

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

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I. Hướng dẫn cấu hình Mail trên Outlook

1.1. *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.

1.2. *Cấu hình MS Outlook*

- Khởi động MS Outlook

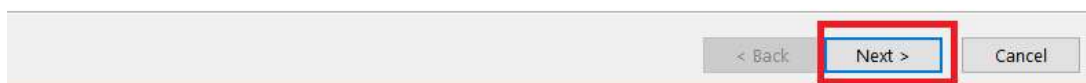
Welcome to Microsoft Outlook 2013

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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.



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

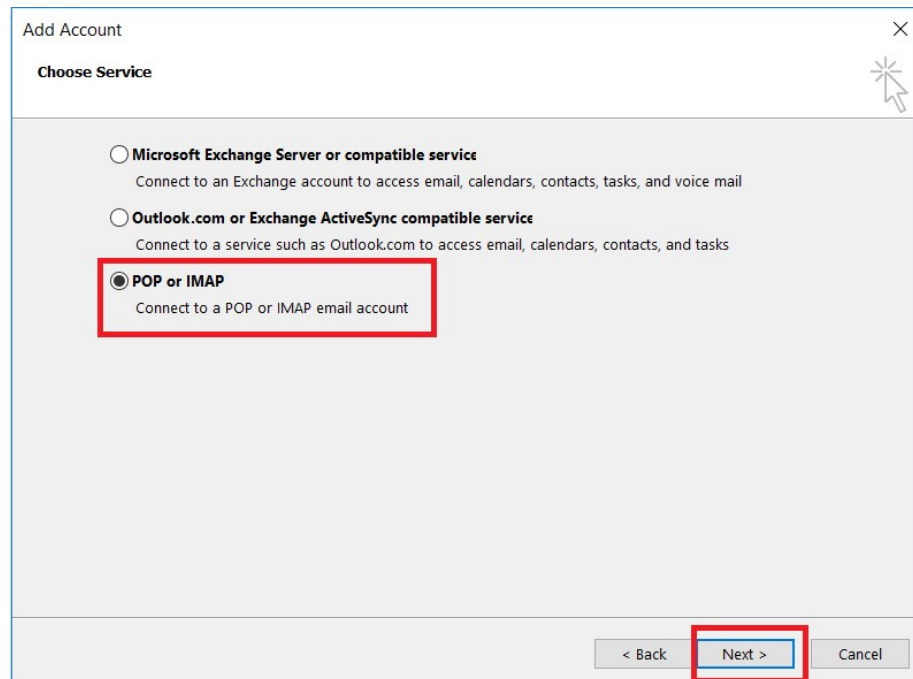
Your Name:
Example: Ellen Adams

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



1.3. Cấu hình IMAP

- Điền thông tin của tài khoản mail, sau đó chọn “More Setting..”

The screenshot shows the 'Add Account' window with the 'POP and IMAP Account Settings' tab selected. The window title is 'Add Account' and the subtitle is 'POP and IMAP Account Settings'. Below the subtitle, it says 'Enter the mail server settings for your account.' The form is divided into three main sections: 'User Information', 'Server Information', and 'Logon Information'.
User Information: 'Your Name:' field contains 'Demo'; 'Email Address:' field contains 'demo@caobang.gov.vn'.
Server Information: 'Account Type:' dropdown is set to 'IMAP'; 'Incoming mail server:' field contains 'mail.caobang.gov.vn'; 'Outgoing mail server (SMTP):' field contains 'mail.caobang.gov.vn'.
Logon Information: 'User Name:' field contains 'demo@caobang.gov.vn'; 'Password:' field contains '*****'; there is a checked checkbox for 'Remember password' and an unchecked checkbox for 'Require logon using Secure Password Authentication (SPA)'.
On the right side, under 'Test Account Settings', there is a 'Test Account Settings ...' button and a checked checkbox for 'Automatically test account settings when Next is clicked'. Below that, there is a 'Mail to keep offline: All' slider.
At the bottom right, the 'More Settings ...' button is highlighted with a red rectangular box. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. A red rectangle highlights the authentication section. The 'My outgoing server (SMTP) requires authentication' checkbox is checked. Below it, the 'Use same settings as my incoming mail server' radio button is selected. The 'Log on using' radio button is unselected. There are input fields for 'User Name:' and 'Password:', with a 'Remember password' checkbox checked. At the bottom of the highlighted section is a 'Require Secure Password Authentication (SPA)' checkbox, which is unselected. The 'OK' and 'Cancel' buttons are at the bottom right of the dialog.

- Điền các thông số trong tab “Advanced” như hình, sau đó chọn “OK”

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Advanced' tab selected. A red rectangle highlights the 'Server Port Numbers' section. The 'Incoming server (IMAP):' is set to 993, with a 'Use Defaults' button next to it. The 'Use the following type of encrypted connection:' dropdown is set to 'SSL'. The 'Outgoing server (SMTP):' is set to 587, with a 'Use the following type of encrypted connection:' dropdown set to 'TLS'. Below this, the 'Server Timeouts' section has a slider between 'Short' and 'Long 1 minute'. The 'Folders' section has a 'Root folder path:' input field. The 'Sent Items' section has a checkbox 'Do not save copies of sent items' which is unselected. The 'Deleted Items' section has two checkboxes: 'Mark items for deletion but do not move them automatically' (unselected) and 'Purge items when switching folders while online' (checked). The 'OK' button is highlighted with a red rectangle at the bottom right.

- Sau khi cài đặt, chọn “Next” để kết nối tài khoản mail với Outlook.

Add Account ✕

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name:

Email 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

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

☒ Automatically test account settings when Next is clicked

Mail to keep offline: All

Test Account Settings

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

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

1.4. Cấu hình POP3

- Điền các thông tin của tài khoản mail, sau đó chọn “More Setting..”

