Outlook Setup

(Versiunea 1.0)

Aceasta documentatie cuprinde:

1. Creare useri Outlook ExpressCreare client



Cap. 1: Creare useri Outlook Express

Se porneste Outlook Express Se alege din meniu Tools -> Accounts



Din Tab-ul Mail se alege: Add -> Mail

				<u>Find a Me</u>
				Tip of the
mail		nternet Accounts	? 🛛	Select a pa stationery t start a new
		All Mail News Directory Service	Add	Mail
	5.4	Account Type Conne	ection Remove	News Directory Service
	<u>58</u>		Properties	
			Set as Default	
wsgroups			Import	
			Export	
	<u>Set</u>		Set Order	
Newsgroups	Set		Export Set Order	T

Se completeaza numele dorit apoi NEXT:

Internet Accounts		? 🗙
All Mail News Dir	ectory Service	Add
Account Typ	e Connection	Remove
Internet Connection Wiza	rd	
Your Name		×
When you send e-mail, y Type your name as you y	our name will appear in the From field of the outg vould like it to appear.	oing message.
Display name:	Office SC Exemplu SRL	
	For example: John Smith	
L	< Back Next >	Cancel

Se completeaza adresa de email, apoi NEXT

Internet Accoun	ts				? 🗙
All Mail	News Dire	ctory Service			<u>A</u> dd ►
Account	Тура		Connection		Remove
Internet Connec	tion Wiza	rd			
Internet E-mai	l Address				×
Your e-mail a	address is the	e address other p	eople use to send e	e-mail messages	to you.
E-mail	address:	office@dome	niul_exemplu.ro		
		For example: :	someone@microsof	t.com	
			< Back	Next >	Cancel

Se completeaza numele serverului de mail (ca si regula, acesta este mail punct domeniu punct tld) Se completeaza acelasi server si la incoming, si la outgoing

nternet Accoun	ts		?
All Mail	News Directory Serv	vice	<u>A</u> dd ►
Account	Туре	Connection	Remove
iternet Connec	tion Wizard		
E-mail Server	Names		苶
My incoming	mail server is a POP	P3 server.	
Incoming ma	il (POP3, IMAP or HTT	P) server:	
mail.domeni	ul_exemplu.ro		
مہ SMTP ہو	rver is the server that i	is used for your outgoing e-mail	
Outgoing ma	ill (SMTP) server:	s asca for your outgoing c mail.	
	ul_exemplu.ro		
mail.domeni			
mail.domeni			
mail. domeni			
mail.domeni			
mail.domeni			

In etapa urmatoare se completeaza adresa de email (cu tot cu @ si numele domeniului)

	-				-
Account	Туре		Connection		Hemove
ernet Connect	ion Wizard				
Internet Mail Lo	gon				\rightarrow
Tune the accr	ount name and	nassword ur	ur Internet service	provider has r	niven uou
	Sank Hamo ana	passinolaye		pie i i dei i i dei j	given yeu.
Account name	e 🛛	office@dor	neniul_exemplu.ro		
Password:		•••••	••••		
Password:	[•••• er password		
Password:	 ervice provider	Rememb	er password	issword Authe	ntication
Password: If your Internet s (SPA) to access Authentication (ervice provider your mail acco SPA)' check bo	Rememb requires you ount, select t	er password u to use Secure Pa he "Log On Using '	issword Authe Secure Passw	ntication
Password: If your Internet s (SPA) to access Authentication (Dug on using	ervice provider your mail acco SPA)' check bo g Secure Passw	Rememb requires you unt, select t ox. vord Authent	er password a to use Secure Pa he 'Log On Using t ication (SPA)	issword Authe Secure Passwi	ntication ord
Password: If your Internet s (SPA) to access Authentication (Log on using	 ervice provider your mail acco SPA)' check bo g Secure Passw	Rememb requires you unt, select t yx. yord Authent	er password I to use Secure Pa he 'Log On Using ' ication (SPA)	issword Auther Secure Passwi	ntication ord

Dupa ce dati NEXT, setarea va aduce inapoi la prima pagina unde vom efectua seria a doua de setari: Dati click pe contul respectiv (sa devina albastru) apoi apasati Properties

ail	Internet Accounts		? 🛛
un	All Mail News Directory S	Service	Add 🕨
	Account Type	Connection	Remove
	mail.domeniul_ex mail (defaul	t) Any Available	Properties
			Set as Default
			Import
			Export
			Set Order

Din Tab-ul General se poate seta numele contului (ceea ce se vede local)

41	Mail Nev	ws Directory Service		<u>A</u> dd
Acc	ount	Туре	Connection	Remove
n Br	iail.domeniul_ex	mail (default)	Any Available	Properties
a 01	fice Proper	ties	?	Set as Default
Gen	eral Servers	Import		
Ma	ail Account —	Export		
	Office	e name by which you wo ;. For example: "Work" c ".	uid like to refer to these r "Microsoft Mail	Set Order
Us	er Information -	-		Close
	Name:	Office SC Exemplu SR	Ľ	
E	Organization: E-mail address:	office@domeniul_exer	nplu.ro	
2	rieply address: Include this ac	count when receiving ma	ail or synchronizing	

Din Tab-ul Servers se bifeaza: "My server requires authentication"

Account T	vpe	Connection	Bemove
amail.domeniul_ex m	ail (default)	Any Available	Properties
Office Properties		?	Set as Defau
General Servers Conr	nection Securi	ly Advanced	Import
Server Information			Export
My incoming mail serv	veris a 🔞	server.	
Incoming mail (POP3): mail.domeniul_exemplu.ro			Set Order
Outgoing mail (SMTP): mail.domeni	ul_exemplu.ro	Chu
Incoming Mail Server -			Liose
Account name:	office@dom	eniul_exemplu.ro	
Password:		••••	
	Remember	er password	
Log on using Sec	ure Password A	uthentication	
Outgoing Mail Server -			
My server requires	authentication	Settings	

Pentru a putea fi vizibil pe internet, domeniul Dvs. trebuie sa aibe setate ns-urile ALFA WEB:

ns3.alfaweb.ro ns4.alfaweb.ro.

Dupa propagarea ns-urilor (circa 24-48 ore) conturile dvs de e-mail vor fi functionale.

Pentru orice problema, intrebari sau nelamuriri va stam oricand cu placere la dispozitie. Va rugam sa apelati la numerele de telefon afisate pe site-ul nostru: <u>http://www.alfaweb.ro/contact.htm</u> sau sa trimiteti un e-mail la unul din cele doua departamente (in functie de natura problemei):

Sales: <u>sales@alfaweb.ro</u> Tehnic: <u>tech@alfaweb.ro</u>

Echipa ALFA WEB va multumeste pentru alegerea facuta.

