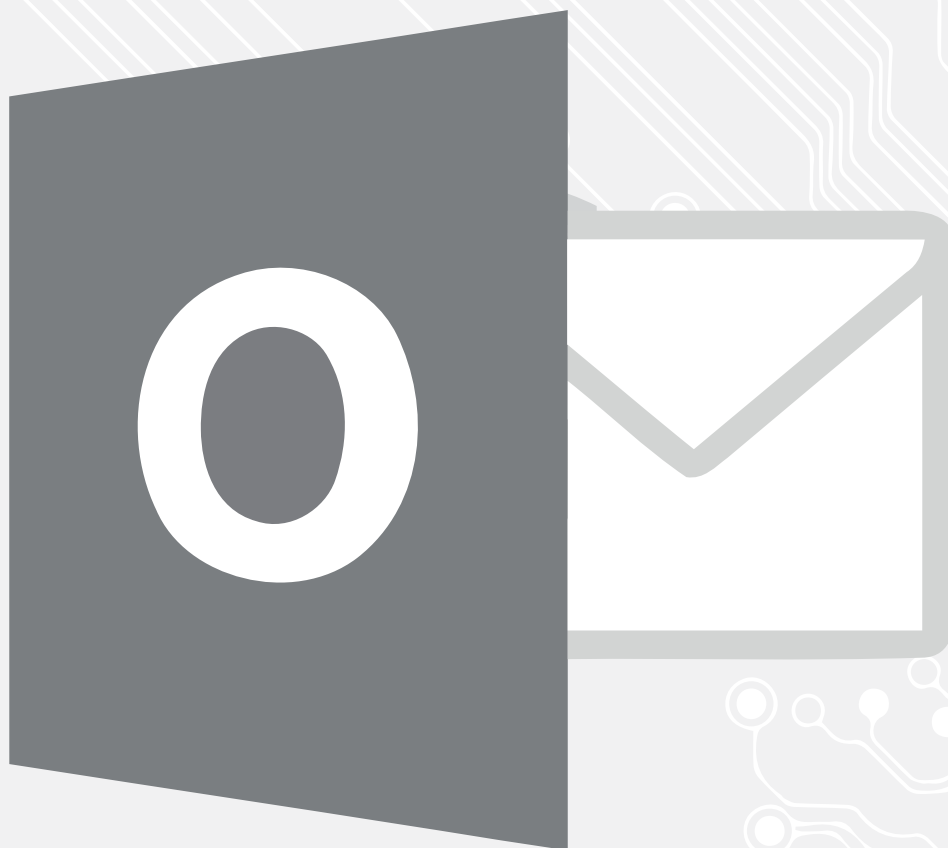


Setup a functional  
mailbox



# Setup a functional mailbox

## Outlook

For use by:	Students, Employees
Version:	1.1
Date:	20-06-22
Owner:	SID

*(this page was intentionally left blank)*

# Setup a functional mailbox

The text and screenshots in this manual apply to the latest versions of Microsoft Outlook and may differ slightly from your version.

## Before you begin

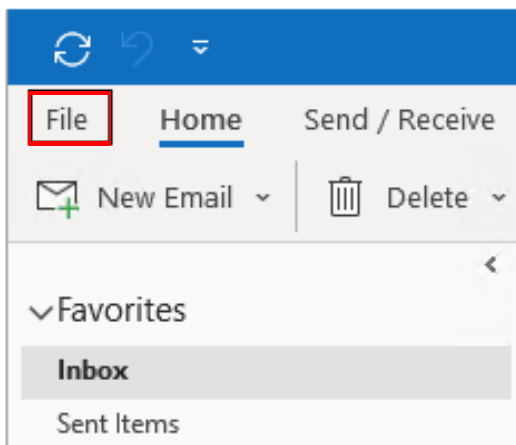
The following instructions are supported by the TU Delft and have been tested to be working. However, we offer this manual to you as an extra service. In case you have a configuration or version of **Windows** other than the one described here and you have problems **setting up a functional mailbox**, neither ICT nor a Service Desk will be able to help you to **setup a functional mailbox in Outlook 2016**.