Change Account



POP and IMAP Account Settings

Enter the mail server settings for your account.



User Information

Your Name: Demo

Email Address: demo@caobang.gov.vn

Server Information

Account Type: POP3

Incoming mail server: mail.caobang.gov.vn

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

Logon Information

User Name: demo@caobang.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 ...

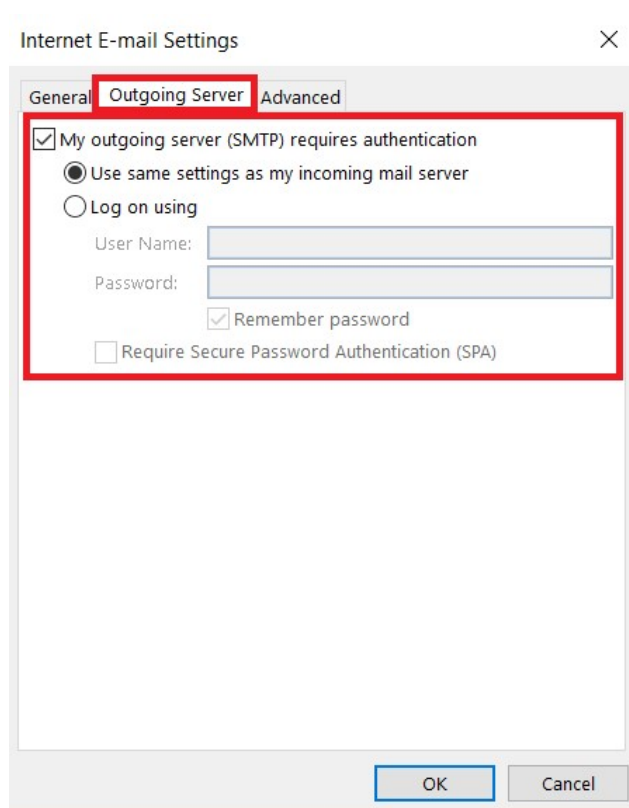
☒ Automatically test account settings when Next is clicked

More Settings ...

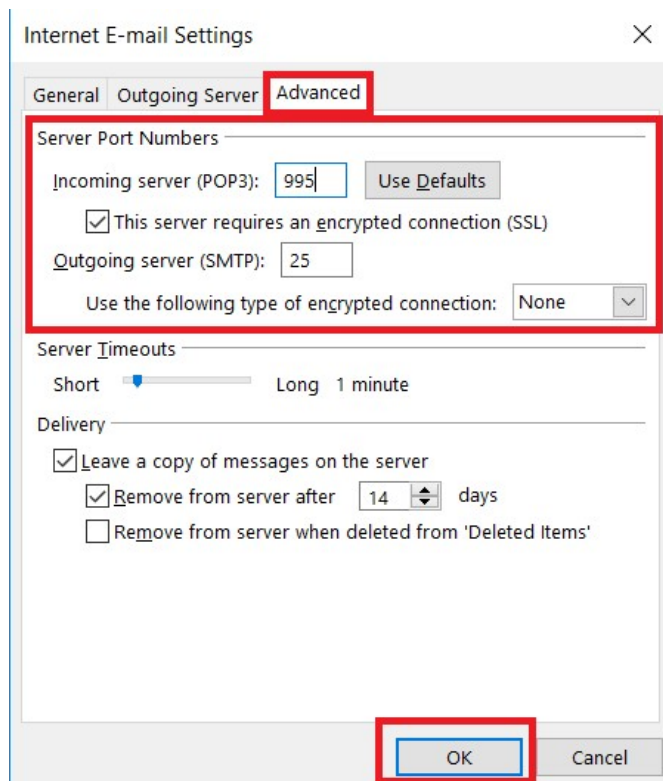
< Back

Next >

Cancel



- Điền các thông số trong tab “Advanced” như hình, sau đó chọn “OK”



- Sau khi cài đặt, chọn “Next” để kết nối tài khoản mail với Outlook.

Change Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name: Demo

Email Address: demo@caobang.gov.vn

Server Information

Account Type: POP3

Incoming mail server: mail.caobang.gov.vn

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

Logon Information

User Name: demo@caobang.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

More Settings ...

< Back Next > Cancel

Test Account Settings

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

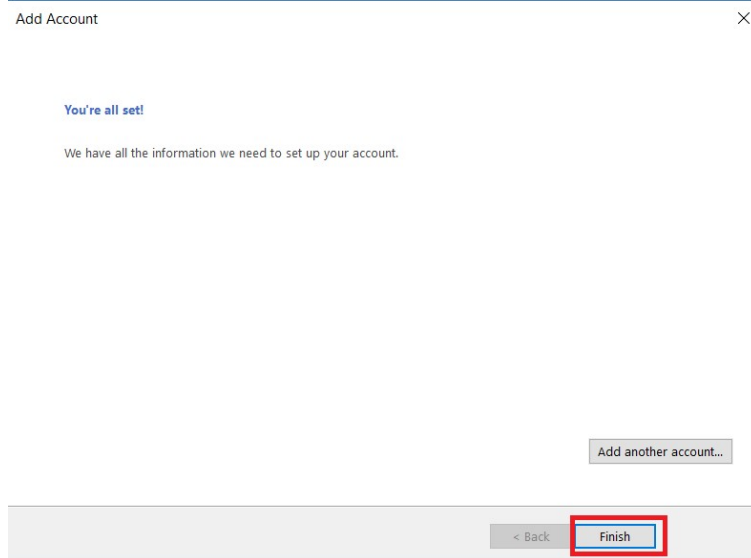
Stop

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



- Giao diện mail trên outlook.

