Podešavanje MS Office Outlook-a započinjemo izborom Accounts Settings opcije iz Tools menija. Na slici je prikazan ovaj izbor.

😼 Outlook Today - Micros	oft Ou	tlook		
<u>File Edit View G</u> o	Too	ls <u>A</u> ctions <u>H</u> elp		
🔂 New 🔹 🏟 🕼 🖗		S <u>e</u> nd/Receive	+	sks 🔹 🕢 🖉 👷 🕄 🕲 Back 🕲 🖻 🔮
Mail		Instant Search	•	ook Today
Favorite Folders	0	Address <u>B</u> ook Ctrl+Shift+B		r 2009
Inbox (70)	D	Rules and Alerts		1 2005
Mail Folders	0	Mailbox Cleanup		-
All Mail Items	1	Empty Deleted Items Folder	2	-
Personal Folders Deleted Items		Macro	•	
Drafts		Account Settings		
Inbox Infected Items Junk E-mail Outbox Im RSS Feeds		Tru <u>s</u> t Center <u>C</u> ustomize <u>O</u> ptions		
 ☑ Sent Items ☑ ☑ ☑ Search Folders ☑ ☑ ☑ Archive Folders 				

Kliknite na opciju New. Na ovaj način se startuje wizard (čarobnjak) pomoću koga ćete u nekoliko koraka završiti sva podešavanja novog e-mail naloga.

Data	iles RSS Feeds SharePoint Lists Internet Calendars Published Calendars	Address Books
New	🎘 Repair 😭 Change 🦿 Set as Default 🗙 Remove 👚 🔹	
ame	Туре	
ected e-mail	account delivers new e-mail messages to the following location:	
	er Dersonal Folders \ Inbox	
hange Folde	reisonal rolders (mbox	

Uputstvo za podešavanje MS Office 2007 email klijenta

> Odaberite prvu opciju, a zatim nastavite podešavanje pritiskom na taster Next.

Add New E-mail Account	×
Choose E-mail Service	W.
Microsoft Exchange, POP3, IMAP, or HTTP	
Connect to an e-mail account at your Internet service provider (ISP) or your organization's Microsoft Exchange server.	
© Other	
Connect to a server type shown below.	
Outlook Mobile Service (Text Messaging)	
< Back Next >	Cancel

- > Na formi Auto Account Setup unesite sledeće parametre:
 - *Vaše ime i prezime, E- mail adresu i pristupnu šifru.

Clicking Next will Exchange server	contact your e-mail server and configure your Internet service provider or Microsoft account settings.	R
You <mark>r Name:</mark>	Vaše ime i prezime	
	Example: Barbara Sankovic	
E-mail Address:	korisničko_ime@sezampro.rs	
	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	

Kliknite na dugme Next.

Uputstvo za podešavanje MS Office 2007 email klijenta

U narednom koraku e-mail klijent odrađuje autokonfiguraciju. Obavezno je da u trenutku podešavanja imate uspostavljenu internet konekciju.

Add New E-mai	Account	×
Online sear	ch for your server settings	2×
Configuring		
Configuring	e-mail server settings. This might take several minutes: Establish network connection Search for korisničko_ime@sezampro.rs server settings Log on to server	
	< Back Next >	Cancel

Nakon dobijene poruke i upozorenja koje je sistem prijavio kliknite na dugme Next kako bi završili proces autokonfiguracije.



Uputstvo za podešavanje MS Office 2007 email klijenta

> Kada se pojavi maska **Congratulations**, kliknite na dugme **Finish**.

dd New E-mai	l Account tions!	× 米
Configuring		.0
Configuring	e-mail server settings. This might take several minutes:	
~	Establish network connection	
~	Search for korisničko_ime@sezampro.rs server settings (unencrypted)	
\checkmark	Log on to server and send a test e-mail message (unencrypted)	
Your POP	3 e-mail account is successfully configured.	
Manually c	onfigure server settings	
	< Badk Finish	Cancel

Ovim smo završili proceduru podešavanja MS Office Outlook -a.

Ukoliko budete imali ikakvih nejasnoća ili problema, molimo Vas da se obratite korisničkom servisu telefonskim putem na:

011 4100 100.

Sve tekuće informacije možete naći i na našem sajtu : www.oriontelekom.rs