

For safety reasons you first need to sign into Outlook / OWA before anything else in order to change your password before you can use your account and email address. Your username and your initial password should have been transmitted to you orally by your HSRW contact or by Mail.

STEP 1: Initial Password Change

Sign into Outlook web access.

You can find OWA here: mail-kle.hsrw.org (Kleve) or mail-kam.hsrw.org (Kamp-Lintfort)

Hochschule Rhein-Waal
OWA für Studierende

Anmeldename
Matrikelnummer@students.hsrw

Passwort

Anmeldung

You will be asked to change your password.

Enter your new password and confirm it by entering it a second time.

The criteria a valid password needs to fulfil goes as follows:

A minimum of 8 characters, at least 1 number, 1 lowercase letter, and 1 special character.

Please make sure not to include any part of your name!

Das Domänenpasswort ist
abgelaufen. Ändern Sie bitte das
Passwort.

Fehler: Password has expired,
principal name:

12345@students.hsrw

Neues Passwort

Passwort bestätigen

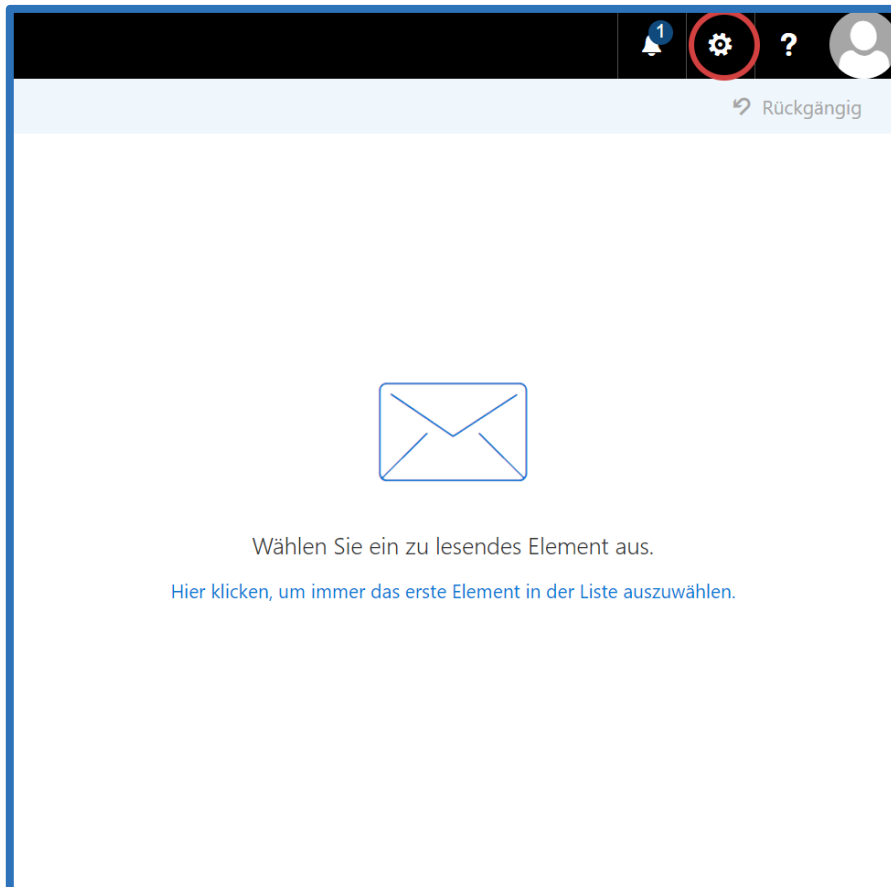
Anmeldung

STEP 1a (optional): Forwarding Mails to a private Address

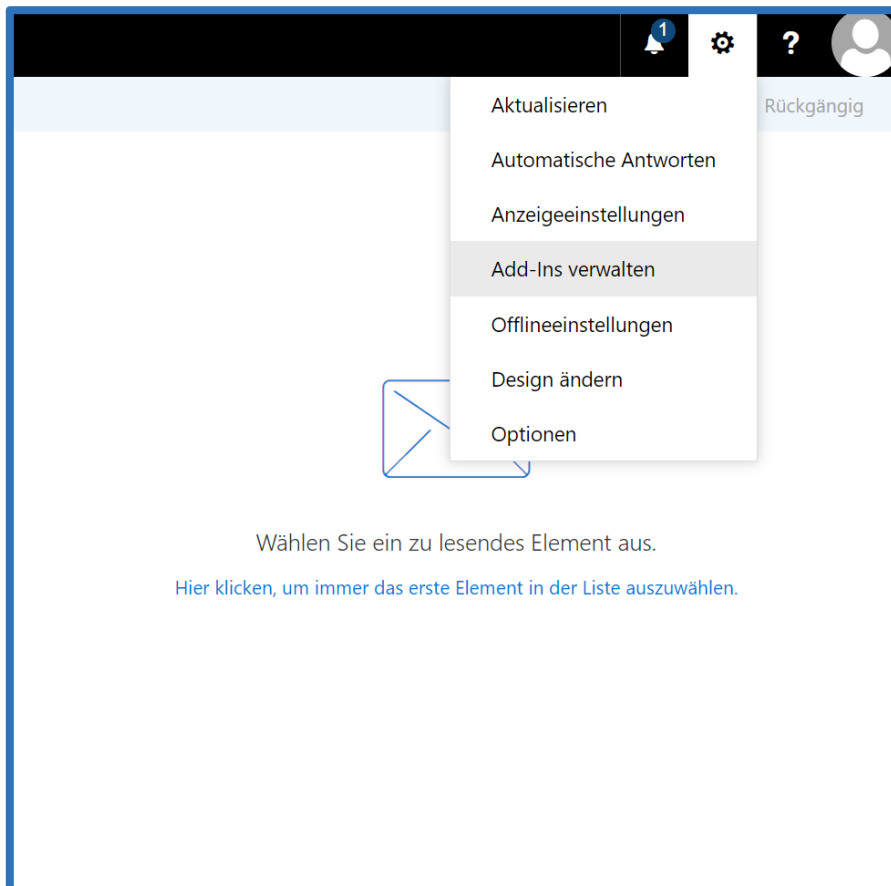
Should you be interested in forwarding your university mail to a private email address, follow this guide:

(Note that your mails will be stored both in your university mailbox as well as your private mailbox should you follow this method. We recommend you delete non-essential or outdated mail from time to time)

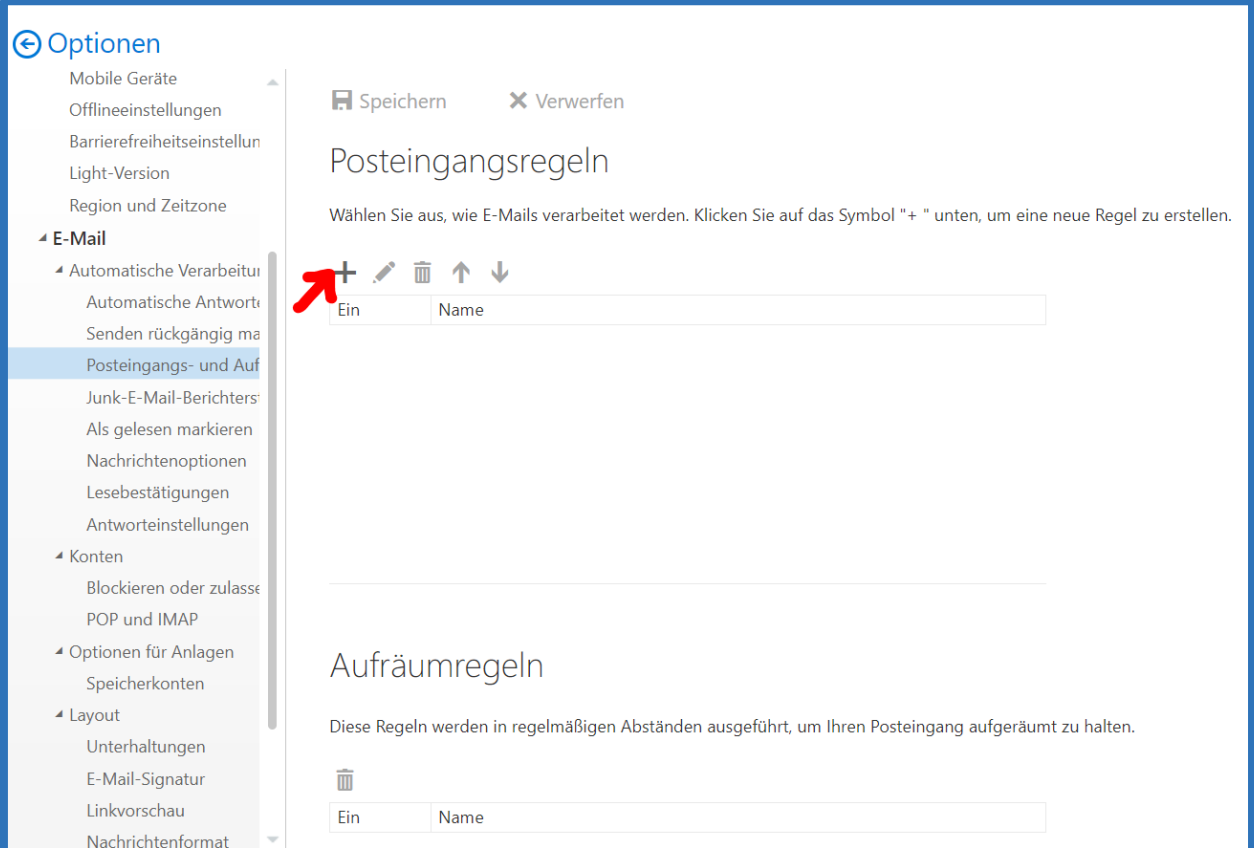
Click on the gear symbol to open your settings.



