تنظيمات Outlook جهت ارسال و دريافت E-mail

تنظیمات Outlookبه شرح زیر می باشد:

- 1. Outlookرا اجرا کنید.
- 2. از منوی Tools گزینه Account settings را انتخاب کنید.
- در شکل زیر New را کلیک کرده و در صفحه ی جدیدی که باز می شود گزینه ای که در پایین صفحه وجود دارد، مطابق شکل تیک بزنید.
 - 4. کلید next را بزنید.

Add New E-mail Account Auto Account Setup Your Name: Example: Barbara Sankovic E-mail Address: Example: barbara@contoso.com Password: Retype Password: Type the password your Internet service provider has given you.	🛠 Repair 🔳 C	hange 📀 Set as Default 🗙 Remove 🎓 🖡	1
Auto Account Setup Your Name: Example: Barbara Sankovic E-mail Address: Example: barbara@contoso.com Password: Retype Password: Type the password your Internet service provider has given you.	Add New E-mail Accour	nt	
Your Name: Example: Barbara Sankovic E-mail Address: Example: Barbara@contoso.com Password: Example: barbara@contoso.com Retype Password: Type the password your Internet service provider has given you.	Auto Account Setu	ιp	
E-mail Address: Example: barbara@contoso.com Password: Retype Password: Type the password your Internet service provider has given you.	Your Name:	Example; Barbara Sankovic	
Password: Retype Password: Type the password your Internet service provider has given you.	E-mail Address:	Example: barbara@contoso.com	
Type the password your Internet service provider has given you.	Password: Retype Password:		
		Type the password your Internet service provider has given you.	

5- در صفحه ی زیر در حالی که گزینه ی اول انتخاب شده ، کلید Next، کلیک کنید.

Account S	Settings 🛛 🔯	
E-ma Yo	ail Accounts ou can add or remove an account. You can select an account and change its settings.	
E-mail	Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books ew ** Repair ** Change ** Set as Default ** Remove **	
Name	Add New E-mail Account	x
	Choose E-mail Service	N/
	 Internet E-mail Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages. Microsoft Exchange Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail. Other Connect to a server type shown below. Fax Mail Transport Outbook Mobile Service (Text Messaging) 	
	< Back Next > Cancel	

6- در صفحه ی زیر اطلاعات را با توجه به اکانت خود وارد نمایید.

توجه داشته باشيد :

Incoming mail server = alumni.znu.ac.ir

Outgoing mail server(SMTP) = alumni.znu.ac.ir

اگر مایل هستید رمز عبورتان در کامپیوتر ذخیره شود در قسمت Password رمز عبور خود را وارد کرده و کلید Remember Pasword را تیک بزنید در شکل زیر با فلش سبز مشخص شده است.(بهتر است این کار را انجام ندهید.) More Settings -7 را که در شکل مشخص شده است، انتخاب کنید.

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Add New E-mail Account		×
Internet E-mail Settings Each of these settings an	e required to get your e-mail acco	unt working.
User Information		Test Account Settings
Your Name:	maryam	After filling out the information on this screen, we
E-mail Address:	maryam@alumni.znu.ac.ir	button below. (Requires network connection)
Server Information		Tost Account Sattings
Account Type:	IMAP 📼	Test Account Setungs
Incoming mail server:	alumni.znu.ac.ir	
Outgoing mail server (SMTP):	alumni.znu.ac.ir	
Logon Information		
User Name:	maryam@alumni.znu.ac.ir	
Password:		
	emember password	
Require logon using Secure	Password Authentication (SPA)	More Settings
		< Back Next > Cancel

8- در شکل های زیر مطابق با شکل، پر کنید.

Ir	nternet E-mail Settings	
	General Folders Outgoing Server Connection Advanced	
	My outgoing server (SMTP) requires authentication	
	Our contract of the second	
	Log on using	
	User Name:	
	Password:	
	Remember password	
	Require Secure Password Authentication (SPA)	
	OK Cancel	

Internet E-mail Settings
General Folders Outgoing Server Connection Advanced
Server Port Numbers
Incoming server (IMAP): 993 Use Defaults
Use the following type of encrypted connection: SSL
Outgoing server (SMTP): 587
Use the following type of encrypted connection: TLS
Short Long 1 minute
Folders
Root folder path:
OK Cancel