



FREIE UNIVERSITÄT BOZEN

LIBERA UNIVERSITÀ DI BOLZANO

FREE UNIVERSITY OF BOZEN · BOLZANO

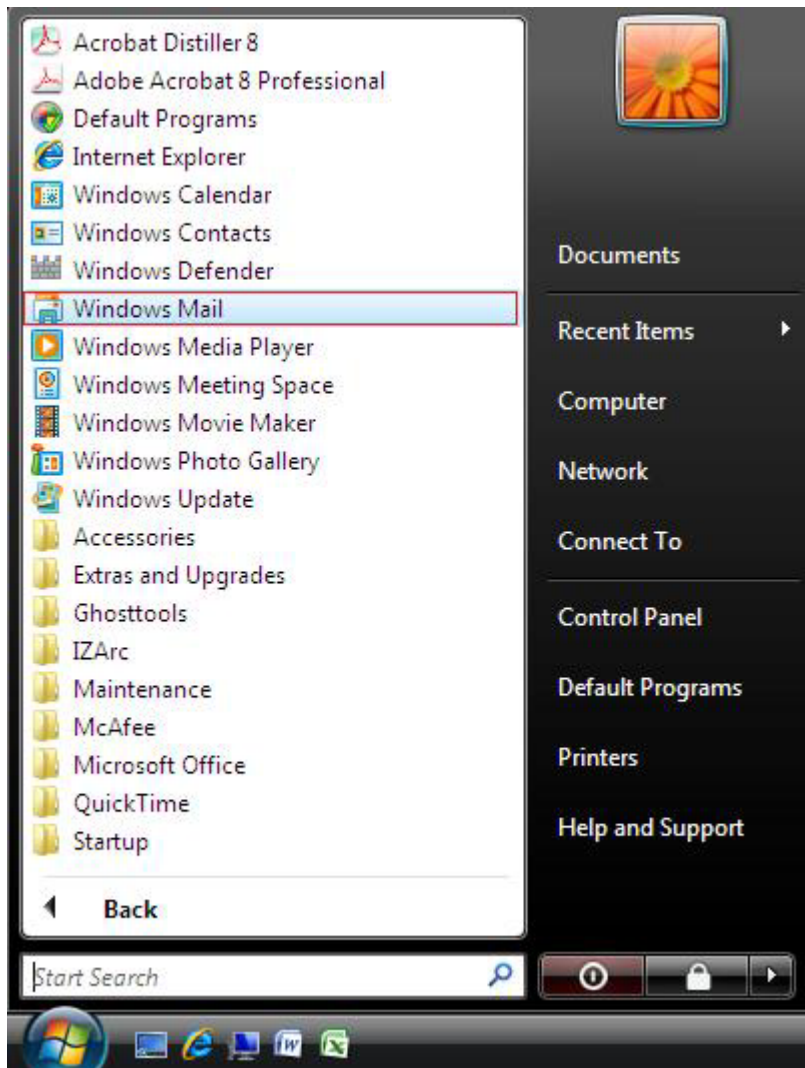
Windows Mail

POP3

Documentation for the installation of POP3 email-accounts with windows Mail for the extern access to your university mailbox.

Step 1/11

Execute Windows Mail under "Start\All Programs\Windows Mail".

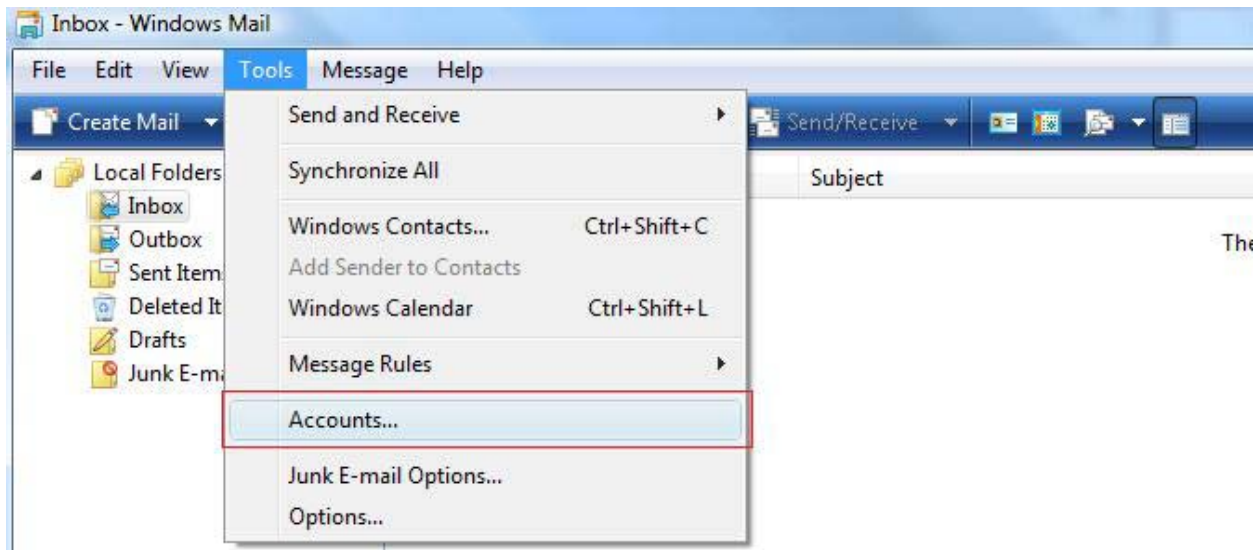


To create a new email account there exist two possibilities:

