HƯỚNG DẪN THÊM TÀI KHOẢN VỚI MICROSOFT OUTLOOK 2010

Bước 1: chạy phần mềm MS Outlook 2010 từ máy tính. Nếu đây là lần đầu tiên bạn chạy phần mềm này, màn hình sau đây sẽ xuất hiện.



Nhấn nút Next để chuyển sang bước 2.

Bước 2: chọn Yes và nhấn Next

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<u>Bước 3</u>: chọn option **Manually configure server settings or additional server types**. Sau đó nhấn nút Next

| Auto Account Setup Click Next to conne | ct to the mail server and automatically configure your account settings. | N |
|---|--|-----|
| • E-mail <u>A</u> ccount | | |
| Your Name: | | |
| | Example: Ellen Adams | |
| <u>E</u> -mail Address: | | |
| | Example: ellen@contoso.com | |
| Password: | | |
| Retype Password: | | |
| Manually configure | e server settings or additional server types | |
| | < Back Next > Can | cei |
| | | |

| Auto Account Setup Connect to other s | erver types. | | Ì |
|--|---|------------------|---|
| 🖱 E-mail <u>A</u> ccount | | | |
| Your Name: | | | |
| F-mail Address: | Example: Ellen Adams | | |
| | Example: ellen@contoso.com | | |
| Password: | | | |
| Retype Password: | | | |
| | Type the password your Internet service provide | r has given you, | |
| Text Messaging (9 | M5) | | |
| Manually configur | e server settings or additional server types | | |
| | | | |

Bước 4: giữ mặc định option: Internet Email và nhấn nút Next

| Choose Service | |
|--|------------------|
| Tatamat E mail | |
| Connect to POP or IMAP server to send and receive e-mail messages | |
| | |
| Microsoft Exchange or compatible service | |
| Connect and access e-mail messages, calendar, contacts, faxes and voice | e mail messages. |
| Text Messaging (SMS) | |
| Connect to a mobile messaging service. | |
| O Other | |
| | |
| Connect to a server type shown below. | |
| Connect to a server type shown below. Microsoft Outlook Hotmail Connector | |
| Connect to a server type shown below. Microsoft Outlook Hotmail Connector | |
| Connect to a server type shown below. Microsoft Outlook Hotmail Connector | |
| Connect to a server type shown below. Microsoft Outlook Hotmail Connector | |
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| Connect to a server type shown below. Microsoft Outlook Hotmail Connector | |

<u>Bước 5</u>: Đây là bước quan trọng nhất trong việc cài đặt mail.

Địa chỉ mail:

Mật khẩu (password)

Incomming mail server: mail.têndomain

Outgoing mail server (SMTP): mail.têndomain

| Internet E-mail Settings Each of these settings are i | d to get your e-mail account working. | |
|--|---|-----------------------|
| User Information | Test Account Settings | |
| Your Name: E-mail Address: | After filling out the information on this scree recommend you test your account by clickin below. (Requires network connection) | n, we g the button |
| Server Information | | |
| Account Type: p Incoming mail server: | | Next button |
| Outgoing mail server (SMTP): | Deliver new messages to: | |
| Logon Information | © Existing Outlook Data File | |
| <u>U</u> ser Name: | | Browse |
| Password: | | |
| Reguire logon using Secure Pa | r password d Authentication (SPA) | lore Settings |

Bước 6: Sau khi điền các thông tin này, bạn nhấn vào nút More Settings, chọn tab Outgoing Server và đánh dấu chọn vào ô My outgoing server (SMTP) requires authentication.

