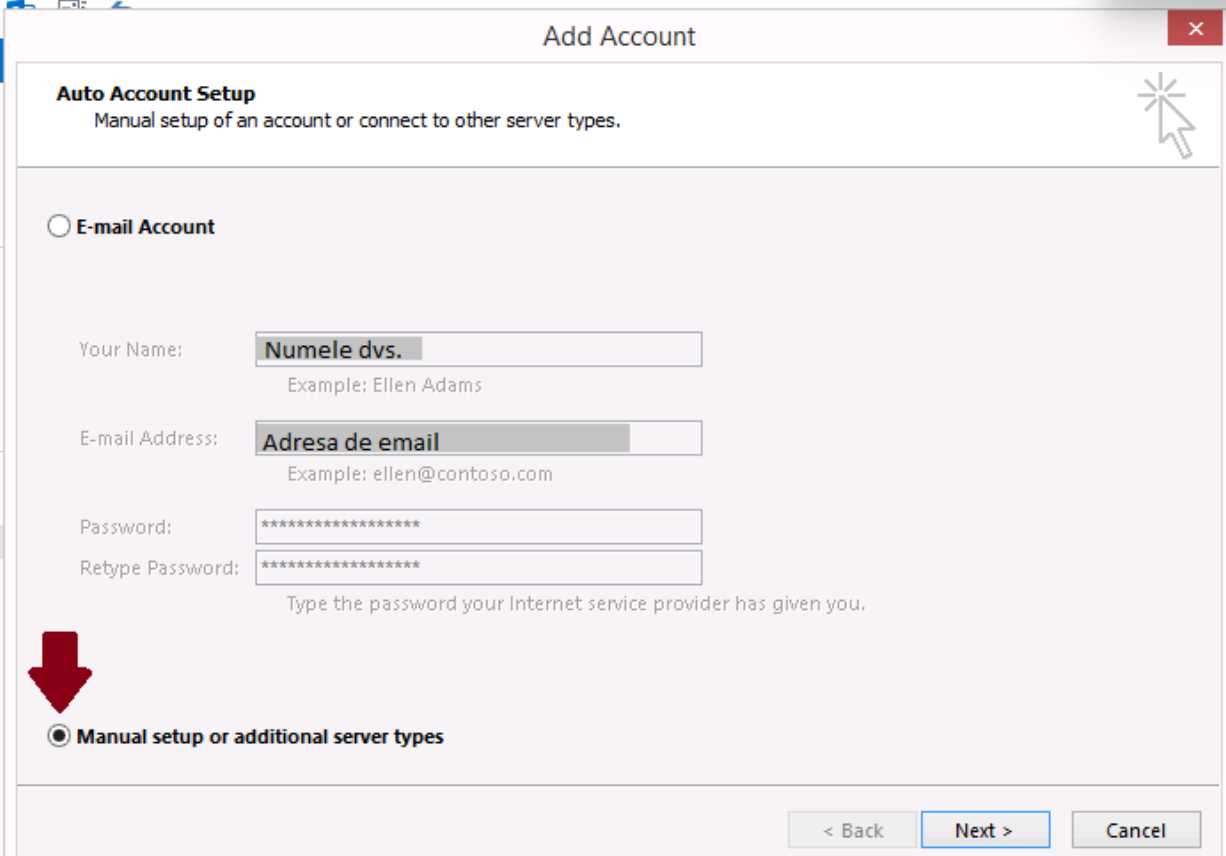
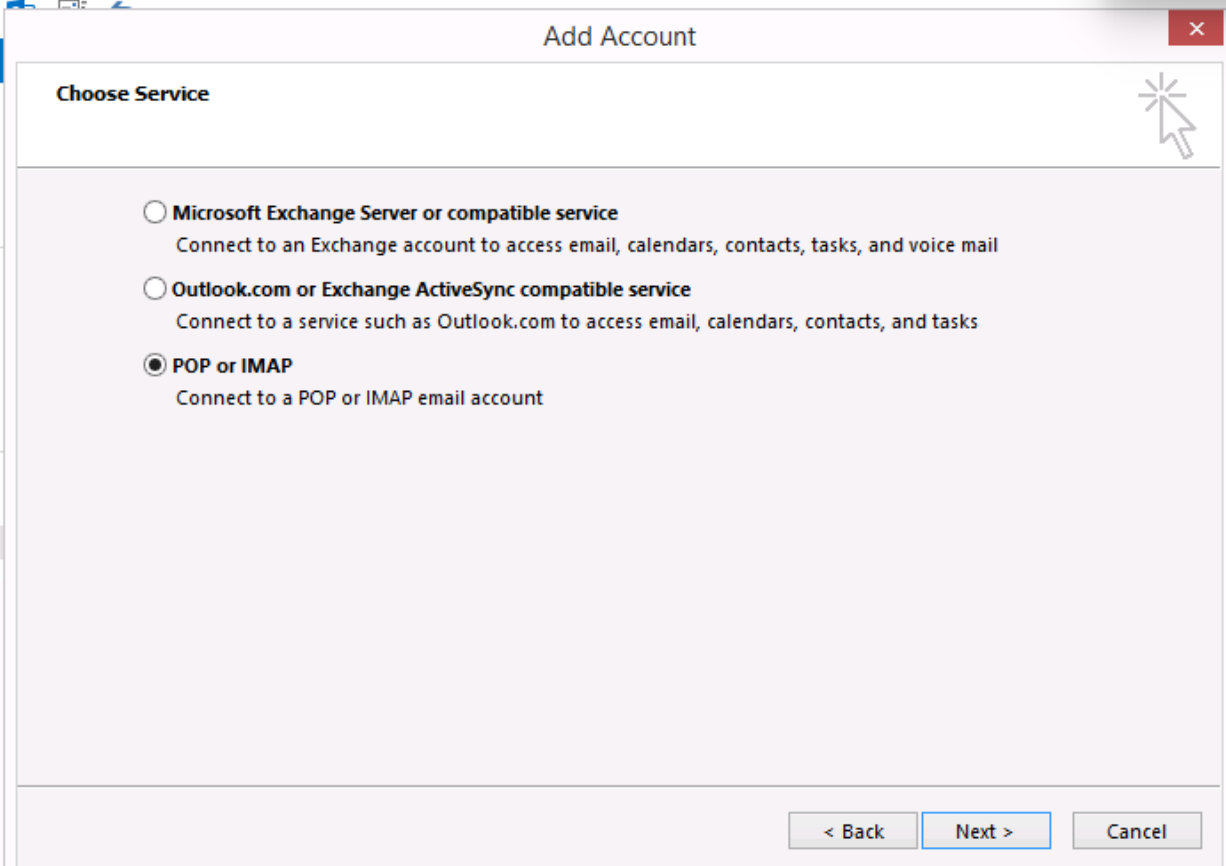