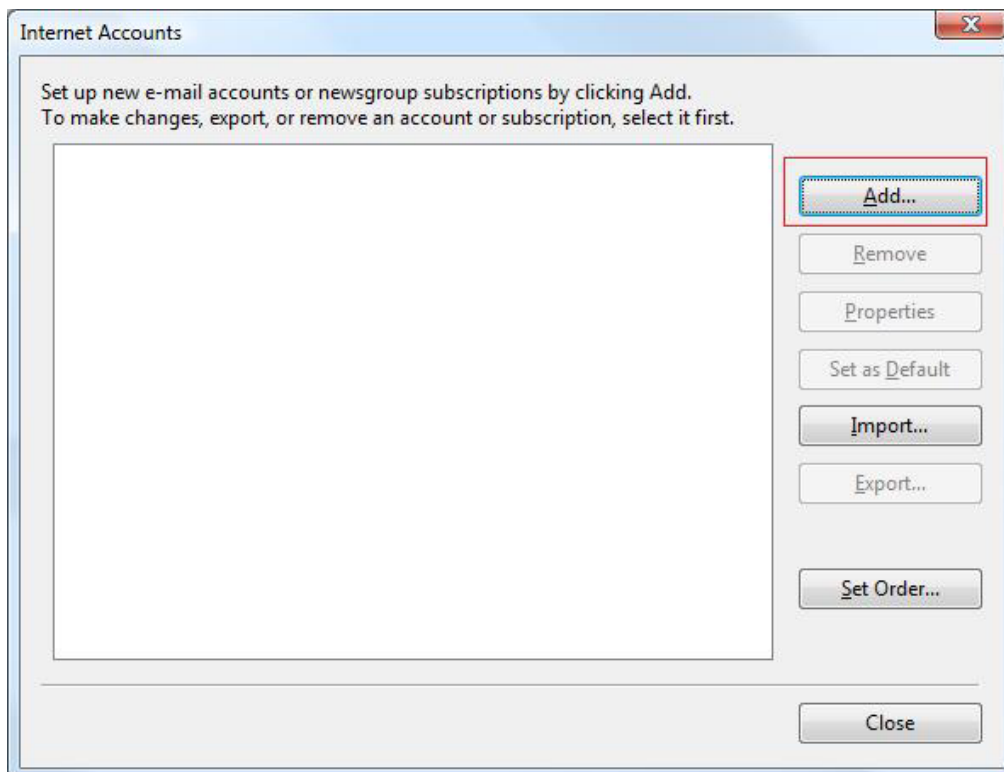
1. If there has not been created an account yet, go to Step 3/11
2. If there has already been created an account, go to Step 2/11

Step 2/11

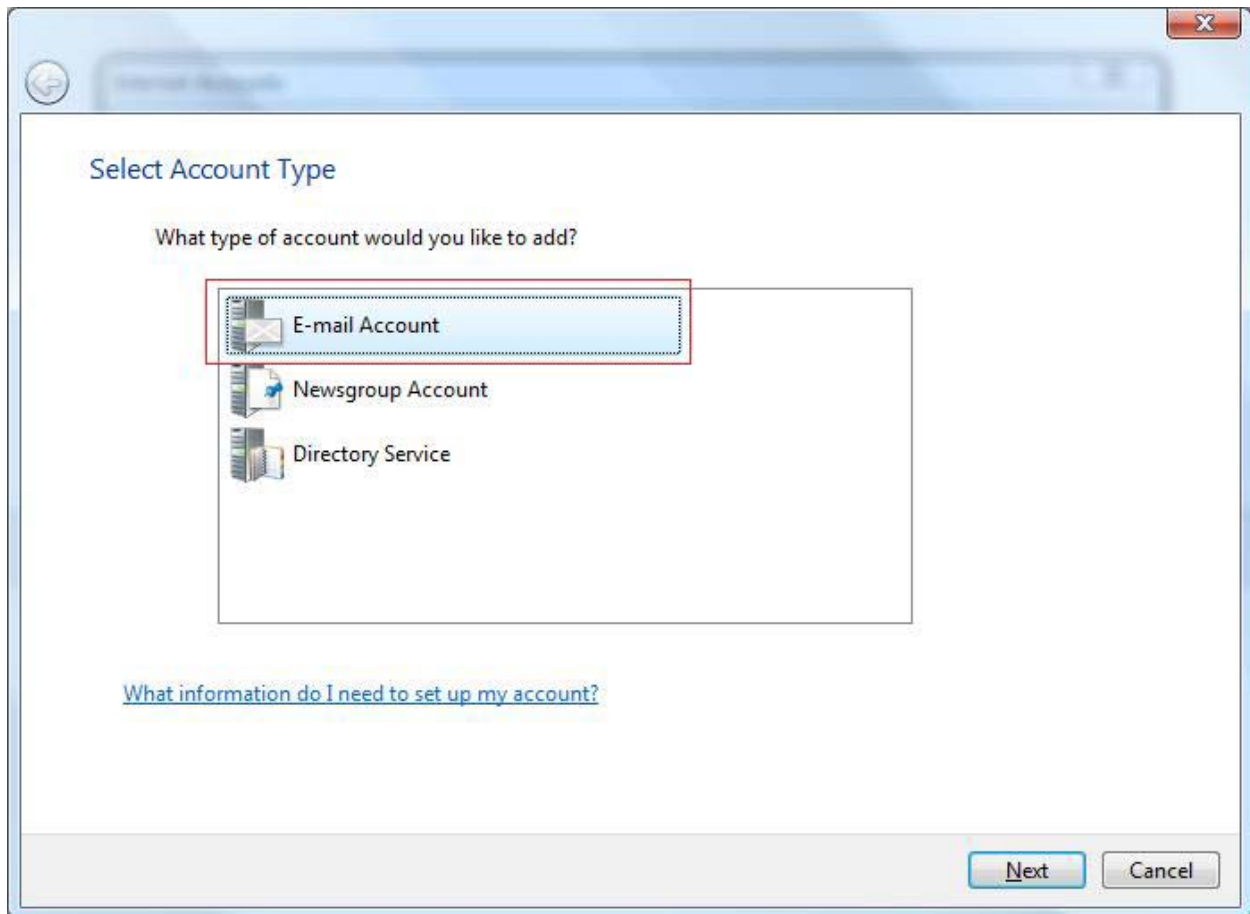
Choose the menu item “Accounts...” in the menu bar under “Tools”.



