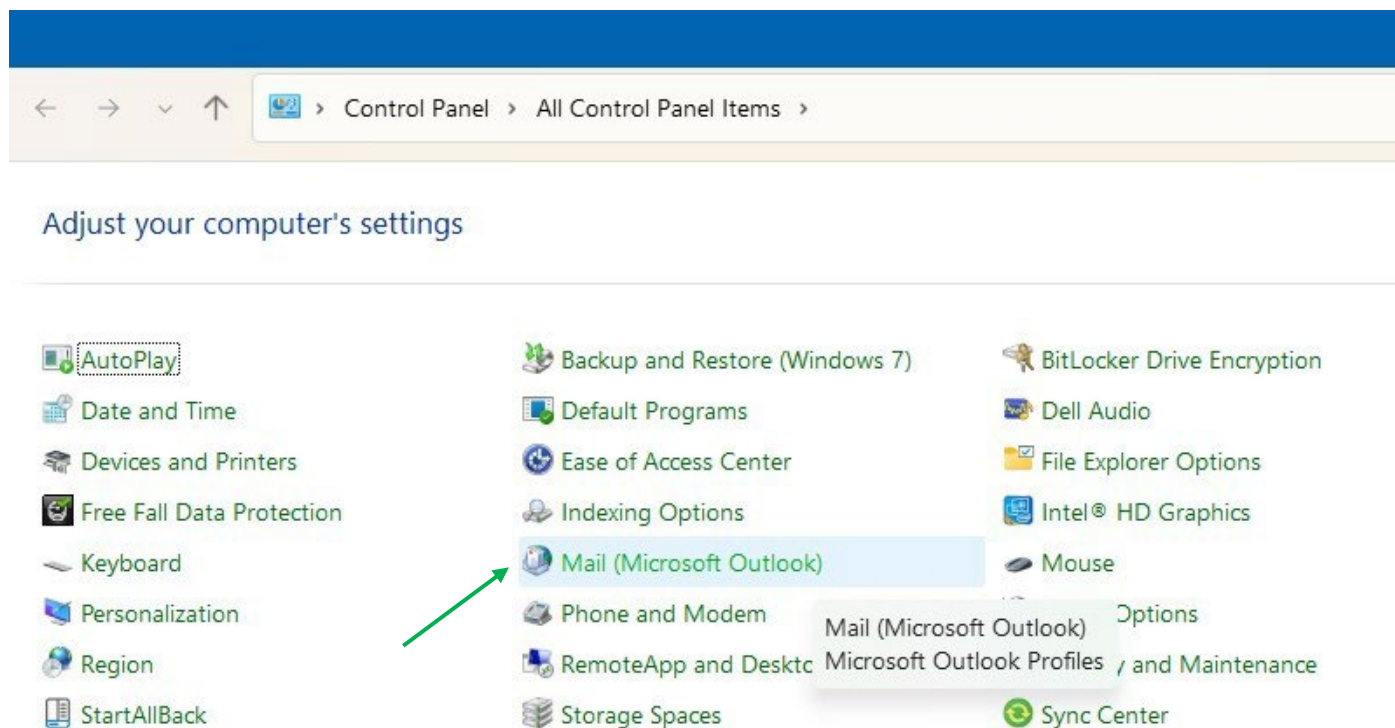


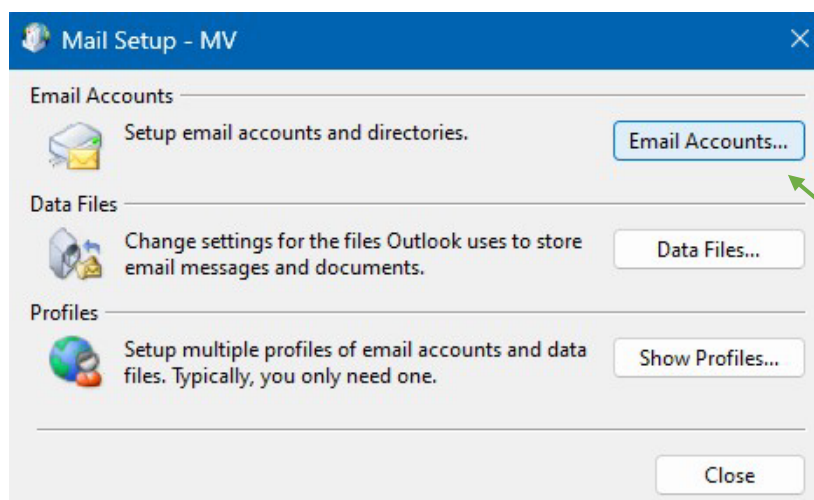
Korisničko uputstvo za kreiranje IMAP i POP3 naloga na domenima: @blic.net i @supernovabih.net

(Microsoft Outlook version 2021)

