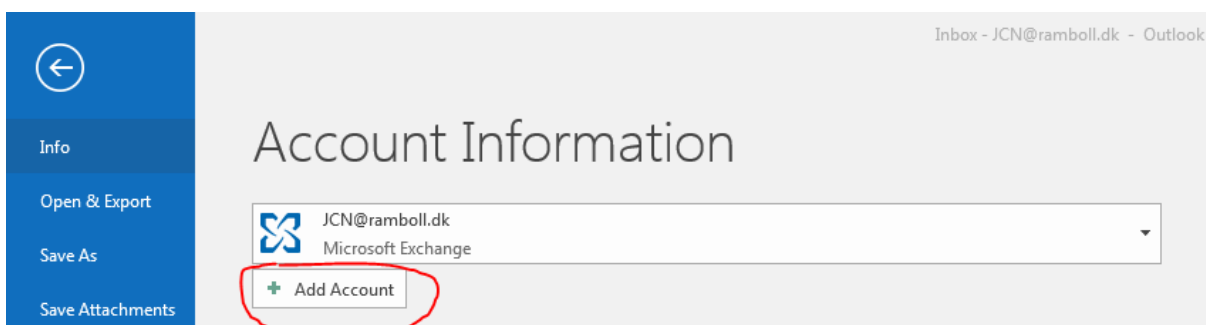


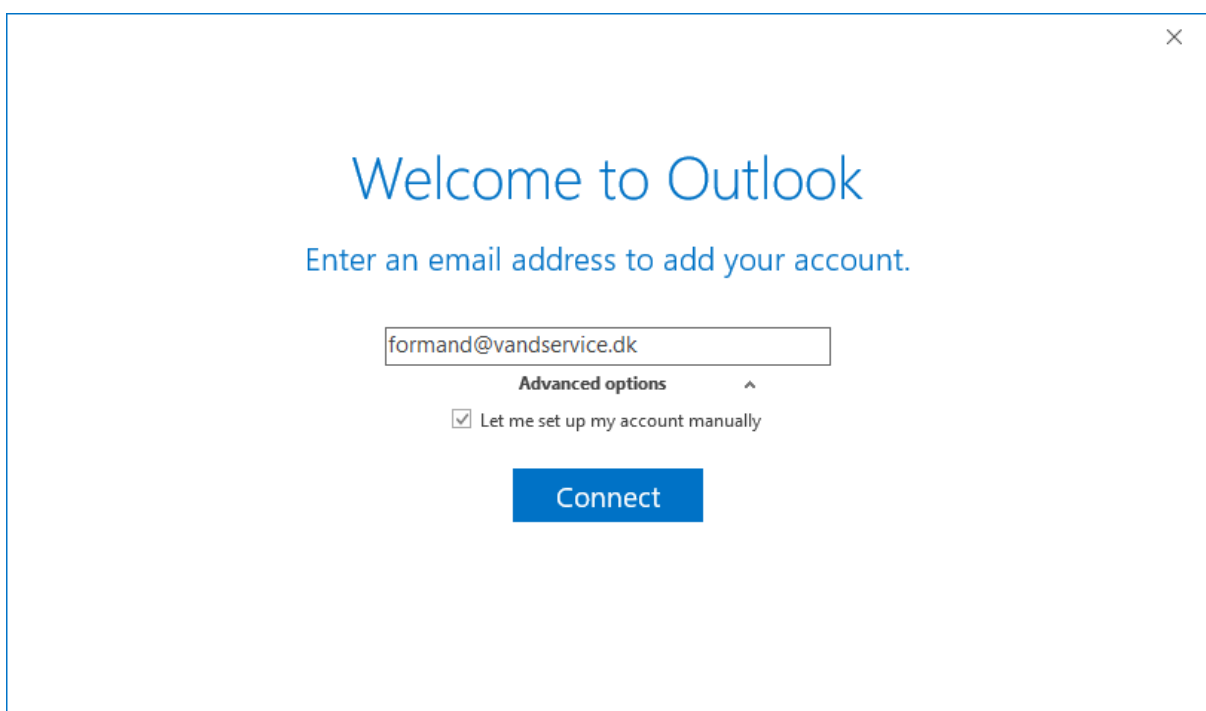
Opsætning af Rambøll Mail i Outlook

Denne vejledning beskriver opsætning af en IMAP mailklient i Outlook. Opsætningen foregår automatisk med et minimum af indtastninger fra brugeren.

