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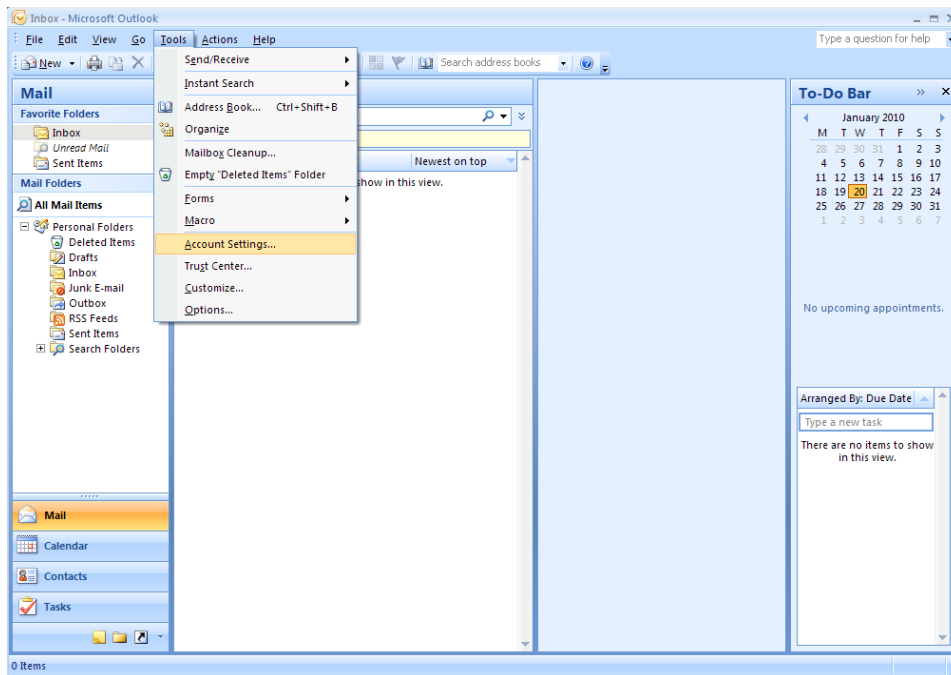
## Microsoft OUTLOOK 2007

Acest tutorial descrie crearea/configurarea conturilor de e-mail de tipul POP3 si IMAP.