| General (| Outgoing Server | Connection | Advanced | | |
|-----------|---|--|--|---|--|
| My out | going server (SM | ITP) requires a | uthentication | | |
| O Use | e same settings a | is my incoming | mail server | | |
| O Log | on using | | | | |
| Use | er <u>N</u> ame: | | | | |
| Pas | ssword: | | | | |
| | 1000 (LCC) | Strictly Galaxie Hook | NORS OF T | | |
| | Re | member passi | vord | | |
| | Reguire Secure | member pass Password Auti | vord nentication (SPA) | • | |
| | Reguire Secure on to incoming r | member pass Password Auti mail server bef | vord hentication (SPA) fore sending mail | | |
| C Log | [<u>V] R</u> e Reguire Secure on to incoming r | member passi Password Autl nail server bet | vord nentication (SPA) ore sending mail | | |
| C Log | ₩ <u>R</u> eguire Secure on to incoming r | member passi Password Auti nail server bet | vord nentication (SPA) ore sending mail | | |
| Cog | ₩ <u>R</u> eguire Secure on to incoming r | member pass Password Autl mail server bet | vord nentication (SPA) Tore sendin <mark>g mail</mark> | | |
| C Log | ₩ <u>Reguire Secure</u> on to incoming r | member passi Password Auti | vord nentication (SPA) ore sending mail | | |
| Cog | [₩] <u>R</u> eguire Secure (on to incoming r | member pass Password Auth | vord nentication (SPA) fore sending mail | | |
| C Log | ₩ <u>Reguire Secure</u> on to incoming r | member passi Password Auti | vord nentication (SPA) ore sending mail | | |
| Cog | [₩] <u>Reguire Secure</u> on to incoming r | member pass Password Auth | vord nentication (SPA) fore sending mail | C | |
| Cog | ₩ Reguire Secure | member passi Password Auth | vord nentication (SPA) fore sending mail | C | |

Với cấu hình mặc định Outlook, khi email được tải về máy thì email này cũng được xóa đi tại hộp mail của bạn trên server, nếu muốn giữ lại 1 bản trên server, bạn có thể chọn tab Advanced và đánh dấu vào ô Leave a copy of messages on the server. Bạn có thể yêu cầu giữ lại bao nhiêu ngày hoặc giữ lại vĩnh viễn tùy ý. Lưu ý: giữ mail trên server có thể làm hộp mail của bạn bị đầy (dung lượng hộp mail thường bị giới hạn bởi nhà cung cấp) và không thể nhận được mail, do vậy bạn cần quản lý tốt tránh trường hợp đầy mail và gây ra lỗi.

| nternet E-mail Settings | |
|--|--|
| General Outgoing Server Connection Advanced | |
| Server Port Numbers | |
| | |
| Incoming server (POPS): USE Defaults | |
| This server requires an encrypted connection (SSL) | |
| Outgoing server (SMTP): 25 | |
| Use the following type of engrypted connection: None | |
| Server Timeouts | |
| Short J 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' | |
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| ếu mail có hỗ trợ SSL thì cấu hình như sau: | |
| ếu mail có hỗ trợ SSL thì cấu hình như sau: ternet E-mail Settings | |
| ếu mail có hỗ trợ SSL thì cấu hình như sau: ternet E-mail Settings | |
| Eu mail có hỗ trợ SSL thì cấu hình như sau: ternet E-mail Settings General Outgoing Server Advanced Server Port Numbers | |
| Éu mail có hỗ trợ SSL thì cấu hình như sau: ternet E-mail Settings General Outgoing Server Advanced Server Port Numbers Incoming server (POP3): 995 Use Defaults | |
| Éu mail có hỗ trợ SSL thì cấu hình như sau: ternet E-mail Settings General Outgoing Server Advanced Server Port Numbers Incoming server (POP3): 995 Use Defaults This concerver quice an operated connection (SSI) | |
| Éu mail có hỗ trợ SSL thì cấu hình như sau: ternet E-mail Settings General Outgoing Server Advanced Server Port Numbers Incoming server (POP3): 995 Use Defaults Incoming server requires an encrypted connection (SSL) | |
| éu mail có hỗ trợ SSL thì cấu hình như sau: ternet E-mail Settings General Outgoing Server Advanced Server Port Numbers Incoming server (POP3): 995 Use Defaults ☑ This server requires an encrypted connection (SSL) Outgoing server (SMTP): 465 | |
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| Šu mail có hỗ trợ SSL thì cấu hình như sau: ternet E-mail Settings General Outgoing Server Advanced Server Port Numbers Incoming server (POP3): 995 Use Defaults This server requires an encrypted connection (SSL) Outgoing server (SMTP): 465 Use the following type of encrypted connection: Server Timeouts | |
| Eve mail có hỗ trợ SSL thì cấu hình như sau: ternet E-mail Settings General Outgoing Server Advanced Server Port Numbers Incoming server (POP3): 995 Use Defaults Incoming server requires an encrypted connection (SSL) Outgoing server (SMTP): 465 Use the following type of encrypted connection: Server Timeouts Short Image: Long 1 minute | |
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Sau khi cấu hình các bước này, bạn nhấn Next và Finish để hoàn thành việc cài đặt. Từ bây giờ bạn có thể dùng MS Outlook để gởi nhận mail.



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