1. Vælg **File** og vælg **Add Account**.

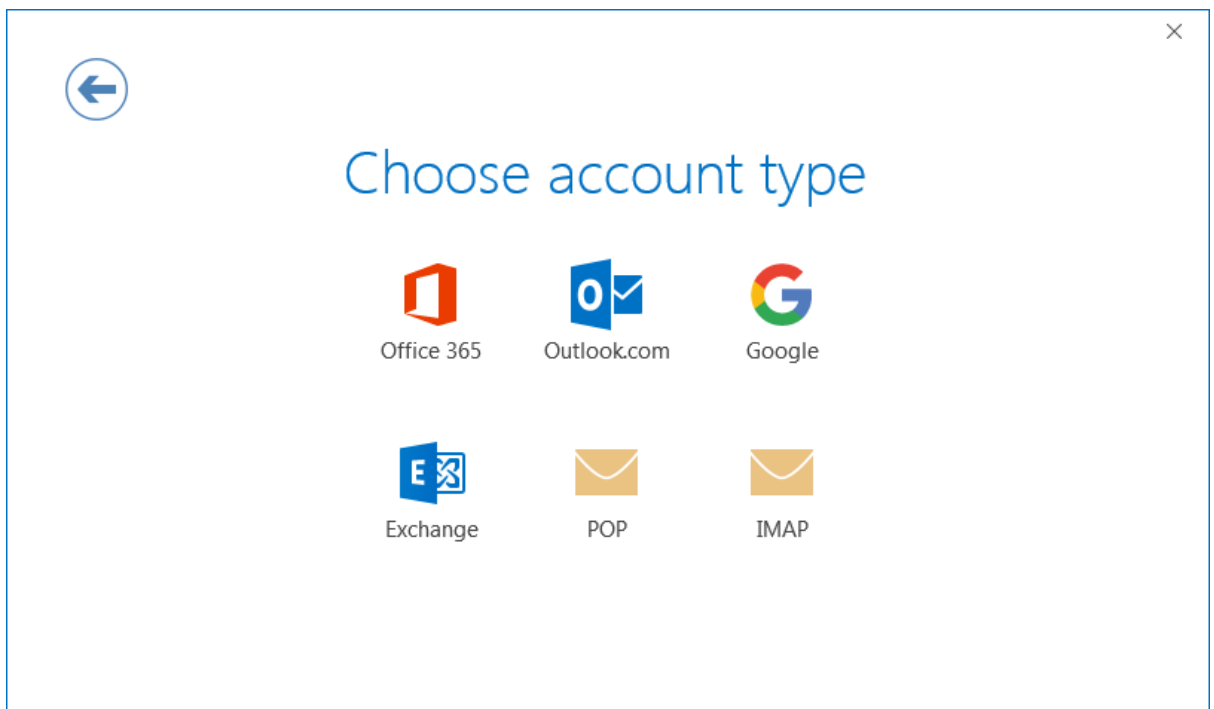


2. Indtast mailadressen og vælg **Advanced options**:

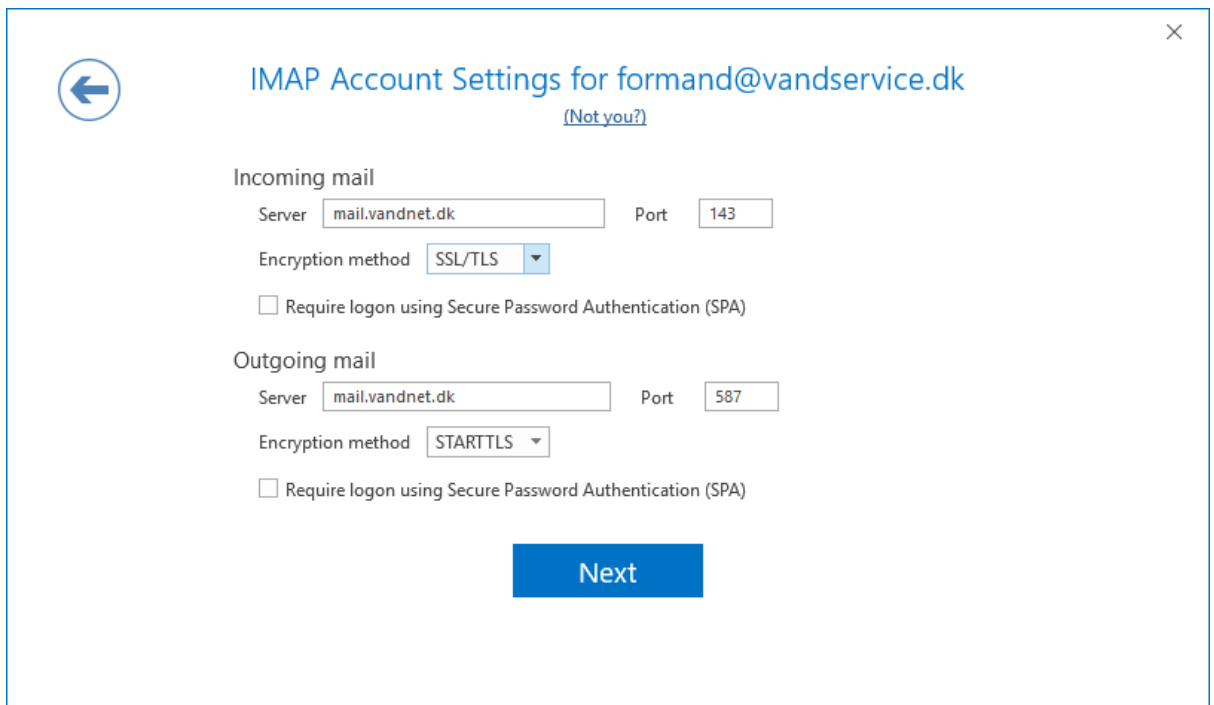


