Podešavanje Microsoft Outlook 2010 email klijenta

U narednim koracima ćemo Vam prikazati kako da podesite Microsoft Outlook 2010 e-mail kako bi mogli upravljati elektronskom poštom. U slučaju potrebe, naša tehnička podrška vam stoji na raspolaganju.

Napomena:

Pojedini dijelovi uputstva mogu odstupati od stvarnih podataka. Budite sigurni da ste zamijenili podatke s onima koji su relevantni za vaš nalog.

 Otvorite aplikaciju Outlook 2010. Ukoliko nemate prethodno kreiran ni jedan mail nalog, automatski će se pokrenuti stranica za podešavanje novog mail naloga (pređite na korak 2). Ukoliko već imate kreiran drugi mail nalog, kliknite na opciju File u gornjem lijevom uglu aplikacije te odaberite opciju Add Account.



2. Na početnom prozoru podešavanja obilježite opciju **Manually configure server settings or additional server types**, zatim kliknite dugme **Next**.

Auto Account Setup Connect to other s	erver 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 provid	ler has given you,		
🖱 Text Messaging (9	M5)			
Manually configure	e server settings or additional server types			
		< Back	Next >	Cancel

3. U sljedećem koraku odaberite tip servisa klikom na opciju Internet E-mail. Ponovo kliknite Next.

Id New Account	
Choose Service	×
 Internet E-mail Connect to POP or IMAP server to send and receive e-mail messag Microsoft Exchange or compatible service Connect and access e-mail messages, calendar, contacts, faxes ar Text Messaging (SMS) Connect to a mobile messaging service. 	ges, nd voice mail messages.
Other Connect to a server type shown below.	
Fax Mail Transport	
	< Back Next > Cancel

4. U ovom dijelu podešavanja popunite podatke za dolazeću poštu.

User Information		Test Account Settings
Your Name:	Ime Prezime	After filling out the information on this screen, we
E-mail Address:	korisnickoime@blic.net	recommend you test your account by clicking the button below. (Requires network connection)
Server Information	L	
Account Type:	POP3	Test Account Settings
(ncoming mail server:	pop3.blic.net	V Test Account Settings by clicking the Next button
Outgoing mail server (SMTP):	mail.blic.net	Deliver new messages to:
ogon Information	[Onew Outlook Data File Evictica Outlook Data File
Jser Name:	korisnickoime	Browse
^p assword:	****	
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- Your name: Upišite vaše Ime i Prezime
- E-mail Address: Upišite vašu punu e-mail adresu
- Account Type: odaberite POP3
- Incoming mail server: upišite pop3.blic.net
- Outgoing mail server (SMTP): upišite mail.blic.net
- User Name: unesite vaše korisničko ime
- Password: unesite vašu lozinku koju ste dobili s ugovorom ili ukoliko ste je mijenjali od tad unesite novu lozinku.

Nakon što ste adekvatno popunili polja, u donjem desnom uglu prozora kliknite opciju **More Settings** kako bi dodatno podesili odlazeće mail poruke.

5. U ovom prozoru kliknite u vrhu na tab **Outgoing Server** te kvačicom označite polje **My outgoing server** (SMTP) requires authentication.

ternet E-mail Setting	rnet E-mail Settings		
General Outgoing S	erver Connection Advanced		
My outgoing serve	er (SMTP) requires authentication		
Ose same sett	tings as my incoming mail server		
🔘 Log on using	2019/20 2010 2010 2010 2010 2010		
User Name:			
Password:			
	Remember password		
Require Se	ecure Password Authentication (SPA)		
	OK Cancel		

6. Kliknite na tab Advanced. U polje Outgoing server (SMTP): upišite 587, a za opciju ispod Use the following type of encrypted connection: odaberite TLS.

nternet E-mail Settings	
General Outgoing Server Connection Advanced	
Server Port Numbers Incoming server (POP3): 110 Use Defaults This server requires an encrypted connection (SSL) Outgoing server (SMTP): 587 Use the following type of encrypted connection: TLS Server Timeouts Short Long 1 minute	
Delivery Leave a copy of messages on the server Remove from server after 14 days Remove from server when deleted from 'Deleted Items'	Napomena: U odjeljku Delivery, možete odrediti da li želite da se poruke čuvaju na serveru ili da odredite vrijeme za koje će se poruke obrisati sa servera.
OK Cancel	

7. Nakon što ste unijeli podatke kliknite OK.

Za sve dodatne informacije pozovite broj tehničke podrške 051 921 000.

