



Študentom Univerze v Ljubljani

Datum: Ljubljana, 7. 07. 2022

Zadeva: **Migracije elektronske pošte**

Spoštovane študentke, spoštovani študenti,

obveščamo vas, da bo Univerza v Ljubljani v noči med 14. 7. 2022 in 15. 7. 2022 prenesla študentsko pošto s ponudnika Gmail v storitev Exchange Online.

Do svoje pošte na UL boste lahko dostopali preko vseh aplikacij, ki podpirajo Exchange online protokol, ne pa več na obstoječi način prek Gmaila. V pomoč za prenos nastavitvev vam v prilogi pošiljamo navodila, kako nastaviti svoje aplikacije, da boste lahko od 15. 7. 2022 naprej dostopali do svoje elektronske pošte.

Celotna vsebina nabiralnika, ki jo imate sedaj v storitvi Gmail bo avtomatsko prenesena v vaš novi nabiralnik na Exchange Online. V vse storitve O365 se prijavljate s svojo identiteto UL, ki je oblike ab1234@student.uni-lj.si, v povezavi z vašim zaupnim geslom. Velikost vašega novega predala je 100 GB. Pri tem veljajo pravila primerne rabe elektronske pošte.

Nova storitev Exchange Online omogoča bolj zanesljivo in varno komunikacijo znotraj Univerze v Ljubljani.

Želimo vam uspešno in varno rabo nove storitve!

S spoštovanjem,

Rektor UL Digitally signed by Rektor UL
Date: 2022.07.08 08:54:43
+02'00'

prof. dr. Gregor Majdič
Rektor Univerze v Ljubljani

Univerza v Ljubljani



Nastavitve poštnih odjemalcev

Datum: 28.06.2022

Verzija: 1.0

Zadnja sprememba: Matic Klevišar

Univerza v Ljubljani



eMail client settings

Date: 28/06/2022

Version: 1.0

Last change: Matic Klevišar

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2 DOCUMENT VERSION HISTORY AND SUMMARY

Verzija	Datum spremembe	Avtor
1.0	28.06.2022	Nejc Repše, Sebastjan Verbanec

3 PURPOSE OF THE DOCUMENT

The document is intended to facilitate access to e-mail for students of the University of Ljubljana. Following these instructions, users can independently set up clients to access the University of Ljubljana's e-mail.

Instructions for accessing the e-mail included in the document:

- Microsoft Outlook on the Internet (OWA)
- Microsoft Outlook O365
 - o Microsoft Exchange mode inside and outside the domain environment
 - o Adding shared mailboxes inside and outside the domain environment.
- Mac OS X
 - o Mail application
 - o Outlook application
- iPhone, Android and Windows mobile devices

4 GENERAL INSTRUCTIONS FOR ACCESS TO ELECTRONIC MAIL

4.1 Access to e-mail

Email can be accessed in a number of ways:

- o Via the Outlook 2019 client or Office 365 that you install on a PC or laptop.
- o Via other messaging applications: e.g. Mail, Thunderbird. Other messaging applications are supported by University Information Technology Services to the best of our ability.
- o Via Outlook on the Internet: <https://outlook.office.com/>.
- o Via mobile devices: Android, iPhone/iPad, and Windows Phone.

4.1.1 Outlook on the Internet

About Outlook on the web: <https://outlook.office.com/>. Outlook on the web is accessible via web browsers: Internet Explorer, Google Chrome, Microsoft Edge, Mozilla Firefox.

4.1.2 Outlook 2019 client

Install the Outlook 2019 client on a PC or laptop. It is recommended to use the latest version of the Outlook client, which is best matched with the University of Ljubljana Exchange server. For Microsoft Exchange Mail Scanning setup, the settings will be set automatically.

4.1.3 Mobile devices

Via mobile devices: Android, iPhone/iPad and Windows Phone. The connection of the mobile device to the messaging system depends on the type of the mobile device.

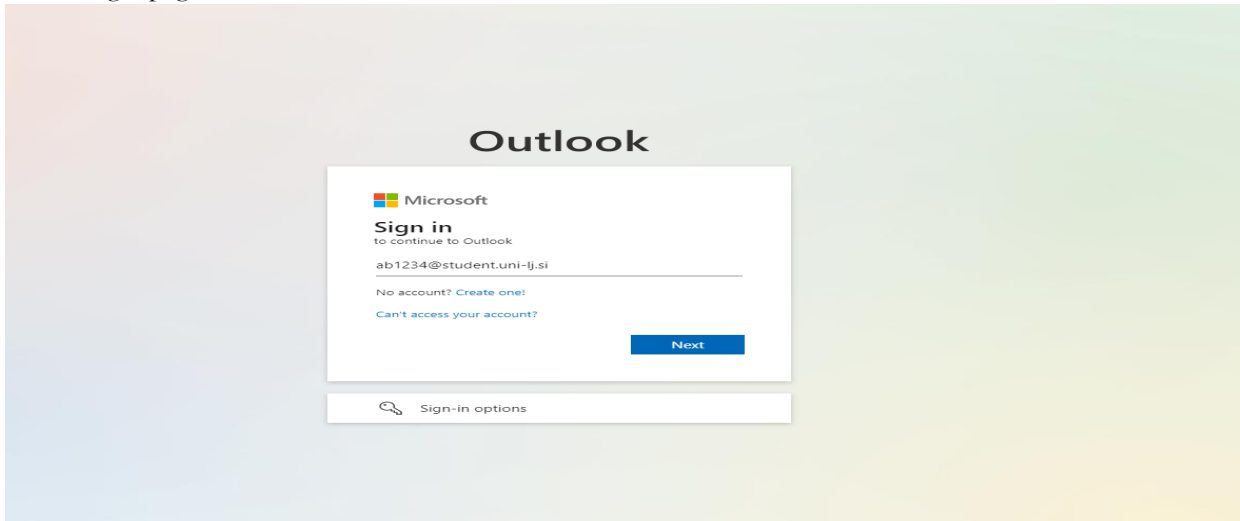
User name: The user name must be entered without a domain (e.g. only ab1234) or with a domain (e.g. ab1234@student.uni-lj.si) or in the domain/user format, depending on the type of mobile device.

5 WEB ACCESS TO OUTLOOK

Outlook on the Web is accessible via web browsers to access messages, calendar, contacts and tasks. It is available at the following link: <https://outlook.office.com/>.

Instructions for access:

1. Open a web browser (e.g. Internet Explorer, Google Chrome, Microsoft Edge, Mozilla Firefox).
2. Access the link <https://outlook.office.com/>.
3. Enter the username in the format ab1234@student.uni-lj.si and the password.
4. The login page looks like this:



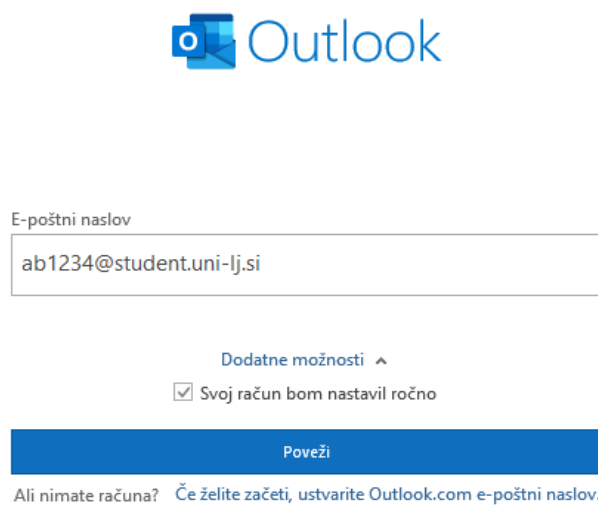
5. When you enter your username, you will be redirected to the University of Ljubljana website.
6. Enter the username in the format ab1234@student.uni-lj.si and the password



6 MICROSOFT OUTLOOK 2019

1. Open Outlook, where the following window appears, in which you enter your user name (e.g. ab1234@student.uni-lj.si).
2. Click the "More options" button and select the setting "I will set up my account manually" and then the "Connect" button.

×



E-poštni naslov

ab1234@student.uni-lj.si

Dodatne možnosti ^

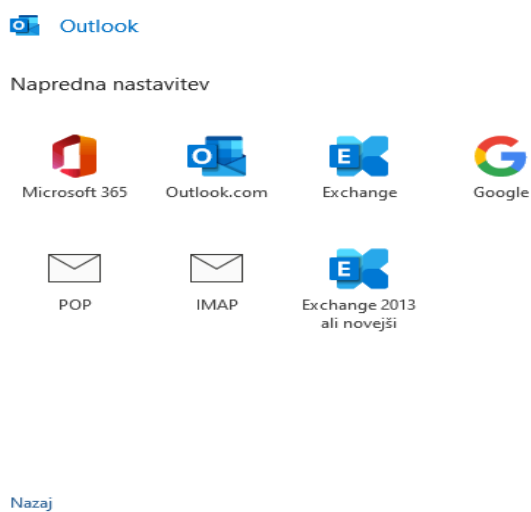
Svoj račun bom nastavil ročno

Poveži

Ali nimate računa? Če želite začeti, ustvarite Outlook.com e-poštni naslov.