## Prerequisites

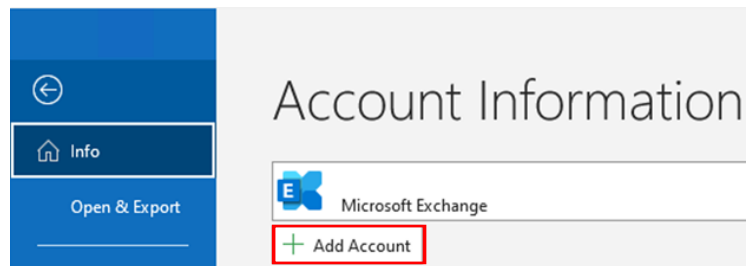
You need an **active netid**, a **stable internet connection** and an **installation of Outlook** to set up a functional mailbox in Outlook with your TU Delft email-address.

### Add functional mailbox

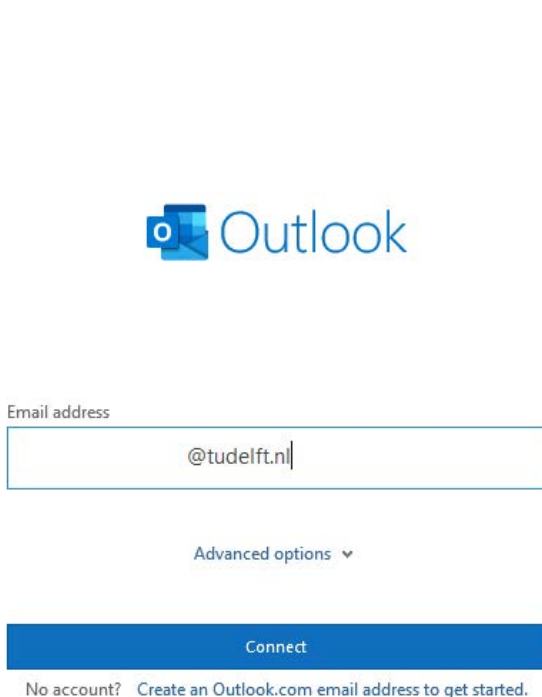
Step 1. After starting-up and configuring Outlook, in the mail screen click on 'File' in the top-left of the screen.



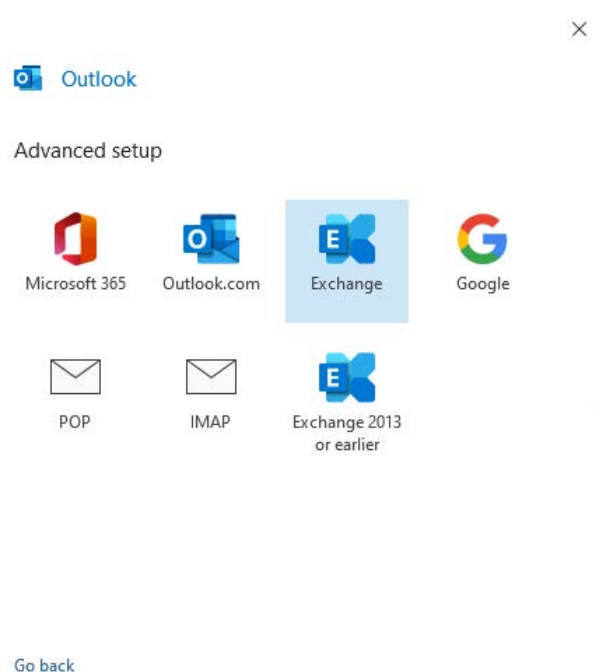
Step 2. Choose 'Add Account'



