

به نام خدا

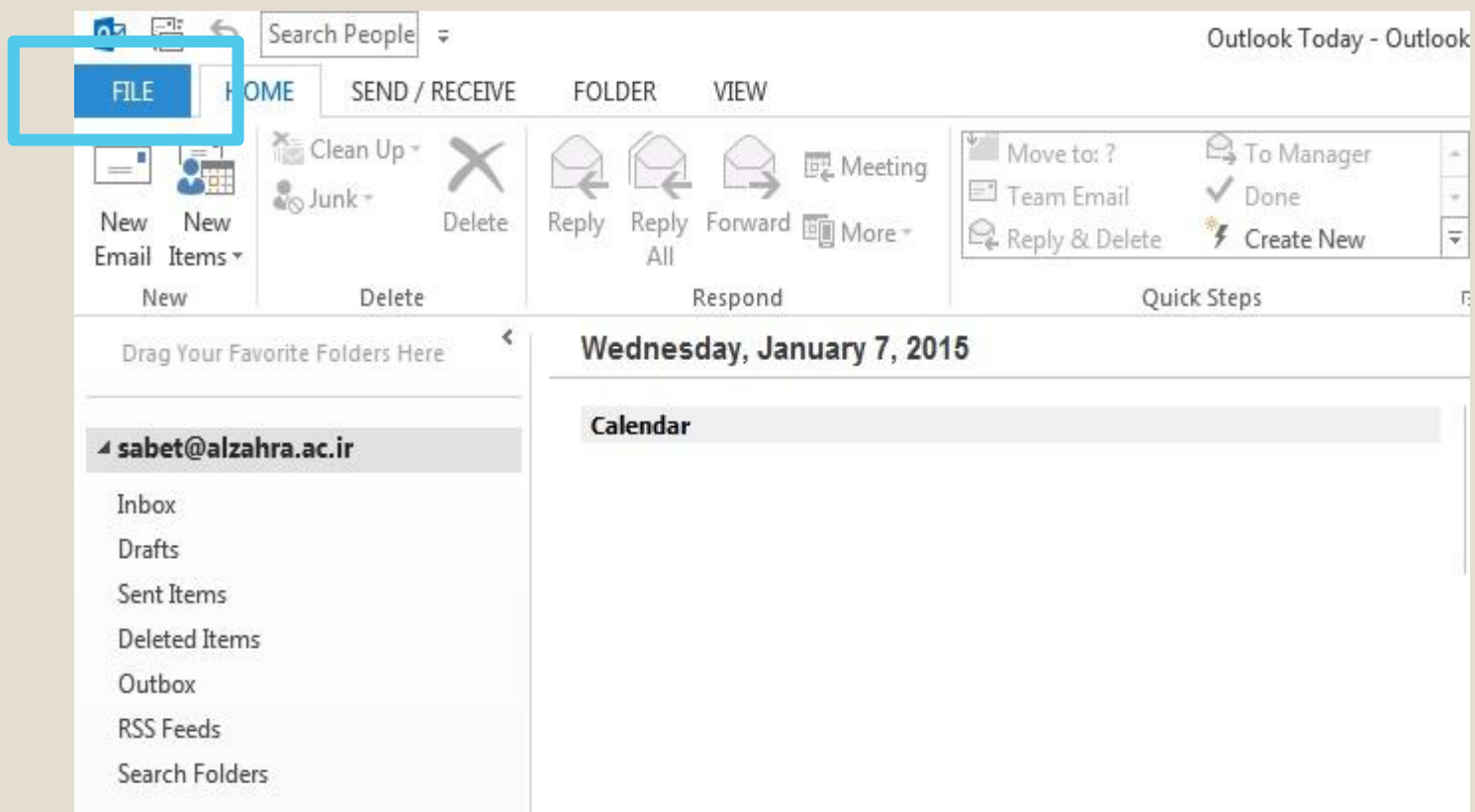
دستور العمل اضافه کردن ایمیل به ماکروسافت

**outlook** و گرفتن **export** از اطلاعات ایمیل



مجموعه نرم افزار های  
افیس را نصب نموده و از  
منو استارت **outlook**  
را باز نمایید .  
(این مورد برای ورژن ۲۰۱۰  
افیس نیز صدق می کند)

## وارد منوی FILE شوید .





Info

Open & Export

Save As

Save Attachments

Print

Office Account

Options

Exit

# Account Information

Microsoft 365 Add an e-mail account to enable additional features.

