

# Outlook 2010 mailopsætning for Computerpeople kunder



Udfyld dine skærme som anvist på disse billeder og læs eventuelle noter.

**Vigtigt!!**

Når du sætter din email op skal alle felter udfyldes præcis som på nedenstående skærmbilleder

(Naturligvis skal du erstatte/indtaste din egen e-mail som brugernavn og benytte det password du har modtaget fra Computerpeople).

Vær særlig opmærksom på at alle afkrydsningsfelter også er indstillet som vist nedenfor

## Opret en Outlook e-mail fra bunden

(hvis du allerede har en, så hop længere ned til næste guide)

### Step 1



## Step 2

Add New Account ✕

**Auto Account Setup**  
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.

**Text Messaging (SMS)**

**Manually configure server settings or additional server types**

## Step 3

Add New Account ✕

**Choose Service**

**Internet E-mail**  
Connect to POP or IMAP server to send and receive e-mail messages.

**Microsoft Exchange or compatible service**  
Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.

**Text Messaging (SMS)**  
Connect to a mobile messaging service.

## Step 4

**Add New Account**

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

**User Information**  
Your Name: Dennis Art andersen  
E-mail Address: dba@computerpeople.dk

**Server Information**  
Account Type: POP3  
Incoming mail server: mail.computerpeople.dk  
Outgoing mail server (SMTP): mail.computerpeople.dk

**Logon Information**  
User Name: dba@computerpeople.dk  
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)  
Test Account Settings ...  
 Test Account Settings by clicking the Next button

**Deliver new messages to:**  
 New Outlook Data File  
 Existing Outlook Data File  
Browse

**More Settings ...** (indicated by a blue arrow)

< Back    Next >    Cancel

## Step 5

**Internet E-mail Settings**

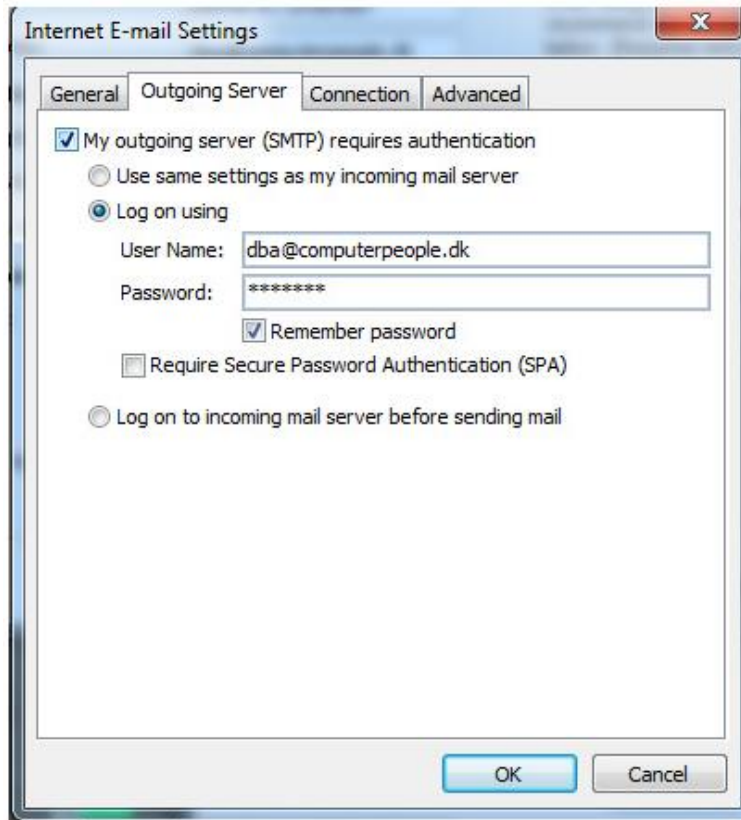
General    **Outgoing Server**    Connection    Advanced

**Mail Account**  
Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"  
dba@computerpeople.dk

**Other User Information**  
Organization:  
Reply E-mail:

OK    Cancel

## Step 7



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The 'General' sub-tab is active. The 'My outgoing server (SMTP) requires authentication' checkbox is checked. Below it, the 'Log on using' radio button is selected. The 'User Name' field contains 'dba@computerpeople.dk' and the 'Password' field contains '\*\*\*\*\*'. The 'Remember password' checkbox is checked. The 'Require Secure Password Authentication (SPA)' checkbox is unchecked. The 'Log on to incoming mail server before sending mail' radio button is unselected. The 'OK' and 'Cancel' buttons are at the bottom right.

