آموزش Microsoft Outlook



- در این مرحله تیک Manually configure server setting را بزنید تا بتوانید مشخصاتتان را به صورت دستی وارد کنید.

Auto Account Setu	,	×
Your Name:		
E-mail Address:	Example: Barbara Sankovic	
Password	Example: barbara@contoso.com	
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Manually configure :	erver settings or additional server types	Û
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۲- در این مرحله گزینه اول را انتخاب کنید.

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Connect to y	our POP, IMAP, or HTTP server to send a	and receive e-mail messages.
Microsoft E	whanne	
Connect to N	ficrosoft Exchange for access to your e-n	nail, calendar, contacts, faxes and voice mail.
Other		
Connect to a	server type shown below.	
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- و Incoming mail server در قسمت E-mail Address و ایمیل دانشگاهایتان را وارد کنید. در قسمت Incoming mail server و پسورد Outgoing mail server باید Outgoing mail server را وارد کنید در قسمت Password پسورد ایمیلتان را وارد کنید.
 - ۴- بعد از وارد کردن اطلاعاتتان دکمهی More setting را بزنید تا پنجرهی زیر برایتان باز شود.

۵- در پنجرهی باز شده وارد Outgoing Server شوید.

Internet E-mail Settings Each of these settings are required to get your e-mail account working.	ter herp
User Information Test Account Settings visition internet Lemail Settings visition internet Lemail Settings general Odgoing Server Other same settings as my incoming mail server internet formation on the settings as my incoming mail server In Other same settings as my incoming mail server In Denember consend In Propule Secure Flags In Denember consend In Propule Secure Flags In Denember consend In Requere Secure Flags In RequereSecure Secure Flags <	screen, we diding the sector)

- ۶- در پنجرهی باز شده تیک اول و دوم را بزنید.
- ۷- سپس وارد سرپر گ Advanced شوید و مطابق شکل زیر عمل کنید.

Internet E-mail Settings	X
General Outgoing Server Connection Advanced	
Server Port Numbers	—— II
Incoming server (POP3): 995 Use Defaults	
This server requires an encrypted connection (SSL)	
Outgoing server (SMTP): 465	
Use the following type of encrypted connection: SSL	-
Server Timeouts	
Short	
Delivery	
Leave a copy of messages on the server	
Remove from server after 14 🖨 days	
Remove from server when deleted from 'Deleted Items'	

در صورتیکه میخواهید یک نسخه از ایمیلتان روی سرور دانشگاه بماند باید تیک Leave a copy of messages و می خواهید یک نسخه از ایمیلتان روی سرور دانشگاه بماند باید تیک on the server در سربر گ Advanced را بزنید و OK کنید، این مورد پیشنهاد نمیشود، زیرا پس از مدت کوتاهی فضای در اختیار شما در سرور دانشگاه پر شده و در دریافت و ارسال ایمیل مشکل خواهید داشت.

۸- بعد از انجام مراحل قبل دکمهی Test Account Settings را بزنید تا تنظیماتی که انجام دادهاید تست شود و
 ۱گر نتیجهی تست به صورت شکل زیر باشد تنظیمات شما به درستی انجام شده است.

Ingratulations! All tests completed successfully. Click Close to continue. Close Close Close Close Close Close Close Consection Close Consection Close Consection Close Consection Close Consection Close Consection Close Cl	est Account Setti	ings			米
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بعد از آن دکمهی Next رابزنید.

این مراحل نصب و set کردن ایمیلتان روی Outlook بود.

برای آرشیو گرفتن از ایمیلهایتان به صورت زیر عمل کنید:

.۱ به ... File/Import and Export... بروید.



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۴. در مرحله بعد شما می توانید از هر قسمت که تمایل دارید مثلا Inbox یا Sent یا Folder هایی که برای خودتان ایجاد کرده اید آرشیو بگیرید.

برای این منظور طبق شکل زیر روی قسمت مورد نظرتان کلیک کنید و Next را بزنید.





در این مرحله، محل نگهداری آرشیو را از Browse انتخاب کنید و به بقیه تنظیمات دست نزنید.

۶. برای آرشیوتان یک پسورد تایپ کنید.

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آرشيو باز شده به صورت شكل بالا نشان داده مى شود .

برای اینکه در پایان ایمیلهایتان مشخصاتتان را داشته باشید و یا به عبارتی یک Signature داشته باشید به صورت زیر عمل کنید:

به New message بروید و در بالای پنجرهی باز شده به Signature Tab بروید و اطلاعاتتان را در این قسمت وارد کنید.

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