Open the “Manage Add-Ins” menu.



Navigate to Email, and click on "Inbox and sweep rules".





The screenshot shows the Outlook 'Optionen' (Options) window. The left sidebar is expanded to 'E-Mail', and 'Posteingangs- und Aufräumregeln' (Inbox and Sweep Rules) is selected. The main pane shows the 'Posteingangsregeln' (Inbox Rules) section. At the top, there are buttons for 'Speichern' (Save) and 'Verwerfen' (Cancel). Below that, the title 'Posteingangsregeln' is displayed. A text instruction reads: 'Wählen Sie aus, wie E-Mails verarbeitet werden. Klicken Sie auf das Symbol "+" unten, um eine neue Regel zu erstellen.' (Choose how you want to process e-mails. Click the "+" symbol below to create a new rule.) Below this instruction, there are icons for adding (+), editing (pencil), deleting (trash), and moving (up/down arrows). A table with two columns, 'Ein' (In) and 'Name', is visible. A red arrow points to the '+' icon. Below the table, there is a section for 'Aufräumregeln' (Sweep Rules) with a text instruction: 'Diese Regeln werden in regelmäßigen Abständen ausgeführt, um Ihren Posteingang aufgeräumt zu halten.' (These rules are executed at regular intervals to keep your inbox clean.) Below this, there is a trash icon and another table with two columns, 'Ein' (In) and 'Name'.

Assign a name to your forwarding rule, such as “Forward”.

For “When the message arrives and it matches all of these conditions” choose “[Apply to all messages]”

For “Do all the following” choose “Forward, redirect or send” and “Forward the message to”.

 OK  Abbrechen

Neue Posteingangsregel

Name

Wenn die Nachricht eintrifft und all diesen Bedingungen entspricht.

[Auf alle Nachrichten anwenden] ▼

Bedingung hinzufügen

Alle folgenden Aktionen ausführen

Nachricht weiterleiten an... ▼ [Personen auswählen...](#)