3. Select "Exchange".

×



Outlook

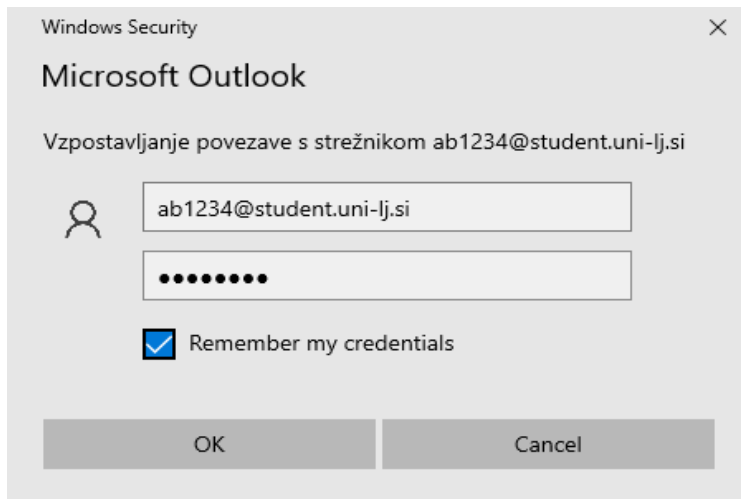
Napredna nastavitvev

Microsoft 365 Outlook.com Exchange Google

POP IMAP Exchange 2013 ali novejši

Nazaj

4. Enter your username (e.g. ab1234@student.uni-lj.si) and password.



Windows Security

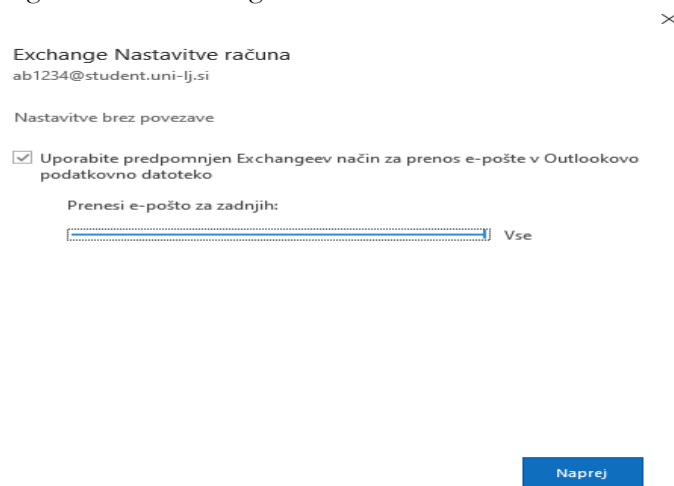
Microsoft Outlook

Vzpostavljanje povezave s strežnikom ab1234@student.uni-lj.si

Remember my credentials

OK Cancel

5. Drag the slider to the right and click "Next".



Exchange Nastavitve računa
ab1234@student.uni-lj.si

Nastavitve brez povezave

Uporabite predpomnjen Exchangeev način za prenos e-pošte v Outlookovo podatkovno datoteko

Prenesi e-pošto za zadnjih:
 Vse

Naprej

4. Click the "Done" button.



Outlook

Račun je bil uspešno dodan
Preden bodo te spremembe začele veljati, boste morali znova zagnati Outlook.

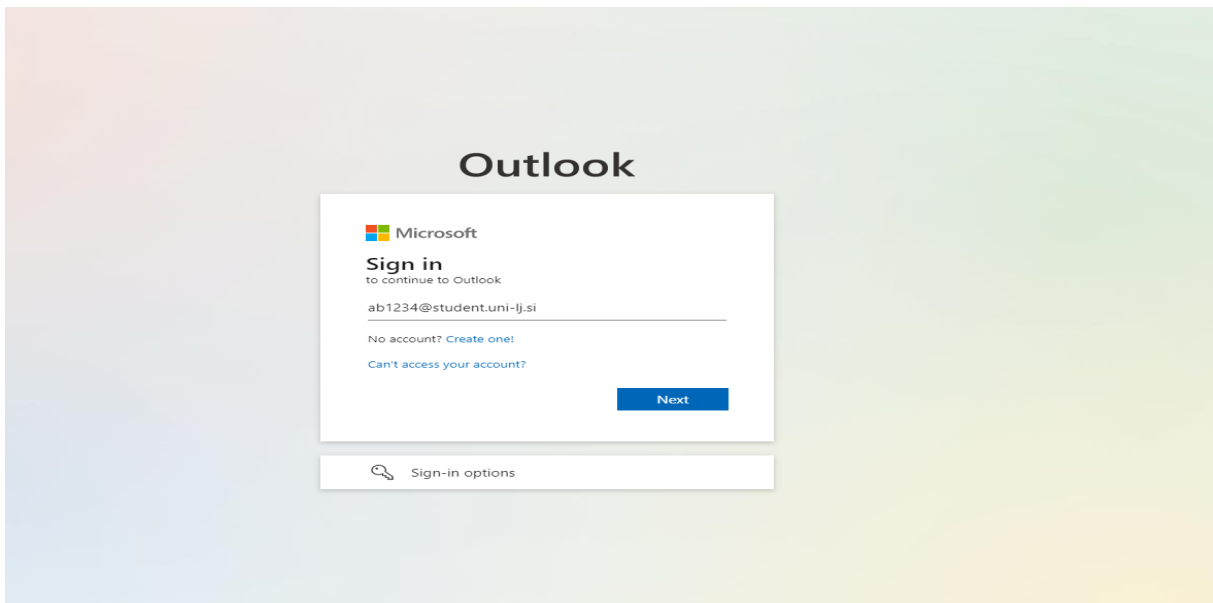
Dokončano

6.1 OFFICE 365

Office 365 is accessible online via web browsers to access messages, calendars, contacts, and tasks. It is available at the following link: <https://www.office.com/>.

Instructions for access:

1. Open a web browser (e.g., Internet Explorer, Google Chrome, Microsoft Edge, Mozilla Firefox).
2. Access the link <https://www.office.com/>.
3. On the login page, enter the username in the format ab1234@student.uni-lj.si and click Next.



4. Once you have entered your username, you will be redirected to the University of Ljubljana website. Here, enter your username in the format ab1234@student.uni-lj.si and your password and click "Login".



7 MAC OS X OPERATING SYSTEM

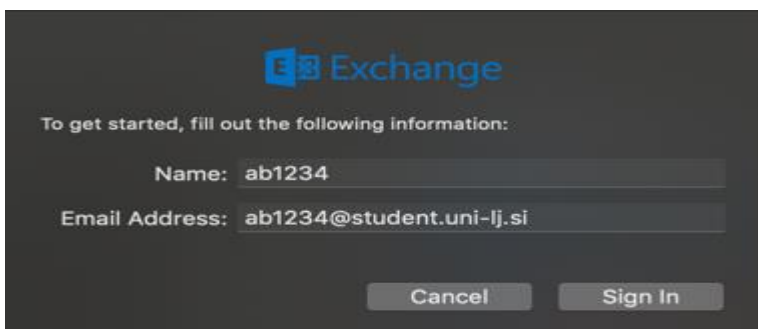
7.1.1 Mac OS X Mail application



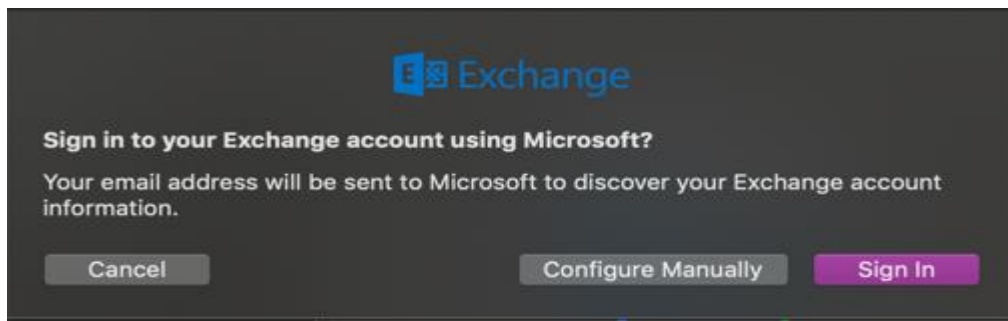
1. Select "Internet accounts" in the preferences.



2. Select "Exchange" and then enter your data, i.e. name and username in the format ab1234@student.uni-lj.si.



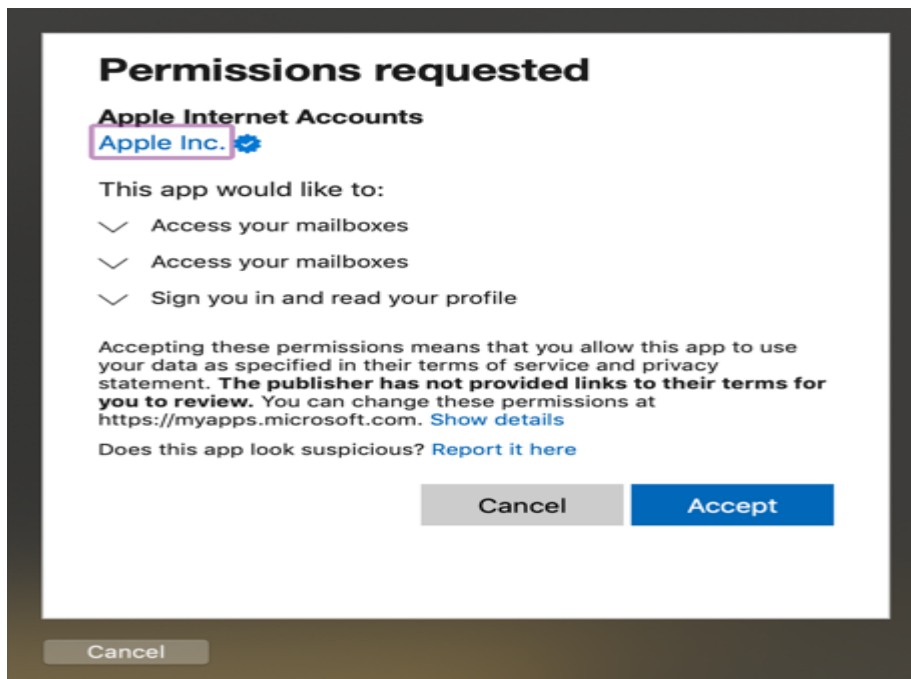
3. The following window appears, where you select "Sign In":