În funcție de versiunea de Outlook instalată pe calculatorul dvs., veți găsi butonul **Add Account** în **Tools/Account Settings**, în **File/Info->Add Account** sau în **Control Panel->Mail->Email Accounts->New**.



The screenshot shows the 'Add Account' dialog box with the 'Auto Account Setup' section selected. The title bar reads 'Add Account'. Below the title bar, the text says 'Auto Account Setup' and 'Manual setup of an account or connect to other server types.' There are three radio button options: 'E-mail Account' (unselected), 'Manual setup or additional server types' (selected), and a third option that is partially visible. The 'E-mail Account' section contains four input fields: 'Your Name' with the placeholder 'Numele dvs.' and example 'Ellen Adams'; 'E-mail Address' with the placeholder 'Adresa de email' and example 'ellen@contoso.com'; 'Password' with a masked field '*****'; and 'Retype Password' with a masked field '*****'. A red arrow points to the 'Manual setup or additional server types' radio button. 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 selected. The title bar reads 'Add Account'. Below the title bar, the text says 'Choose Service'. There are three radio button options: 'Microsoft Exchange Server or compatible service' (unselected) with the description 'Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail'; 'Outlook.com or Exchange ActiveSync compatible service' (unselected) with the description 'Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks'; and 'POP or IMAP' (selected) with the description 'Connect to a POP or IMAP email account'. 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