Opsætning af Rambøll Mail i Outlook

3. Vælg kontotypen IMAP:



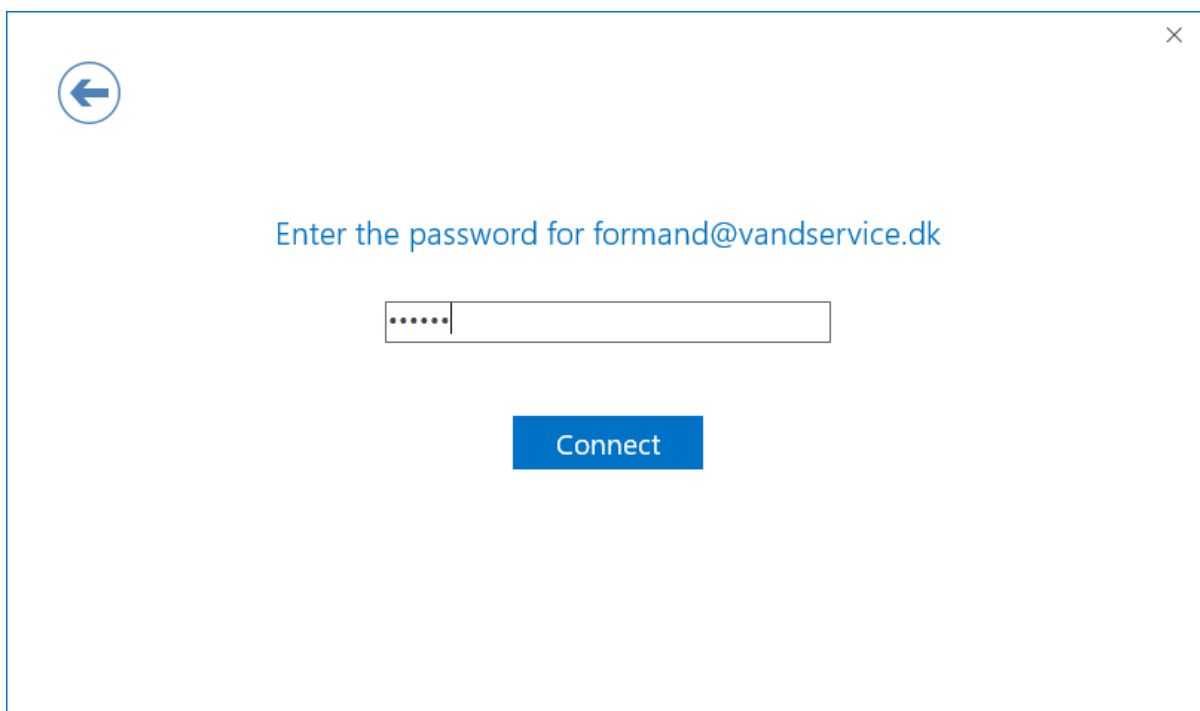
4. Indtast/kontrollér oplysninger.



