# E-Mail Setup in external mail clients on PCs and Smartphones Guide for students of Rhine-Waal University of Applied Sciences

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## General information

You can set up your E-Mail account with pretty much all modern E-Mail programs using SMTP in combination with IMAP or POP3.

You will find general configuration information below:

## <u>SMTP:</u>

E-Mail address: Firstname.Lastname@hsrw.org User name: Your matriculation number followed by "@students.hsrw" (e.g. 99999@students.hsrw) Server Kleve: mail-kle.hsrw.org Server Kamp-Lintfort: mail-kam.hsrw.org Port: 587 Encryption: TLS

## <u>IMAP4:</u>

E-Mail address: Firstname.Lastname@hsrw.org User name: Your matriculation number followed by "@students.hsrw" (e.g. 99999@students.hsrw) Server Kleve: mail-kle.hsrw.org Server Kamp-Lintfort: mail-kam.hsrw.org Port: 993 Encryption: SSL

## <u> POP3:</u>

E-Mail address: Firstname.Lastname@hsrw.org User name: Your matriculation number followed by "@students.hsrw" (e.g. 99999@students.hsrw) Server Kleve: mail-kle.hsrw.org Server Kamp-Lintfort: mail-kam.hsrw.org Port: 995 Encryption: SSL

In the following, we will guide you through the configuration in a few common mail clients.

## Mozilla Thunderbird (Windows, Linux, MacOS)

#### Setup instructions

These instructions were written in reference to Thunderbird 91.0. Some steps may slightly differ in newer versions.

Thunderbird is a free and open source E-Mail client available for Windows, most desktop Linux distributions as well as MacOS. You can easily set up your E-Mail account in Thunderbird as follows:

- 1. Download Thunderbird from the official website at <a href="https://www.thunderbird.net/">https://www.thunderbird.net/</a> and install it.
- 2. Upon first launch, you will be asked to enter your name, E-Mail address and password. Remember: Your E-Mail address is in the format of Firstname.Lastname@hsrw.org

Inbox	Account Setup	×	
Set Up Your Ex To use your current ema Thunderbird will automa	isting Email Add address fill in your crede atically search for a workin	dress ntials. g and recomme	ended server configuration.
Your full name			
John Doe		()	
Email address			$\sim$
john.doe@hsrw.org		Ō	
Password			
•••••	•••••	Ø	Sed V Coop
🔽 Remember password			00
Configure manually	Cancel	Continue uter.	
•)			

Click "Configure manually" after entering those details.

3. Enter the server settings as listed below and click "Done".

```
Incoming Server:

Protocol: IMAP

Hostname for Kleve: mail-kle.hsrw.org

Hostname for Kamp-Lintfort: mail-kam.hsrw.org

Port: 993

Encryption: SSL/TLS

Authentication Method: Normal password

User name: Your matriculation number followed by "@students.hsrw" (e.g.

99999@students.hsrw)
```

Outgoing Server: Hostname for Kleve: mail-kle.hsrw.org Hostname for Kamp-Lintfort: mail-kam.hsrw.org Port: 587 Encryption: STARTTLS Authentication Method: Normal password User name: Your matriculation number followed by "@students.hsrw" (e.g. 99999@students.hsrw)

Server settings	
Protocol:	IMAP ~
Hostname:	mail-kle.hsrw.org
Port:	993 文
Connection security:	SSL/TLS ~
Authentication method:	Normal password 🗸 🗸
Username:	99999@students.hsrw
Hostname:	mail-kle.hsrw.org
Port:	587 🔹
Connection security:	STARTTLS ~
Authentication method:	Normal password 🗸 🗸 🗸
Username:	99999@students.hsrw
	Advanced config
Re-test	Cancel Done

4. Confirm that you entered the settings correctly. Then click "Done". Your account is now set up!

## Common issues

1. Folders that were created previously using the OWA web interface or another mail client are missing.

When adding an E-Mail account via IMAP, sometimes it does not automatically synchronise all folders. You can easily add missing folders as follows:

1. Right click on the root folder (the one named after your E-Mail address) and select "Subscribe..."



2. Subscribe to the desired folders as outlined below. After clicking apply, Outlook may need a moment to synchronize the newly subscribed folder.