4. Then enter your username in the format ab1234@student.uni-lj.si and your password.








5. Select "Accept".



6. Select any applications and click "Done".



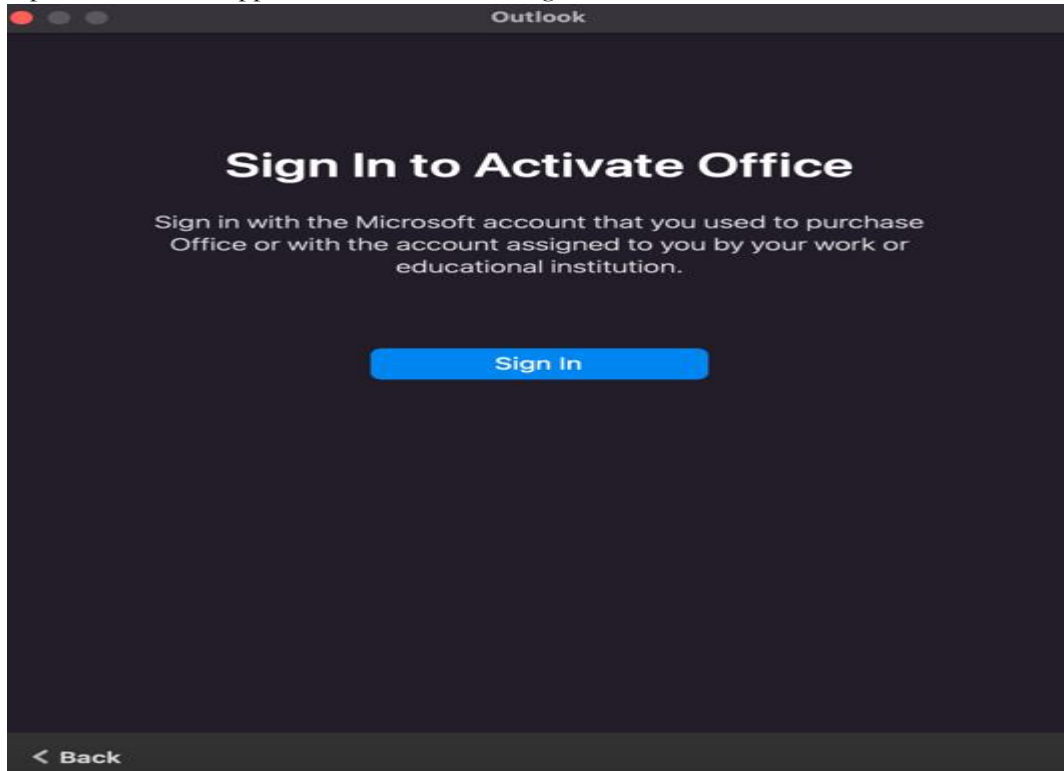
Select the apps you want to use with this account:

-  Mail
-  Contacts
-  Calendars
-  Reminders
-  Notes

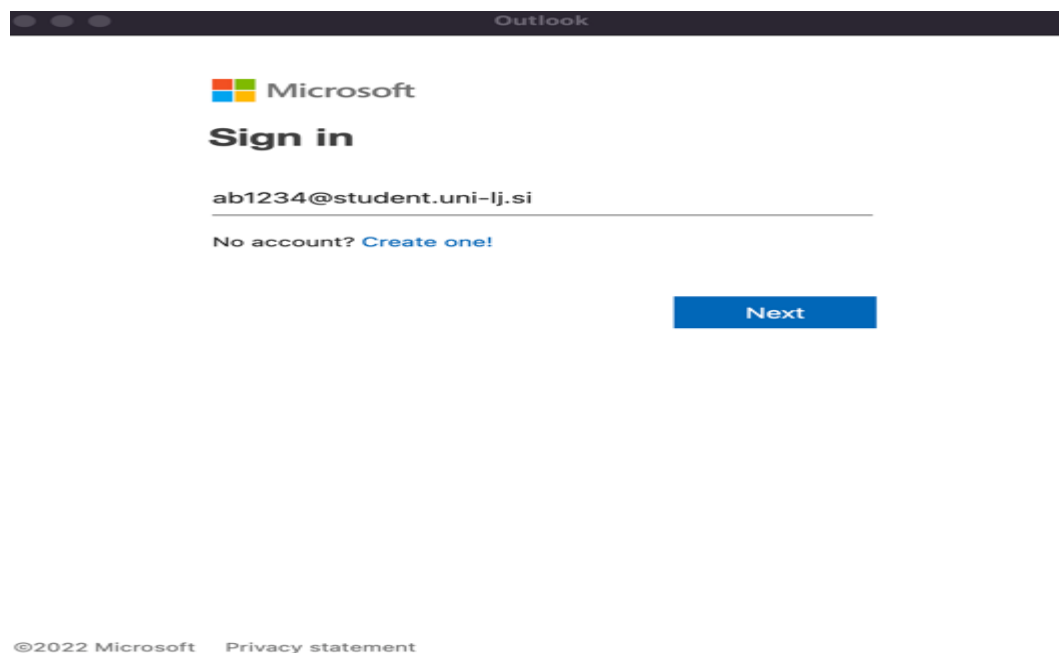
7.2 Mac OS X Outlook application



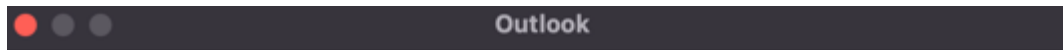
1. Open the Outlook application and click the "Sign In" button.



2. The following window appears, in which you must enter your username (e.g. ab1234@student.uni-lj.si)



3. You will be redirected to the login page of the University of Ljubljana, where you enter the username in the form ab1234@student.uni-lj.si and the password.



Univerza *v Ljubljani*



Sign in

Sign in

V portal se vpišite s svojim domenskim uporabniškim imenom.

8 PHONE IPHONE

8.1 iPhone mail application (iOS 10.1)

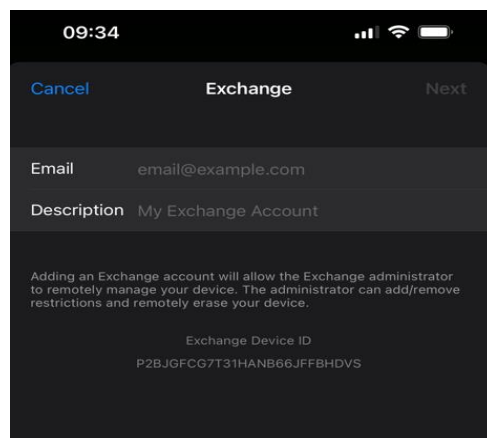


Recommendation: it is recommended that you do not install the Exchange server access account on the primary clients of the mobile devices, but on the dedicated Outlook application, as the operation of this client is better adapted to the Exchange server.

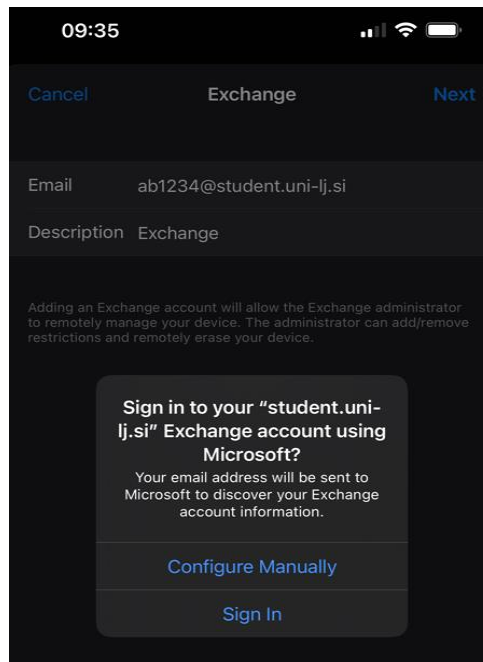
1. Select "Settings" and then "Mail" on your mobile device. Click on the "Contacts" tab and then "Calendar" where you select "Add account".
2. Select "Exchange".



3. After entering the username (e.g. ab1234@student.uni-lj.si), click "Next".



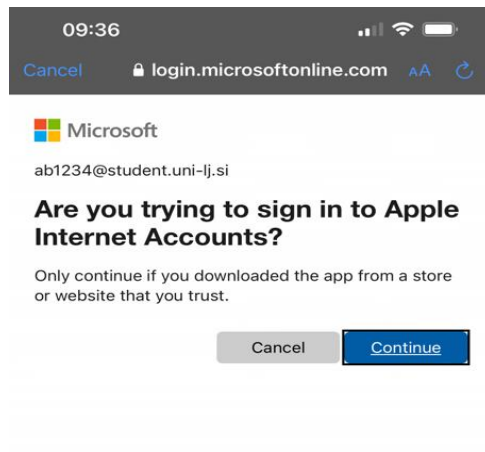
4. Click the "Sign In" button.



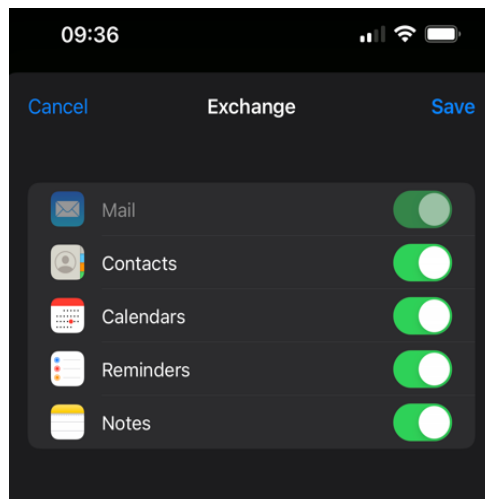
5. Enter the username (e.g. ab1234@student.uni-lj.si) and the password



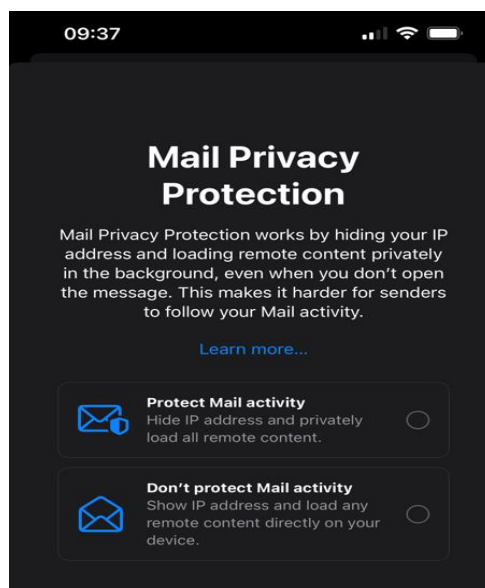
6. When the following window opens, press "Continue".