Aktion hinzufügen

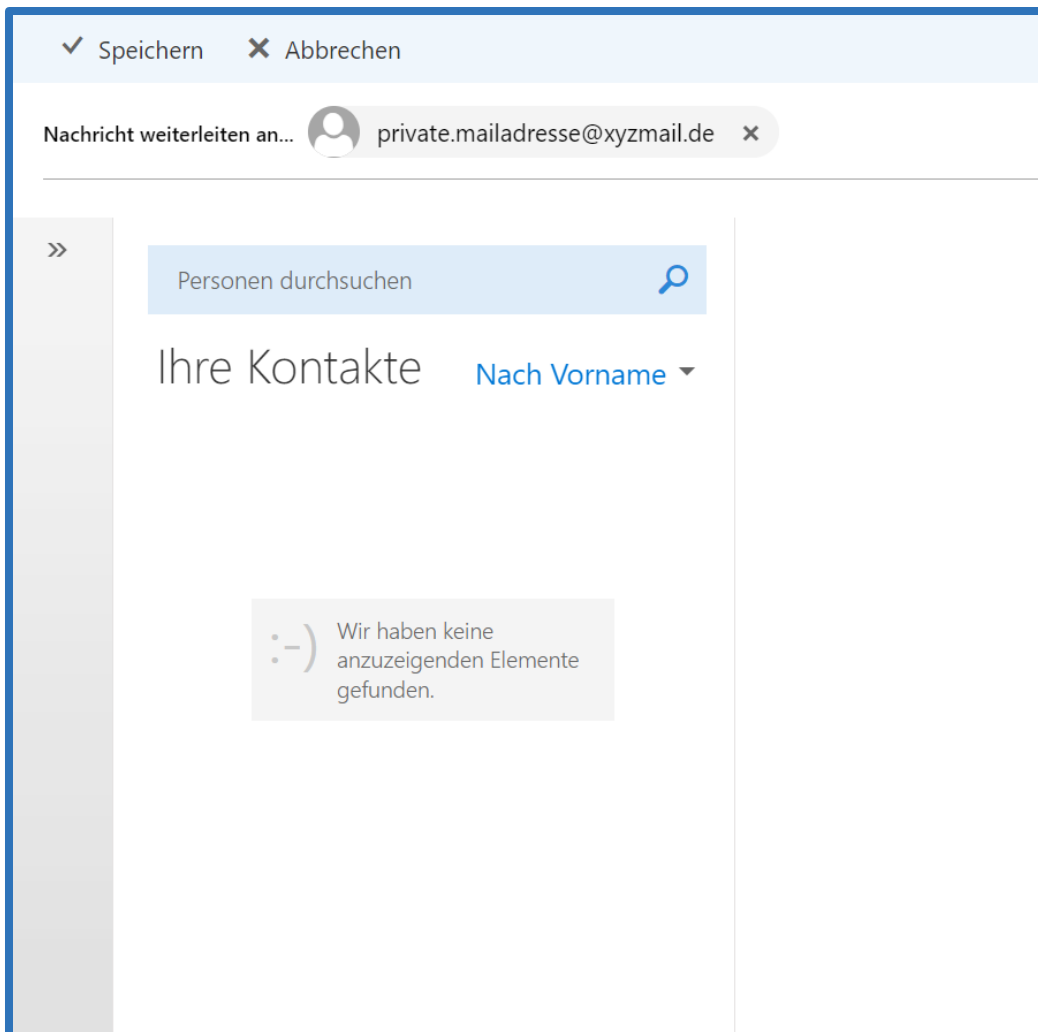
Außer, wenn eine dieser Bedingungen zutrifft

Ausnahme hinzufügen

Keine weiteren Regeln anwenden ([Was bedeutet das?](#))

Type in the name of the email address that you would like your university mail to be forwarded to.

Press "Save".



The screenshot shows a web interface for configuring email forwarding. At the top, there are two buttons: "Speichern" (Save) with a checkmark icon and "Abbrechen" (Cancel) with an 'X' icon. Below this is a header area with the text "Nachricht weiterleiten an..." followed by a person icon and the email address "private.mailadresse@xyzmail.de" with a close 'X' button. The main content area is titled "Ihre Kontakte" (Your contacts) and includes a search bar labeled "Personen durchsuchen" with a magnifying glass icon. A dropdown menu is set to "Nach Vorname" (By first name). A message box at the bottom states: ":-) Wir haben keine anzuzeigenden Elemente gefunden." (:-) We found no elements to display).