In the window “Internet Accounts” click to “Add...”.

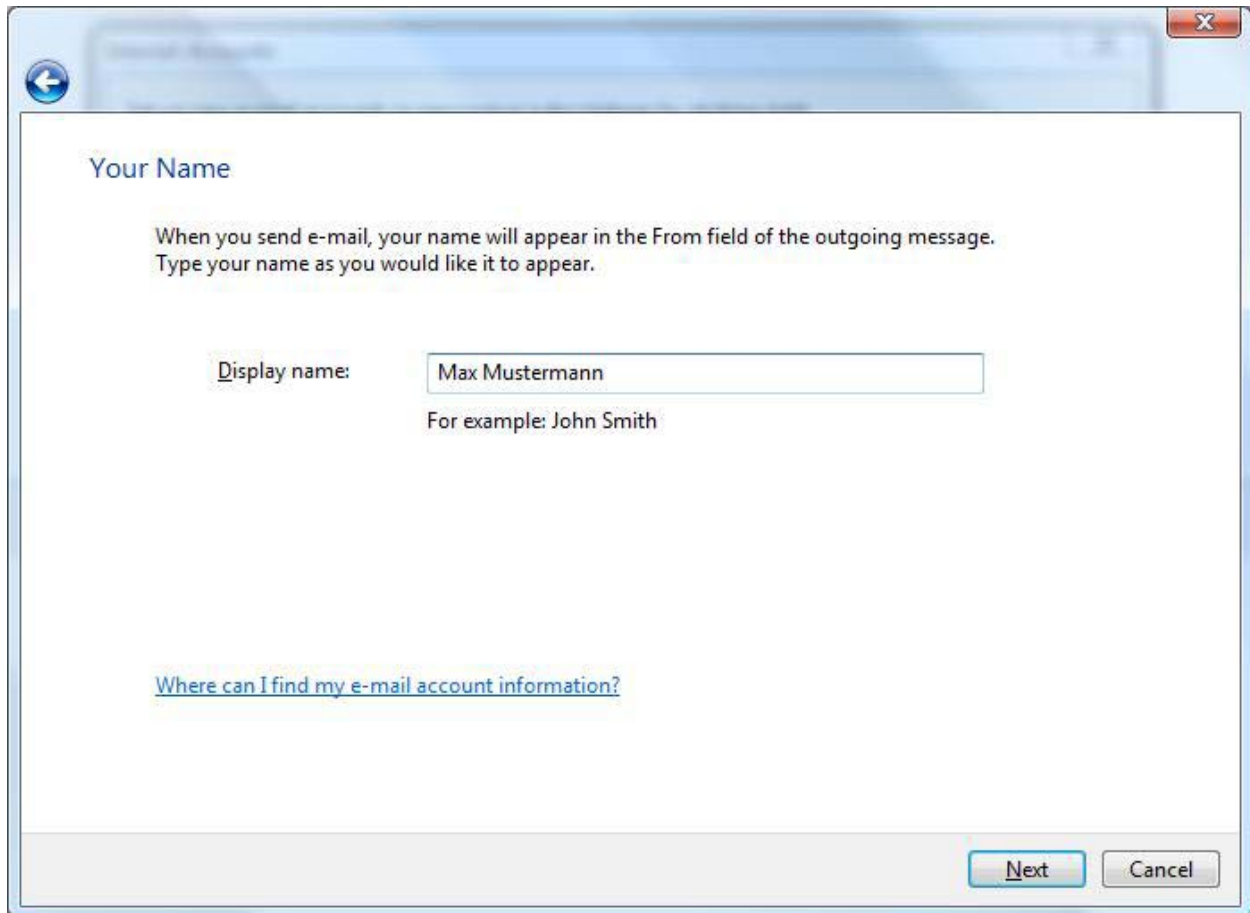


Choose "E-Mail Account" and click to "next".



Step 3/11

Type your complete name (firstname and lastname) into the field "Display name" (e. g. Max Mustermann).



The screenshot shows a window titled "Your Name" with a blue header bar containing a back arrow icon and a close button. The main content area has the following text:

Your Name

When you send e-mail, your name will appear in the From field of the outgoing message.
Type your name as you would like it to appear.

Display name:

For example: John Smith

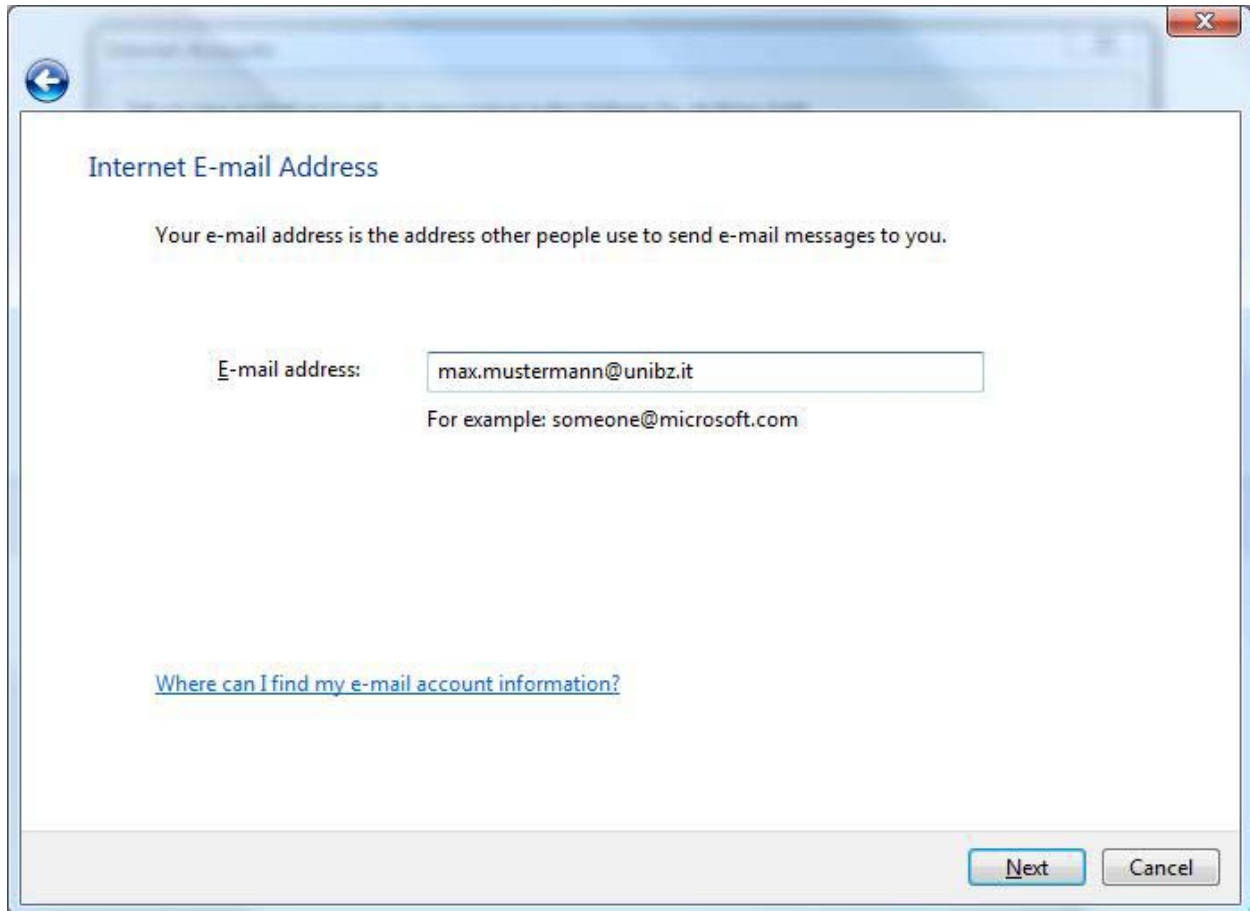
[Where can I find my e-mail account information?](#)

At the bottom right, there are two buttons: "Next" and "Cancel".

Confirm your entry with "Next".

Step 4/11

Write your complete university email address into the following window "Internet E-mail Address".



Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: someone@microsoft.com

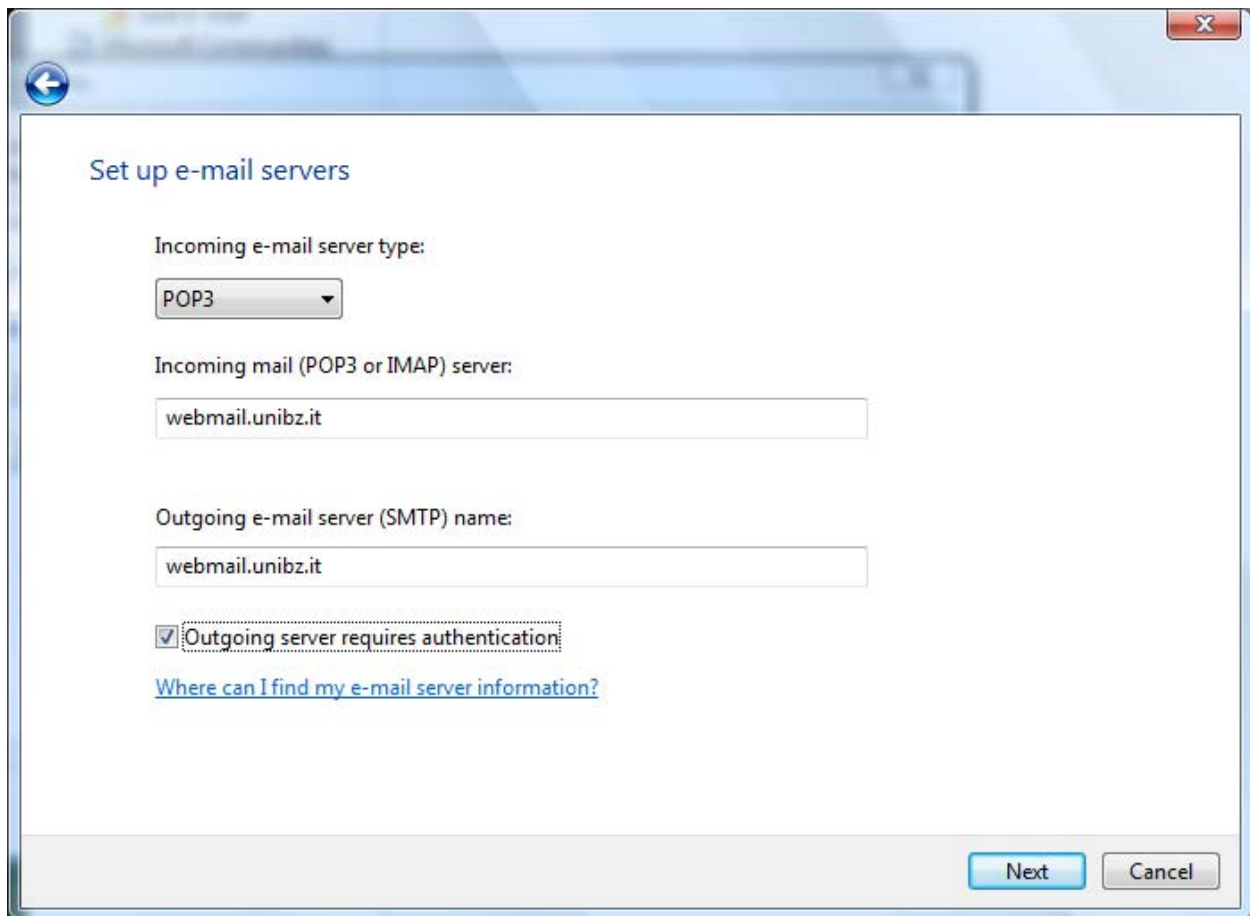
[Where can I find my e-mail account information?](#)

Continue with "Next".