 Add Account



Account  
Settings ▾

## Account and Social Network Settings

Change settings for this account or set up more connections.

- Connect to social networks.



Cleanup  
Tools ▾

## Mailbox Cleanup

Manage the size of your mailbox by emptying Deleted Items and archiving.

## Add Account



### Auto Account Setup

Manual setup of an account or 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.

Manual setup or additional server types

< Back

Next >

Cancel

## Add Account



### Choose Service



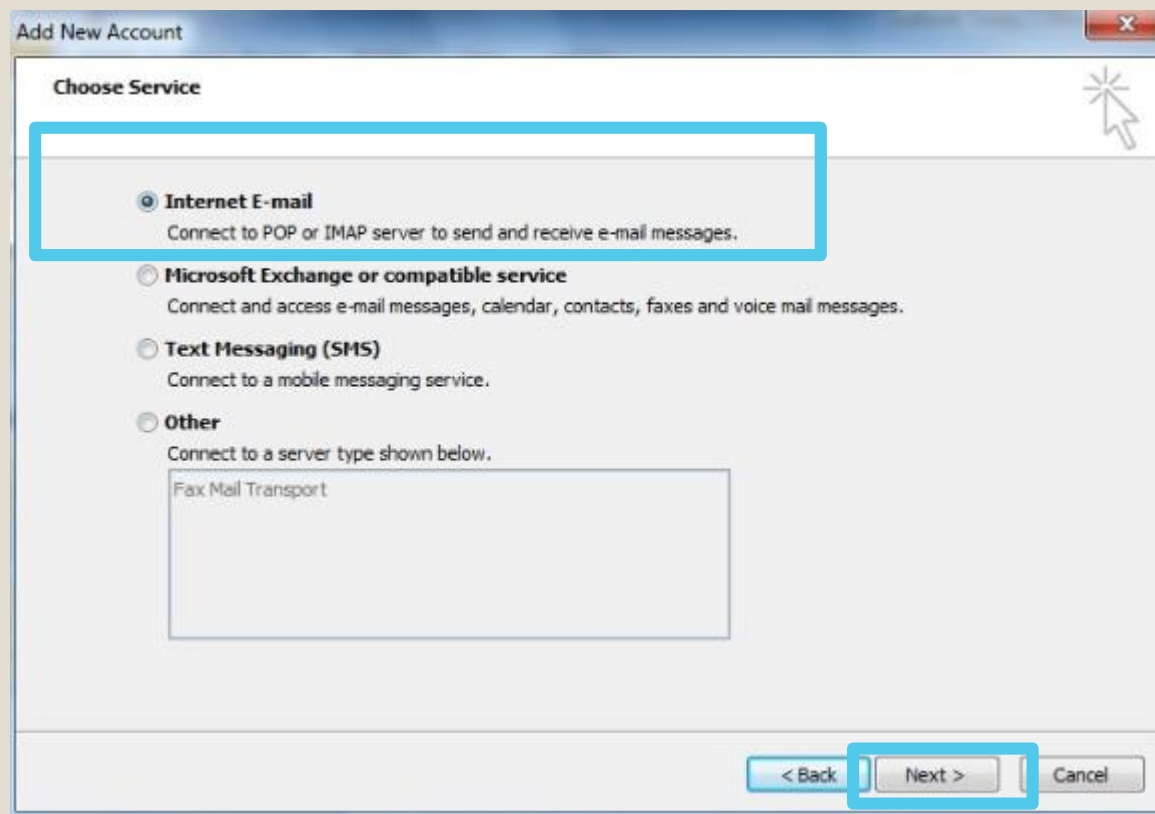
- Microsoft Exchange Server or compatible service**  
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail
- Outlook.com or Exchange ActiveSync compatible service**  
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks
- POP or IMAP**  
Connect to a POP or IMAP email account