7. Select here which applications you want to access with your e-mail address.



8. Protect your email address by clicking on "Protect email activity".



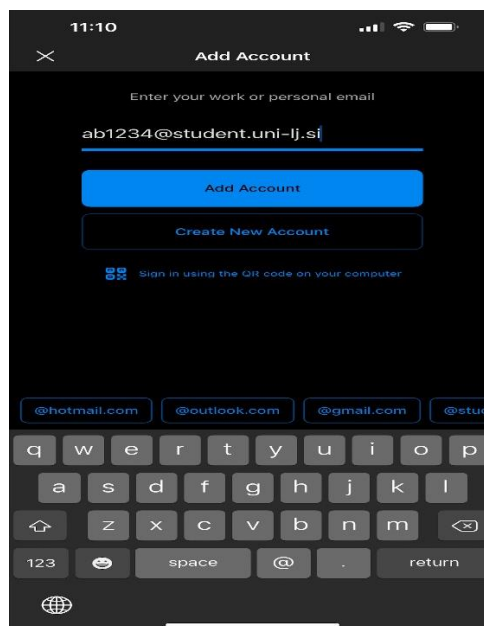
9. After the last step, your email address is set up.

8.2 iPhone Outlook application

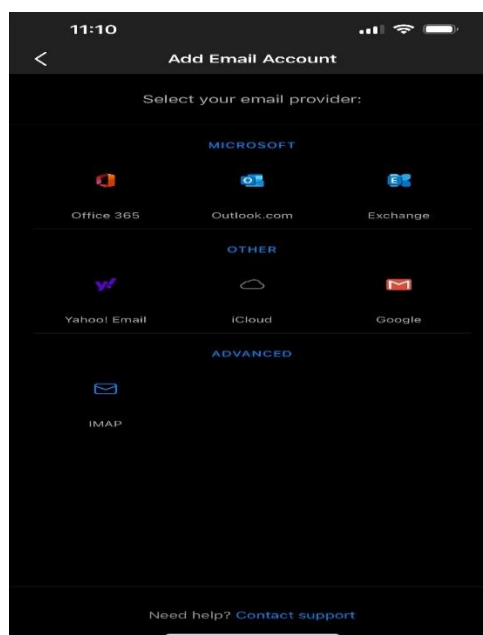


The application can be downloaded from the "APP Shop" - Apple devices or the "Play Shop" - Android devices.

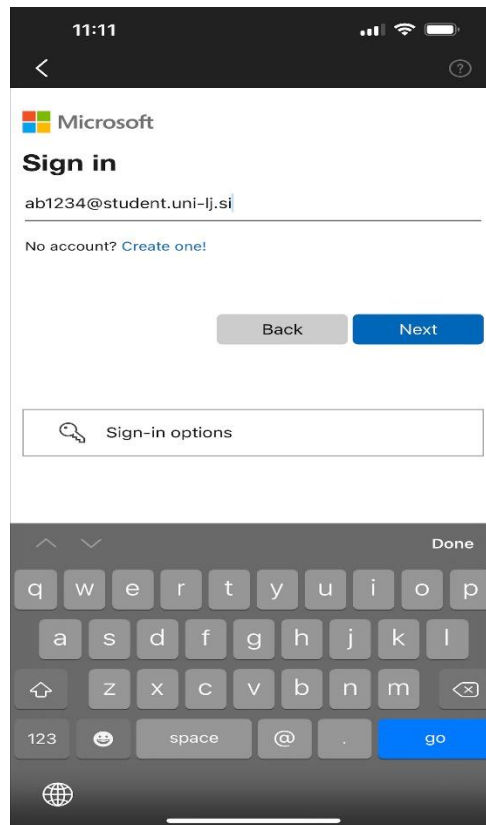
1. Launch the application, enter the username in the format ab1234@student.uni-lj.si and click "Add account".



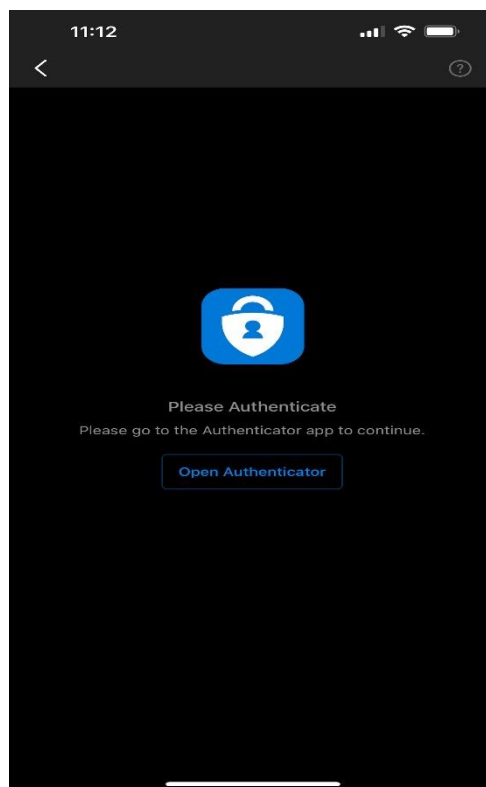
2. Select "Office 365".



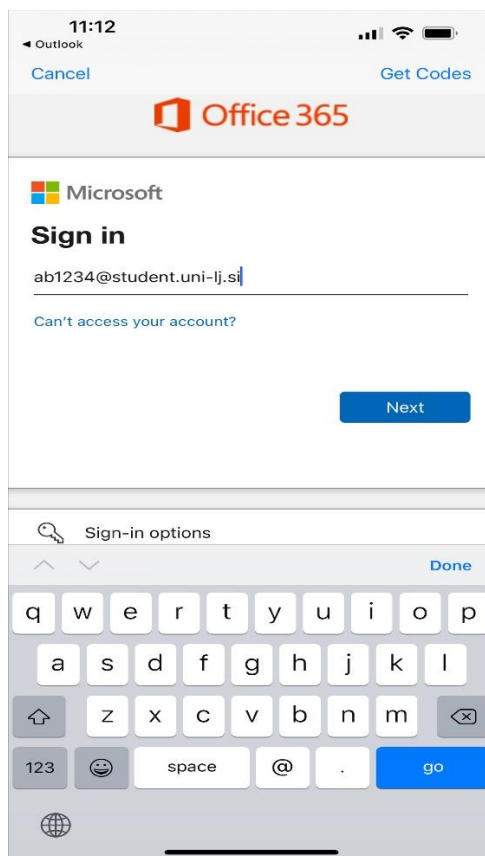
2. Enter the username again in the format ab1234@student.uni-lj.si.



4. Authentication with "Open Authenticator" is required



5. Re-enter the username again in the format ab1234@student.uni-lj.si.



6. After registration the postbox will be added.



9 ANDROID PHONE

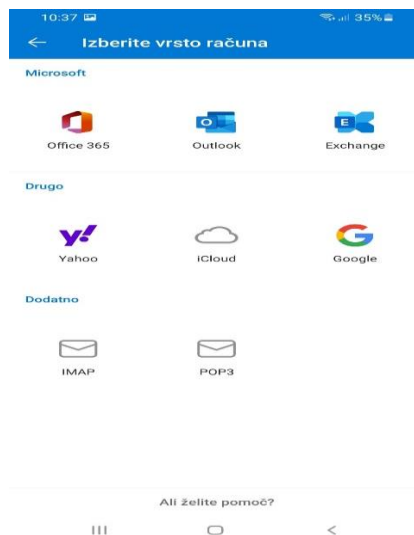
9.1 Outlook application

Recommendation: it is recommended that you do not install the account for accessing the Exchange server on the primary clients of the mobile devices, but on the dedicated Outlook app (the settings are the same as for the Apple devices), as the operation of this client is better adapted to the Exchange server.

1. Launch the app and click "Add account".



2. Select "Office 365".



3. You will get to the login page of the University of Ljubljana, where you enter the username in the form ab1234@student.uni-lj.si and the password.



4. After login the postbox will be added.

NOTE: It is a known case that during the initial setup of the client to connect to the Exchange server, the account was not synchronised if a connection over a mobile data network (LTE, 3G...) was used for the connection. The problem was solved by connecting the smartphone to the Internet via a WiFi network (Eduroam in this case), but not via the mobile carrier's data network.

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2 ZGODOVINA RAZLIČIC DOKUMENTA IN POVZETEK

Verzija	Datum spremembe	Avtor
1.0	28.06.2022	Nejc Repše, Sebastjan Verbanec

3 NAMEN DOKUMENTA

Dokument je namenjen kot pomoč za dostop do elektronske pošte študentom Univerze v Ljubljani. Po teh navodilih lahko uporabniki samostojno nastavijo odjemalce za dostop do e-pošte Univerze v Ljubljani.

Navodila za dostop do elektronske pošte, ki jih dokument vsebuje:

- **Microsoft Outlook na spletu (OWA)**
- **Microsoft Outlook O365**
 - o Način Microsoft Exchange znotraj in zunaj domenskega okolja
 - o Dodajanje skupnih poštnih nabiralnikov znotraj in zunaj domenskega okolja
- **Mac OS X**
 - o aplikacija »Mail«
 - o Aplikacija Outlook
- Mobilne naprave **iPhone, Android in Windows**

4 SPLOŠNI PODATKI ZA DOSTOP DO ELEKTRONSKE POŠTE

4.1 Dostop do elektronske pošte

Do elektronske pošte lahko dostopamo na več načinov:

- Preko **Outlook 2019 odjemalca ali pa Office 365**, ki ga namestite na PC ali prenosnik.
- Preko drugih sporočilnih aplikacij: npr. Mail, Thunderbird. Druge sporočilne aplikacije Univerzitetna služba za informatiko podpira po najboljših možnostih.
- Preko **Outlooka na spletu**: <https://outlook.office.com/>.
- Preko **mobilnih naprav**: Android, iPhone/iPad in Windows telefon.