Step 5/11

In the 3rd window "Set up e-mail server" you must choose "Pop3" in the drop down field as incoming server.

In both the fields "Incoming mail server" and "Outgoing mail server" you must enter "webmail.unibz.it", also mark "Outgoing server requires authentication"



Set up e-mail servers

Incoming e-mail server type:
POP3

Incoming mail (POP3 or IMAP) server:
webmail.unibz.it

Outgoing e-mail server (SMTP) name:
webmail.unibz.it

Outgoing server requires authentication

[Where can I find my e-mail server information?](#)

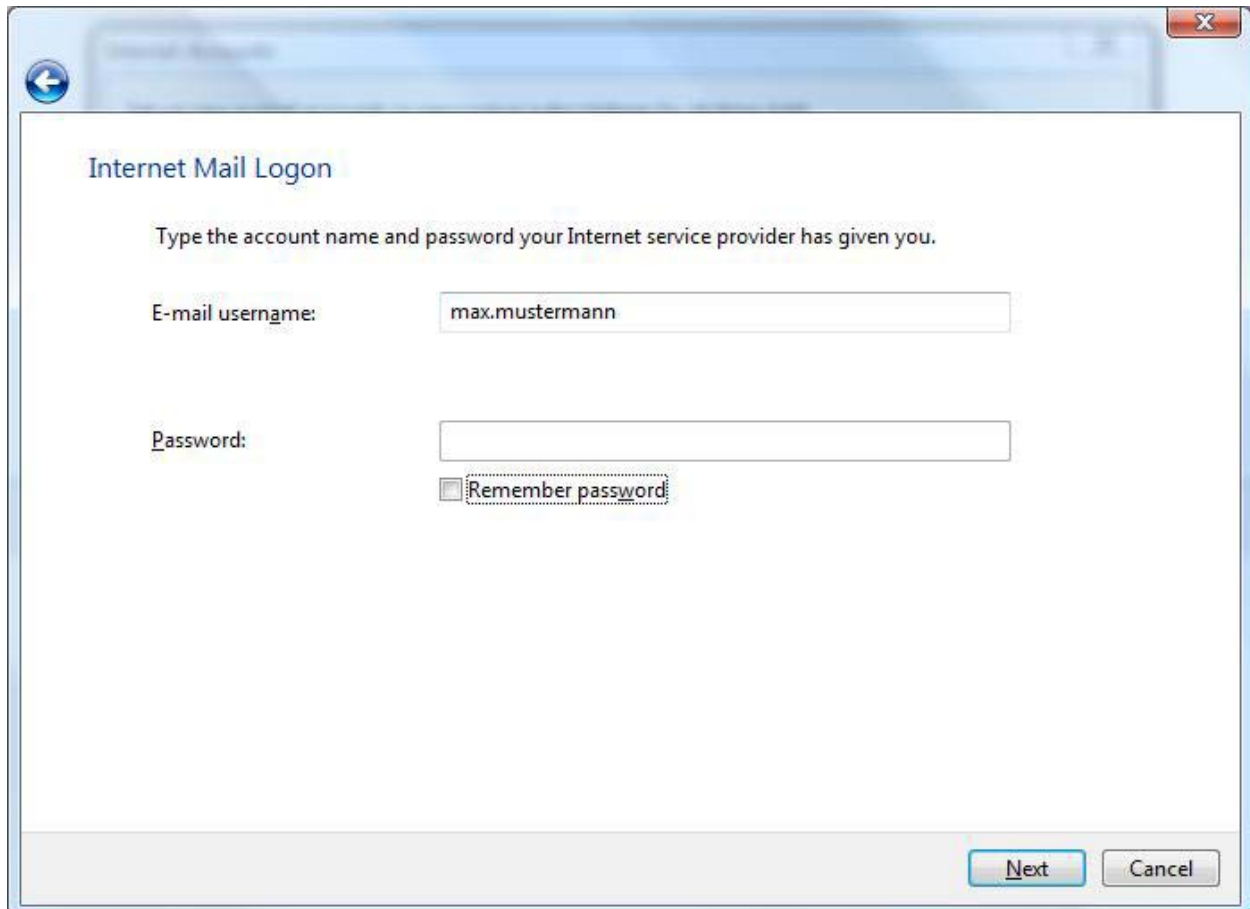
Next Cancel

Click on "Next" after.

Step 6/11

In the 4th window "Internet Mail Logon" you must enter your network account and password.

Hint: To save your password, write it into the field "Password:" and activate "Remember password".



Internet Mail Logon

Type the account name and password your Internet service provider has given you.

E-mail username: max.mustermann

Password:

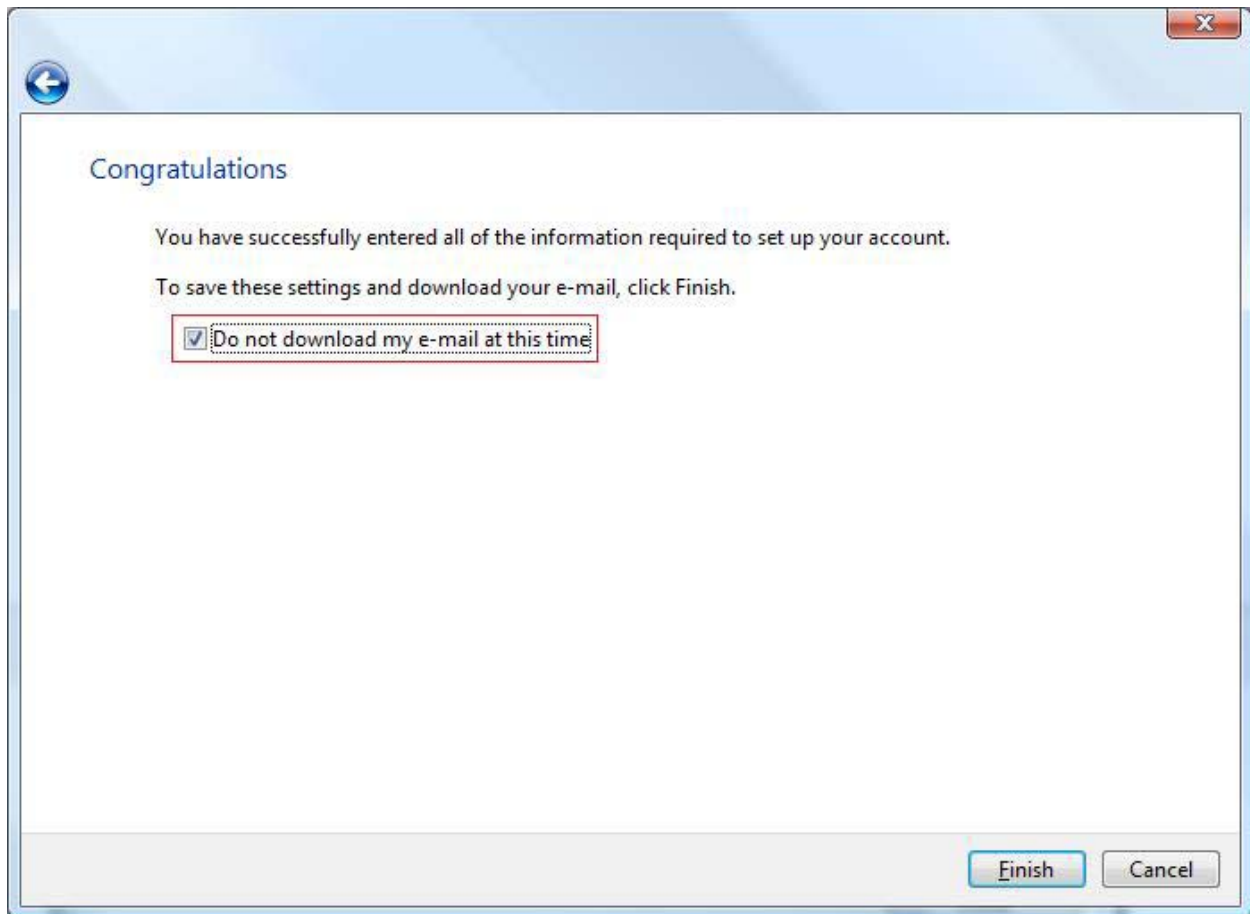
Remember password

Next Cancel

Confirm your entries with "Next".

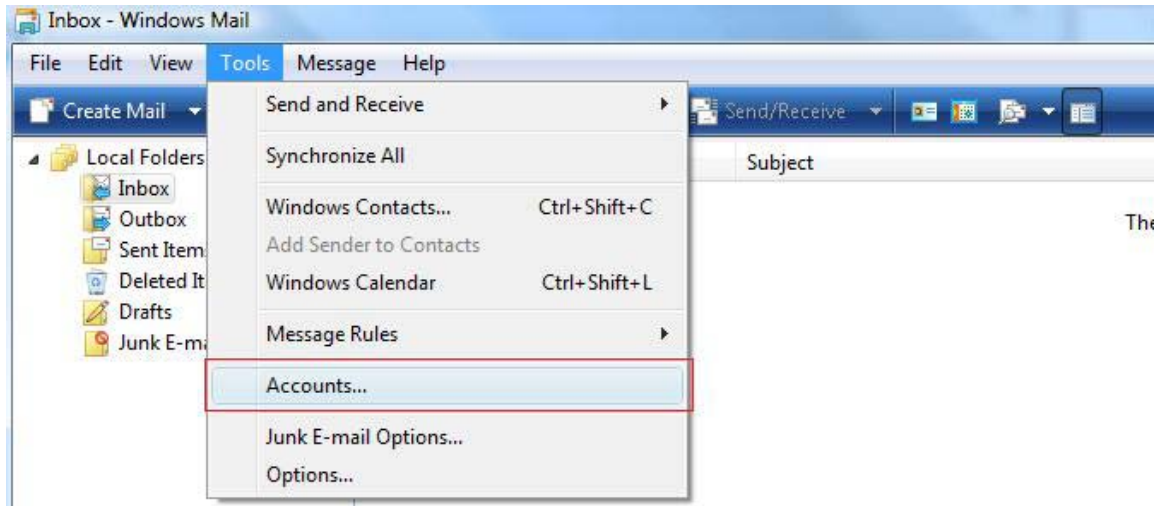
Step 7/11

To complete this part of the configuration, mark “Do not download my e-mail at this time” and confirm with "Finish".