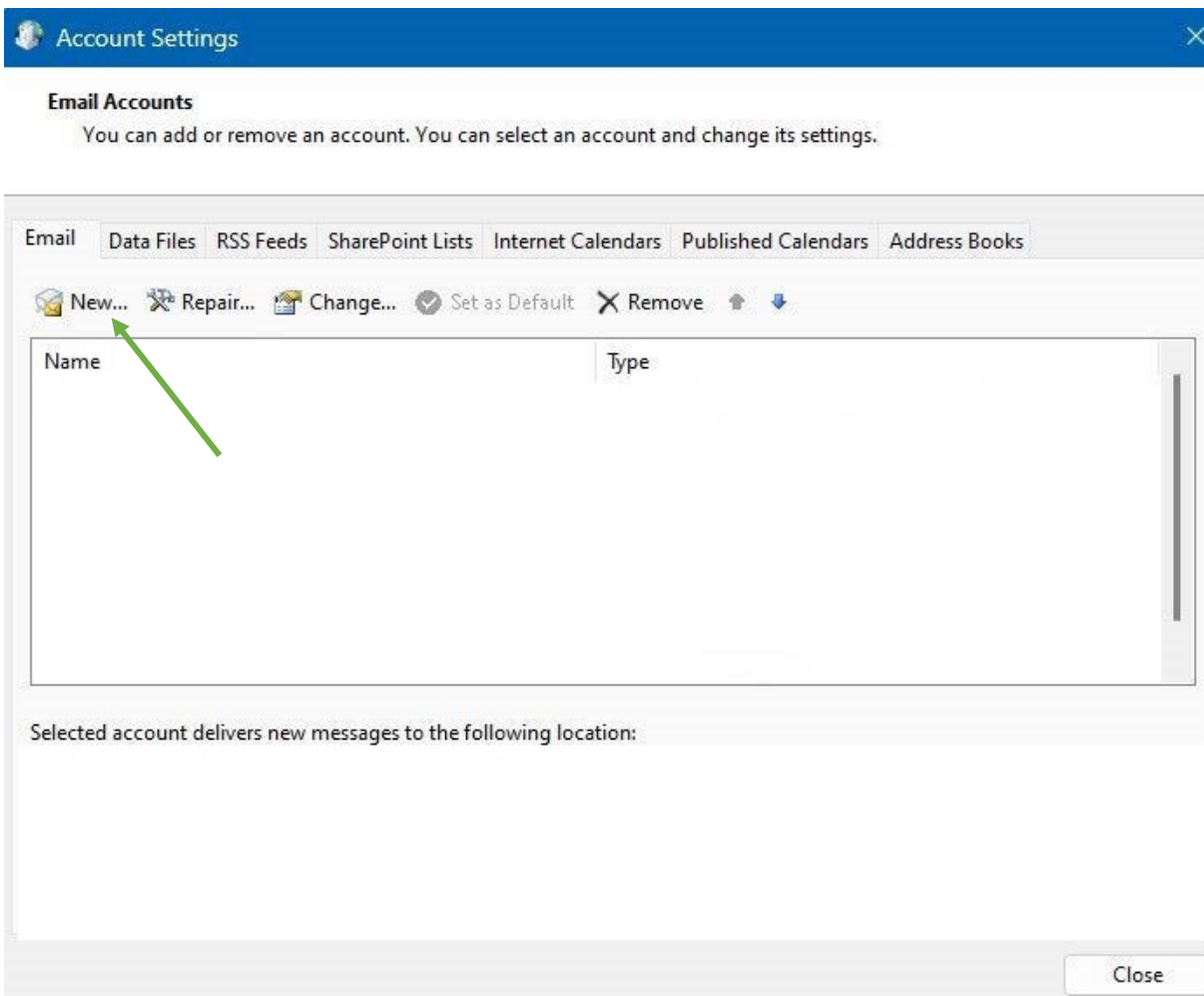
Prilikom kreiranja email naloga na Vašem Outlook-u, potrebno je da pratite korake koje ćemo navoditi u tekstu ispod: Kada uđete u Control Panel, birate ikonicu **Mail**:



Slika 1. Mail



Slika 2. Email accounts



Slika 3. New account

The screenshot shows the 'Add Account' window with the 'Auto Account Setup' section. The window title is 'Add Account'. Below the title bar, there is a section titled 'Auto Account Setup' with a subtitle: 'Outlook can automatically configure many email accounts.' Below this, there are two radio buttons: 'Email Account' (selected) and 'Manual setup or additional server types' (highlighted with a green arrow). The 'Email Account' section contains the following fields: 'Your Name:' (with a text box containing 'Ime i prezime' and an example 'Example: Ellen Adams'), 'Email Address:' (with a text box containing 'blic.net@blic.net' and an example 'Example: ellen@contoso.com'), 'Password:' (with a text box containing '*****'), and 'Retype Password:' (with a text box containing '*****'). Below the password fields, there is a text box with the text 'Type the password your Internet service provider has given you.' At the bottom, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

Slika 4. Konfigurisanje email naloga

Nakon što unesete ime i prezime, punu mail adresu i Vašu lozinku dva puta, potrebno je da odaberete zadnju opciju sa liste **Manual setup or additional server types**.

Add Account

Choose Your Account Type

☐ **Microsoft 365**
Automatic setup for Microsoft 365 accounts

Email Address:
Example: ellen@contoso.com

☒ **POP or IMAP**
Advanced setup for POP or IMAP email accounts

☐ **Exchange ActiveSync**
Advanced setup for services that use Exchange ActiveSync

< Back Next > Cancel Help

Slika 5. IMAP nalog

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

Slika 6. Konfiguracija IMAP naloga

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.

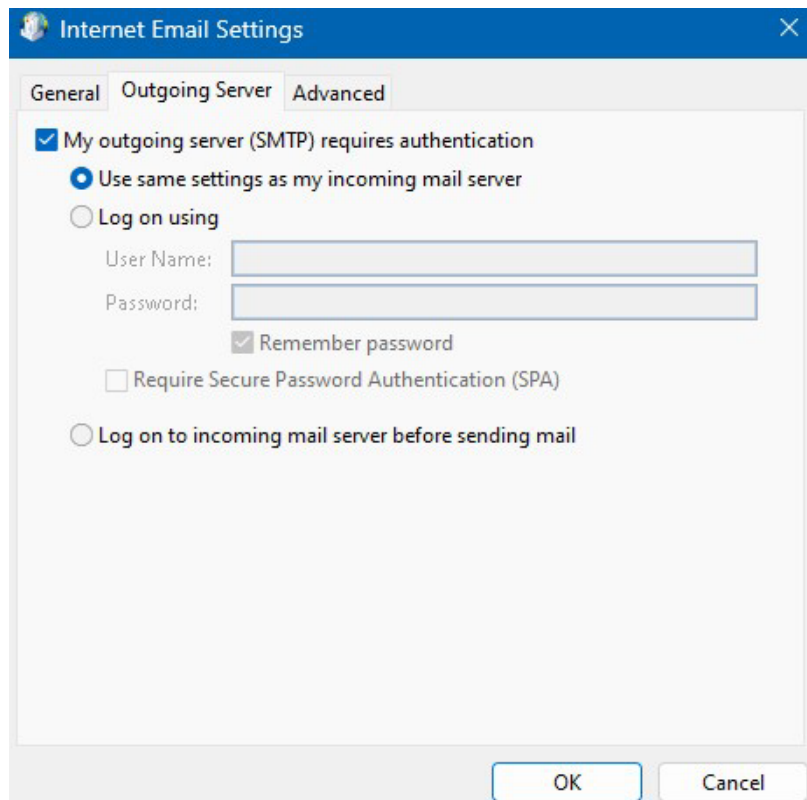
☒ Automatically test account settings when Next is clicked