4.1.1 Outlook na spletu

Preko **Outlooka na spletu**: <https://outlook.office.com/>. Outlook na spletu je dostopen iz spletnih brskalnikov: Internet Explorer, Google Chrome, Microsoft Edge, Mozilla Firefox.

4.1.2 Outlook 2019 odjemalec

Outlook 2019 odjemalca namestimo na PC ali prenosnik. Priporočena je uporaba zadnje različice odjemalca Outlook, ki je najboljše usklajen s strežnikom Exchange Univerze v Ljubljani. Za nastavitve za pregledovanje pošte »Microsoft Exchange« se nastavitve nastavijo samodejno.

4.1.3 Mobilne naprave

Preko **mobilnih naprav**: Android, iPhone/iPad in Windows telefon. Povezavo mobilne naprave s sporočilnim sistemom je odvisna od tipa mobilne naprave.

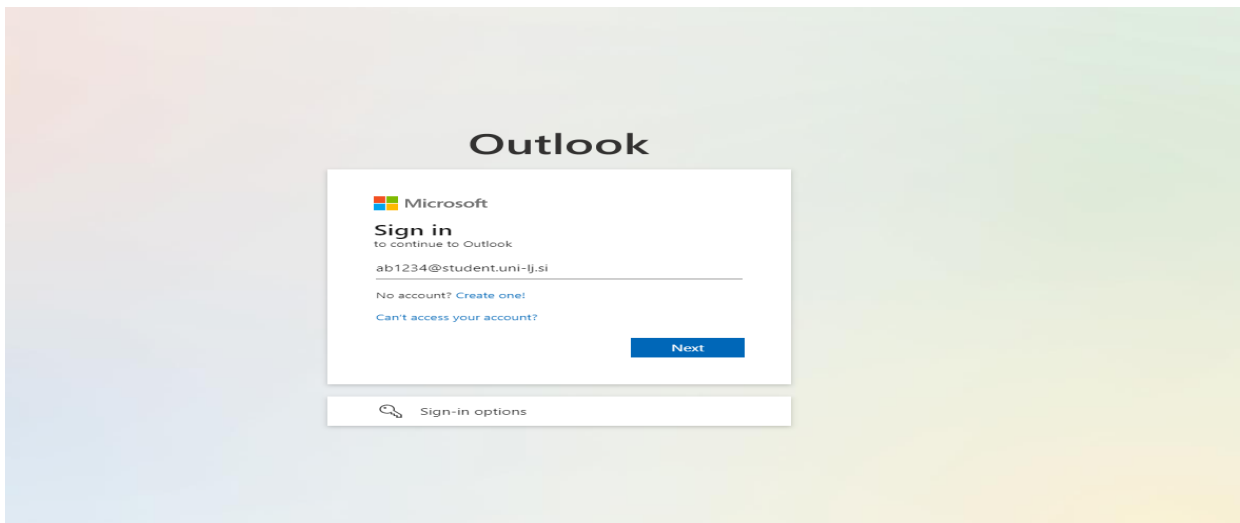
Uporabniško ime: Uporabniško ime je treba vpisati brez domene (npr. ab1234) ali z domeno (npr. ab1234@student.uni-lj.si) ali v obliki domena/uporabnik odvisno od tipa mobilne naprave.

5 OUTLOOK NA SPLETU

Outlook na spletu je dostopen iz spletnih brskalnikov za dostop do sporočil, koledarja, kontaktov in opravil. Dostopen je na povezavi: <https://outlook.office.com/>.

Navodila za dostop:

1. Odprite spletni brskalnik (npr.: Internet Explorer, Google Chrome, Microsoft Edge, Mozilla Firefox).
2. Pojdite na povezavo <https://outlook.office.com/>.
3. Vpišite uporabniško ime v obliki ab1234@student.uni-lj.si in geslo.
4. Vstopna stran je videti takole:



5. Ko vpišete svoje uporabniško ime, vas bo preusmerilo na spletno stran Univerze v Ljubljani.
6. Vpišite uporabniško ime v obliki ab1234@student.uni-lj.si in geslo



6 MICROSOFT OUTLOOK 2019

1. Odprite Outlook, kjer se vam bo prikazalo naslednje okno, kamor vpišite svoje uporabniško ime (npr. ab1234@student.uni-lj.si).
2. Kliknite gumb »**Dodatne možnosti**« in izberite nastavitev »**Svoj račun bom nastavil ročno**« ter nato gumb »**Poveži**«.

×



E-poštni naslov

ab1234@student.uni-lj.si

Dodatne možnosti ^

Svoj račun bom nastavil ročno

Poveži

Ali nimate računa? Če želite začeti, ustvarite Outlook.com e-poštni naslov.

3. Izberite »**Exchange**«.

×

Outlook

Napredna nastavitvev



Microsoft 365



Outlook.com



Exchange



Google



POP



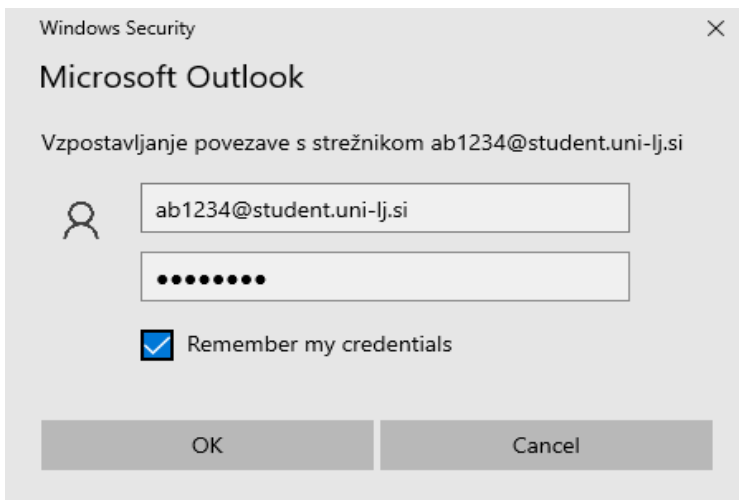
IMAP



Exchange 2013
ali novejši

Nazaj

4. Vpišite svoje uporabniško ime (npr. ab1234@student.uni-lj.si) in geslo.



Windows Security

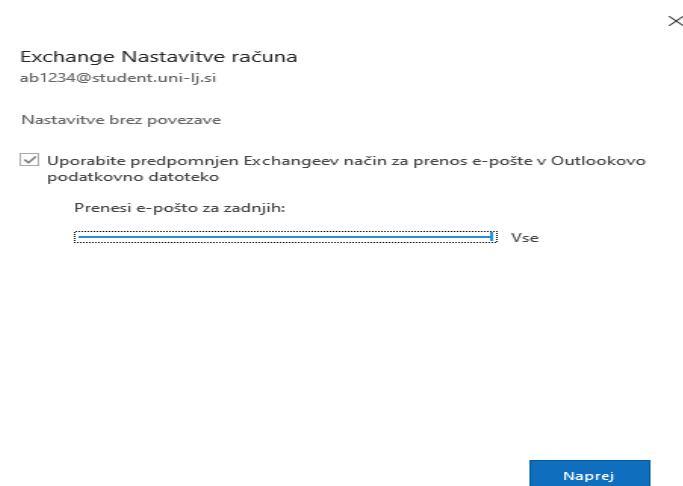
Microsoft Outlook

Vzpostavljanje povezave s strežnikom ab1234@student.uni-lj.si

Remember my credentials

OK Cancel

5. Drsnik povlecite v desno in kliknite naprej.



Exchange Nastavitve računa
ab1234@student.uni-lj.si

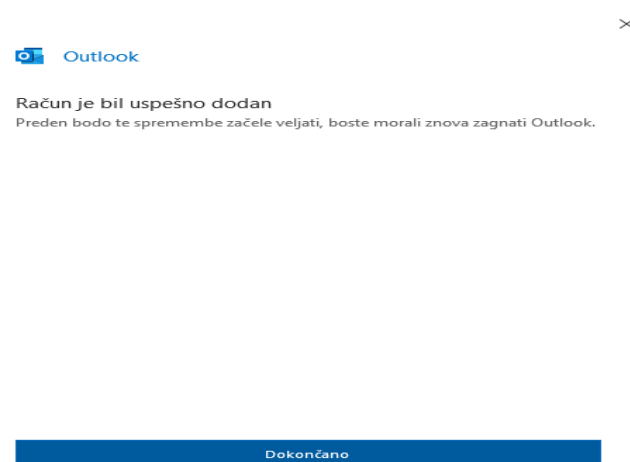
Nastavitve brez povezave

Uporabite predpomnjen Exchangeev način za prenos e-pošte v Outlookovo podatkovno datoteko

Prenesi e-pošto za zadnjih:

Naprej

6. Kliknite na gumb »Dokončano«.



Outlook

Račun je bil uspešno dodan
Preden bodo te spremembe začele veljati, boste morali znova zagnati Outlook.

