

## Instructions for using the MS Exchange Mailbox in connection with the existing ZIH-UNIX-Mailbox

### General Information

|                                  |                   |
|----------------------------------|-------------------|
| <b>Exchange Server / domain:</b> | msx.tu-dresden.de |
| <b>User name:</b>                | ZIH login         |
| <b>Password:</b>                 | ZIH password      |

The Exchange mailbox is set up in addition to the (usually) pre-existing ZIH-UNIX-Mailbox. You will therefore have two mailboxes. It is recommended to have one of the mailboxes as a so-called **Main-E-Mail-Box** and to have all of the e-mails from the second mailbox automatically forwarded to the main mailbox. Depending on your decision, please follow one of these two sets of instructions:

### Exchange-Mailbox as Main-E-Mail-Box:

1. Set up your UNIX-Mailbox to forward all incoming e-mails to the Exchange mailbox: Go to "HORDE" <https://mail.zih.tu-dresden.de> → Login with your *ZIH Login* and your *ZIH Password* → *Webmail* → *Filters* → *Forward* → Enter your Exchange-E-Mail-Address as the address to forward to (zih-login@MSX.tu-dresden.de)

2. Move the forwarding rule to the first position of the rules-list.

3. Set up in Microsoft Outlook a new e-mail account:

Open MS Outlook. The setup assistant begins automatically or you can open the tab → *Information* → *Add account information*. Enter your name, your e-mail address in the form *ZIH-Login@msx.tu-dresden.de* and your *ZIH password*. Click the button *Continue* and afterwards the button *Complete* to finish creating your new account.

You can also use your Exchange mailbox via IMAP, POP3 or in the web browser using the URL **<https://msx.tu-dresden.de>** (User name: *ZIH Login*, Password: *ZIH password*.)

To get your e-mails directly from the central mail gateway of the TUD without redirection via the UNIX mailbox, you can arrange to have your destination mailbox changed.

For technical reasons your ZIH-UNIX-Mailbox will continue to exist until revoked.

- The synchronization of your e-mails, calendars, contacts, and tasks with mobile devices (Smartphones etc. ) takes place via ActiveSync. For instructions on how to set this up, as well as for more information, see the ZIH web page: <https://tu-dresden.de/zih/dienste/service-katalog/zusammenarbeiten-und-forschen/groupware/exchange/Anleitungen#section-5>

- **Note regarding the calendar:** A default is set for all users of the Exchange mailbox regarding reading permission for the free/busy times in your personal calendar. MS Outlook and OWA use this information, for example, to show open time slots of all participants during the planning of a meeting. Further descriptions of the appointment, such as topic and location, will not be displayed.

If you would like to change this setting, proceed as follows: Open the heading "calendar" in MS Outlook, right-click on your personal calendar and select the Properties command from the context menu. In the Permissions tab change read access for the name "Standard" to "no". In order to still be able to use the scheduling capabilities, you must explicitly give reading permission to the members of the group.

### ZIH-UNIX-Mailbox as Main-E-Mail-Box:

1. Create an inbox rule in your Exchange-Mailbox to redirect all incoming e-mails to your Unix-Mailbox, since e-mails from other Exchange-Users will be delivered directly and therefore not automatically via the central mail gateway of the TUD in your Unix mailbox (or your Institute-Mailbox).

2. You can find instructions on the ZIH website e.g. under *A – Z* → *C* → *Creating an inbox rule in Outlook Web App (OWA)*

[https://tu-dresden.de/zih/dienste/service-katalog/zusammenarbeiten-und-forschen/groupware/exchange/Posteingangsregelerstellung\\_in\\_OWA](https://tu-dresden.de/zih/dienste/service-katalog/zusammenarbeiten-und-forschen/groupware/exchange/Posteingangsregelerstellung_in_OWA)