Internet E-mail Settings

General | Outgoing Server | Connection | Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name: dba@computerpeople.dk

Password: \*\*\*\*\*

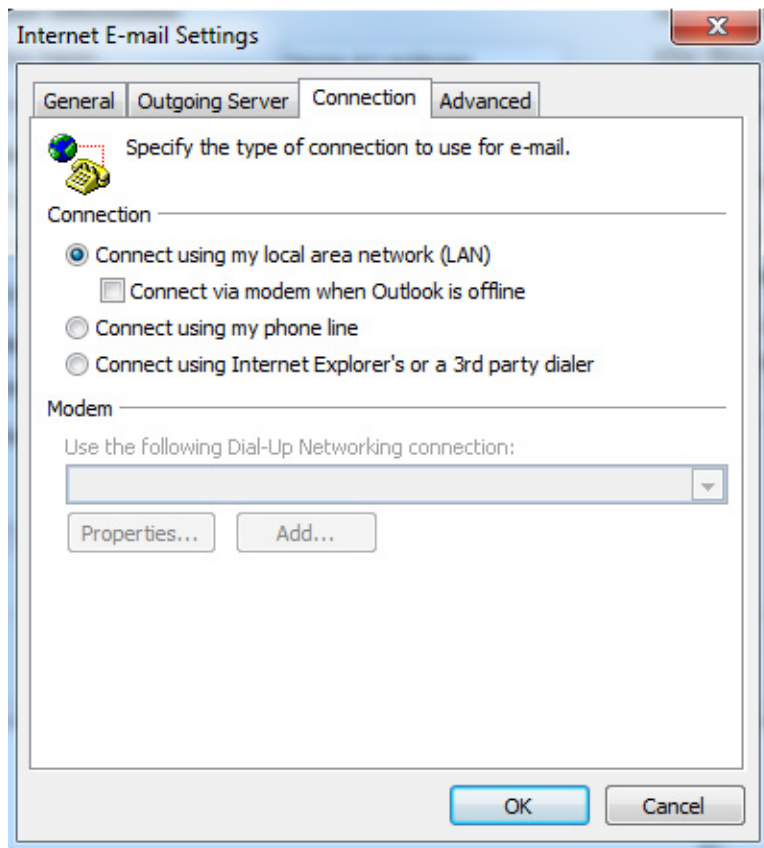
Remember password

Require Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

OK Cancel

## Step 8



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Connection' tab selected. The 'Specify the type of connection to use for e-mail.' section is visible. The 'Connection' section has three radio buttons: 'Connect using my local area network (LAN)' (selected), 'Connect via modem when Outlook is offline' (unchecked), and 'Connect using my phone line' (unselected). The 'Connect using Internet Explorer's or a 3rd party dialer' radio button is also unselected. The 'Modem' section has a dropdown menu for 'Use the following Dial-Up Networking connection:' and two buttons: 'Properties...' and 'Add...'. The 'OK' and 'Cancel' buttons are at the bottom right.

Internet E-mail Settings

General | Outgoing Server | Connection | Advanced

Specify the type of connection to use for e-mail.

Connection

Connect using my local area network (LAN)

Connect via modem when Outlook is offline

Connect using my phone line

Connect using Internet Explorer's or a 3rd party dialer

Modem

Use the following Dial-Up Networking connection:

Properties... Add...

