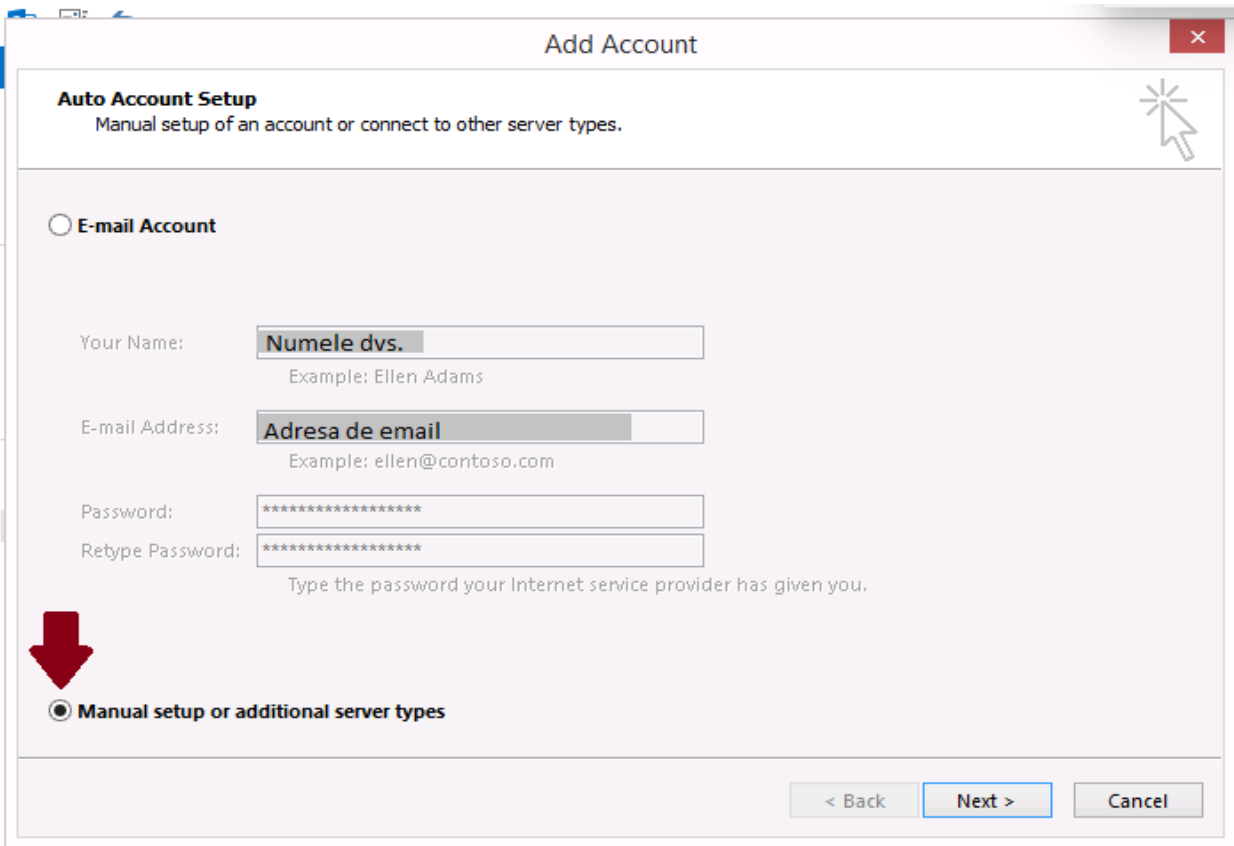
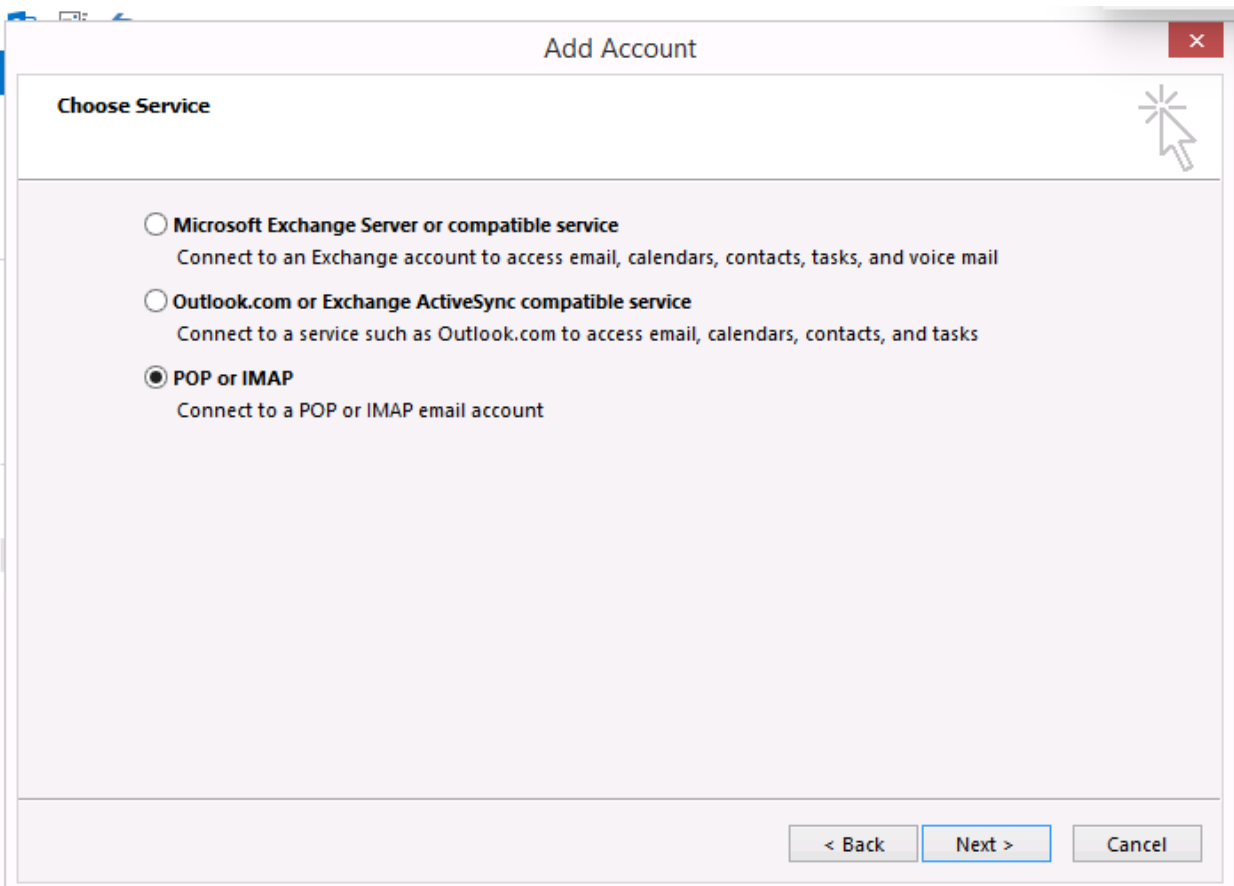


