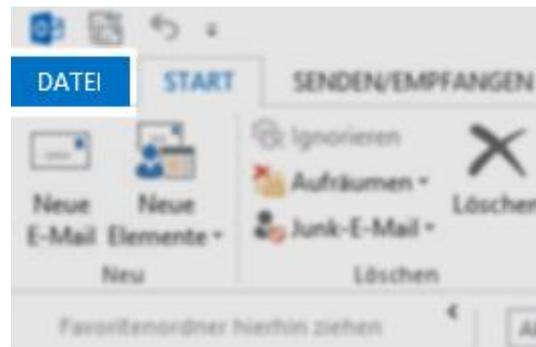


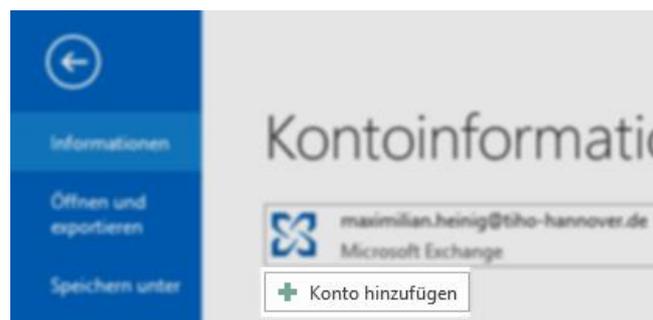
Using Outlook from home

These instructions explain how you can receive your emails in Microsoft Outlook from home in a step-by-step process. This requires your IDM number with the associated password and Outlook 2010 or higher.

Open Outlook and then go to **“File”**.



You should then be taken directly to the account information. If not, please select **“Information”**.



Please click on **“Add account”** here.

A window with the **“Add account”** dialog should open.

Now provide following data:

- Your name
- Your TiHo-Mail
- Your TiHo-Password

Then click „Continue“

In the next dialog, a connection to the TiHo mail system is created. You will then be asked for your user data again. Select “Use another account”.

Now provide your data as follows:

- TIHOAD\IDM-number
- Your Password

and select “Save login data”.

You can then click on “OK”

In the next step, you should see the following window with the message that your e-mail account has been successfully configured.

Now select “Finish” and restart your Outlook. Your TiHo account should now be displayed and synchronized in your Outlook.