Deliver new messages to:

☒ New Outlook Data File

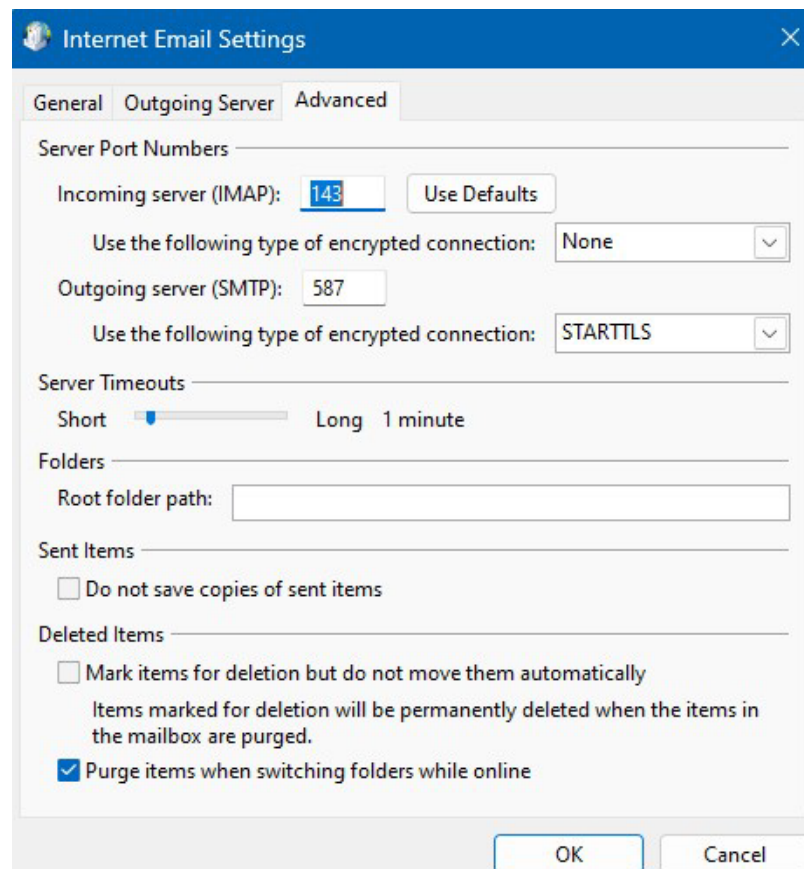
☐ Existing Outlook Data File

Slika 7. Konfiguracija POP3 naloga



Slika 8. Outgoing server

Ovdje je potrebno zakačiti kvačicu da se koriste podešavanja odlaznog servera pri slanju.



Slika 9. Portovi za IMAP nalog

The screenshot shows the 'Internet Email Settings' dialog box with the 'Advanced' tab selected. The 'Server Port Numbers' section has 'Incoming server (IMAP):' set to 993 and 'Outgoing server (SMTP):' set to 587. The 'Use the following type of encrypted connection:' dropdown is set to 'SSL/TLS' for IMAP and 'STARTTLS' for SMTP. The 'Server Timeouts' section shows a slider between 'Short' and 'Long' (1 minute). The 'Folders' section has an empty 'Root folder path:' field. The 'Sent Items' section has an unchecked checkbox 'Do not save copies of sent items'. The 'Deleted Items' section has an unchecked checkbox 'Mark items for deletion but do not move them automatically' and a checked checkbox 'Purge items when switching folders while online'.