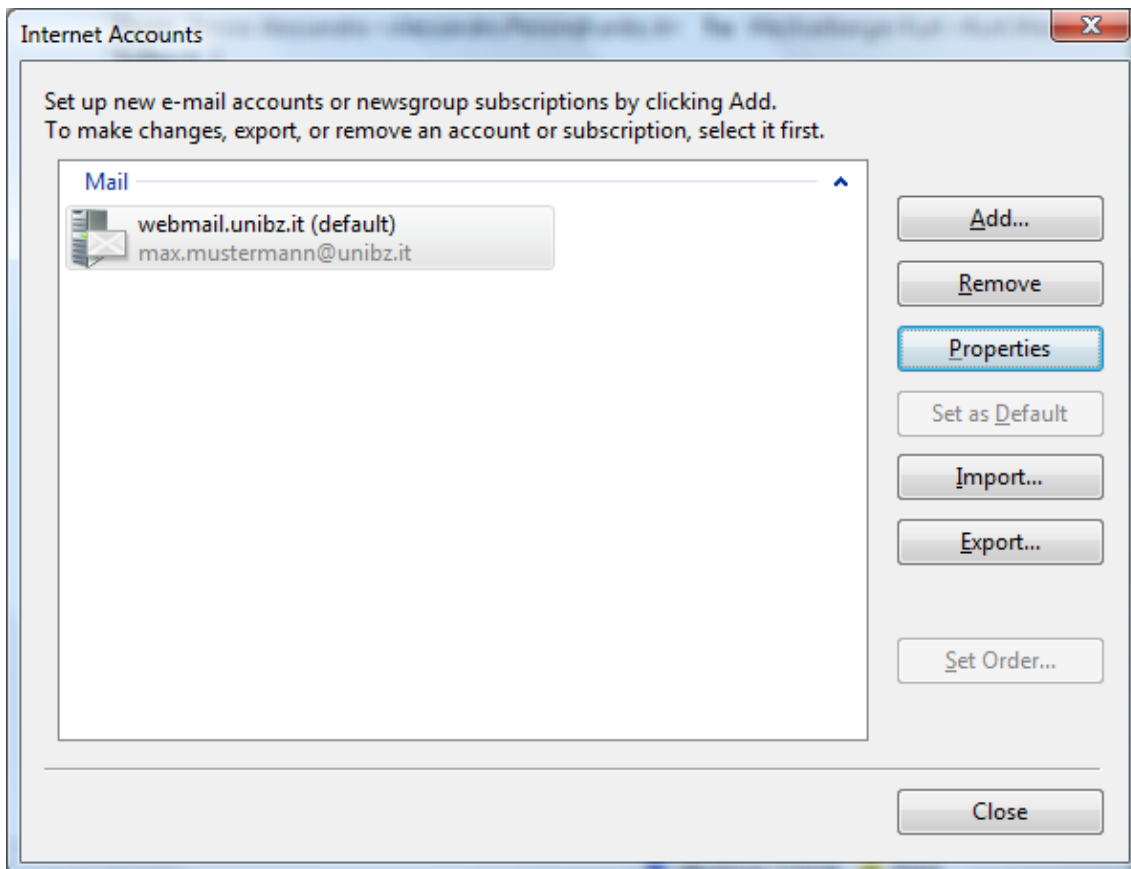


Step 8/11

Adjust the following settings: Go to the menu item "Tools\Accounts".

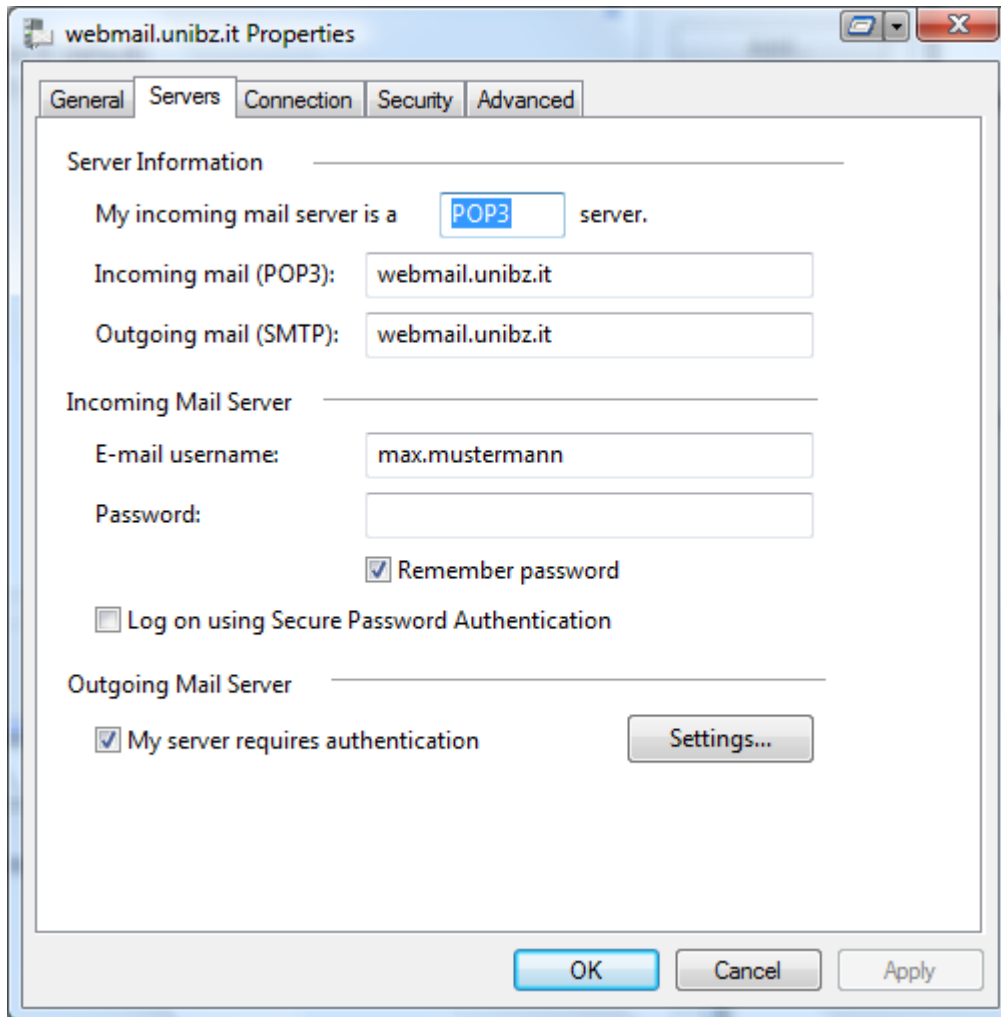


Click on the newly created email account "owa.unibz.it" and open the "Properties".



Step 9/11

In the following window, change to the "Servers" tab and activate in the "Outgoing Mail Server" section "My server requires authentication". Then click on "Settings..."