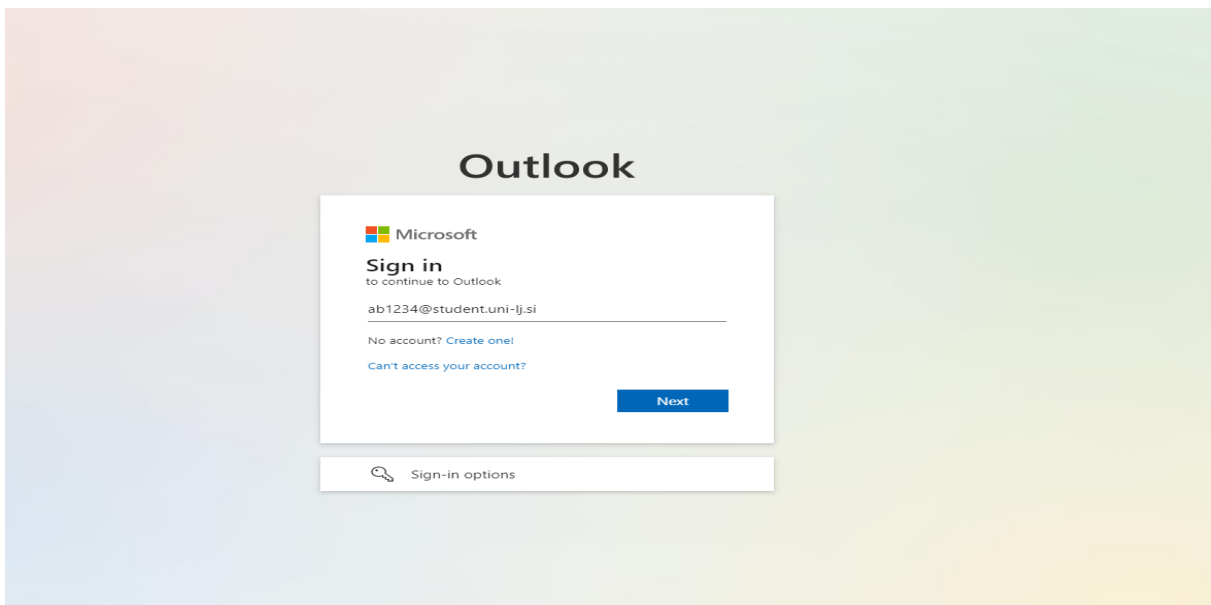
Dokončano

6.1 OFFICE 365

Office 365 je na spletu dostopen iz spletnih brskalnikov za dostop do sporočil, koledarja, kontaktov in opravil. Dostopen je na povezavi: <https://www.office.com/>.

Navodila za dostop:

1. Odprite spletni brskalnik (npr.: Internet Explorer, Google Chrome, Microsoft Edge, Mozilla Firefox).
2. Pojdite na povezavo <https://www.office.com/>.
3. Na vstopni strani vpišite uporabniško ime v obliki ab1234@student.uni-lj.si in kliknite »Next«.



4. Ko vpišete svoje uporabniško ime, vas bo preusmerilo na spletno stran Univerze v Ljubljani. Tukaj vpišite vaše uporabniško ime v obliki ab1234@student.uni-lj.si in geslo ter nato kliknite »Sign in«.



7 OPERACIJSKI SISTEM MAC OS X

7.1.1 Mac OS X Mail aplikacija



1. V nastavitvah izberite »**Internet Accounts**«



2. Izberite Exchange, potem pa vpišite svoje podatke, torej ime in uporabniško ime v obliki ab1234@student.uni-lj.si

A dialog box for setting up an Exchange account. The title is "Exchange" with a blue icon. Below the title, it says "To get started, fill out the following information:". There are two text input fields: "Name:" with the value "ab1234" and "Email Address:" with the value "ab1234@student.uni-lj.si". At the bottom, there are two buttons: "Cancel" and "Sign In".

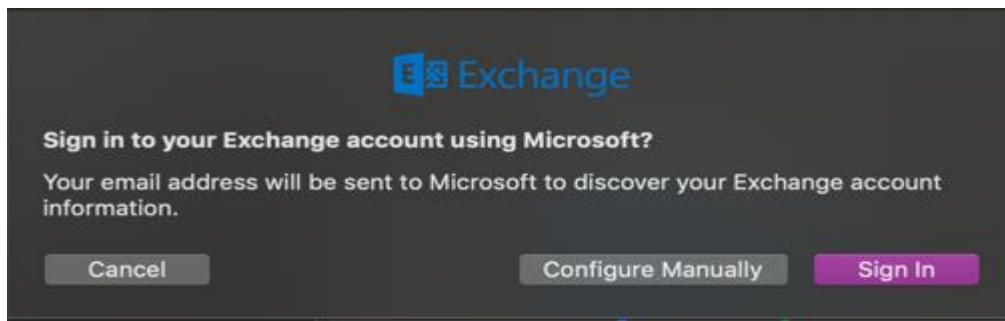
Exchange

To get started, fill out the following information:

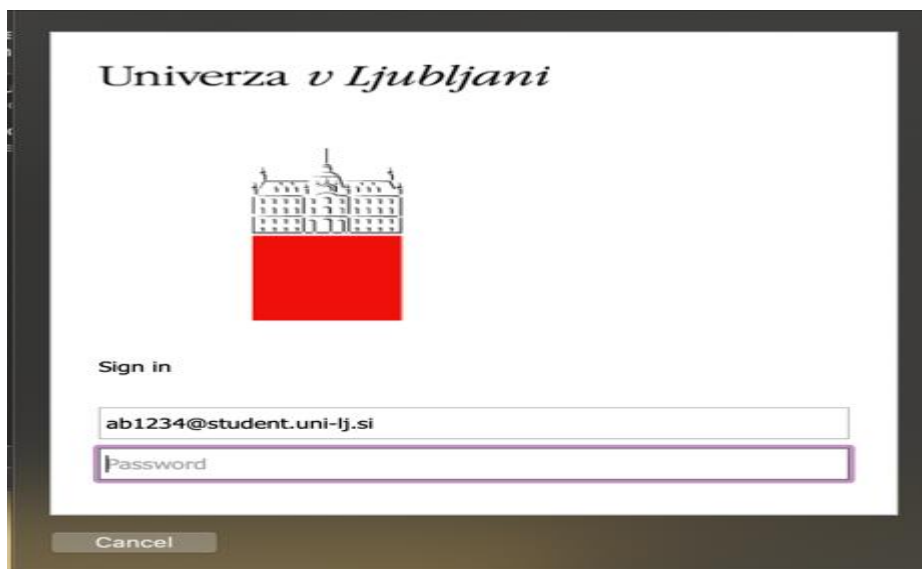
Name:

Email Address:

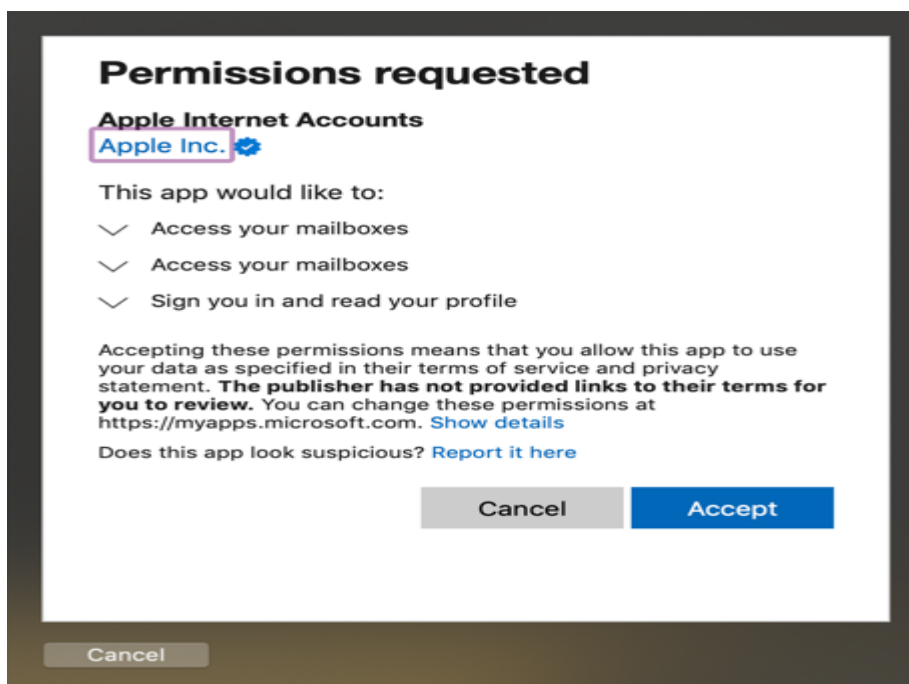
3. Prikaže se naslednje okno, kjer izberite »Sign In«:



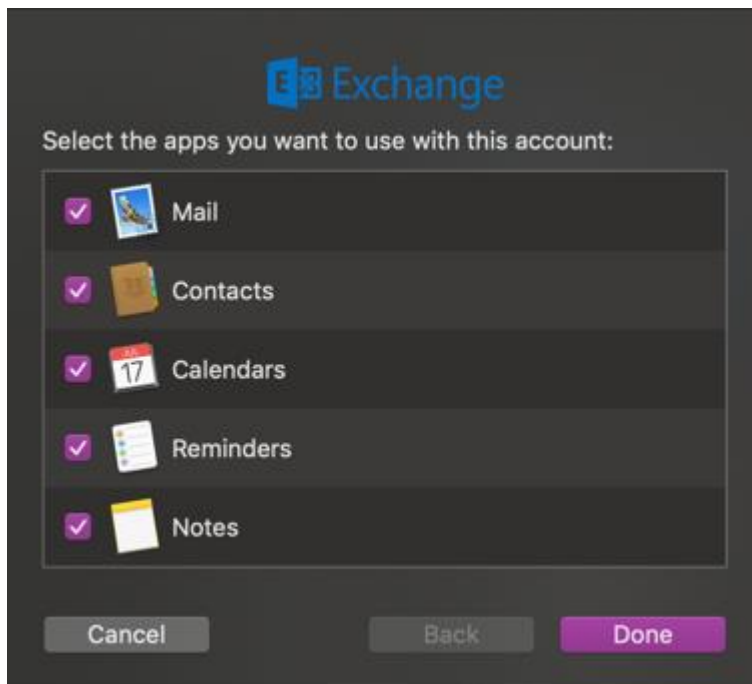
4. Nato vpišite svoje uporabniško ime v obliki ab1234@student.uni-lj.si in geslo.