8. Ponovo će vam se prikazati prozor sa prvobitno unesenim podacima, gdje je potrebno kliknuti na dugme Next nakon čega će se izvršiti provjera unesenih podataka. Ukoliko ste sve tačno unijeli, prikazaće vam se prozor sa potvrdom da ste uspješno izvršili podešavanja. Prozor zatvorite klikom na opciju Close, zatim završite proces klikom na opciju Finish.

Less Information Test Account Settings Your Name: Imperiations Server Information Compatulations! All tests completed successfully. Click Close to continue. Your Name: Compatulations in all tests completed successfully. Click Close to continue. Your Name: Tasks Your Name: Compatulations in all tests completed successfully. Click Close to continue. Your Name: Tasks Your Name: Status Your Name: Your Name: Your Name: Status Your Name: Completed Your Name: Compatulations! You Name: Compatulations! Your Name: You Name: Your Name: Your Name: Your Name: Compatulations! Your Name: Your Name: Your Name: Add another accou	Internet E-mail Sett Each of these setti	ings ngs are required to get your e-mail account working.
Your Name: E-mail Address: Server Information Account Type: Incoming mail server: Outgoing mail server: Outgoing mail server: Outgoing mail server: Outgoing mail server: Outgoing mail server: Password: Require logon using Completed Send test e-mail message Completed Comp	User Information	Test Account Settings
E-mail Address: Server Information Account Type: Incoming mail server: Outgoing mail server: Outgoing mail server (S Logon Information User Name: Password: Require logon using Completed Send test e-mail message Completed Send test e-mail message Completed Add another account	Your Name:	After filling out the information on this screen, we
Server Information Server Information Congratulations! All tests completed successfully. Click Close to continue. Stop Incoming mail server (S Log on Information User Name: Password: Send test e-mail message Completed Send test e-mail message Completed Congratulations! Now Account Congratulations! You have successfully entered all the information required to setup your account. To close the wizard, click Finish. Add another account	F-mail Address:	Test Account Settings
Seven information Account Type: Incoming mail server: Outgoing mail server: Outgoing mail server: Log onto incoming mail server (POP3) Completed Send test e-mail message Completed	Forwar Information	
Account Congratulations! Congratulations! Congratulations! New Account Congratulations! You have successfully entered all the information required to setup your account. To close the wizard, click Finish. Add another account	Account Type:	Congratulations! All tests completed successfully, Click Close to continue, Stop
Automation Outgoing mail server (S Logon Information User Name: Password: Require logon using Completed Send test e-mail message Completed Comple	Incoming mail server:	Close
Corporation Log on Information User Name: Password: Require log on using Completed Send test e-mail message Completed Comple	Outgoing mail server (SI	Tasks Errors
Logo information User Name: Password: Send test e-mail message Completed Completed Require logon using Congratulations! You have successfully entered all the information required to setup your account. To close the wizard, click Finish.	Outgoing mail server (5	Tasks Status
User Name: Password: Require logon using Completed Cancel I New Account Congratulations! You have successfully entered all the information required to setup your account. To close the wizard, click Finish. Add another account	Logon Information	✓ Log onto incoming mail server (POP3) Completed
Password: Require logon using (UNIX AVEX) Cancel I New Account Congratulations! You have successfully entered all the information required to setup your account. To close the wizard, click Finish. Add another account	User Name:	✓ Send test e-mail message Completed e
Require logon using	Password:	
Require logon using Cancel I New Account Congratulations! You have successfully entered all the information required to setup your account. To dose the wizard, click Finish. Add another account		
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You have successfully entered all the information required to setup your account. To close the wizard, click Finish. Add another account		
To close the wizard, click Finish.		You have successfully entered all the information required to setup your account.
Add another account	The same statements of	To close the wizard, click Finish.
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9. Uspješno ste kreirali blic.net mail nalog.