

**TÀI LIỆU HƯỚNG DẪN KẾT NỐI
MAIL TRÊN OUTLOOK**

MỤC LỤC

1.	Phân biệt IMAP và POP3.....	3
2.	Cấu hình MS Outlook.....	3
3.	Cấu hình IMAP	5
4.	Cấu hình POP3	8

1. Phân biệt IMAP và POP3

IMAP	POP3
Người dùng muốn truy cập email từ nhiều thiết bị khác nhau. Người dùng có một kết nối Internet thường xuyên và tin cậy. Người dùng muốn xem nhanh các email mới hoặc những email trên server. Không gian lưu trữ cục bộ hạn chế. Bạn lo lắng về vấn đề dự phòng dữ liệu	Người dùng muốn truy cập mail chỉ từ một thiết bị. Người dùng cần truy cập email thường xuyên dù có kết nối Internet hay không. Không gian lưu trữ trên server hạn chế.

2. Cấu hình MS Outlook

- Khởi động MS Outlook

Welcome to Microsoft Outlook 2013

×

Welcome to Outlook 2013

Outlook is your personal assistant, helping you manage your life with powerful tools for email, calendar, contacts, and tasks.

Let's get started. In the next few steps, we'll add your email account.

< Back

Next >

Cancel

Microsoft Outlook Account Setup

×



Add an Email Account

Use Outlook to connect to email accounts, such as your organization's Microsoft Exchange Server or an Exchange Online account as part of Microsoft Office 365. Outlook also works with POP, IMAP, and Exchange ActiveSync accounts.

Do you want to set up Outlook to connect to an email account?

☒ Yes

☐ No

< Back

Next >

Cancel

Add Account

×



Auto Account Setup

Manual setup of an account or connect to other server types.

☐ E-mail Account

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 additional server types

< Back

Next >

Cancel

3. Cấu hình IMAP

Add Account

POP and IMAP Account Settings

Enter the mail server settings for your account.

User Information

Your Name:

tài khoản Test

Email Address:

test123@soctrang.gov.vn

Server Information

Account Type:

IMAP

Incoming mail server:

mail.soctrang.gov.vn

Outgoing mail server (SMTP):

mail.soctrang.gov.vn

Logon Information

User Name:

test123@soctrang.gov.vn

Password:

☒ Remember password

☐ Require logon using Secure Password Authentication (SPA)

Mail to keep offline: All

More Settings ...

< Back

Next >

Cancel

Internet E-mail Settings

General **Outgoing Server** Advanced

☒ My outgoing server (SMTP) requires authentication

☒ Use same settings as my incoming mail server

☐ Log on using

User Name:

Password:

☒ Remember password

☐ Require Secure Password Authentication (SPA)

OK Cancel

Internet E-mail Settings

General **Outgoing Server** **Advanced**

Server Port Numbers

Incoming server (IMAP): Use Defaults

Use the following type of encrypted connection: SSL

Outgoing server (SMTP):

Use the following type of encrypted connection: TLS

Server Timeouts

Short Long 1 minute

Folders

Root folder path:

Sent Items

☐ Do not save copies of sent items

Deleted Items

☐ Mark items for deletion but do not move them automatically
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.

☒ Purge items when switching folders while online

OK Cancel

Add Account



POP and IMAP Account Settings

Enter the mail server settings for your account.



User Information

Your Name: tài khoản Test

Email Address: test123@soctrang.gov.vn

Mail to keep offline: All

Server Information

Account Type: IMAP

Incoming mail server: mail.soctrang.gov.vn

Outgoing mail server (SMTP): mail.soctrang.gov.vn

Logon Information

User Name: test123@soctrang.gov.vn

Password: *****

☒ Remember password

☐ Require logon using Secure Password Authentication (SPA)

More Settings ...

< Back

Next >

Cancel

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Stop

Close

Tasks

Errors

Tasks

✓ Log onto incoming mail server (IMAP)

✓ Send test e-mail message

Status

Completed

Completed

HƯỚNG DẪN SỬ DỤNG THƯ ĐIỆN TỬ ĐƠN VỊ

Add Account



You're all set!

We have all the information we need to set up your account.

Add another account...

< Back

Finish

4. Cấu hình POP3

Add Account



POP and IMAP Account Settings

Enter the mail server settings for your account.



User Information

Your Name: tài khoản Test

Email Address: test123@soctrang.gov.vn

Server Information

Account Type: POP3

Incoming mail server: mail.soctrang.gov.vn

Outgoing mail server (SMTP): mail.soctrang.gov.vn

Logon Information

User Name: test123@soctrang.gov.vn

Password: *****

☒ Remember password

☐ Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

Test Account Settings ...

☒ Automatically test account settings when Next is clicked

Deliver new messages to:

☒ New Outlook Data File

☐ Existing Outlook Data File

Browse

More Settings ...

< Back

Next >

Cancel

Internet E-mail Settings

General **Outgoing Server** Advanced

☒ My outgoing server (SMTP) requires authentication

☒ Use same settings as my incoming mail server

☐ Log on using

User Name:

Password:

☒ Remember password

☐ Require Secure Password Authentication (SPA)

OK Cancel

Internet E-mail Settings

General Outgoing Server **Advanced**

Server Port Numbers

Incoming server (POP3): Use Defaults

☒ This server requires an encrypted connection (SSL)

Outgoing server (SMTP):

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 days

☐ Remove from server when deleted from 'Deleted Items'

OK Cancel

Add Account



POP and IMAP Account Settings

Enter the mail server settings for your account.



User Information

Your Name: tài khoản Test

Email Address: test123@soctrang.gov.vn

Server Information

Account Type: POP3

Incoming mail server: mail.soctrang.gov.vn

Outgoing mail server (SMTP): mail.soctrang.gov.vn

Logon Information

User Name: test123@soctrang.gov.vn

Password: *****

☒ Remember password

☐ Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

Test Account Settings ...

☒ Automatically test account settings when Next is clicked

Deliver new messages to:

☒ New Outlook Data File

☐ Existing Outlook Data File

Browse

More Settings ...

< Back

Next >

Cancel

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Stop

Close

Tasks

Errors

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed

HƯỚNG DẪN SỬ DỤNG THƯ ĐIỆN TỬ ĐƠN VỊ

Add Account

X

You're all set!

We have all the information we need to set up your account.

Add another account...

< Back

Finish

Outlook interface showing the inbox and message list.

Top bar: FILE, HOME, SEND / RECEIVE, FOLDER, VIEW. Search bar: Search Current Mailbox (Ctrl+E). Current Mailbox: test123 - Outlook.

Left sidebar: Outlook Data File, test123 (selected), Inbox 11, Sent Items, Deleted Items, Junk E-mail, Outbox, Search Folders.

Message list (Inbox - test123):

From	Subject	Date
Microsoft Outlook	Microsoft Outlook Test Message	8:37 AM
Microsoft Outlook	Microsoft Outlook Test Message	Mon 11:06 PM
Microsoft Outlook	Microsoft Outlook Test Message	Mon 11:04 PM
Microsoft Outlook	Microsoft Outlook Test Message	Mon 11:00 PM
Đặng Nguyễn Quốc Huy	Re: Test kết nối IMAP trên Outlook. Đã nhận được mail IMAP	Mon 10:57 PM
Microsoft Outlook	Microsoft Outlook Test Message	Mon 10:51 PM
Đặng Nguyễn Quốc Huy	Re: Test web mail Đã nhận được mail	Mon 10:44 PM