OK Cancel

## Step 9

Add New 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)



Test Account Settings by clicking the Next button

**Deliver new messages to:**

New Outlook Data File

Existing Outlook Data File

# Outlook 2010 mailopsætning for Computerpeople kunder



Udfyld dine skærme som anvist på disse billeder og læs eventuelle noter.

Vigtigt!!

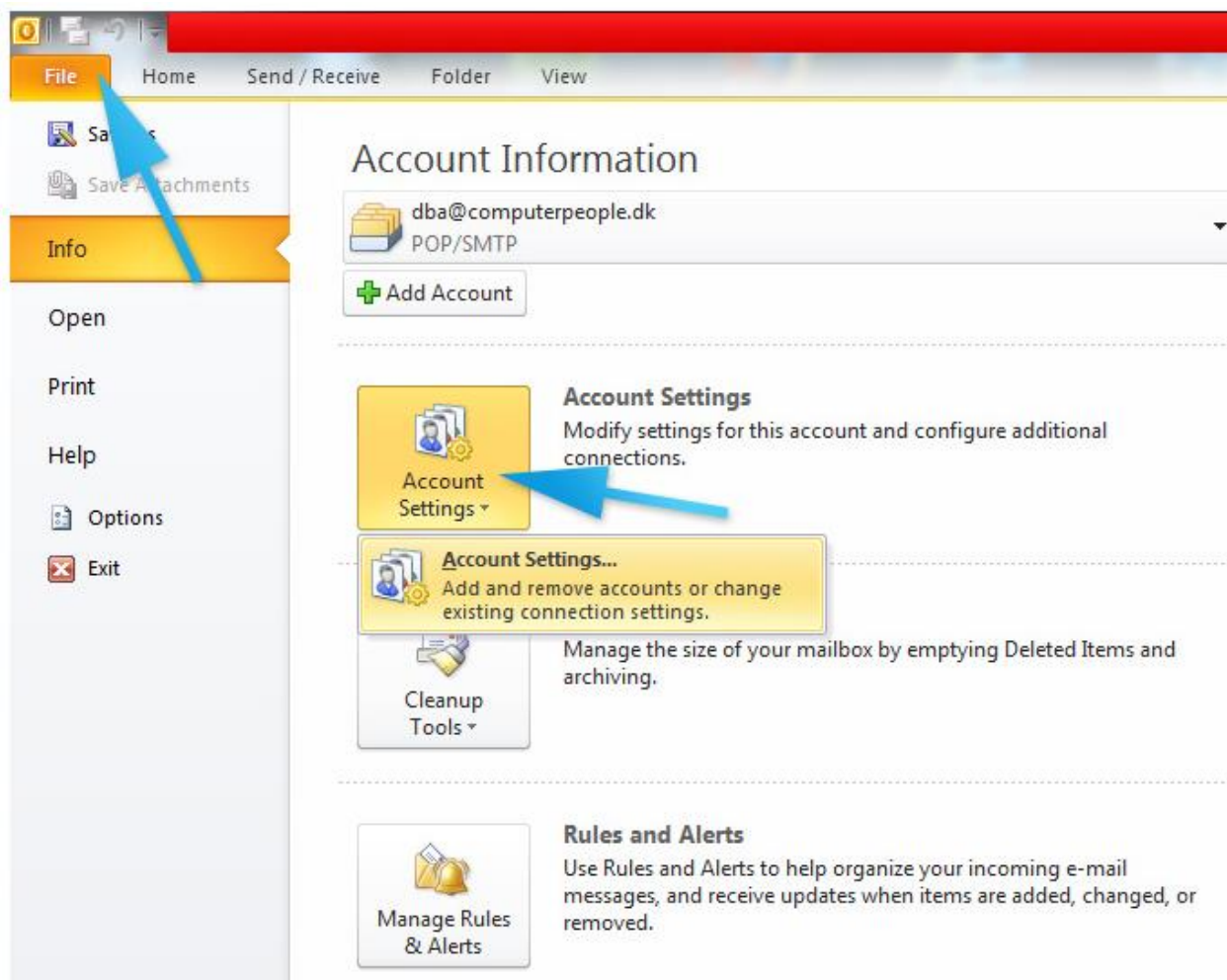
Når du sætter din email op skal alle felter udfyldes præcis som på nedenstående skærbilleder

(Naturligvis skal du erstatte/indtaste din egen e-mail som brugernavn og benytte det password du har modtaget fra Computerpeople).