< Back

Next >

Cancel

اگر ورژن آفیس شما ۲۰۱۰ هست مرحله ی قبل برای شما به صورت زیر نمایش داده می شود و گزینه نمایش داده شده در تصویر را انتخاب کنید .





## Add Account



### POP and IMAP Account Settings

Enter the mail server settings for your account.



#### User Information

Your Name: نام

Email Address: ایمیل آدرس

#### Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

#### Logon Information

User Name: نام

Password: پسورد

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.

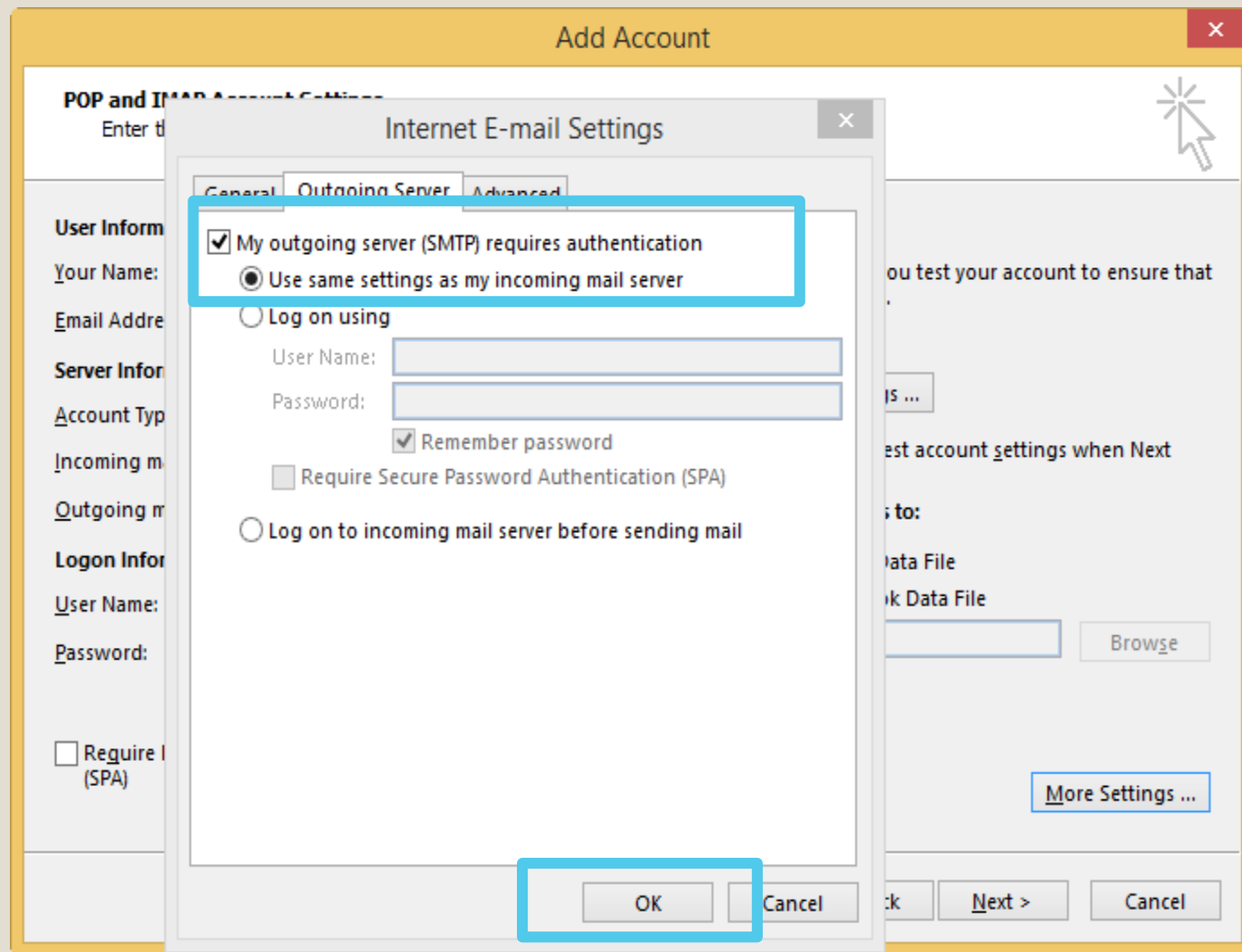
Automatically test account settings when Next is clicked