Subscribe			
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Folder <u>L</u> ist			
Select the folders to subsc	ribe to:		
🗅 Archive		□ <b>^</b>	Subscribe
🔁 Calendar			Unsubscrib
Contacts	1. Alak "Ra	afræshu	Refresh
			Stop
(D. Intelligence		$\overline{\mathbf{V}}$	- 20P
2	select your deathed folder(a)		
D later to farmer			
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0.51			
C hundering			
Dist.			
-	S. Cit	ak <b>"OK</b> "	
		ОК	Cancel

## Outlook (Windows, MacOS)

## Setup Instructions

These instructions were written in reference to Outlook 365 18.2016 (2021). Some steps may slightly differ in newer versions.

Outlook is a paid, closed source mail client for Windows or MacOS. If you do not own a version of Outlook, you may <u>use the free software Thunderbird instead</u> or buy <u>Office 365</u> at a reduced price for students. You can set up your mail account in Outlook as follows:

- 1. Download and install Microsoft Outlook.
- Upon first launch, you will be asked to enter your E-Mail address. Remember: Your E-Mail address is in the format of Firstname.Lastname@hsrw.org
- 3. Click on "Advanced options" and check "Let me set up my account manually".
- 4. Click "Connect".

Outlook	×
Email address	
,	
Advanced options A	
Connect	
No account? Create an Outlook.com email address to get started.	

## 5. Select "IMAP"

				×
Outlook				
Advanced setu	p			
Microsoft 365	Outlook.com	Exchange	Google	
POP	IMAP L	Exchange 2013 or earlier		
Go back				

6. Enter the server configuration as detailed below and click "Next":

Incoming mail: Server for Kleve: mail-kle.hsrw.org Server for Kamp-Lintfort: mail-kam.hsrw.org Port: 993 Encryption: SSL/TLS

Outgoing Server: Hostname for Kleve: mail-kle.hsrw.org Hostname for Kamp-Lintfort: mail-kam.hsrw.org Port: 587 Encryption: STARTTLS

INAP	Account Settings	
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COUNT	ensiw.org	(NOT YOU:
Incomi	ng mail	
Server	mail-kam.hsrw.org Port	993
Encrypt	ion method SSL/TLS 🔻	
Req	uire logon using Secure Password Authent	tication (SPA)
Outgoi	ng mail	
Server	- mail-kam@hsrw.org	Port 587
Encrypt	ion method STARTTLS -	
	uire logon using Conurs Decouved Authors	tigation (CDA)
Red	une logon using secure Password Autreni	lication (SPA)

7. Enter your password, then click "Connect".

IMAP Account Settings	
test.kle@hsrw.org	(Not you?)
Password	
ken ken ken ken ken ken	0
Go back	Connect

8. As user name type "Students\" followed by your matriculation number. Also enter your normal password again. Do **not** enter your e-mail address as the user name! Then click "Ok".

<b>?</b> >	Enter your us	er name and password for the following server.
	Server	mail-kam.hsrw.org
	User Name:	students\99999
	Password:	******
	Save this	password in your password list

9. Outlook is now set up.

## Common issues

1. Folders that were created previously using the OWA web interface or another mail client are missing.

When adding an E-Mail account via IMAP, sometimes it does not automatically synchronise all folders. You can easily fix this as follows:

1. Right click on an arbitrary folder and click "IMAP Folders..."



2. Subscribe to the desired folders as outlined below. After clicking apply, Outlook may need a moment to synchronize the newly subscribed folder.



## K-9 Mail (Android)

These instructions were written in reference to K-9 Mail 5.803. Some steps may slightly differ in newer versions.

