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E-mail for students (EUF Outlook)

🔊 Listen

Using emails in Microsoft Outlook (officially: Microsoft Exchange)

Each enrolled EUF student receives a personal EUF email account.

Since January 13th 2021, student email accounts have been based in Microsoft Exchange or Microsoft Outlook, which runs safely and reliably on the EUF servers.



You can check your emails from your mobile device (such as your smartphone), your computer (e.g., using Outlook in Windows) or directly in your browser via webmail.

What changes from January 13, 2021 - and what will remain the same?

This will change:

- › new, easy-to-use [Outlook Webmail interface for retrieving e-mail](#)
- › larger mailbox: 2 GB (instead of 100 MB)
- › login to webmail using your matriculation number (instead of firstname.surname)
- › when accessed via smartphone or computer: new configuration necessary (see tab "[Instructional guides](#)")

This remains the same:

- › Your email address remains the same (usually vorname.nachname@studierende.uni-flensburg.de)
- › Your settings for the various [info channels](#) will be retained
- › Your reachability via Studiport remains unchanged

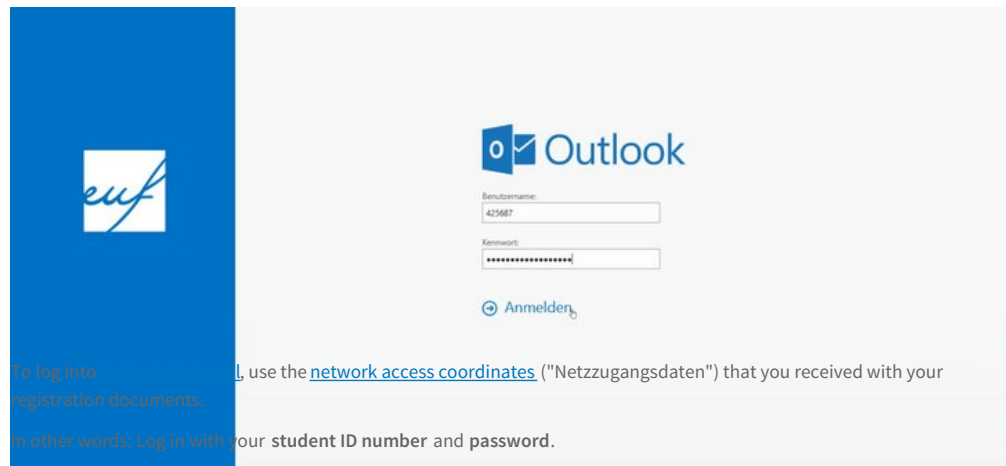
This is how you communicate with the university!

When communicating with Europa-Universität Flensburg, always use your university email address. This is the only way we can ensure that the person sending the email is really you. The same applies to your emails to professors, the EUF administration, or ZIMT.

What do EUF email addresses look like?

Email addresses for EUF students follow this scheme:
first name.last name@studierende.uni-flensburg.de

Some email addresses may look slightly different than the above example. Such is the case, for example, if several students have the same name, or if a student has several first names.




To log into Outlook, use the [network access coordinates](#) ("Netzzugangsdaten") that you received with your registration documents. In other words: Log in with your student ID number and password.


"Email" Informational flyer

This simple, easy-to-read orange flyer contains everything you need to know about using email at EUF. It is also [available offline](#).

"Email" Informational...
English and German version



Datum: 02/22/2021
Datei: 2 MB (PDF)

[Download](#) 

Instructions for email programs and smartphones:

Important: Please remove the previous email account from your email software before setting up the new Outlook email account.

Keine Dateien vorhanden.

Use the EUF information channels to receive emails on topics you select!

You can use www.uni-flensburg.de/go/infokanaele to select only those topics for which you would like to receive emails to your student email address.

In this way, you can deselect topics that don't interest you.

Send something to an information channel(s)

If you'd like to communicate something via an info channel or email distribution list (for example, a survey for your bachelor thesis), please send your message to: veroeffentlichen@uni-flensburg.de

The responsible staff will then decide whether and to which channel your message will be forwarded.

