Under **Funktioner** choose **Konti...**
Choose **Tilføj** and then **Post**...
Write the name that you want recipients to see when they receive email from you.

Click Næste >
Write the address that you want to appear as the sender and reply-to address. You might want to consider using the mail alias that has been set up for you based on your name.

Click Næste >
The server for ingoing mail is called post.au.dk, and it is an IMAP server.

For SMTP server you will need to enter your Internet Service Provider's SMTP server. You cannot send email over the SMTP-server at the University of Aarhus.

If you do not know your ISP's server information you can check your settings for your other mail accounts if you have any or contact your ISP to get the information. In general the SMTP server will probably be called something like smtp.name_of_your_isp.dk.

Click Næste >
The account name is your email address or any alias that you have created. The password is the same one that you use to log on to the online Self-service.

Click Næste >
Click **Udfør** and click **Ja** to download folders from the server...
...And your AU inbox will now appear in your list of mailboxes in Outlook.