În funcție de versiunea de Outlook instalată pe calculatorul dvs., veți găsi butonul **Add Account** în **Tools/Account Settings**, în **File/Info->Add Account** sau în **Control Panel->Mail->Email Accounts->New**.



The screenshot shows the 'Add Account' dialog box with the 'Auto Account Setup' section. The title bar reads 'Add Account'. Below the title, it says 'Auto Account Setup' and 'Manual setup of an account or connect to other server types.' There are two radio buttons: 'E-mail Account' (unselected) and 'Manual setup or additional server types' (selected). A red arrow points to the 'Manual setup or additional server types' option. The 'E-mail Account' section has four input fields: 'Your Name' (with placeholder 'Numele dvs.' and example 'Ellen Adams'), 'E-mail Address' (with placeholder 'Adresa de email' and example 'ellen@contoso.com'), 'Password' (masked with asterisks), and 'Retype Password' (masked with asterisks). A note below the password fields says 'Type the password your Internet service provider has given you.' At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.



The screenshot shows the 'Add Account' dialog box with the 'Choose Service' section. The title bar reads 'Add Account'. Below the title, it says 'Choose Service'. There are three radio buttons: 'Microsoft Exchange Server or compatible service' (unselected), 'Outlook.com or Exchange ActiveSync compatible service' (unselected), and 'POP or IMAP' (selected). Below each radio button is a description of the service. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

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

**Deliver new messages to:**

New Outlook Data File

Existing Outlook Data File

Completați câmpurile de mai jos cu datele dvs.