Search FAQs below

General

How do I log in to Outlook Webmail?

When contacting professors or the examination office (SPA), do I have to use my EUF student email address?

Yes. Please always use your student email address when you want to contact the university in writing.

This is the only way that we as a university ensure that we are actually communicating with you and not, for example, with a stranger who has simply registered your name at Web.de or a similar provider.

Can I automatically forward my EUF emails to my private email address (eg, at Gmail)?

No.

This is partly related to the previous question. For your safety, we need to be able to accurately identify if you really are the person who has contacted our university with your inquiry. That won't be possible, for example, if you reply to an email from the EUF Examinations Office (SPA) from a private email address unknown to us.

I receive so many emails that I am not interested in. Is there anything I can do?

Yeah, there is.

At www.uni-flensburg.de/go/infokanaele you can select only those topics for which you want to receive news from the university.

By deselecting these optional channels (such as "Jobs" or "Events"), you greatly reduce the number of messages you receive. You'll still receive important messages, such as those coming from the Executive Board (Präsidium), administration, ZIMT, and the EUF departments and faculties.

I want to send my own message to an email distribution list / info channel. How can I do that?

If you'd like to communicate something via an info channel or email distribution list (for example, a survey for your bachelor thesis), please send your message to: veroeffentlichen@uni-flensburg.de

The responsible staff will then decide whether and to which channel your message will be forwarded.

More information: www.uni-flensburg.de/go/infokanaele

Security and privacy

Does Outlook run in Flensburg or in the USA?

The servers for the new Outlook (Microsoft Exchange) run completely independently at the Europa-Universität Flensburg on a high-availability infrastructure directly on campus.

Your data will not be exchanged with Microsoft at any time. This differs significantly from Microsoft's private customer offer, which gives users an Outlook email account via Office 365. In that case, which it's not clear whether the data is stored in the EU or the USA.

As a student, in this regard you are in good hands here at EUF.

What about encryption and virus protection?

Whether when you use Outlook in the browser or on another end device, the connections are of course encrypted in accordance with the latest technical standards.

We also use virus scanners and other technical filters to keep you as far away as possible from SPAM, phishing mails, or other threats.

However, it is also important that you yourself stay alert and aware of which emails you open. To learn about how you can detect SPAM even before the first click, read the letter from our email administrator (PDF).

EUF's earlier email system (Roundcube, until 2020)

I've been studying at the university for a while. Can I still access the old roundcube?

Yes, absolutely!

Here in detail: Europa-Universität Flensburg students who arrived here up to and including autumn semester 2020/21 managed their emails in an email system called "Roundcube."

To ensure that their old emails are still accessible to these students, Roundcube continues to be available at <https://smail.uni-flensburg.de>.

Please note: It is no longer possible to receive or send emails via Roundcube. But all old emails are stored there, and they can also be exported.

How do I log into the old Roundcube system?

Go to <https://smail.uni-flensburg.de> and log in with your **old username and password** (that you used until Dezember, 2020).

Normally, these were:

firstname.lastname (i.e. the part before the @ sign)

Password

More information about your [network login coordinates](#)

How can I backup my old emails from Roundcube and transfer them to Outlook, if necessary?

You can always access the old Roundcube email system and view, save or print your old emails. This is enough for most cases.

If you also want to **EXPORT single old emails - or even the entire contents of your old mailbox -** in order to re-import it elsewhere, you have several possibilities:

1. RECOMMENDED: Forward individual e-mails to the new mailbox

- Log in to the old system (Roundcube) at smail.uni-flensburg.de.
- Open the old e-mail you want to transfer.
- Click on "Forward".
- Enter [your matriculation number]@studimail.uni-flensburg.de as recipient, e.g. 123456@studimail.uni-flensburg.de.
- Click on "Send".
- The old e-mail is now in your new Outlook mailbox.

Note: The e-mail address [your matriculation number]@studimail.uni-flensburg.de used above only works internally for the purpose of forwarding your old e-mails to your new Outlook mailbox. Your actual e-mail address is and remains as before usually firstname.lastname@studierende.uni-flensburg.de.