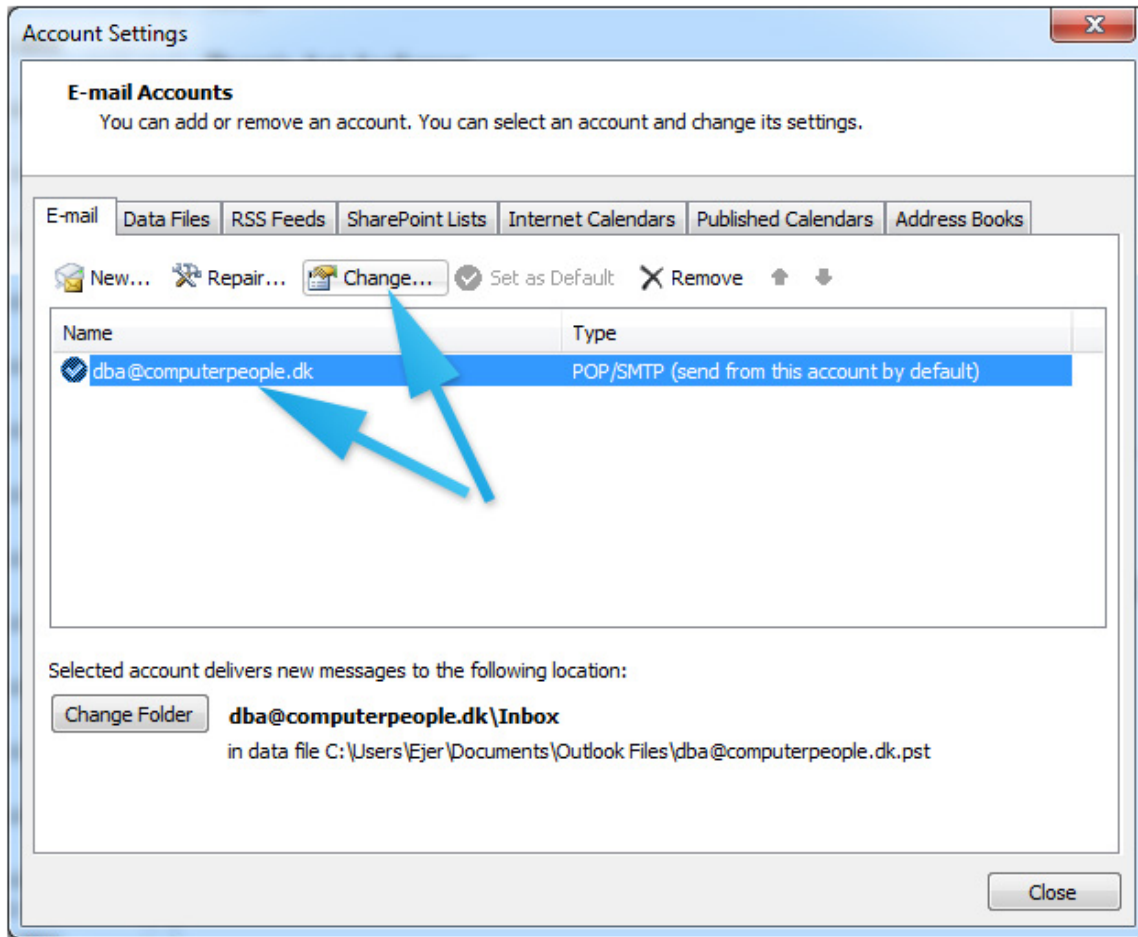
Vær særlig opmærksom på at alle afkrydsningsfelter også er indstillet som vist nedenfor