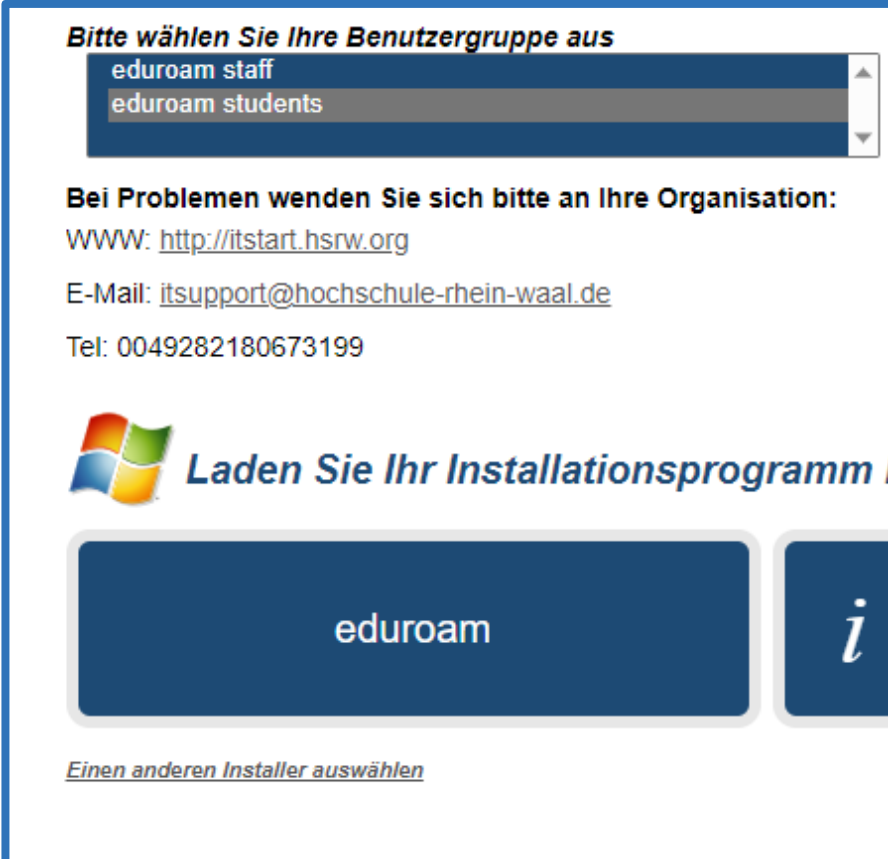
STEP 2 (optional): Configuring Eduroam WiFi

Firstly, visit <https://cat.eduroam.org/?idp=5192&profile=5203>. Here you will find the eduroam profile which is essential to making eduroam work.

Choose group “eduroam students”

Press the download button.


The website automatically chooses the profile assigned to your respective device type.




Bitte wählen Sie Ihre Benutzergruppe aus

eduroam staff
eduroam students

Bei Problemen wenden Sie sich bitte an Ihre Organisation:
WWW: <http://itstart.hsrw.org>
E-Mail: itsupport@hochschule-rhein-waal.de
Tel: 0049282180673199

 **Laden Sie Ihr Installationsprogramm**

eduroam 

[Einen anderen Installer auswählen](#)

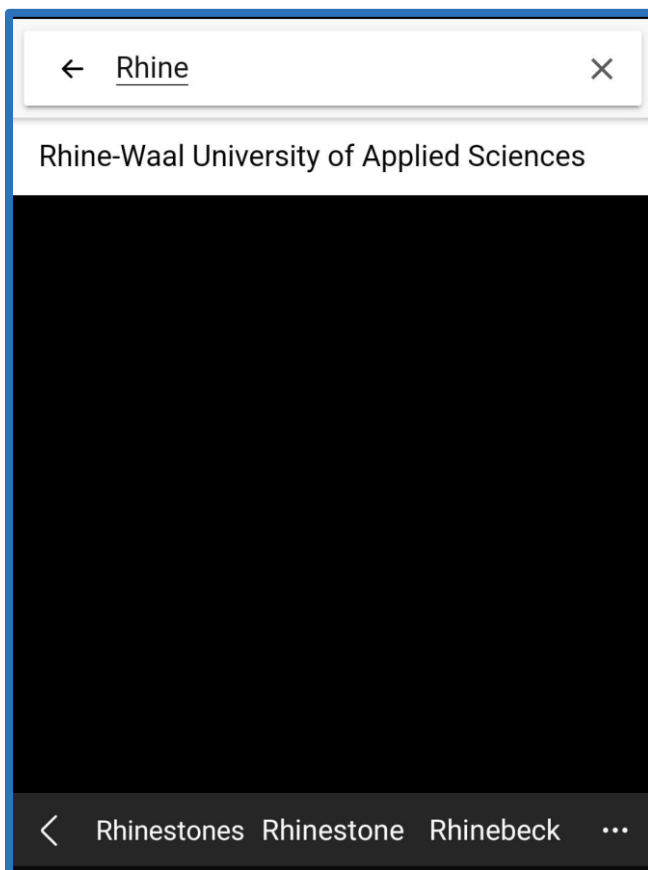
Now that you have downloaded the profile, choose one of the following guides written for your respective device:

EDUROAM FOR ANDROID DEVICES:

Visit the Google Playstore and download the app “Geteduroam” by “SURF B.V.”.