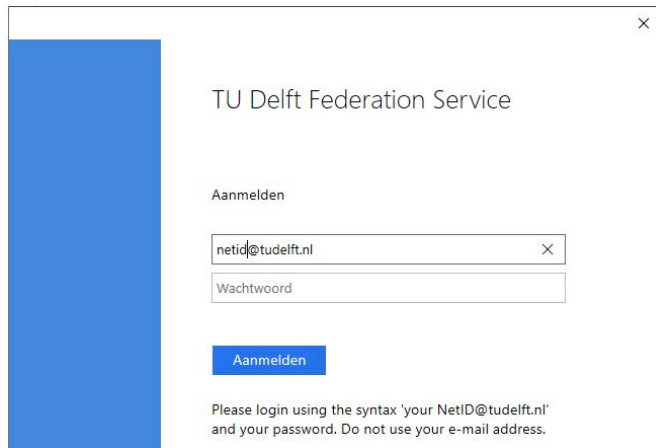
Step 3. Enter the email address of the functional mailbox in the field 'E-mail Address' and click 'Connect'.



Step 4. Click 'Exchange'.

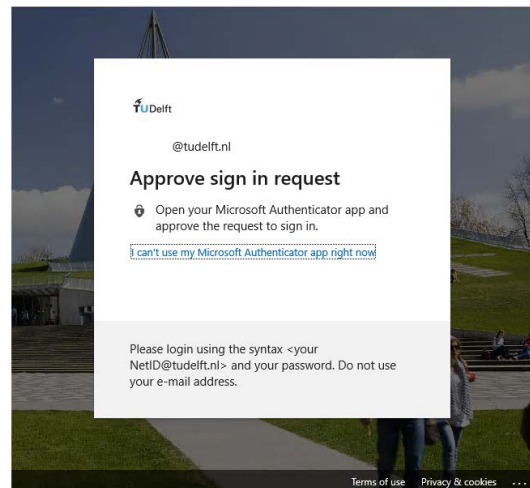


Step 5. Log in at TU Delft Federation Service with your own netid and click 'Aanmelden'.

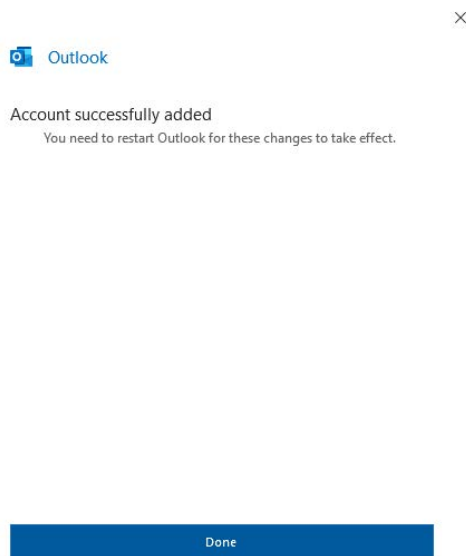


The image shows the TU Delft Federation Service login page. It has a blue header with the TU Delft logo. Below the header, there is a section titled 'Aanmelden'. It contains a text input field for the NetID (pre-filled with 'netid@tudelft.nl') and a password input field labeled 'Wachtwoord'. A blue 'Aanmelden' button is below the fields. At the bottom, there is a note: 'Please login using the syntax 'your NetID@tudelft.nl' and your password. Do not use your e-mail address.'

Step 6. Use your two factor method to approve the sign in request.



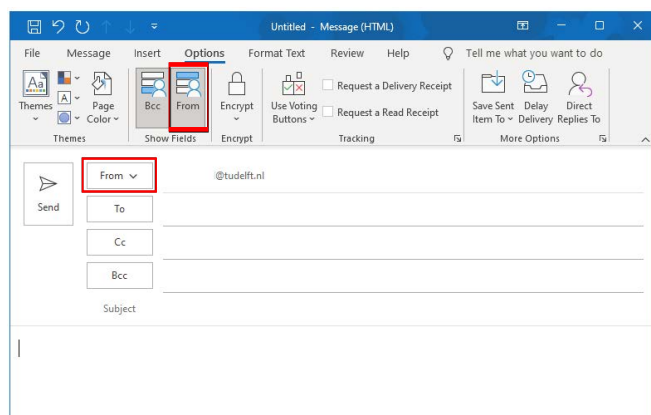
Step 7. Click 'Done' and restart Outlook.