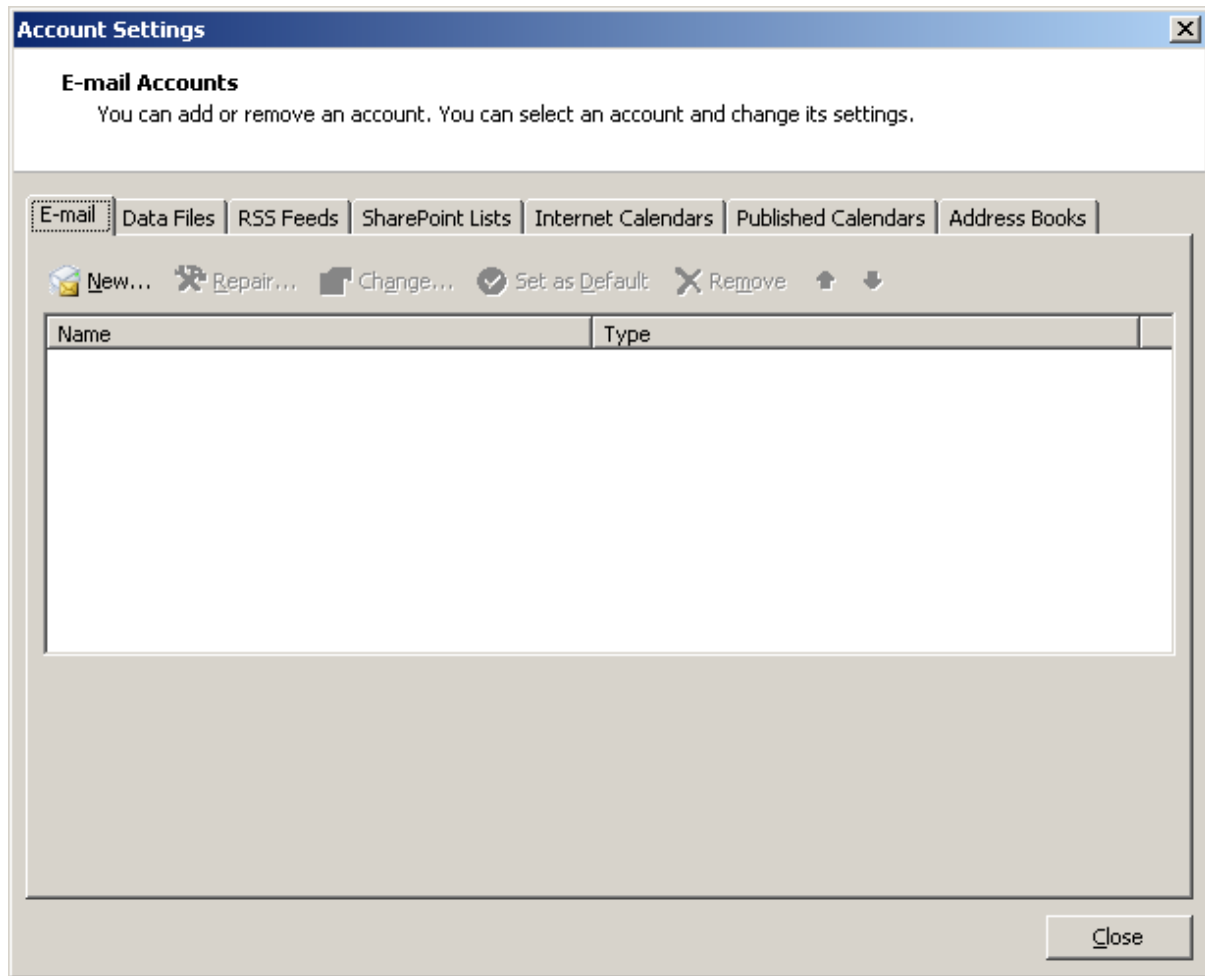


**Pasul 1.** Daca nu aveti configurat nici un cont de e-mail, odata cu lansarea programului, MS Outlook 2007 va ofera posibilitatea sa incepeti configurarea contului de e-mail. Daca nu se intampla acest lucru sau daca aveti deja alte conturi de e-mail, trebuie sa accesati optiunea "Tools", si apoi "Account Settings", din meniul principal.

Va apare configuratorul de conturi al programului MS Outlook 2007.




**Pasul 2.** Se selecteaza din tabul "E-mail", optiunea "New" pentru crearea unui cont nou de e-mail.



**Pasul 3.** In noua fereastră trebuie să introduceți informații despre noul cont de e-mail și anume: numele dumneavoastră, adresa de e-mail și parola. Pentru exemplificare am ales: prenume.nume@domeniu.ro.

**Add New E-mail Account** [X]

**Auto Account Setup** 

Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

**Your Name:**   
Example: Barbara Sankovic

**E-mail Address:**   
Example: barbara@contoso.com


**Password:**

**Retype Password:**   
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back   Next >   Cancel

**Add New E-mail Account** [X]

**Auto Account Setup** 

**Your Name:**   
Example: Barbara Sankovic

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**Password:**

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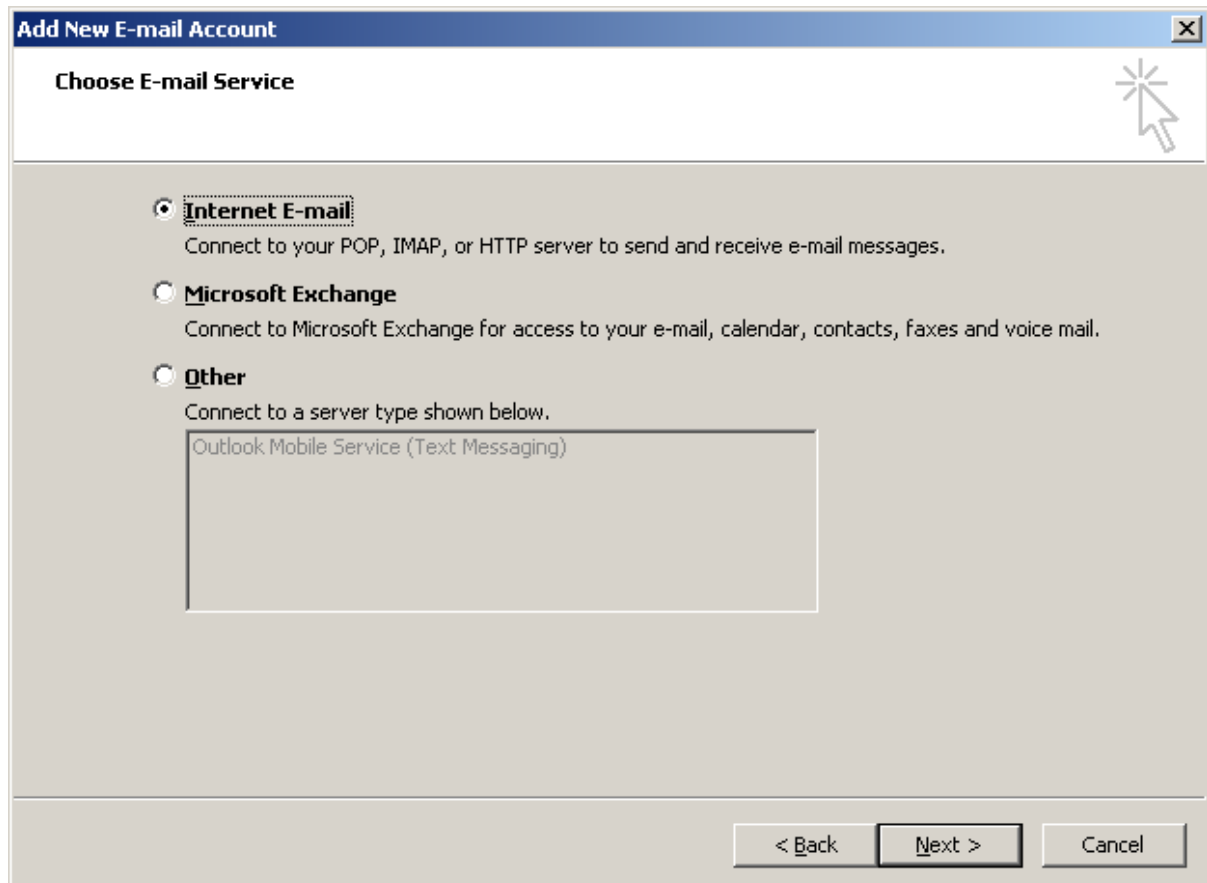
Manually configure server settings or additional server types