5. Izberite »Accept«.



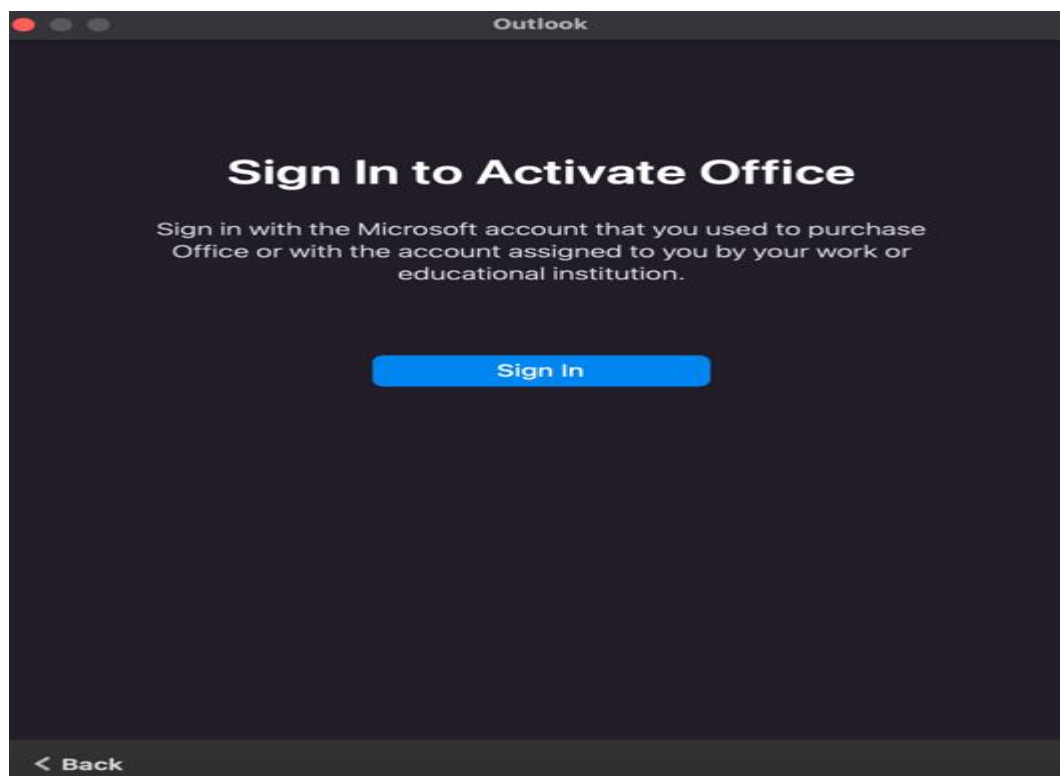
6. Izberite poljubne aplikacije in kliknite »Done«.



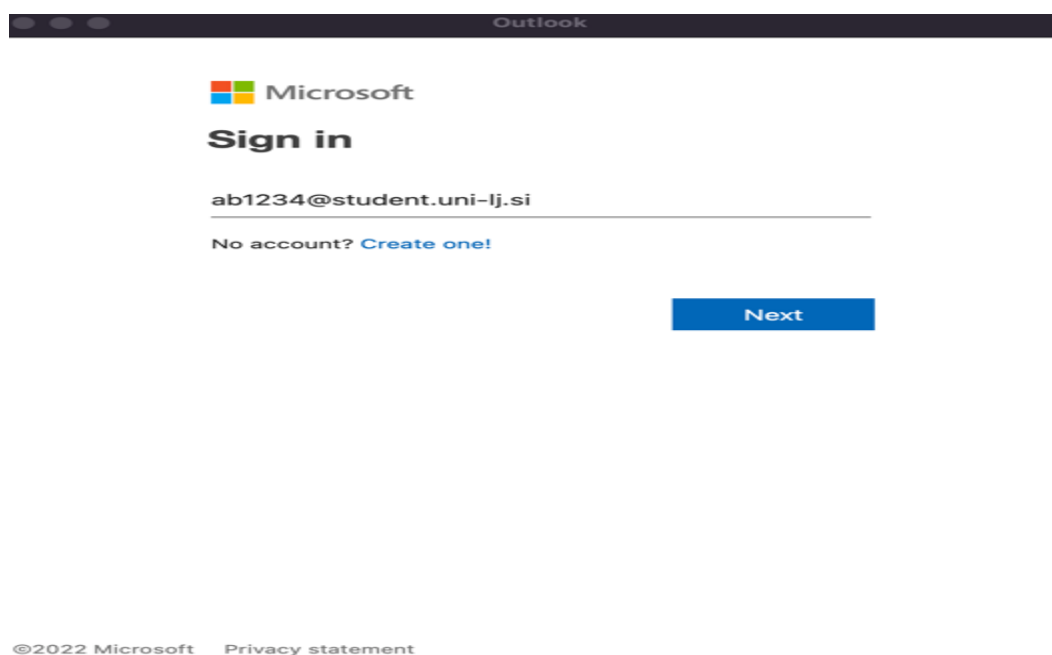
7.2 Mac OS X Outlook aplikacija



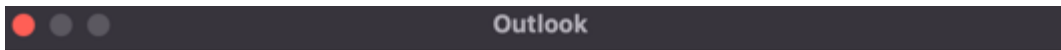
1. Odprite aplikacijo Outlook in kliknite na gumb »**Sign In**«



2. Prikaže se naslednje okno, v katerega vpišite svoje uporabniško ime (npr. ab1234@student.uni-lj.si)



3. Odpelje vas na prijavno stran Univerze v Ljubljani, kjer vpišite uporabniško ime v obliki ab1234@student.uni-lj.si in geslo.



Univerza v Ljubljani



Sign in

Sign in

V portal se vpišite s svojim domenskim uporabniškim imenom.

8 TELEFON IPHONE

8.1 iPhone mail aplikacija (iOS 10.1)

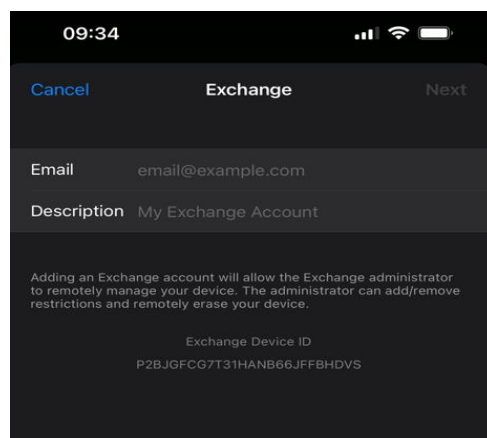


Priporočilo: Priporočamo, da ne nameščamo računa za dostop do strežnika Exchange na primarne odjemalce na mobilnih napravah, temveč na namensko Outlook aplikacijo, ker je delovanje tega odjemalca boljje usklajeno s strežnikom Exchange.

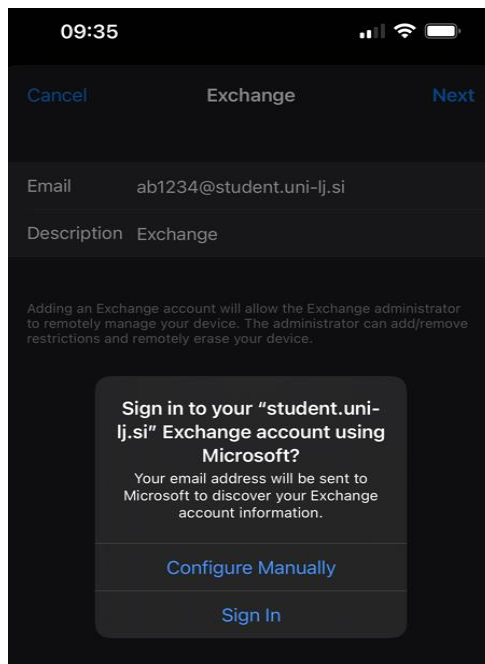
1. Na telefonu izberite »Settings« in potem »Mail«. Kliknite na zavihek »Contacts« in nato »Calenders«, kjer izberite »Add Account«
2. Izberite Exchange



3. Po vpisu uporabniškega imena (npr. ab1234@student.uni-lj.si) kliknite »Next«.



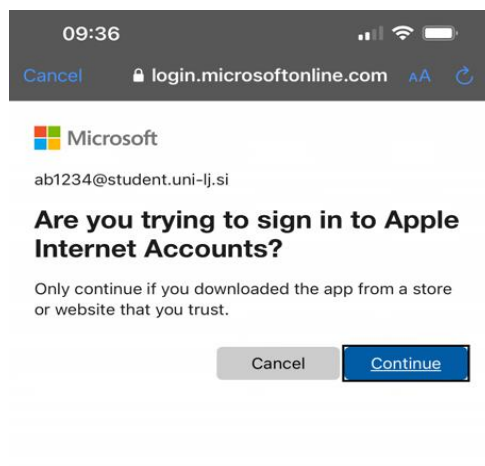
4. Kliknite na gumb »Sign In«.



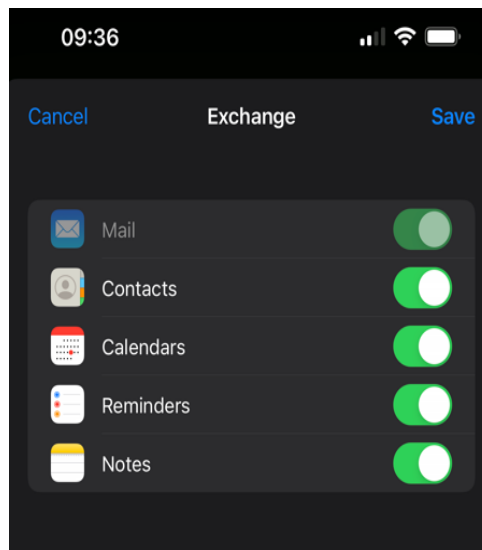
5. Vpišite uporabniško ime (npr. ab1234@student.uni-lj.si) in geslo.