2. Export/import individual e-mails as files

Condition: You must have already set up your new Outlook mailbox on your PC or Mac, using an email software program such as MS Outlook, Apple Mail or Thunderbird).

- Use this PC or Mac (see above).
- Log in to the old system at <https://smail.uni-flensburg.de>.
- Click once on the email you want to back up.
- Select the [... More] button at the top right.
- Click on [Export].
- You will receive a file with the extension .eml, which contains the complete email.
- Open the email program (Thunderbird, MS Outlook, Apple Mail...).
- Now you can simply drag and drop the downloaded eml file into the desired folder in the email software application, and continue using it as you would a normal email.

3. Backup or transfer the entire old mailbox

[Use an email migrations software, such as the free tool MailStore Home](#), if you want to transfer many emails or your entire mailbox.

MailStore Home is a software program developed in Germany that is free of charge for you as a private person. You can use it to back up your emails and transfer them to other email accounts, such as the new EUF Outlook, using various export functions.

Technical issues

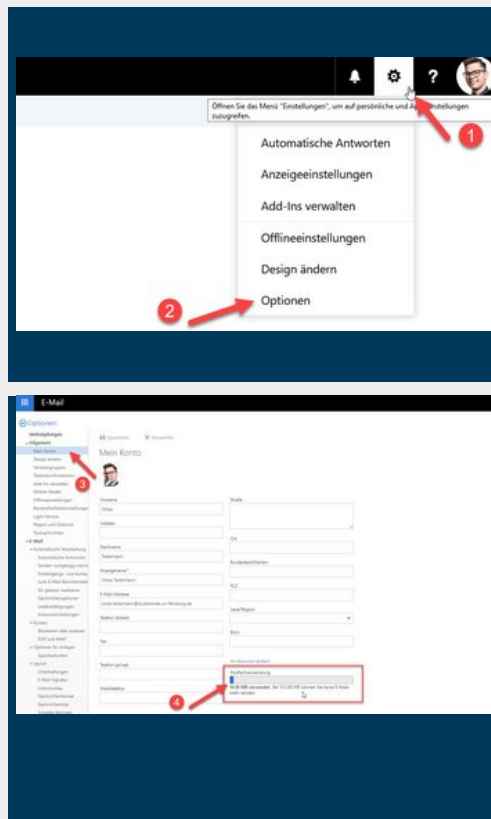
How much space is available in my email box?

Each email box is 2 GB in size.

Can I check to see how full my mailbox is currently?

You can check your mailbox's usage level (technical term: "quota") and the available remaining storage space in

[Outlook Webmail](#) as follows:



What is the size limit for email attachments?

E-mail attachments can be up to 10 MB in size.

For advanced users: What is the IMAP/POP3 data for Outlook?

If, in addition to our [Webmail](#), you wish to retrieve your emails using special email clients that do not use the Autodiscover function, you can use the following data.

And what was "Autodiscover" again?

Currently, all modern email programs support Autodiscover. This means that for the initial setup of your email program (e.g. Thunderbird or Microsoft Outlook), you basically only have to enter your email address and password. All other data is automatically retrieved from the EUF email server. This is pictorially shown in our instructional guides.

In special cases, however, it can still be useful to enter the mail server data manually.

IMAP/POP3 data

Registration data

User name: std1\your own student number Example: std1\123456

Password: Your network access password Example: Kfx-42GT+

Retrieval via IMAP (with SSL encryption)

Incoming mail server: studimail.uni-flensburg.de Port 993

Outgoing mail server: studimail.uni-flensburg.de Port 587

Retrieval via POP3 (with SSL encryption)

Incoming mail server: studimail.uni-flensburg.de Port 995

Outgoing mail server: studimail.uni-flensburg.de Port 587

Phone	+49 461 805 2878
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E-mail	mailadmin@uni-flensburg.de
Building	<u>Gebäude Helsinki</u>
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Post code / City	24943 Flensburg



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