#### Deliver new messages to:

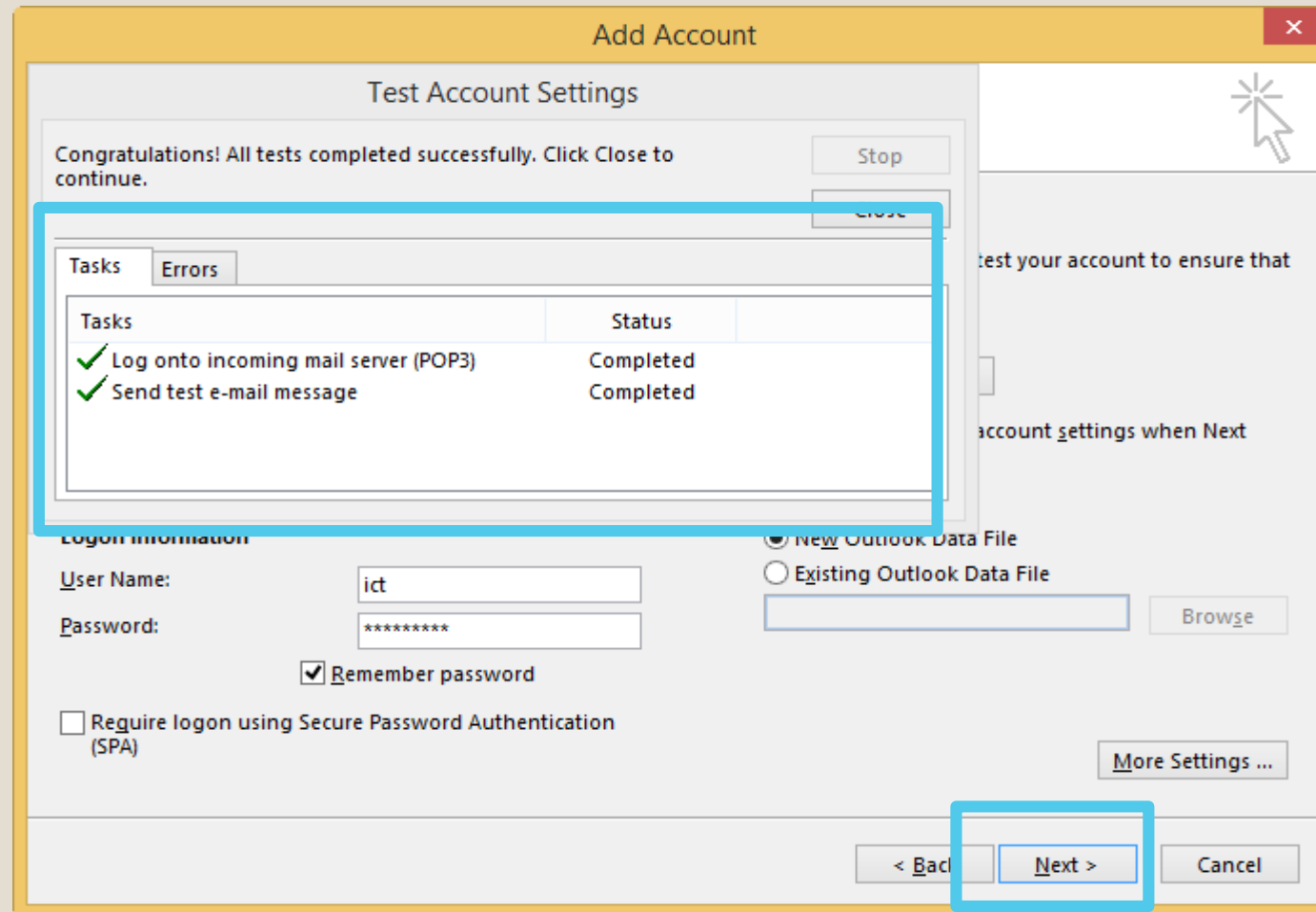
New Outlook Data File

Existing Outlook Data File

صفحه بعد



بعد از مشاهده ی این پیغام ایمیل شما با موفقیت به Outlook منتقل شده است .



## Add Account



**You're all set!**

We have all the information we need to set up your account.

Add another account...

< Back

Finish

# نمای ایمیل شما در ماکروسافت Outlook

The screenshot displays the Microsoft Outlook interface. At the top, there is a search bar labeled "Search People" and a navigation menu with tabs for "FILE", "HOME", "SEND / RECEIVE", "FOLDER", and "VIEW". Below the navigation menu are various action buttons such as "New Email", "New Items", "Ignore", "Clean Up", "Delete", "Reply", "Reply All", "Forward", "Meeting", and "More".

The left-hand navigation pane shows a list of folders for two email accounts:

- sabet@alzahra.ac.ir**
  - Inbox
  - Drafts
  - Sent Items
  - Deleted Items
  - Junk E-mail
  - Outbox
  - RSS Feeds
  - Search Folders
- ict@alzahra.ac.ir** (highlighted with a blue box)
  - Inbox **96**
  - Sent Items
  - Deleted Items
  - Conversation Action Settings
  - Junk E-mail
  - Outbox
  - Quick Step Settings
  - Search Folders

The main pane on the right shows a search bar with the text "Search ict@alzahra.ac.ir (Ctrl+E)" and a search icon. Below the search bar, there are filters for "All" and "Unread", and sorting options "By Date" and "Newest". The message list is currently empty, displaying the text "We didn't find anything to show here."

