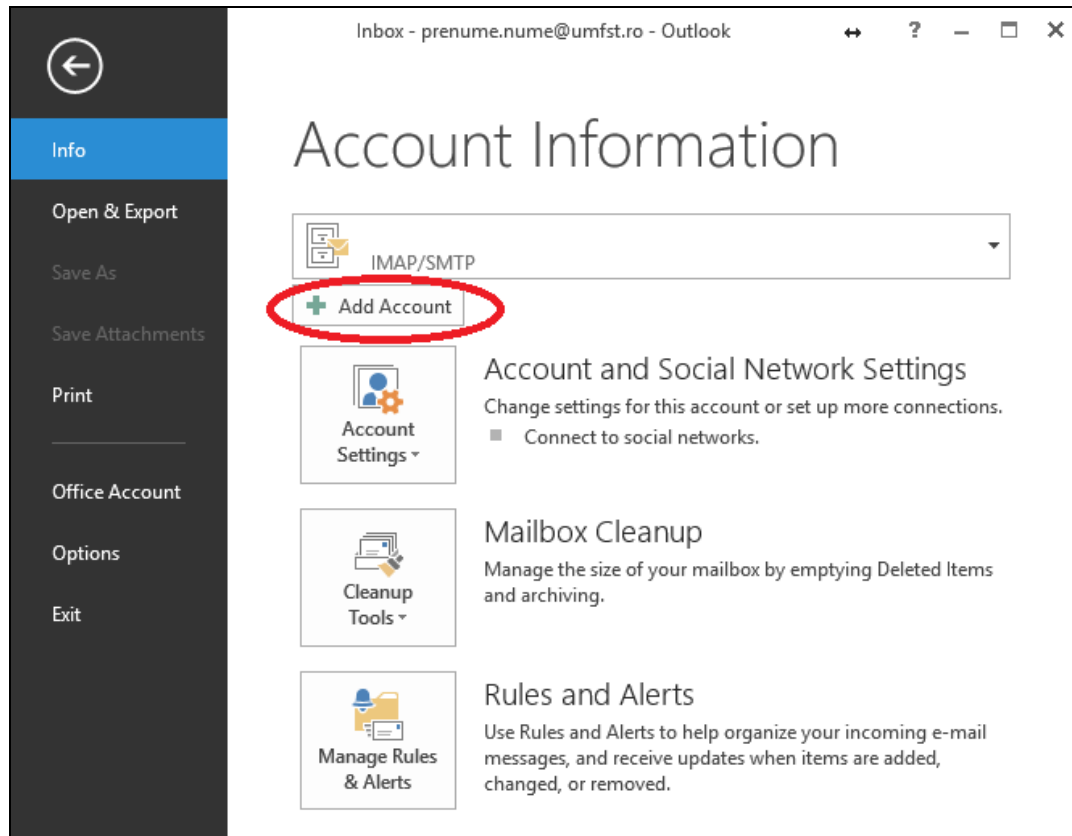