< Back   Next >   Cancel

Dupa introducerea corecta a tuturor informatiilor, trebuie bifata optiunea "Manually configure server settings or additional server types".

Click pe NEXT pentru a trece la pasul urmator.

**Pasul 4.** In fereastra care se deschide se alege optiunea implicita "Internet E-mail"



In orice moment al configurarii contului de e-mail puteti sa reveniti la pasul anterior prin apasarea butonului BACK sau puteti renunta la configurator prin apasarea butonului CANCEL.

**Pasul 5.** In functie de informatiile primite de la echipa hostnow.ro alegeti tipul serverului de incoming: POP3 sau IMAP.

De asemenea, tot in aceasta fereastra trebuie sa introduceti cont utilizator si parola primita de la echipa hostnow.ro.

**Add New E-mail Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**  
 Your Name:   
 E-mail Address:

**Server Information**  
 Account Type:   
 Incoming mail server:   
 Outgoing mail server (SMTP):

**Logon Information**  
 User Name:   
 Password:   
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account Settings**  
 After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Pentru campurile "Incoming mail server" si "Outgoing mail server(SMTP)" va rugam sa completati: **mail.domeniu.ro**. (ex. mail.hostnow.ro)

ATENTIE: Se bifeaza "Remember password" daca doriti ca parola sa se memoreze, astfel incat sa nu fie necesar sa o introduceti de fiecare data. Se apasa apoi "More settings".

Dupa introducerea tuturor informatiilor aveti posibilitatea sa testati daca contul de e-mail este configurat corect prin testarea acestuia. Se face click pe butonul "Test Account Settings".

**Test Account Settings**

Outlook is testing the account settings you entered.

Tasks | Errors

Tasks	Status
<ul style="list-style-type: none"> <li>Log onto incoming mail server (IMAP)</li> <li>Send test e-mail message</li> </ul>	In Progress

**Add New E-mail Account** [X]

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:

E-mail Address:

**Server Information**

Account Type:  ▼

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

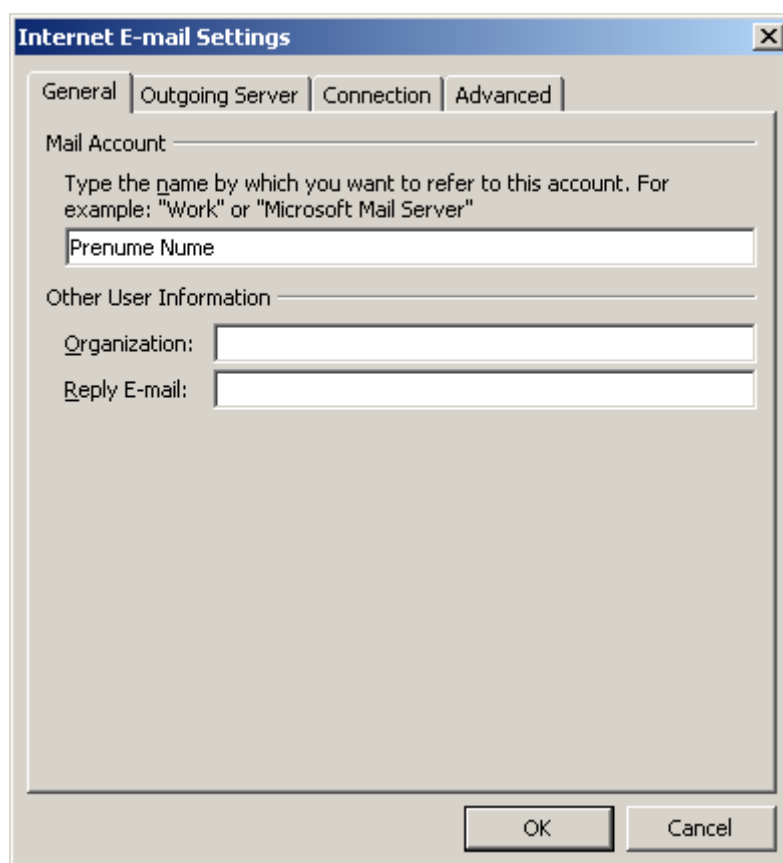
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

**Pasul 6.** In cazul in care echipa hostnow.ro solicita setari suplimentare, puteti realiza aceste setari accesand butonul "More Settings" din aceasta fereastra.

In tabul "General" puteti redenumi contul de e-mail creat, completa informatii cu privire la denumirea organizatiei unde lucrati daca este cazul sau puteti sa completati campul Reply e-mail cu o adresa de e-mail valida.

Pentru setarea cererii de autentificare pentru SMTP accesati tab-ul Outgoing Server si bifati optiunea "My outgoing server (SMTP) requires authentication".

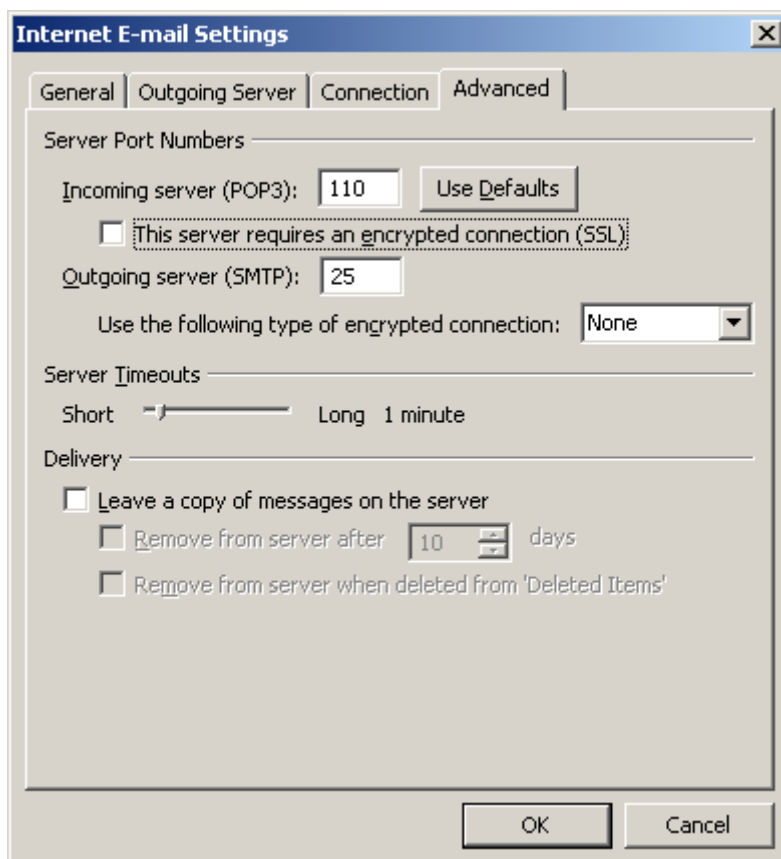
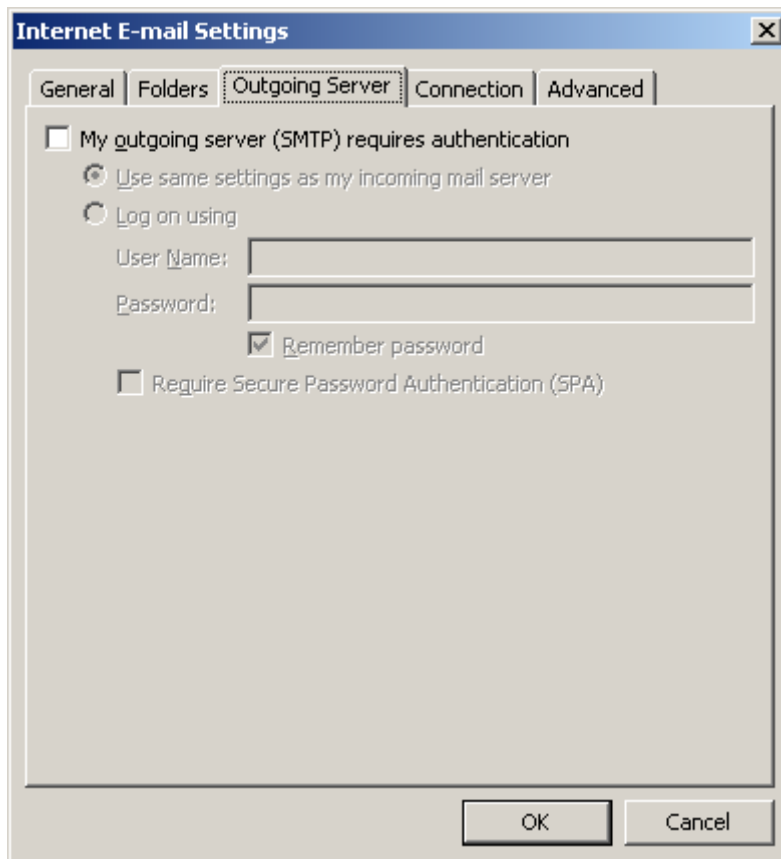
Daca este necesara optiunea de conexiune criptata (SSL) puteti configura acest lucru accesand tab-ul "Advanced".