Cu ajutorul sliderului **Mail to keep offline** puteți alege care mailuri să rămână pe calculatorul dvs. De ex.: dacă alegeți **3 months**, pe calculator veți avea mailurile din ultimele 3 luni. Restul mailurilor vor rămâne pe server. Dacă trageți sliderul până la capătul din dreapta (unde va apărea **All**), vor rămâne pe calculator toate mailurile dvs.

După efectuarea acestor setări, apăsați pe butonul **More Settings...**

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

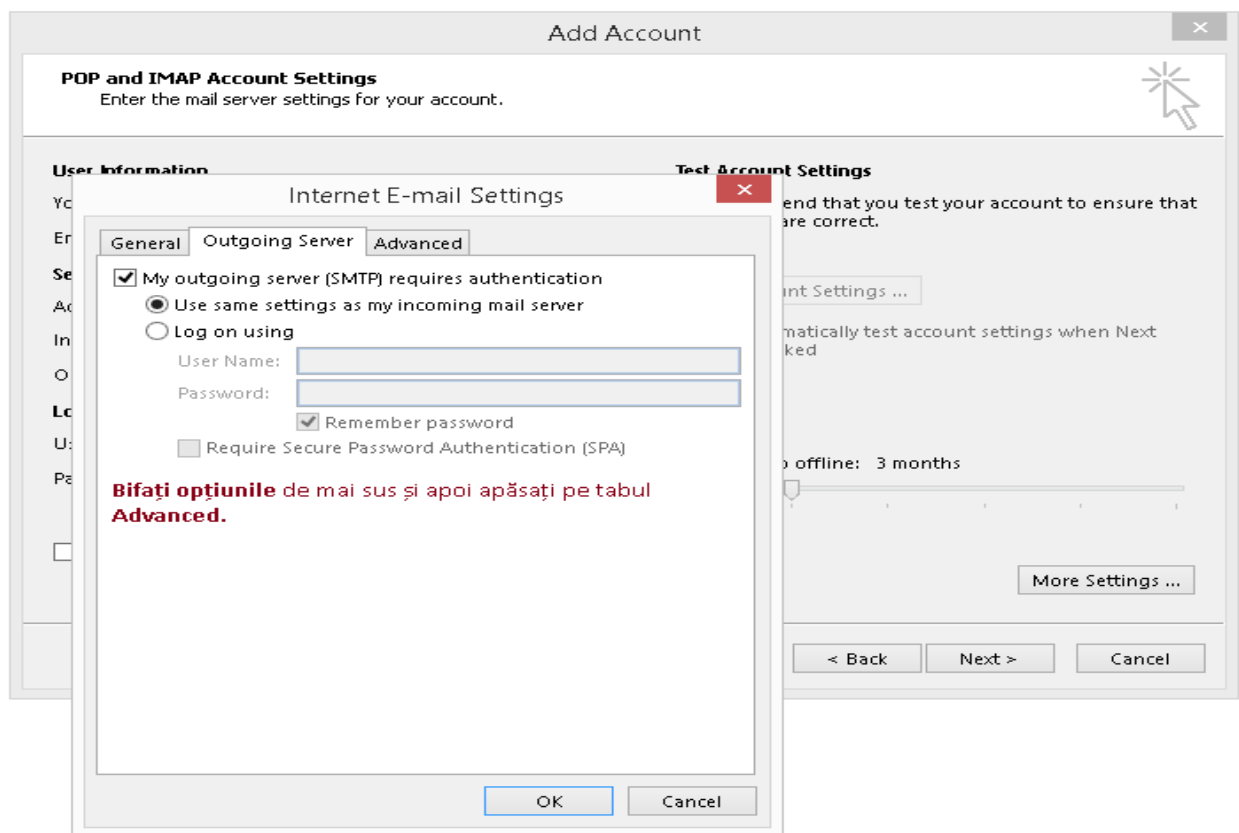
Require logon using Secure Password Authentication (SPA)

**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: 3 months



Faceți setările de mai jos, apoi apăsați pe **OK** și în fereastra principală apăsați pe **Next** pentru a testa conexiunea la serverul de mail. Dacă nu apar erori, apăsați **Close** și apoi **Finish**.