Hvis du allerede har en Outlook mail og blot skal ændre denne:

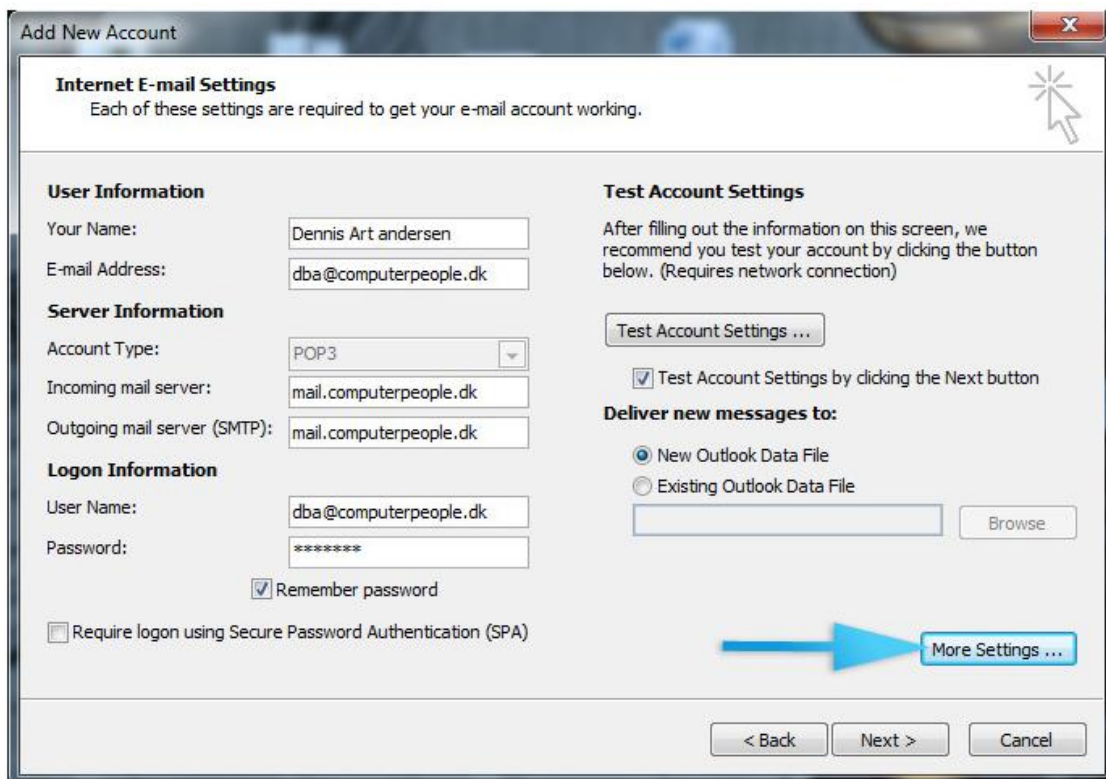
## Step 1



## Step 2



## Step 3



## Step 4

Internet E-mail Settings

General | **Outgoing Server** | Connection | Advanced

Mail Account \_\_\_\_\_  
Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"

dba@computerpeople.dk

Other User Information \_\_\_\_\_

Organization: \_\_\_\_\_

Reply E-mail: \_\_\_\_\_

OK Cancel

## Step 5

Internet E-mail Settings

General | **Outgoing Server** | Connection | Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name: dba@computerpeople.dk