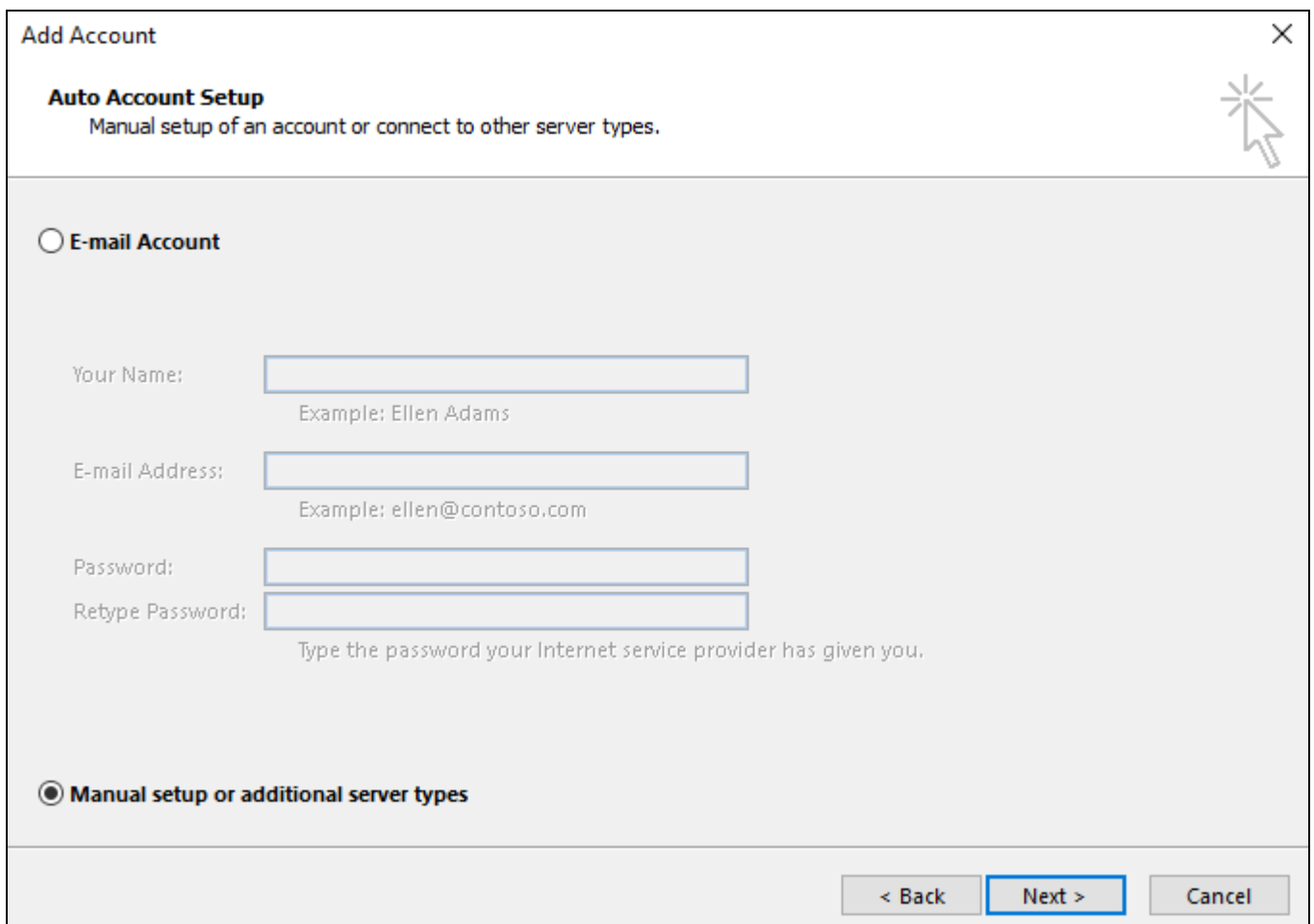