Internet Email Settings

General Outgoing Server **Advanced**

Server Port Numbers

Incoming server (IMAP): 993 Use Defaults

Use the following type of encrypted connection: SSL/TLS

Outgoing server (SMTP): 587

Use the following type of encrypted connection: STARTTLS

Server Timeouts

Short Long 1 minute

Folders

Root folder path:

Sent Items

☐ Do not save copies of sent items

Deleted Items

☐ Mark items for deletion but do not move them automatically
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.

☒ Purge items when switching folders while online

OK Cancel

Slika 10. Portovi za IMAPs nalog

The screenshot shows the 'Internet Email Settings' dialog box with the 'Advanced' tab selected. The 'Server Port Numbers' section has 'Incoming server (POP3):' set to 110 and 'Outgoing server (SMTP):' set to 587. The 'Use the following type of encrypted connection:' dropdown is set to 'STARTTLS' for SMTP. The 'Server Timeouts' section shows a slider between 'Short' and 'Long' (1 minute). The 'Delivery' section has a checked checkbox 'Leave a copy of messages on the server', a checked checkbox 'Remove from server after' with a value of 99 days, and an unchecked checkbox 'Remove from server when deleted from 'Deleted Items''.

Internet Email Settings

General Outgoing Server **Advanced**

Server Port Numbers

Incoming server (POP3): 110 Use Defaults

☐ This server requires an encrypted connection (SSL/TLS)

Outgoing server (SMTP): 587

Use the following type of encrypted connection: STARTTLS

Server Timeouts

Short Long 1 minute

Delivery

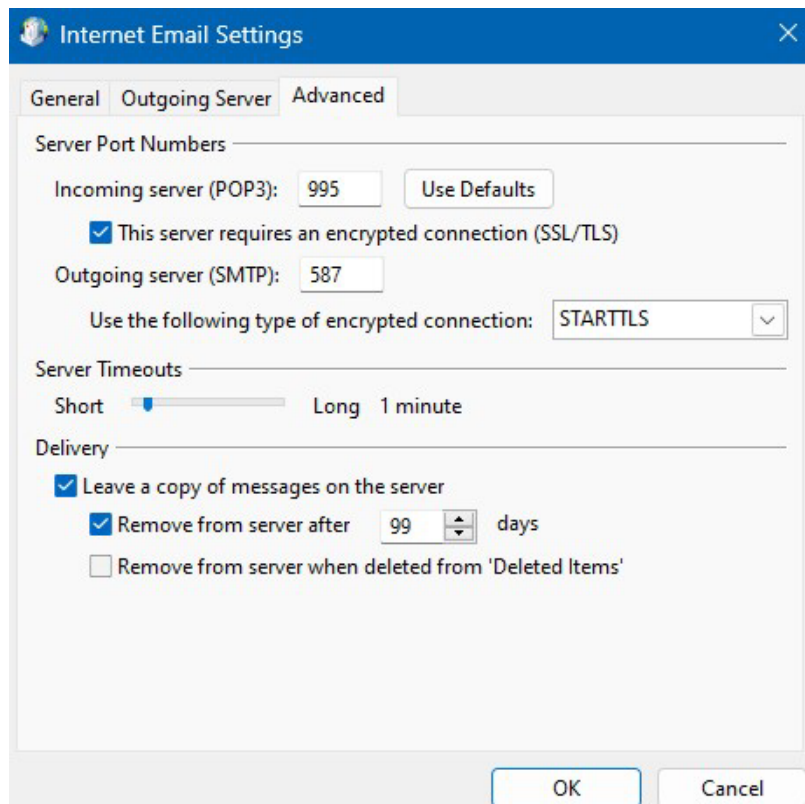
☒ Leave a copy of messages on the server

☒ Remove from server after 99 days

☐ Remove from server when deleted from 'Deleted Items'

OK Cancel

Slika 11. Portovi za POP3 nalog



Slika 12. Portovi za POP3s nalog