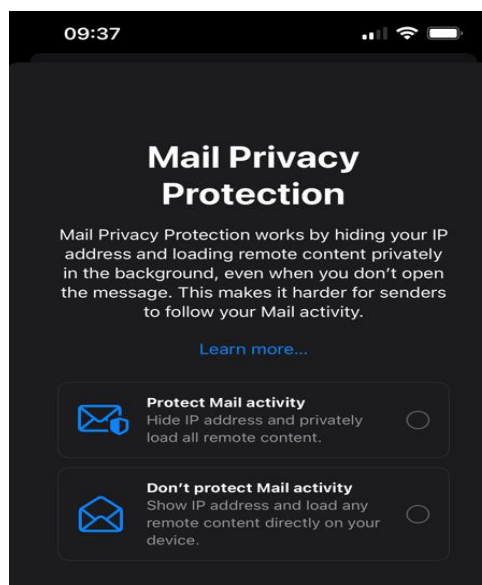
6. When the following window opens, press "Continue".



7. Select here which applications you want to access with your e-mail address.



8. Protect your email address by clicking on "Protect email activity".



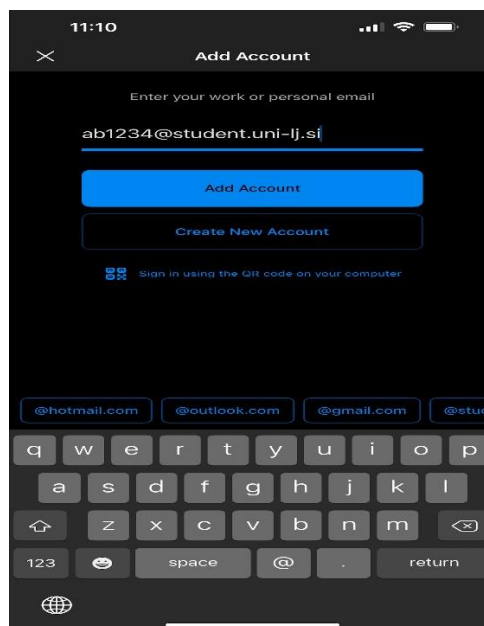
9. After the last step, your email address is set up.

8.2 iPhone Outlook application

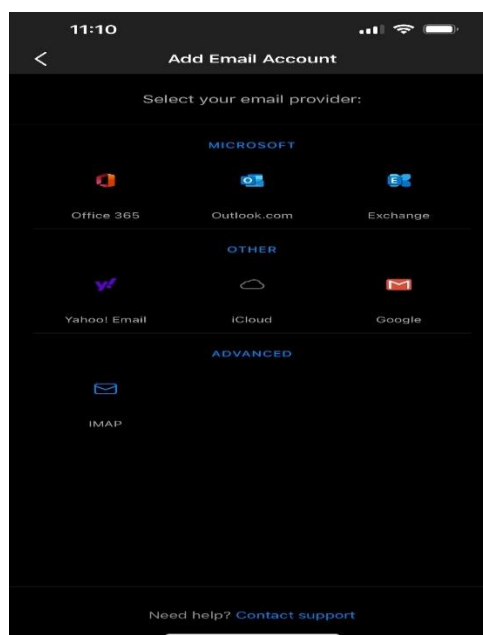


The application can be downloaded from the "APP Shop" - Apple devices or the "Play Shop" - Android devices.

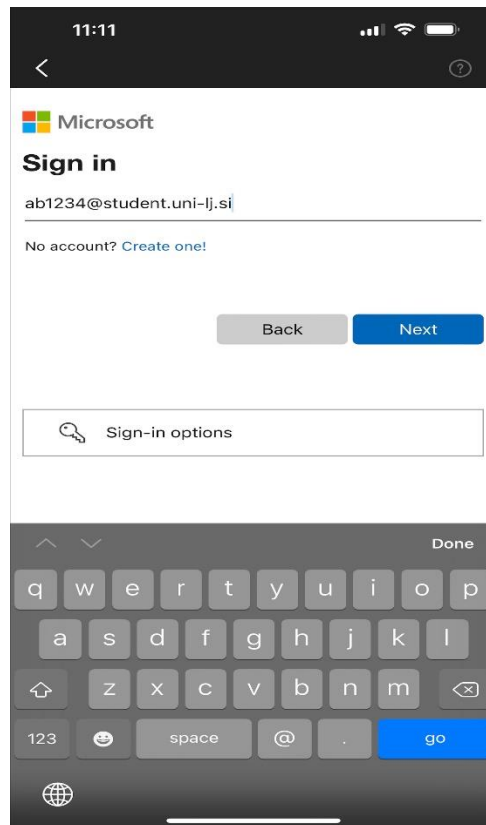
1. Launch the application, enter the username in the format ab1234@student.uni-lj.si and click "Add account".