به همین روش می توانید ایمیل های دیگری نیز به

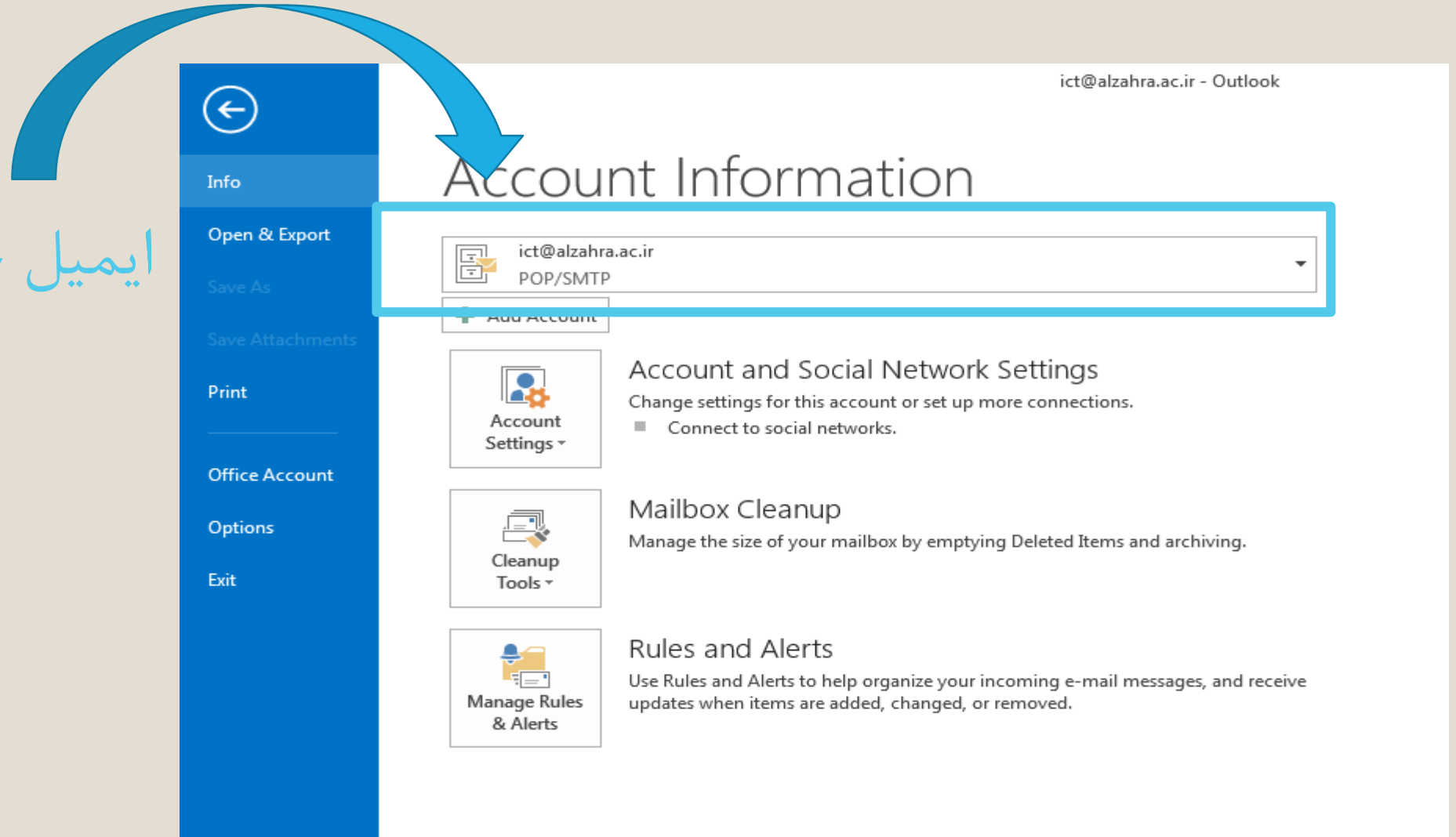
**outlook** منتقل کنید .

برای **export** اطلاعات ایمیل خود به

روش زیر عمل نمایید .

مجددا وارد منوی FILE شوید .

ایمیل خود را انتخاب کنید .



The screenshot shows the Outlook interface for the account 'ict@alzahra.ac.ir - Outlook'. The left sidebar contains a menu with options: Info, Open & Export, Save As, Save Attachments, Print, Office Account, Options, and Exit. The main content area is titled 'Account Information' and features a dropdown menu currently showing 'ict@alzahra.ac.ir POP/SMTP'. Below this are three sections: 'Account and Social Network Settings' (with a sub-option 'Connect to social networks'), 'Mailbox Cleanup' (with a sub-option 'Manage the size of your mailbox by emptying Deleted Items and archiving'), and 'Rules and Alerts' (with a sub-option 'Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.'). A large blue arrow points from the 'Info' menu item to the account selection dropdown.





File

Open & Export

Save As

Save Attachments

Print

Office Account

Options

Exit

ict@a

# Open



## Open Calendar

Open a calendar file in Outlook (.ics, .vcs).



## Open Outlook Data File

Open an Outlook data file (.pst).



## Import/Export

Import or export files and settings.



## Other User's Folder

Open a folder shared by another user.

