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Integrating your Office 365 KABK Account with Live mail

Version: 1.4 Author: Waldo de Borst Owner: systeembeheer@kabk.nl Last updated: 05-02-2019

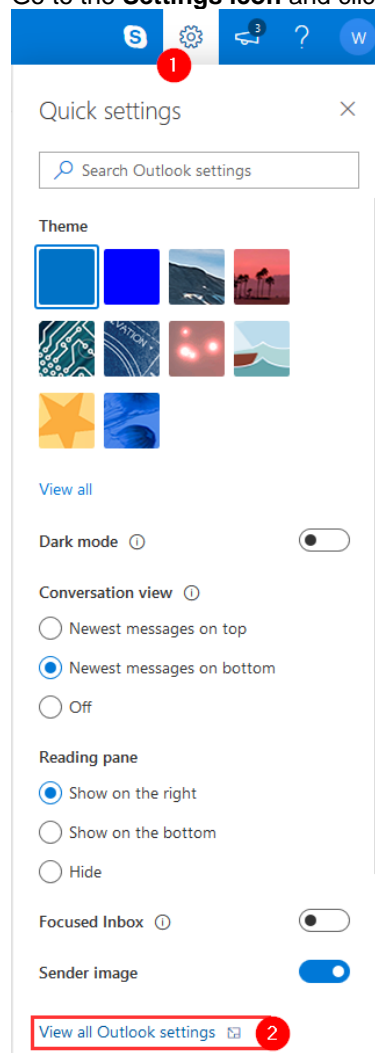
Warning: Please make sure to **enable** the option **Leave a copy of retrieved message on the server**. If you do not do this, all messages will be **removed** from the KABK account.

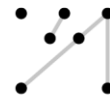
Introduction: Many people have set a forwarding rule for their KABK account. With Office 365, we now have the option of natively using the KABK account from the Live mail interface. The biggest advantages of this are that you see the original sender in the inbox, and that you can instantly reply from the KABK account.

This short guide will help you set this up. The guide is split up in two parts: receiving email and sending email. Please make sure to follow the steps and pay attention to the warning.

Setting up email:

- Log in to your Live mail account.
- Go to the **Settings icon** and click **View all Outlook settings**





- Go to **Mail**. Under **Sync email** click **Other email accounts**

The screenshot shows the Outlook settings interface. On the left, the 'Settings' sidebar has 'Mail' selected (1) and 'Sync email' selected (2). The main pane shows the 'Sync email' settings, with 'Other email accounts' selected (3). The 'Sync email' pane includes a 'Connected accounts' section with a 'Gmail' account and an 'Other email accounts' button. Below this is a table with columns for 'Account' and 'Last update'.

- Enter the email address of your KABK account and choose if you want KABK mail in a separate folder:

Connect your account

Display name

Test van Testerson

Email address *

T.vantesterson@student.kabk.nl

Password *

••••••••••

You can choose where the imported email will be stored *

- Create a new folder for imported email, with subfolders like the account you're connecting.
- Import into existing folders, such as Inbox, Sent Items, and Drafts, and create folders for others.

Advanced settings

- Manually configure account settings (POP, IMAP, or send-only account)

- After you click **OK**. More settings will appear.



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- Fill in the following settings:
 1. Your display name (full name)
 2. Your KABK email address
 3. Your username
 - **for students:** [Studentnummer@kabk.nl] e.g. 1234567@kabk.nl
 - **for teachers/employees:** [firstletter].[surname]@kabk.nl e.g. j.haarbos@kabk.nl
 4. Your KABK password
 5. You can set this option to your personal preference.

Advanced settings

Display name

1 Test van Testerson

Email address *

2 T.vanTesterson@student.kabk.nl

User name

3 1234567@kabk.nl

Password *

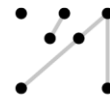
4 ●●●●●●●●●●

You can choose where the imported email will be stored *

5 Create a new folder for imported email, with subfolders like the account you're connecting.

Import into existing folders, such as Inbox, Sent Items, and Drafts, and create folders for others.

- Scroll down for the rest of the settings.



- Fill out the advanced settings:
 1. Select **POP/SMTP connection settings**
 2. The POP server is always **outlook.office365.com**
 3. The Incoming server port is always **995**
 4. Be sure this option is **checked (turned on)**. If you turn this option off, it will **remove** all imported mails from your KABK account!
 5. Authentication is **Basic**
 6. Set Encryption to **TLS**
 7. The SMTP server is always **smtp.office365.com**

Choose your connection type *

IMAP/SMTP connection settings

1 POP/SMTP connection settings

SMTP send-only connection settings

Incoming (POP) server *

2

Incoming server port *

3

4 Leave a copy of messages on the server

Authentication

5

Encryption

6

Send email using your provider's server (recipient will not see your Outlook.com address)

Send email using the Outlook.com server (recipient may see your Outlook.com address)

Outgoing (SMTP) server *

7

Outgoing server port *

Use different user name and password to send email