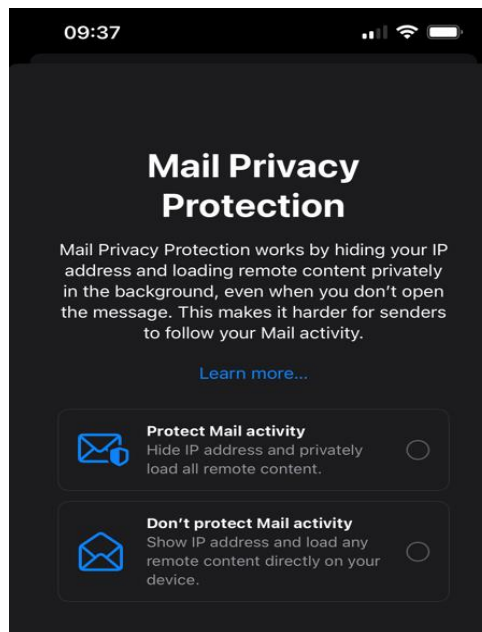
6. Ko se vam odpre spodnje okno, pritisnite »Continue«.



7. Tukaj izberite, do katerih aplikacij hočete, da dostopa vaš E-naslov.



8. Zaščitite vaš E-naslov s klikom na »**Protect Mail Activity**«.



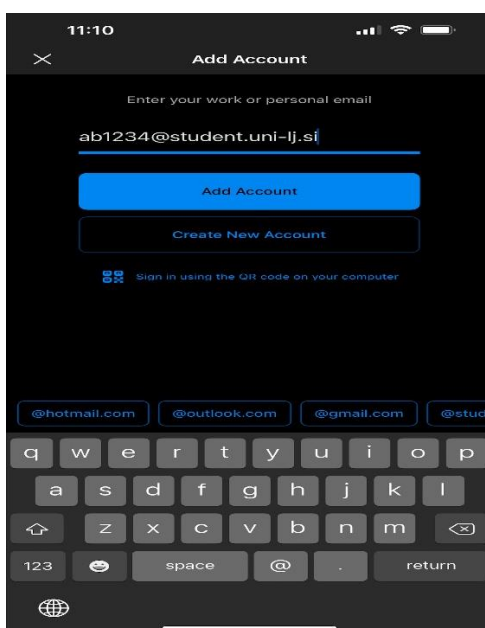
9. Po zadnjem koraku je vaš E-naslov vzpostavljen.

8.2 iPhone Outlook aplikacija

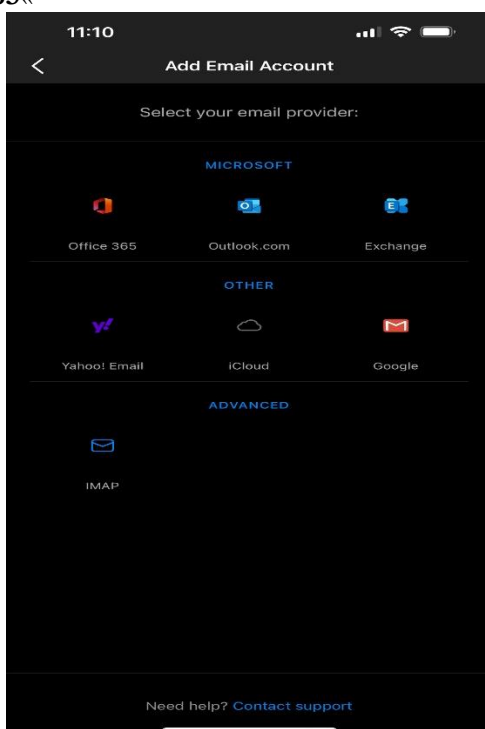


Aplikacijo si lahko prenesemo z »APP Store« - Appleove naprave ali »Play store« - Android naprave

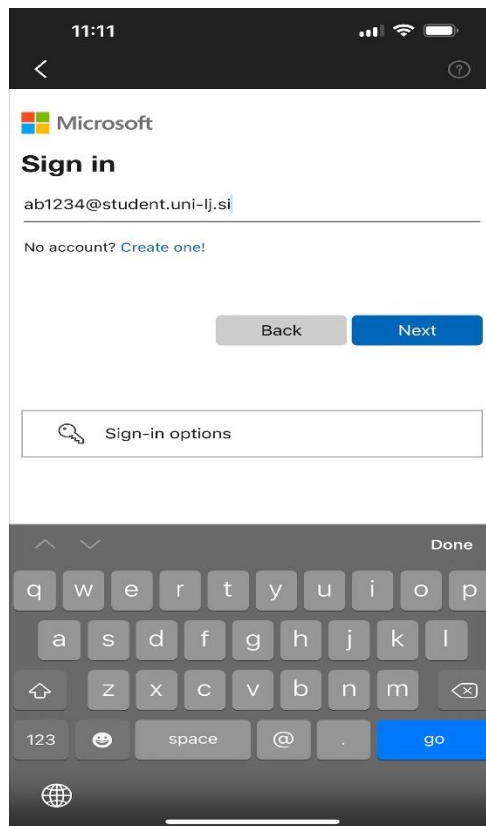
1. Zaženite aplikacijo in vpišite uporabniško ime v obliki ab1234@student.uni-lj.si in kliknite »Add Account«.



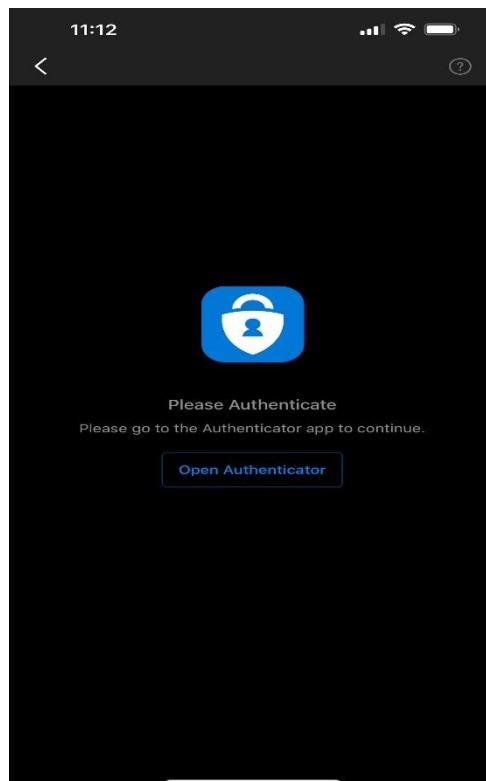
2. Izberite »Office 365«



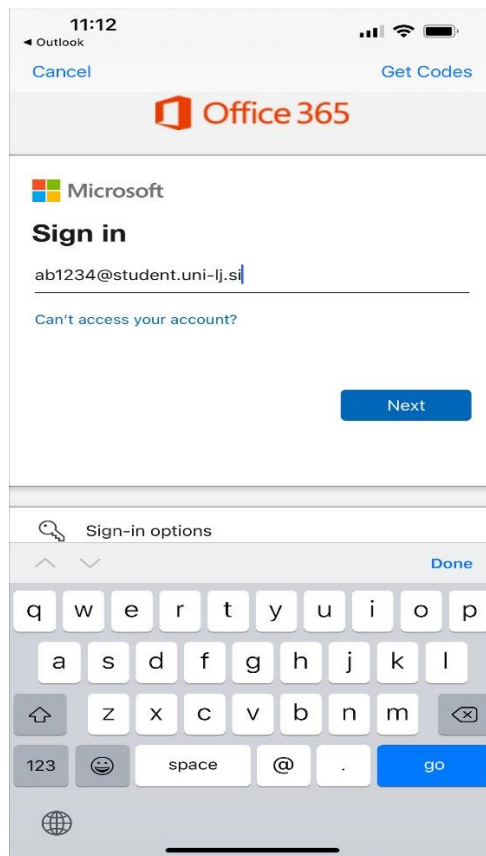
3. Ponovno vpišite uporabniško ime v obliki ab1234@student.uni-lj.si



4. Potrebna je avtentikacija »Open Authenticator«



5. Ponovno vpišite uporabniško ime v obliki ab1234@student.uni-lj.si



6. Po prijavi je poštni predal dodan.



9 TELEFON ANDROID

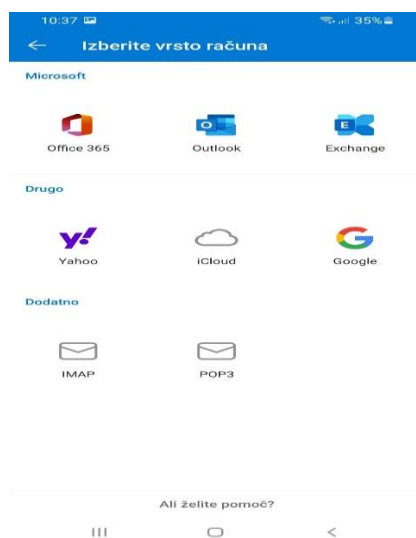
9.1 Outlook aplikacija

Priporočilo: Priporočamo, da ne nameščamo računa za dostop do strežnika Exchange na primarne odjemalce na mobilnih napravah, temveč na namensko Outlook aplikacijo (*nastavitve so enake kot za Applove naprave*), ker je delovanje tega odjemalca boljje usklajeno s strežnikom Exchange.

1. Zaženite aplikacijo in kliknite »Dodajanje računa«.



2. Izberite »Office 365«.



3. Odpelje vas na prijavno stran Univerze v Ljubljani, kjer vpišite uporabniško ime v obliki ab1234@student.uni-lj.si in geslo.



10:37 35%

Univerza v Ljubljani



Vpis

ab1234@student.uni-lj.si

Geslo

Vpis

V portal se vpišite s svojim domenskim uporabniškim imenom.

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III O <

4. Po prijavi je poštni predal dodan.

OPOMBA: Znan je primer, da se pri prvi nastavitvi odjemalca za povezavo s strežnikom Exchange račun ni sinhroniziral, če je bila za povezavo uporabljena povezava preko mobilnega podatkovnega omrežja (LTE, 3G ...). Težava je bila rešena tako, **da je bil pametni telefon v internet povezan preko WiFi omrežja (v tem primeru Eduroam), ne pa preko podatkovnega omrežja mobilnega ponudnika.**