راهنمای تصویری تنظیمOutlook 2013,2016

• نرم افزار Outlook 2013,2016 را اجرا نموده و مانند شکل زیر از سربرگ File گزینه Account Add را انتخاب نمایید.



Add Account Auto Account Setup Manual setup of an	account or connect to other server types.	× 炎
O E-mail Account		U
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.	
Manual setup or add	ditional server types	
	< Back Next >	Cancel

• در پنجره باز شده گزینه Manual Setup Or Additional Server Type را انتخاب نمایید.

• در پنجره زیر، روی گزینه **POP** or **IMAP** کلیک کنید.

Add Account	×
Choose Service	×.
 Microsoft Exchange Server or compatible service Connect to an Exchange account to access email, calendars, contacts, t Outlook.com or Exchange ActiveSync compatible service Connect to a service such as Outlook com to access email, calendars, contacts, to access email, calendars, cont	tasks, and voice mail
POP or IMAP Connect to a POP or IMAP email account	
	< Back Next > Cancel

- در این بخش اطلاعات خود اکانت مورد نظر را وارد نموده و در آخر گزینه ی Nextرا انتخاب نمایید.
 - ۱. در بخش "**Email Address**" آدرس پست الکترونیکی و در بخش "**Password**" گذرواژه را وارد نمایید.
 - ۲. در قسمت "User Name" آدرس پُسْت الکترونیکُ را وارد نَمایید.
 - ۲. Account Type انتخاب نمایید.
 - ٤. در بخشهای "Incoming Server " وَ "Outgoing server SMTP" (به جای yourdomain نام دامنه وب سایت خود را وارد نمایید

	C	hange A	Account
POP and IMAP Account Se Enter the mail server setti	ttings ngs for your account.		关
User Information	r		Test Account Settings
Your Name:	yourname		We recommend that you test your account to ensure that the entries are correct.
<u>E</u> mail Address:	info@yourdomain.com		
Server Information			Test Account Settings
<u>A</u> ccount Type:	POP3	~	Text weath Settings in
Incoming mail server:	mail.yourdomain.com		Automatically test account settings when Next is clicked
Outgoing mail server (SMTP):	mail.yourdomain.com		
Logon Information			
<u>U</u> ser Name:	info@yourdomain.com		
Password:	*****		
	emember password		
Reguire logon using Secu (SPA)	re Password Authenticati	on	<u>M</u> ore Settings
			< Back Next > Cancel

∙بعد از وارد کردن اطلاعات و قبل از زدن گزینه **Next**گزینه **More Settings** را انتخاب نمایید.

- را My outgoing server (SMTP) requires authentication در سربرگ Outgoing Server (SMTP) requires authentication انتخاب کنید.
- ۲. همچنین در سربرگ Advanced پورت incoming server را 110 و پورت outgoing server را 25 تنظیم نمایید. لازم بذکر است در صورتی که Account Type را IMAP انتخاب نموده اید ، incoming پورت 143 خواهد بود. همچنین در صورتی که ISP ارایه دهنده اینترنت پورت 25 را Block نموده است از پورت جایگزین 587 استفاده نمایید.
- ۳. در َ موُرْت تمایل به نگَه دارُکَ نسخهٔ ایی از ایمیلَ ها درون وَبَ میل، گَزِیَنَه Leave a copy of messages on the server را انتخاب نمایید. گزینه Remove from server after مربوط به مدت زمان نگه داری ایمیل در وب میل و
 - 3. Remove from server when deleted from deleted Items مربوط به حذف ایمیل بلافاصله پس از حذف ایمیل از پوشه Deleted Items در Outlook را مشخص می نماید؛ در صورت تمایل تنظیمات مورد نظر را اعمال نمایید.

CHARGE CARE	Outgoing	Server	Advance	i		_	
My o	utgoing sei	ver (SM	TP) require	s auther	ntication		
ΟU	se same set	tings as	my incom	ng mail	server		
OL	og on using	1	9.0004/11/044/01/11				
U	ser <u>N</u> ame:						
P	assword;		1				1
		✓ <u>R</u> em	ember pas	sword	XX	3	
	Reguire S	ecure P	assword A	uthentic	ation (S	PA)	
Ote	og on to <u>i</u> n	coming	mail server	before :	sending	mail	
OL	og on to <u>i</u> n	coming	mail server	before :	sending	mail	
Oto	og on to <u>i</u> n	coming	mail server	before :	sending	mail	
Ote	og on to <u>i</u> n	coming	mail server	before :	sending	mail	
Ote	og on to <u>i</u> n	coming	mail server	before :	sending	mail	
Ote	og on to <u>i</u> n	coming	mail server	before :	sending	mail	
Ote	og on to <u>i</u> n	coming	mail server	before :	sending	mail	
Ote	og on to <u>i</u> n	coming	mail server	before :	sending	mail	

 جهت حذف بلافاصله ایمیل ها از وب میل و عدم نگه داری کپی از ایمیل ها در وب میل، نیازی به انتخاب گزینه Leave a copy of messages on the server

Server Port Numbers Incoming server (POP3): 110 Use Defaults This server requires an encrypted connection (SSL) Outgoing server (SMTP): 25 Use the following type of encrypted connection: None Server Timeouts Short Long 1 minute Delivery ✓ Leave a copy of messages on the server ✓ Remove from server after 14 ♀ days Remove from server when deleted from 'Deleted Items'	Server Port Numbers Incoming server (POP3): 110 Use Defaults This server requires an encryoted connection (SSL) Qutgoing server (SMTP): 25 Use the following type of encrypted connection: None ▼ Server Timeouts Short Long 1 minute Delivery ✓ Leave a copy of messages on the server ✓ Remove from server after 14 ‡ days □ Remove from server when deleted from 'Deleted Items' OK Cancel	General	Outgoing Server	Advance	d	
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Remove from server when deleted from 'Deleted Items'	Remove from server when deleted from 'Deleted Items'		Remove from serve	er after	14 📥 days	
Remove from server when deleted from Deleted items				L L	<u></u>	111222-01
	OK			and the second second		
	OK		Re <u>m</u> ove from serve	er when de	eleted from 'Deleted	ritems
	OK		Re <u>m</u> ove from serve	er when de	eleted from 'Deleted	i items
	OK		Re <u>m</u> ove from serve	er when de	eleted from 'Deleted	i items
	OK		Re <u>m</u> ove from serve	er when de	eleted from 'Deleted	i items
	OK Cancel		Re <u>m</u> ove from serve	er when de	eleted from 'Deleted	i items

اگر شما همه موارد را صحیح وارد کرده اید با پنجره زیر روبرو خواهید شد.

Change Account	×
You're all set!	
We have all the information we need to set up your account.	