



# HAIMAIL INTEGRATION IN AN E-MAIL PROGRAM CONFIGURATION DETAILS

You can use your alumni e-mail address on different devices in various different, maybe already preinstalled e-mail programs. In order to integrate your HAI mail into these services please follow the instructions of your program on your device. Please use for your settings configuration details described in the following.

## Automatic integration (with the Autodiscover function)

e.g. for Microsoft Outlook & Apple Mail:

If you want to integrate your HAI mail into the programs Microsoft Outlook or Apple Mail, you can use the comfortable Auto discover function. The program automatically detects the necessary server settings during setup.

### Microsoft Outlook:

- Go to "Settings", choose the tab "E-Mail" and then select "New...".
- Choose the first option "E-mail account" in the window "Set up account automatically".
- Fill in your desired display name and your login details (complete HAI mail address and your personal password) – click "continue".
- Your HAI mail will automatically be added to the program with the necessary settings.

### Apple Mail:

- On your device go to "Settings", then "Mail" and then "Accounts".
- Choose "Add Account" and "Microsoft Exchange".
- For "Email" please enter your full HAI mail and click on "Next".
- Please confirm the question "“Settings” Wants to Use “Microsoft Exchange” to Sign in” with "Continue".
- Then please enter your password and confirm with "Next", then click "Save".
- Your account has now been added and your e-mails will automatically be loaded. Depending on the size of your account this can take a few moments.

*Please note: For Windows 7 and older versions, the integration with Outlook/Apple must be done manually and not via the Autodiscover function.*

## Manual Set Up

### **Inbox server (IMAP):**

Server: haimail.alumni.uni-heidelberg.de

Port: 993

Security Option: SSL/TLS

User name: your full alumni e-mail address

### **Outbox server (SMTP):**

Server: haimail.alumni.uni-heidelberg.de

Port: 587

Security Option: STARTTLS

User name: your full alumni e-mail address

Authentication by username and password is required for both, the inbox and the outbox server.

Please refer to the University Computing Centre [Password Policy](#) when assigning your password.

### **For POP3S:**

If you do not want to integrate your HAImail as IMAP but POP3, please use port 995 for the inbox server. The remaining details correspond to the configuration data mentioned above for IMAP.

### **Mozilla Thunderbird – please note:**

In case of a manual setup in Thunderbird, please ONLY click on "Done" after entering the configuration details.

Please DO NOT click on "Test" or "Re-test", because then Thunderbird will change the settings independently in the background and the integration of your HAImail will not work.

For further questions, please feel free to contact our mail administration at [postmaster@alumni.uni-heidelberg.de](mailto:postmaster@alumni.uni-heidelberg.de).