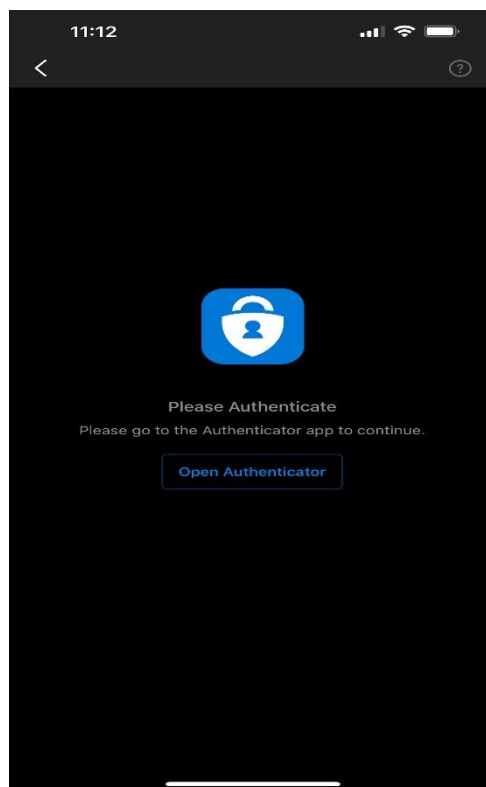
2. Select "Office 365".



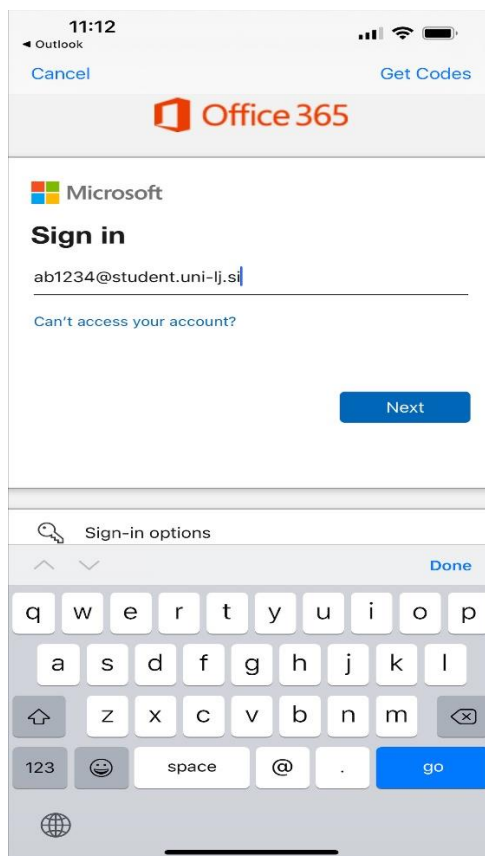
2. Enter the username again in the format ab1234@student.uni-lj.si.



4. Authentication with "Open Authenticator" is required



5. Re-enter the username again in the format ab1234@student.uni-lj.si.



6. After registration the postbox will be added.



9 ANDROID PHONE

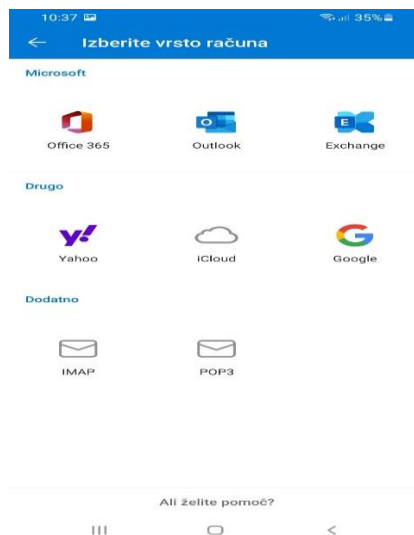
9.1 Outlook application

Recommendation: it is recommended that you do not install the account for accessing the Exchange server on the primary clients of the mobile devices, but on the dedicated Outlook app (the settings are the same as for the Apple devices), as the operation of this client is better adapted to the Exchange server.

1. Launch the app and click "Add account".



2. Select "Office 365".



3. You will get to the login page of the University of Ljubljana, where you enter the username in the form ab1234@student.uni-lj.si and the password.



4. After login the postbox will be added.

NOTE: It is a known case that during the initial setup of the client to connect to the Exchange server, the account was not synchronised if a connection over a mobile data network (LTE, 3G...) was used for the connection. The problem was solved by connecting the smartphone to the Internet via a WiFi network (Eduroam in this case), but not via the mobile carrier's data network.