

Instructions for redeeming your personal P.O. Box coupon

Stand: 17.03.2022

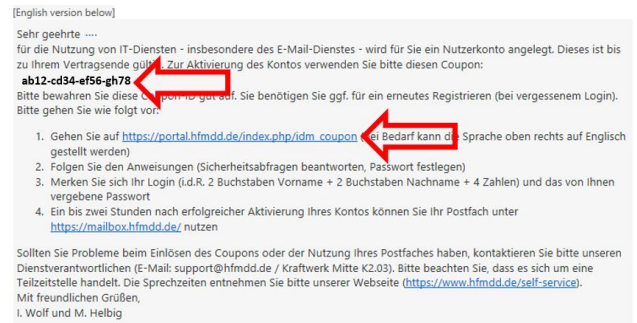
1. Coupon-Mail

A coupon e-mail has been sent to the e-mail address you provided. Please open this e-mail.

Sender: noreply@hfmdd.de

If the e-mail is **not in your inbox**, please **check your spam folder**.

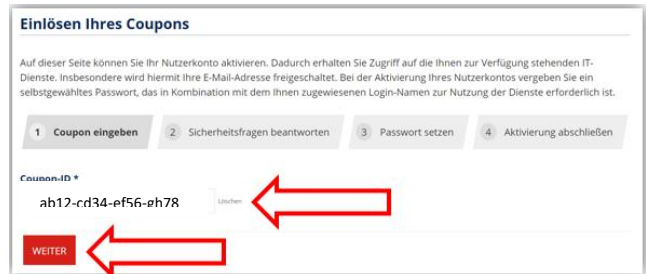
You will need the coupon code **only once** in order to register your mailbox account. By clicking on the **link (see picture)** you will be directed to the self-service portal. The coupon code is usually transferred automatically.



2. Self-Service Portal – Coupon Request

Confirm your coupon by clicking on **"WEITER"**.

If the code has not been automatically transferred, please copy it from the e-mail and paste it into the **"Coupon ID"** field and complete step 2 by clicking on **"WEITER"**.



3. Self-Service Portal – Security Questions

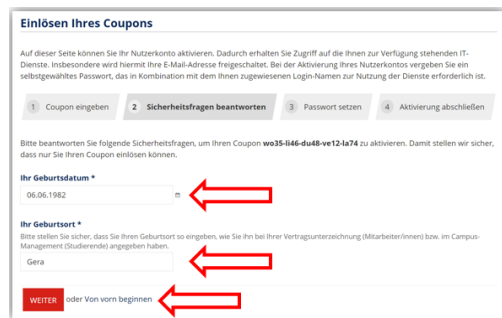
Answer the two **security questions**.

Birthday (Geburtstag) TT . MM . JJJJ

Place of birth (Geburtsort) * * * * *

Please make sure that the **spelling** of your place of birth exactly matches the spelling given during the application/enrolment process.

When this information is **correctly entered**, click on **"WEITER"**.



4. Self-Service Portal – Choose a Password

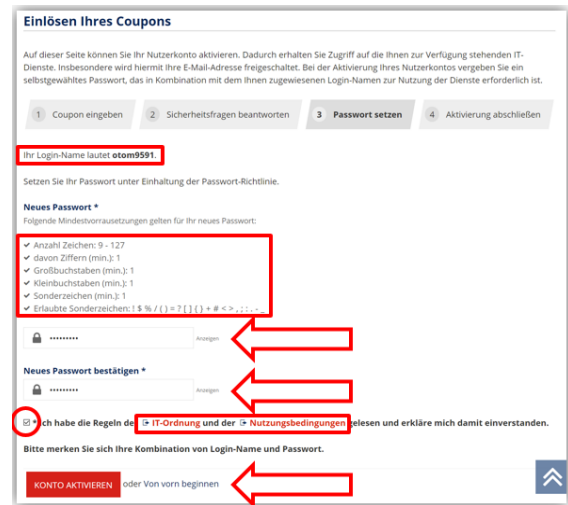
The system generates your **username** automatically. The username is **unique** and only meant for you.

You must select a **password** by **yourself**. Please observe the **password policy** shown in the largest box displayed in the image.

Type your chosen password a second time to confirm it.

Read and accept the IT-regulations (**IT-Ordnung**) by clicking on the checkbox.

Then click on "**KONTO AKTIVIEREN**" to continue the process.



5. Self-Service Portal – Summary of your Registration

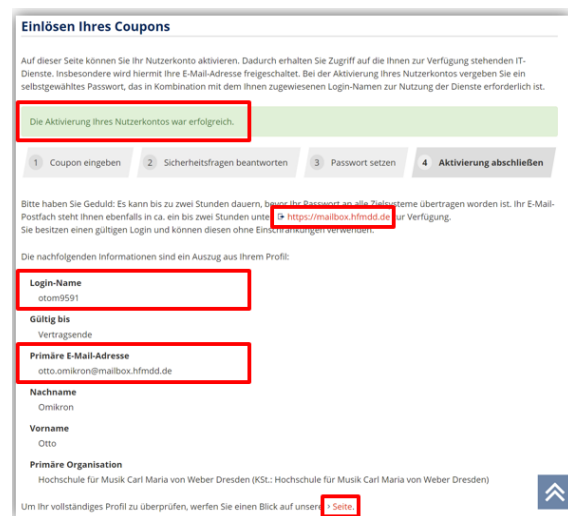
After successfully activating your account, you will receive a confirmation notice in your browser. In some cases, it can take up to 2 hours for your e-mail box to be activated.

Please remember your username and password!

When you have noted your username and password, you can then close the page.

You can access your e-mail account at:

<https://mailbox.hfmdd.de>



6. Log in to the Outlook Web App Portal – <https://mailbox.hfmdd.de>

Open the webpage <https://mailbox.hfmdd.de> in a browser.

To access the Outlook Web App, enter the **username** you received in step 5 and your personal **password** you selected in step 4.

Additionally you can find instructions on how to use Outlook Web App at <https://www.hfmdd.de/self-service/>.