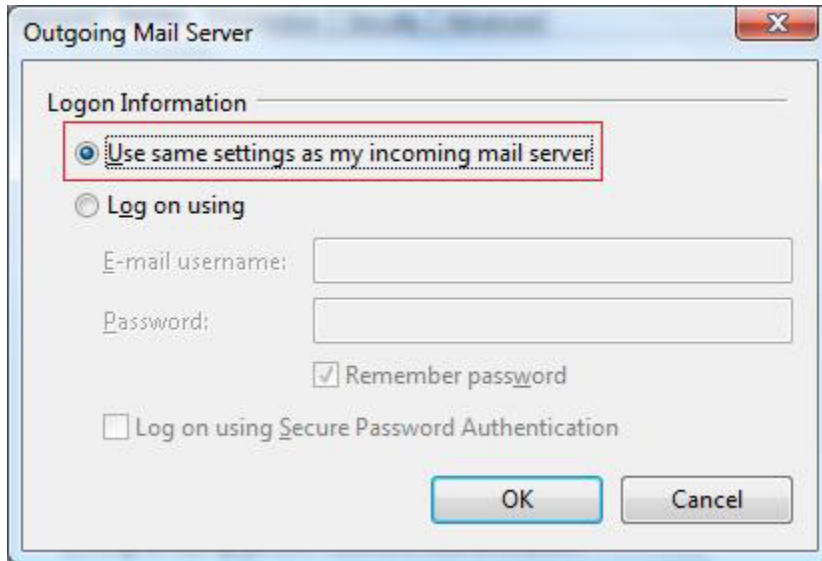
The screenshot shows a Windows-style dialog box titled "webmail.unibz.it Properties". The "Servers" tab is selected, showing the following configuration:

- Server Information:** "My incoming mail server is a **POP3** server."
- Incoming mail (POP3):** webmail.unibz.it
- Outgoing mail (SMTP):** webmail.unibz.it
- Incoming Mail Server:**
 - E-mail username: max.mustermann
 - Password: (empty)
 - Remember password
 - Log on using Secure Password Authentication
- Outgoing Mail Server:**
 - My server requires authentication
 - Settings...

At the bottom of the dialog are buttons for "OK", "Cancel", and "Apply".

Step 10/11

Activate "Use same settings as my incoming mail server".



Confirm the settings with "OK".

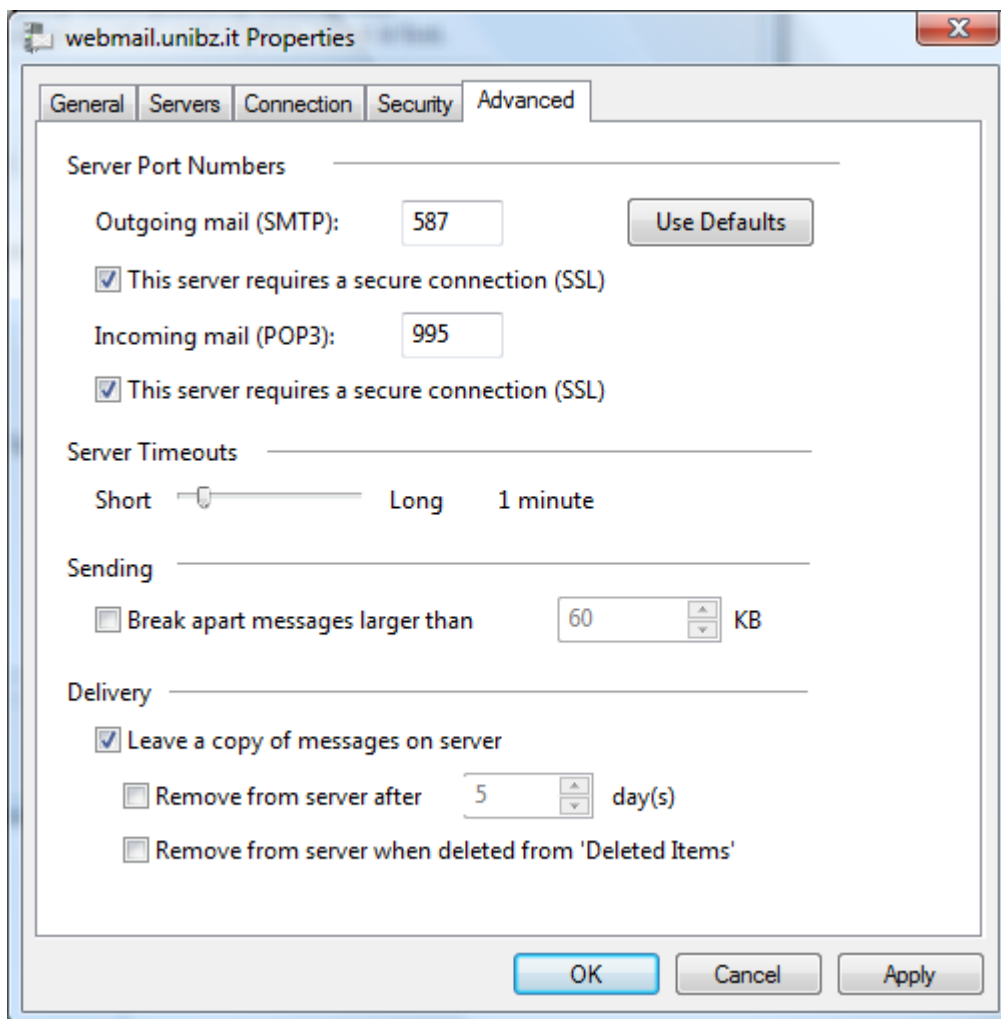
Step 11/11

In the "Advanced" tab:

Activate in both fields "Outgoing mail (SMTP)" and "Incoming mail (POP3)":

"This server requires a secure connection".

At "Delivery" activate "Leave a copy of messages on server".



Confirm with "OK".