K-9 Mail is a free and open source mail client for Android. You can set up your mail account in K-9 Mail as follows:

- 1. Download the K-9 Mail from the <u>Google Play Store</u> or the <u>F-Droid Store</u> and open the app.
- 2. Upon starting the app, you will see a welcome screen. Select "Next".
- 3. Enter your E-Mail address and your password.
- Remember: Your E-Mail address is in the format of Firstname.Lastname@hsrw.org 4. Select "Manual setup".





- 5. Choose IMAP as the account type.
- 6. Configure the Incoming and Outgoing server as listed below.

Incoming Server: IMAP server for Kleve: mail-kle.hsrw.org IMAP server for Kamp-Lintfort: mail-kam.hsrw.org Security: SSL/TLS Port: 993 User name: Your matriculation number followed by "@students.hsrw" (e.g. 99999@students.hsrw) Authentication Method: Normal password

Outgoing Server: SMTP server for Kleve: mail-kle.hsrw.org SMTP server for Kamp-Lintfort: mail-kam.hsrw.org Security: STARTTLS Port: 587 User name: Your matriculation number followed by "@students.hsrw" (e.g. 99999@students.hsrw) Authentication Method: Normal password

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Incoming server s	settings		
IMAP server			
mail-kle.hsrw.org			
Security			
SSL/TLS			-
Port			
993			
Username			
99999@students.h	nsrw		
Authentication			
Normal password			-
Password			
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Client certificate			
No client certificate			*
Auto-detect IMAP n	amespace		
IMAP path prefix			
Use compression on netwo	ork:		
🗹 Mobile 🗹 Wi-Fi 🔽	Other		
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Outgoing server	settings		
SMTP server mail-kle.hsrw.org	ļ		
Security STARTTLS Port			Ŧ
587			
Require sign-in. Username 99999@students	.hsrw		
Authentication Normal password Password			•
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Client certificate			
No client certificate			Ŧ
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- 7. You can leave the values on the "Account options" screen on the default settings.
- 8. Finally, you can enter a name for the account and your name. Your name will be shown on outgoing messages. Select done. The app is now configured properly.

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Account options	
Folder poll frequency Every hour Number of messages to display 25 messages ✓ Notify me when mail arrive	
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	NEAT

## Gmail (Android, iOS)

These instructions were written in reference to Gmail 2021.10.17 (Android). Some steps may slightly differ in newer versions.

Gmail is a free, closed source mail client for Android and iOS. You can set up your mail account in Gmail as follows:

- 1. Download the Gmail App from the Google Play Store or the Apple App Store depending on your device and open the app. On some Android phones Gmail may already be preinstalled.
- 2. Set up a new account. You will be asked about the account type. Select "Other".
- 3. Enter your e-mail address and select "Manual setup".

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Exchange and Offi	ce 365				
🖌 Other					
		MAN	NUAL SETUP		NEXT
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- 4. Select "IMAP" as your account type.
- 5. Enter your password.
- 6. Configure the incoming and outgoing server as listed below:

## Incoming Server:

User name: Your matriculation number followed by "@students.hsrw" (e.g. 99999@students.hsrw). Do not enter your e-mail address as the user name! Server Kleve: mail-kle.hsrw.org

Server Kamp-Lintfort: mail-kam.hsrw.org

#### Outgoing Server:

User name: Your matriculation number followed by "@students.hsrw" (e.g. 99999@students.hsrw) Do **not** enter your e-mail address as the user name! Server Kleve: mail-kle.hsrw.org

Server Kamp-Lintfort: mail-kam.hsrw.org

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Incoming server	r settings	Outg	joing server set	tings
<sup>Username</sup> 99999@students.hsrv	v	Require	sign-in	•
Password	• ~	Userna 9999	ame 9@students.hsrw	
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mail-kle.hsrw.org		SMTP mail-	server kle.hsrw.org	
	NEXT			NEXT
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- 7. The options on the "Account options" screen can be left at the default settings.
- 8. Your account is now set up properly.