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

Internet E-mail Settings

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

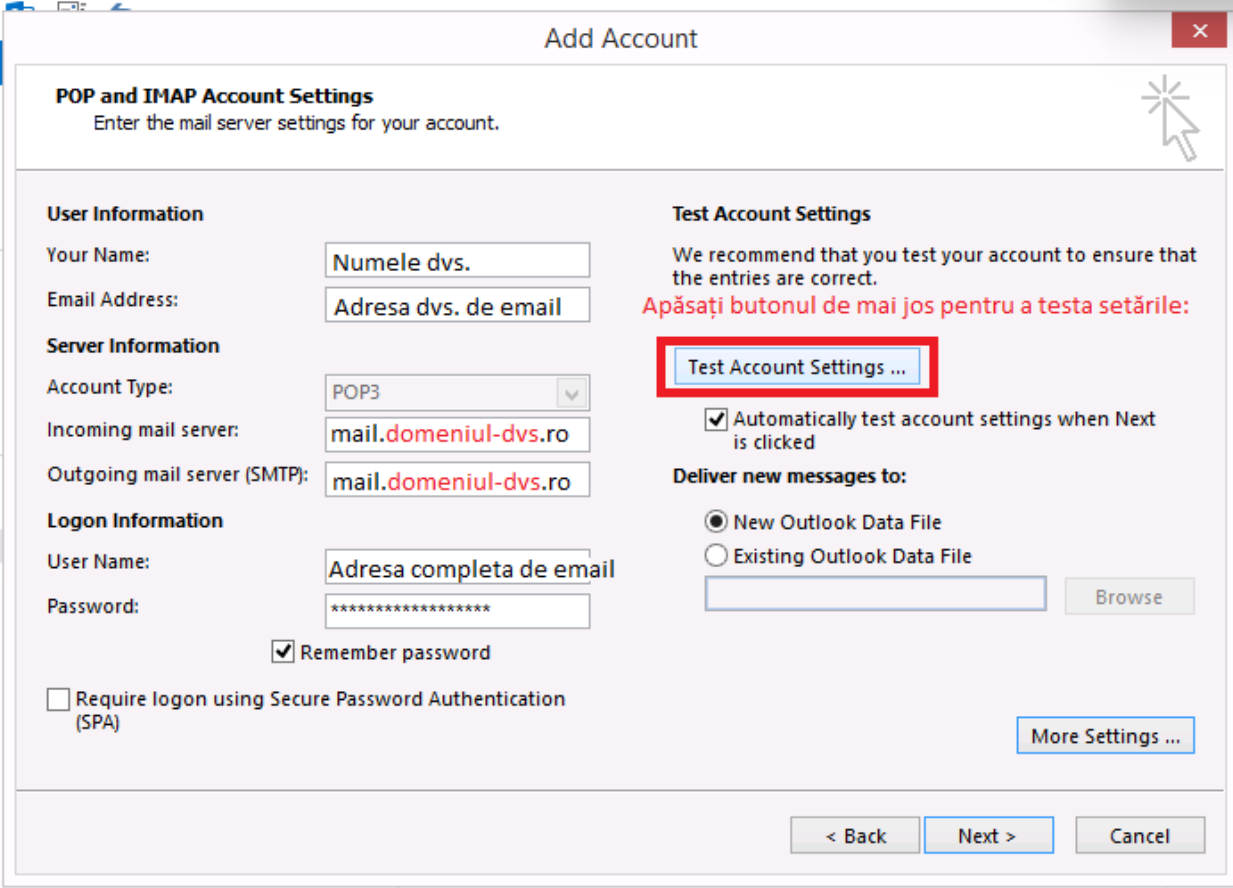
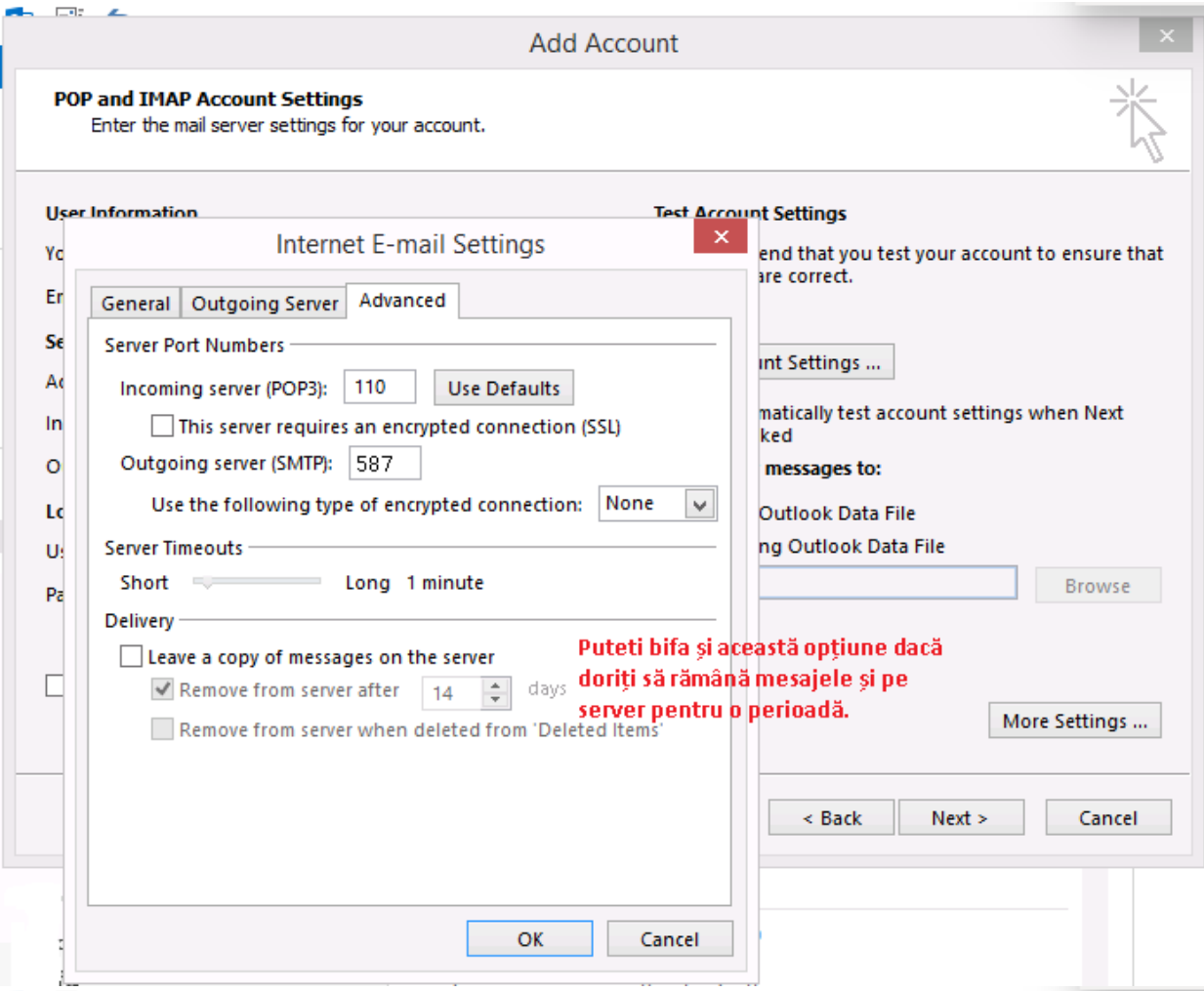
Password:

Remember password

Require Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

Apăsați pe butonul de mai jos și apoi vă va apărea fereastra din stânga:



Add Account

Test Account Settings

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

Tasks

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed

Dacă nu apar erori în fereastra aceasta, puteți da **Close** aici și apoi **Next** în fereastra mare.

Logon information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

New Outlook Data File
 Existing Outlook Data File