Tutorial configurare e-mail Outlook

1. File ->Info-> Add Account



2. Se alege optiunea "Manual setup" si "Next"

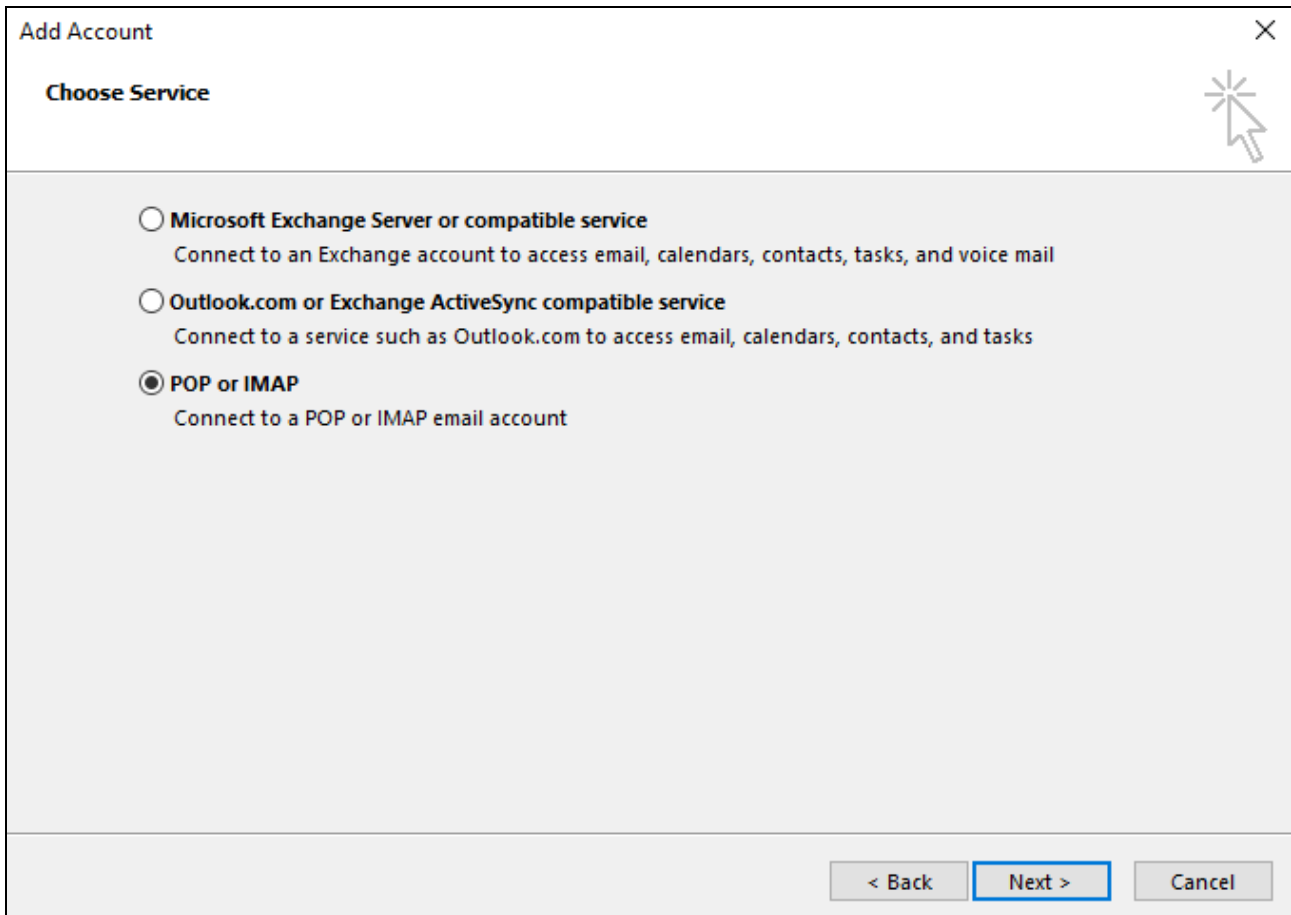


The 'Add Account' dialog box is shown. The 'Auto Account Setup' section is active, with the sub-option 'Manual setup of an account or connect to other server types.' selected. Below this, the 'E-mail Account' radio button is selected. The form contains the following fields:

- Your Name: (Example: Ellen Adams)
- E-mail Address: (Example: ellen@contoso.com)
- Password:
- Retype Password: (Type the password your Internet service provider has given you.)

At the bottom, the 'Manual setup or additional server types' radio button is selected. The 'Next >' button is highlighted in blue.

3. Se alege optiunea "POP or IMAP" si "Next"



The screenshot shows the 'Add Account' dialog box with the 'Choose Service' section. Three radio button options are listed: 'Microsoft Exchange Server or compatible service', 'Outlook.com or Exchange ActiveSync compatible service', and 'POP or IMAP'. The 'POP or IMAP' option is selected. Below the options are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a blue border.