Password: \*\*\*\*\*

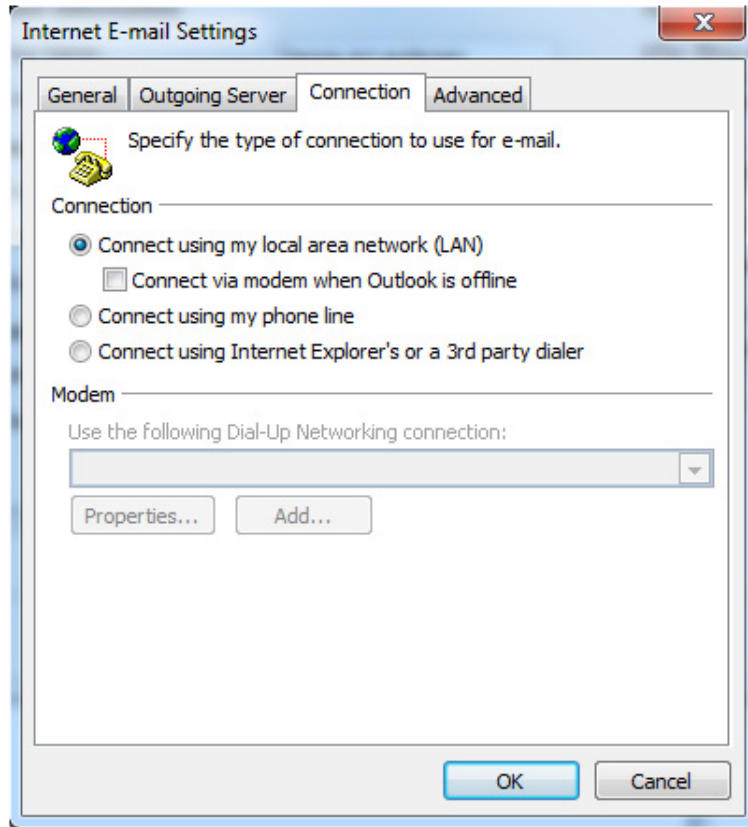
Remember password

Require Secure Password Authentication (SPA)

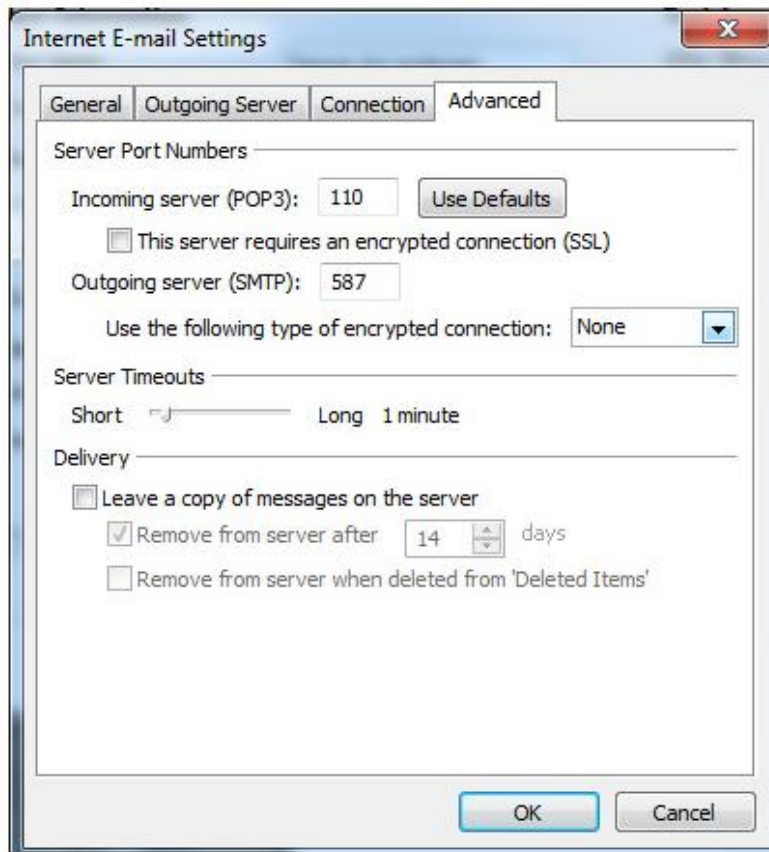
Log on to incoming mail server before sending mail

OK Cancel

## Step 7



## Step 8



## Step 9

**Add New 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)

Test Account Settings by clicking the Next button

**Deliver new messages to:**

New Outlook Data File

Existing Outlook Data File

## Step 9

Luk og genstart dit email-program