راهنمای Microsoft outlook 2007

1- ایجاد حساب کاربری:

جهت انجام تنظیمات حساب کاربری جدید ار منوی tools گزینه account setting را انتخاب نمایید و مطابق شکل بر روی دکمه new کلیک کنید

- L	Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books
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ame				Туре		

شكل 1

بقيه مراحل را مطابق شكل دنبال نماييد

Microsoft Exchange, P Connect to an e-mail account of the second seco	OP3, IMAP, or HTTP ount at your Internet ser	vice provider (ISP) or	your
organization's Microsoft E	exchange server.		
Other			
Fax Mail Transport Outlook Mobile Service (Text Messaging)		

dd New E-mail Accou	nt 🗙
Auto Account Setup	
Your Name:	
E-mail Address:	Example: Barbara Sankovic
	Example; barbara@contoso.com
Password:	
Recype Password:	Type the password your Internet service provider has given you,
Manually configure s	server settings or additional server types
	< Back Next > Cancel
	شىكل 3
Inter Conne	net E-mail ect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

Connect to Microsoft Exchange for access to you	ur e-mail, calendar, contacts, faxes and vo
Connect to a server type shown below.	
Fax Mail Transport Outlook Mobile Service (Text Messaging)	

مطابق شکل 5 قسمت server information را دقیقاً مطابق شکل کامل کنید قسمت user information و logon information و logon information

Internet E-mail Settings Each of these settings	5 are required to get your e-mail acco	unt working.
User Information	· · · · · · · · · · · · · · · · · · ·	Test Account Settings
Your Name:	w2@ferdowsi.um.ac.ir	After filling out the information on this screen, we
E-mail Address:	w2@ferdowsi.um.ac.ir	button below. (Requires network connection)
Server Information	\square	
Account Type:	IMAP 👻	Test Account Settings
Incoming mail server:	ferdowsi.um.ac.ir	
Outgoing mail server (SMTP	ferdowsi.um.ac.ir	
Logon Information		
User Name:	w2@ferdowsi.um.ac.ir	
Password:	********	
	Remember password	
Require logon using Secur	e Password Authentication (SPA)	More Settings

شکل 5

بعد از این مرحله مطابق شکل 5 وارد قسمت more setting شوید و تنظیمات را مطابق مراحل زیر دنبال کنید

Internet E-mail Sett	ings		×
General Folders	Outgoing Server	Connection Advance	ced
My outgoing se	rver (SMTP) require	es authentication	
OUse same s	ettings as my incon	ning mail server	
Cog on usin	g		
User Name			
Password:			
	Remember p	assword	
Require	Secure Password	Authentication (SPA)	
		ОК	Cancel

در تب advanced و در قسمت server port number تنظیمات را مطابق شکل انجام دهید (شکل 7)

nternet E-mail Settings	— ×
General Folders Outgoing Server Connection Advanced	
Server Port Numbers	
Incoming server (IMAP): 993 Use Defaults	
Use the following type of encrypted connection: SSL	
Outgoing server (SMTP): 587	
Use the following type of encrypted connection: TLS	
Server Timeouts	
Short -J Long 1 minute	
Folders	
Root folder path:	
	Coursed
OK	Cancel

بعد از انجام تنظیمات گزینه test account setting را انتخاب کنید (شکل 8)

User Information		Test Account Settings
Your Name:	w2@ferdowsi.um.ac.ir	After filling out the information on this screen, we
E-mail Address:	w2@ferdowsi.um.ac.ir	button below. (Requires network connection)
Server Information		
Account Type:	IMAP 👻	Test Account Settings
Incoming mail server:	ferdowsi.um.ac.ir	
Outgoing mail server (SMTP):	ferdowsi.um.ac.ir	
Logon Information		
Jser Name:	w2@ferdowsi.um.ac.ir	
Password:	*****	
V F	Remember password	
Pequire logon using Secure	Password Authentication (SPA)	

اگر تنظیمات حساب کاربری شما صحیح باشد بعد از انجام تست پیغامی مشابه شکل 9 ظاهر خواهد شد

est Account Settings		
Congratulations! All tests completed successfully.	Click Close to continue.	Stop
		Close
Tasks Errors		
Tasks	Status	
✓ Log onto incoming mail server (IMAP)	Completed	
✓ Send test e-mail message	Completed	

شکل 9

2- ارسال ایمیل :

جهت ارسال ایمیل از منوی اصلی گزینه new را انتخاب و... شکل (10) و شکل (11)

😡 Inbox - Microsoft Outlook	- 5	Х
Eile Edit View Go Iools Actions Help Adobe PDF	Type a question for help	•
😰 New 🔹 🍓 🎬 🗙 🙈 Reply 🖓 Reply to All 🙈 Forward 📲 🏋 🕼 📑 Send/Receive 🗸 🍅 💷 Search address books 💿 🗸 🎯 🖕	i 📾 📾 🖕	
10.16 *	I	

شكل 10

	Untitled - Message (HTML)	- = X
Message Insert	Options Format Text Adobe PDF		0
Paste J Clipboard ©	A A A E E E F H TH Basic Text F	Attach Item Card* Include Options 9	ABC Spelling Proofing
Send Subject:			
			Eg.



جهت حذف حساب کاربری از منوی tools گزینه account setting را انتخاب نمایید و بعد از انتخاب account مورد نظر مطابق شکل بر روی دکمه remove کلیک کنید (شکل 12)

ail Data Files RSS Fe	eds SharePoint Lists Internet Calendar	s Published Calendars Address Books
<u>N</u> ew ≫ [®] <u>R</u> epair	Change 🛇 Set as Default 🗙	Remove
ame	Туре	
2@um.ac.ir	IMAP/SMT	P (send from this account by default)



4- به روز رسانی :

جهت به روز رسانی نامه ها نیز از منوی اصلی گزینه send/receive را انتخاب کنید (شکل 13)

🕑 Inbax - Microsoft Outlook																	
Eile	Ędit	View	<u>G</u> o	Tools	Actions	Help	Adobe PDF				-						7
1.01	łew •	8	×	Bep	ly 🕞 Rep	ly to Al	🔒 Forward	-	٣		8	end/Regeive ·	·	11J	Search address books	- 11	

شكل 13

5- مشاهده folder ها :

برای مشاهده فلدر ها از منوی tools گزینه imap folder راانتخاب و لیست فلدر های مورد نظر را انتخاب کنید .