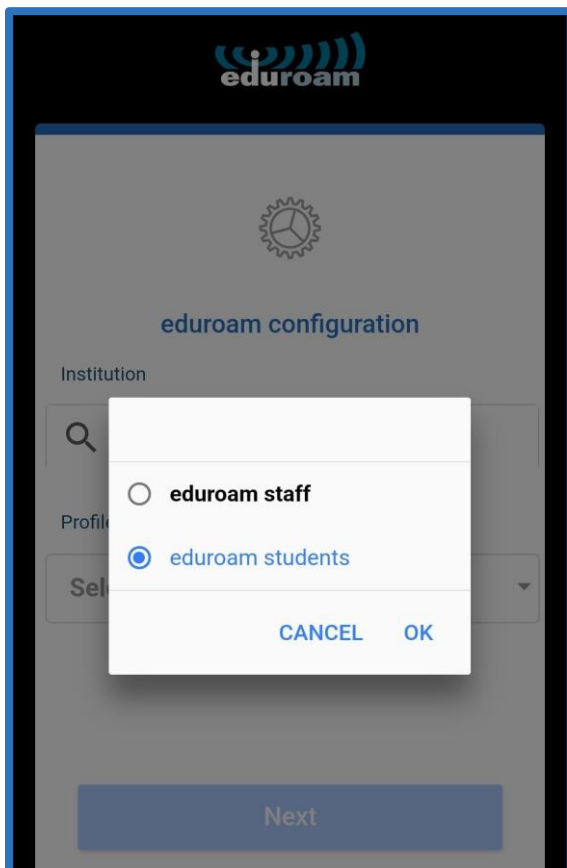
Open the app.

For institution, search “Rhine-Waall University of Applied Sciences” and select it.



EDUROAM FÜR ANDROID-GERÄTE:

For profile, choose “eduroam students”.




EDUROAM FÜR ANDROID-GERÄTE:


Your username consists of your matriculation number and @students.hochschule-rhein-waal.de, e.g. 12345@students.hochschule-rhein-waal.de

The password is identical to your university password used for Outlook and Moodle.

Connect to Network.

Click here for support'." data-bbox="121 357 477 744"/>





Username

12345@students.hochschule-rhein-waal.de

Password

.....|

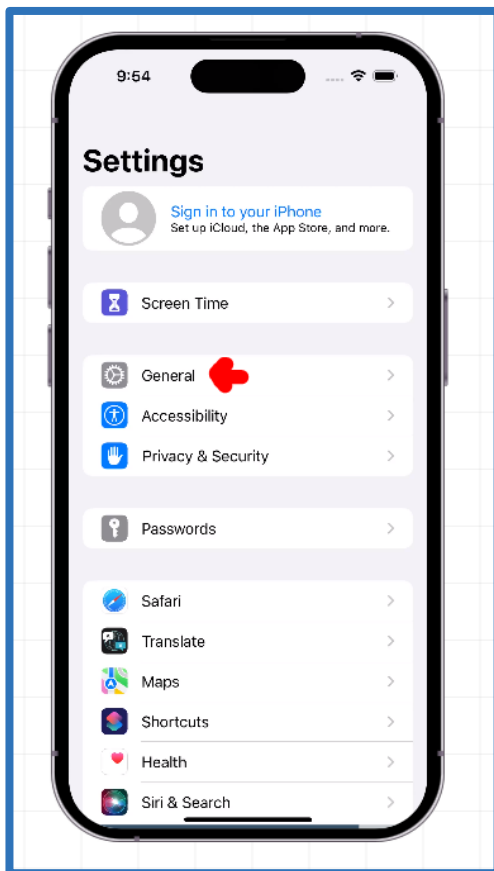
*Note: if the connection fails, please check your password

CONNECT TO NETWORK

Need help? [Click here for support](#)

EDUROAM FÜR IOS-GERÄTE

Now that you have downloaded the profile, navigate to your phone settings.
Click on “General”.



Navigate to “VPN AND DEVICE MANAGEMENT”, click on the eduroam profile and press install.

Your username consists of your matriculation number and @students.hochschule-rhein-waal.de, e.g. 12345@students.hochschule-rhein-waal.de

The password is identical to your university password used for Outlook and Moodle.

Connect to the network.

OVERVIEW

USERNAMES:

Outlook / OWA: matriculationnumber@students.hsrw (e.g. 12345@students.hsrw)

Moodle: matriculationnumber@students.hsrw (e.g.. 12345@students.hsrw)

HIS Portal: matriculationnumber only (e.g. 12345)

Eduroam: matriculationnumber @students.hochschule-rhein-waal.de (e.g.
12345@@students.hochschule-rhein-waal.de)

The passwords are identical across all platforms.