The image shows a screenshot of the "Internet E-mail Settings" dialog box, specifically the "General" tab. The dialog box has a title bar with the text "Internet E-mail Settings" and a close button (X). Below the title bar, there are four tabs: "General", "Outgoing Server", "Connection", and "Advanced". The "General" tab is selected. The main area of the dialog box contains the following fields and text:

- Mail Account:** A text input field with the placeholder text "Prenume Nume". Above this field, there is a label "Mail Account" and a sub-label "Type the name by which you want to refer to this account. For example: 'Work' or 'Microsoft Mail Server'".
- Other User Information:** A section containing two text input fields:
  - Organization:** A text input field.
  - Reply E-mail:** A text input field.

At the bottom right of the dialog box, there are two buttons: "OK" and "Cancel".

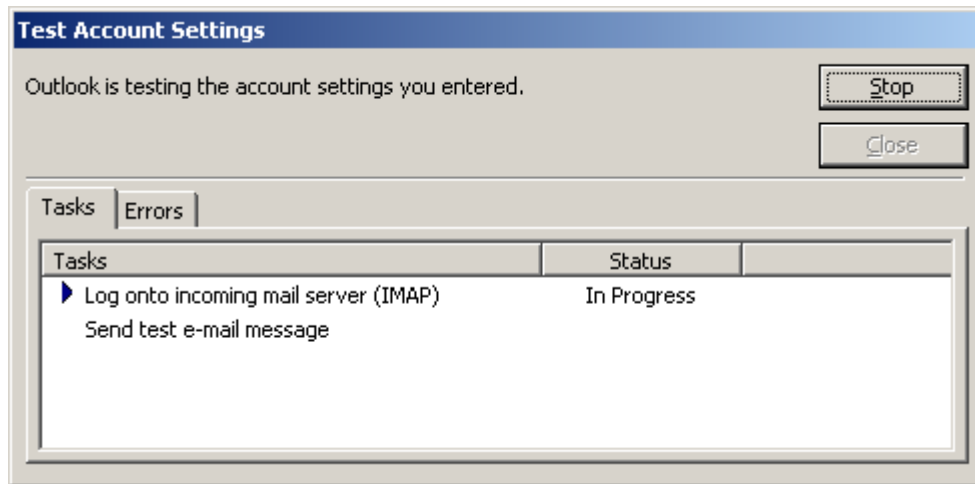


La final se face click pe OK pentru salvarea setarilor si pentru revenire in fereastra anterioara.

Pentru contul de tip POP3 se va alege portul 995, pentru IMAP se va alege portul 993 iar pentru SMTP portul 465.

**Pasul 7.** Se apasa butonul "Next". Veti fi notificati ca instalarea a fost finalizata cu succes.

**Felicitari!** Acum puteti testa daca toate informatiile introduse sunt corecte prin apasarea butonului Send/Receive.



In cazul in care nu primiti nici o eroare insemna ca totul este configurat corect.

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