I feltet "Incoming mail" – "Port" kan også angives 993.

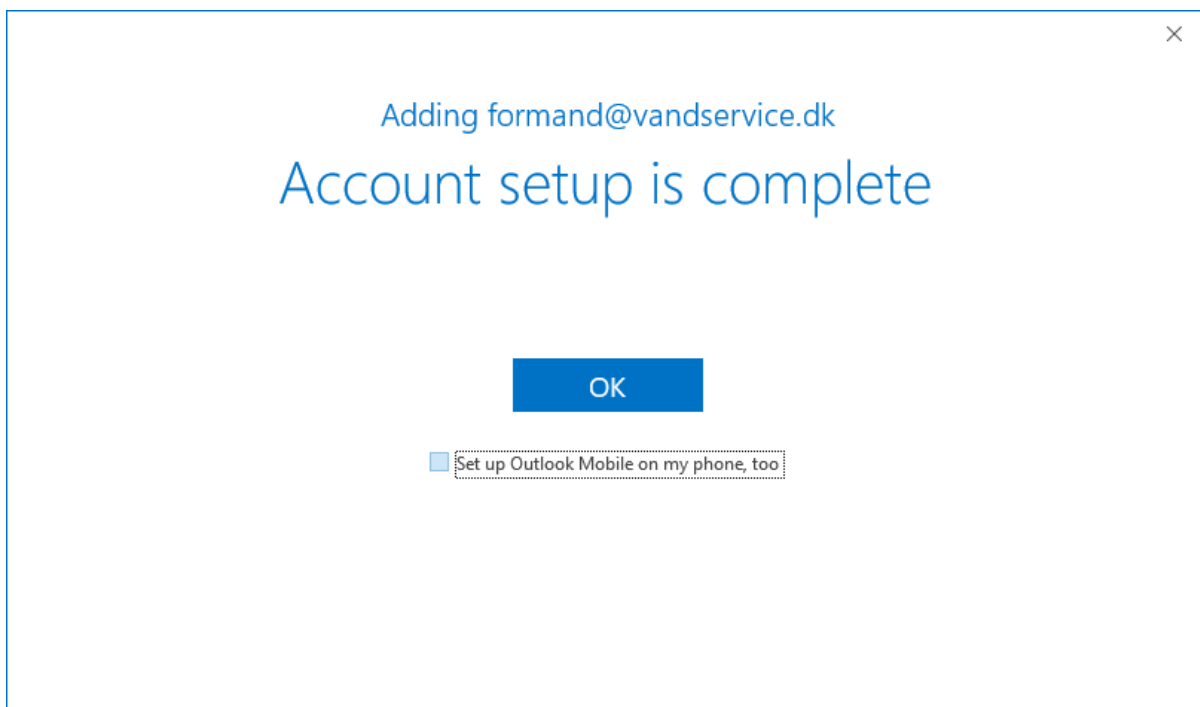
Opsætning af Rambøll Mail i Outlook

5. Indtast password



A screenshot of an Outlook window showing a password entry prompt. The window has a back arrow icon in the top-left corner and a close 'x' icon in the top-right corner. The text reads: "Enter the password for formand@vandservice.dk". Below this text is a password input field with a small box containing six dots on the left. A blue "Connect" button is centered below the input field.

6. Mailkontoen er nu oprettet. Klik **OK** i det sidste skærbillede.



A screenshot of an Outlook window showing the completion of account setup. The window has a close 'x' icon in the top-right corner. The text reads: "Adding formand@vandservice.dk" and "Account setup is complete" in a large blue font. A blue "OK" button is centered below the text. At the bottom, there is a checkbox with the text "Set up Outlook Mobile on my phone, too".