## Send an e-mail with the functional mailbox

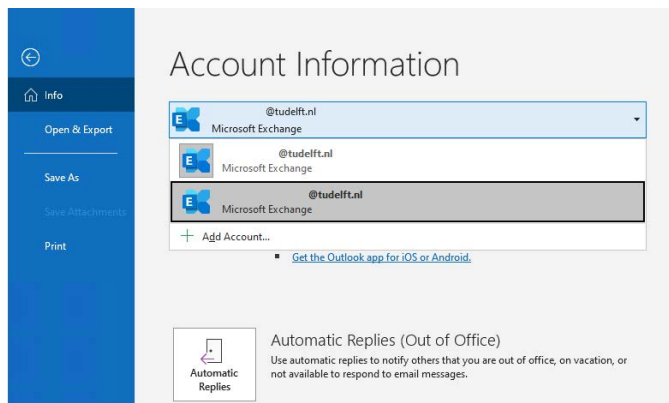
Step 1. Go to the functional mailbox and start a new mail message. Note that the From field is not displayed by default and must be activated in your Outlook.

When you open a new mail, you can choose 'From' in the Options menu. This will display the field in the email where you can enter the address on behalf of whom you are sending the email.



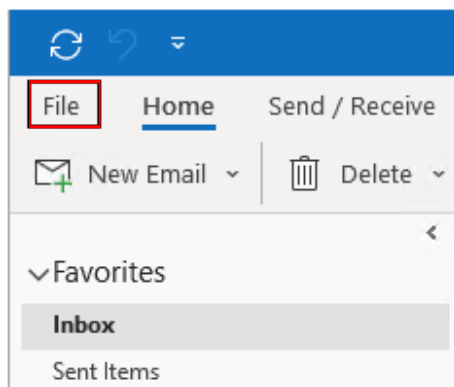
## Set or change the Out of Office message

Step 1. To set or change the out of office message of the functional mailbox, go to 'File' and make sure the functional mailbox is chosen in the accounts field. Choose 'Automatic Replies' to set an out of office message. Choose 'Rules and Alerts' to setup rules for the functional mailbox.

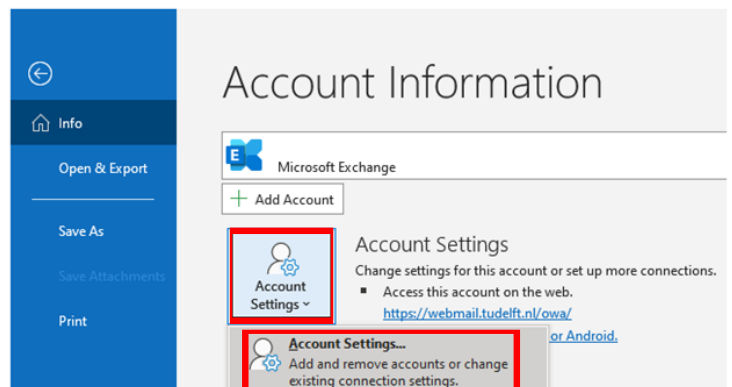


## Remove functional mailbox from Outlook

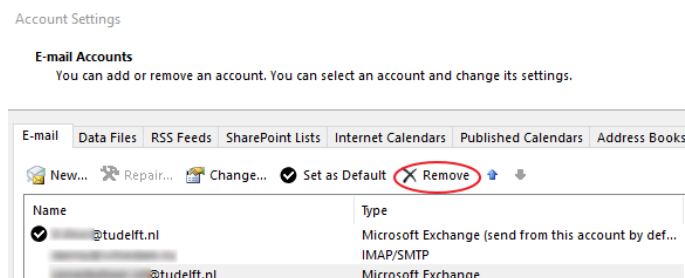
Step 1. In the mail screen click on 'File' in the top-left of the screen.



Step 2. Choose 'Account Settings' and again 'Account Settings'.



Step 3. Select the functional mailbox and click 'Remove'.



Step 4. Select 'Yes' to remove the functional mailbox