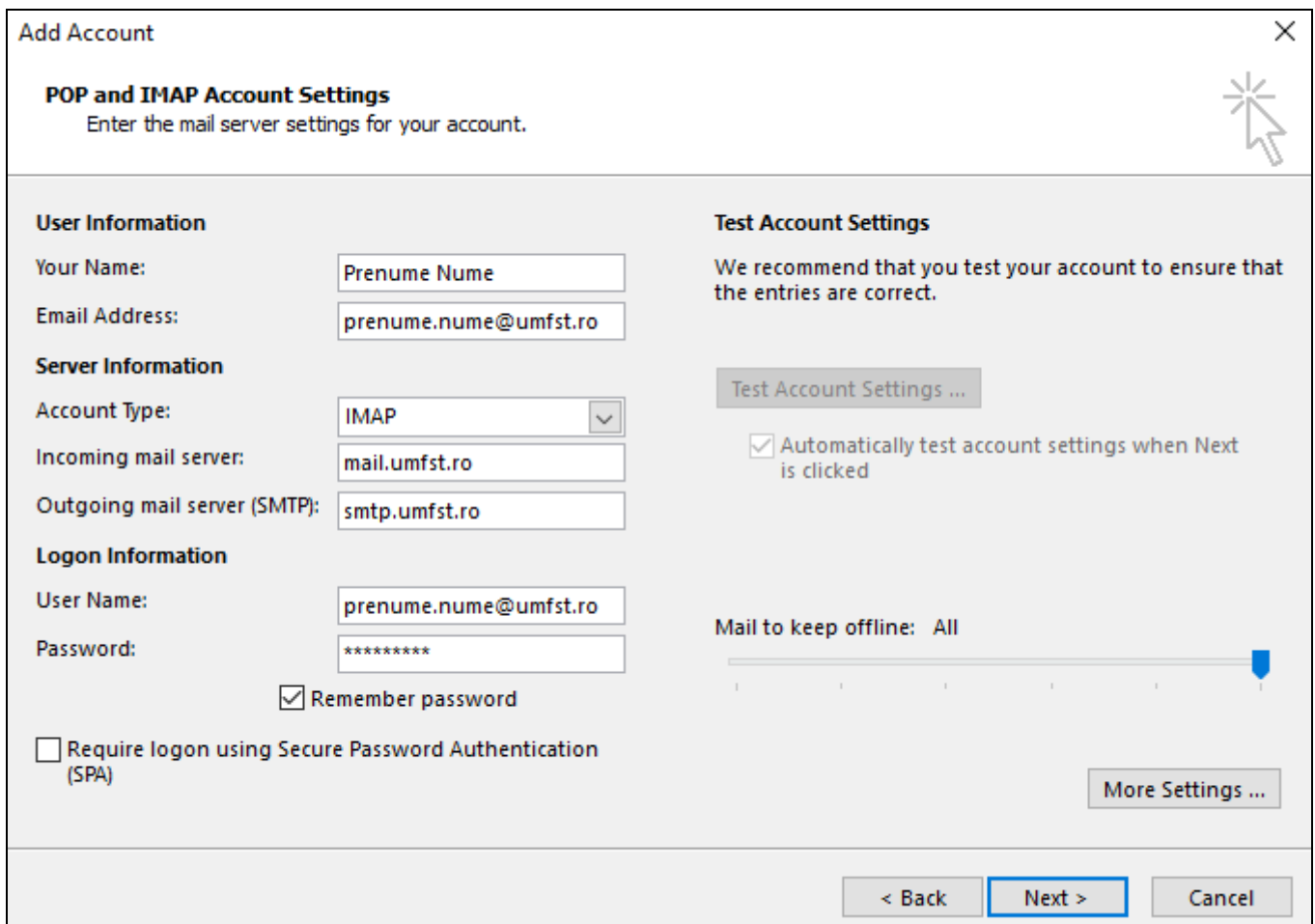
Add Account

Choose Service

- Microsoft Exchange Server or compatible service**
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail
- Outlook.com or Exchange ActiveSync compatible service**
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks
- POP or IMAP**
Connect to a POP or IMAP email account

< Back **Next >** Cancel

4. Se completează următoarea fereastră cu datele corespunzătoare contului de email personal, iar la Server information cu datele din figură și se apasă butonul "More Settings..."



The screenshot shows the 'Add Account' dialog box with the 'POP and IMAP Account Settings' section. The dialog is divided into two columns. The left column contains fields for 'User Information', 'Server Information', and 'Logon Information'. The right column contains 'Test Account Settings' and a 'Mail to keep offline' slider. At the bottom right is a 'More Settings ...' button. At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a blue border.

Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name:

Email Address:

Server Information

Account Type: ▼

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

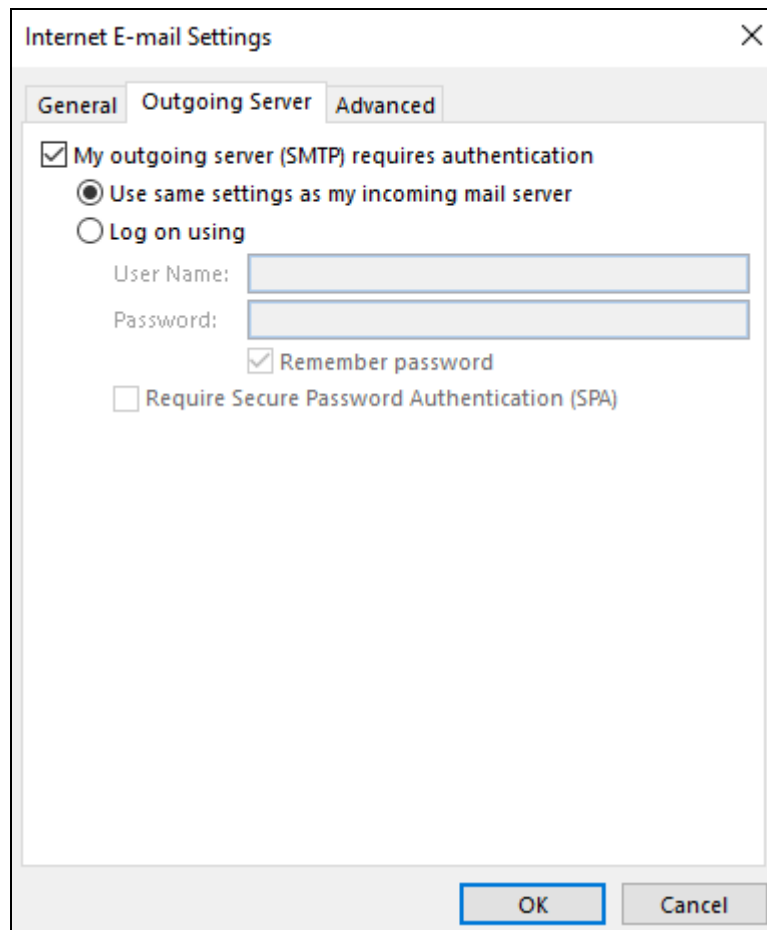
We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

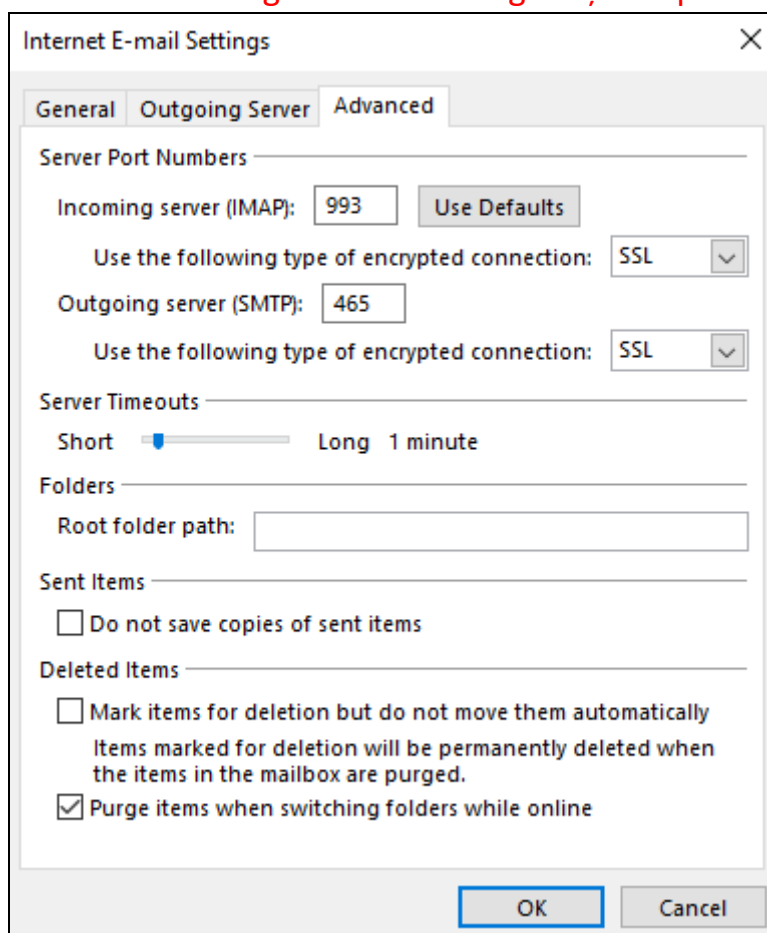
Mail to keep offline: All

< Back **Next >** Cancel

5. În fereastra deschisă la Tab-ul “Outgoing Server” se bifează opțiunea “My outgoing server...”



6. La Tab-ul “Advanced” se aleg setările ca în figură și se apasă butonul “OK”:



7. La apăsarea butonului "Next" se verifică setările