## Import and Export Wizard

Choose an action to perform:

Export RSS Feeds to an OPML file

Export to a file

Import a VCARD file (.vcf)

Import an iCalendar (.ics) or vCalendar file (.vcs)

Import from another program or file

Import RSS Feeds from an OPML file

Import RSS Feeds from the Common Feed List

Description

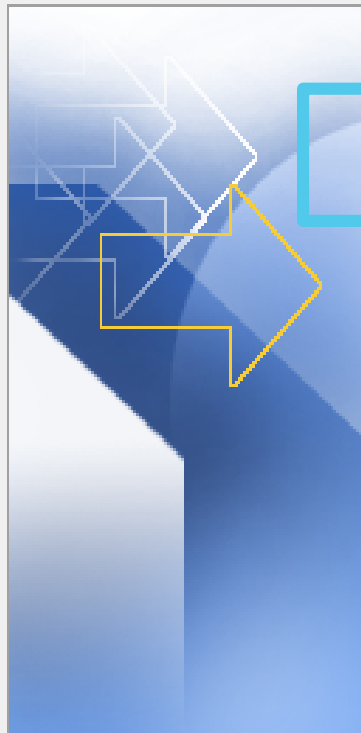
Export Outlook information to a file for use in other programs.

< Back

Next >

Cancel

## Export to a File



Create a file of type:

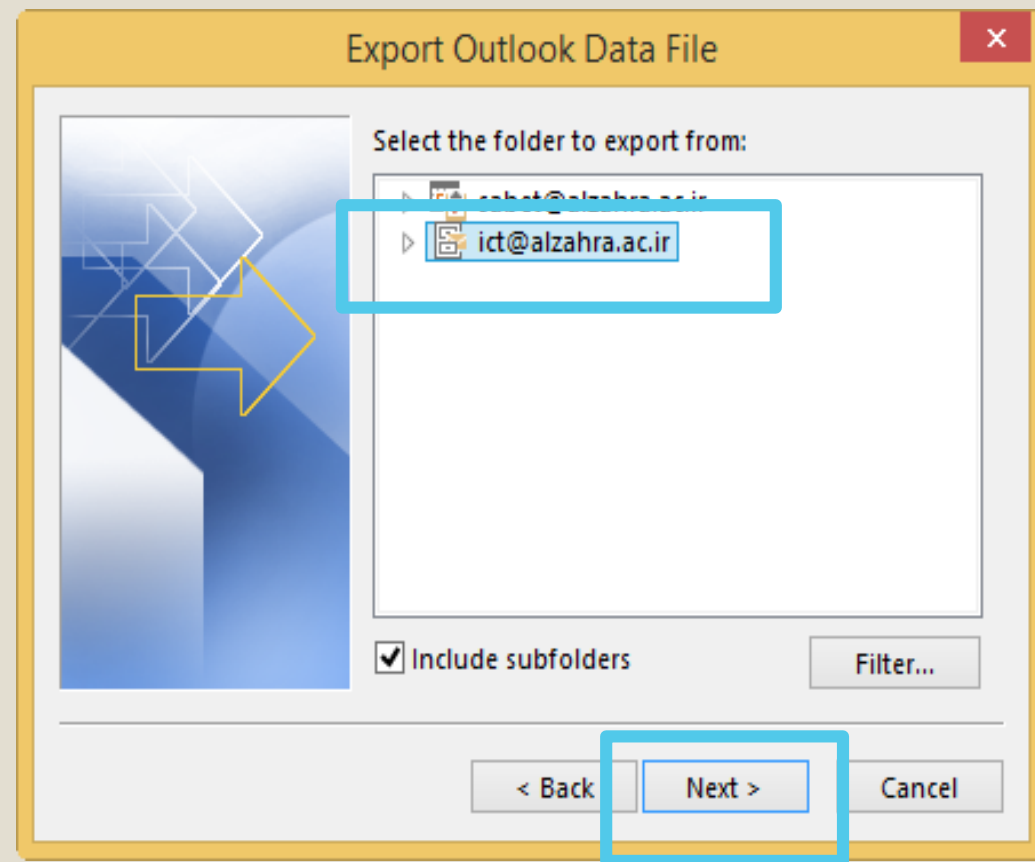
Comma Separated Values  
Outlook Data File (.pst)

< Back

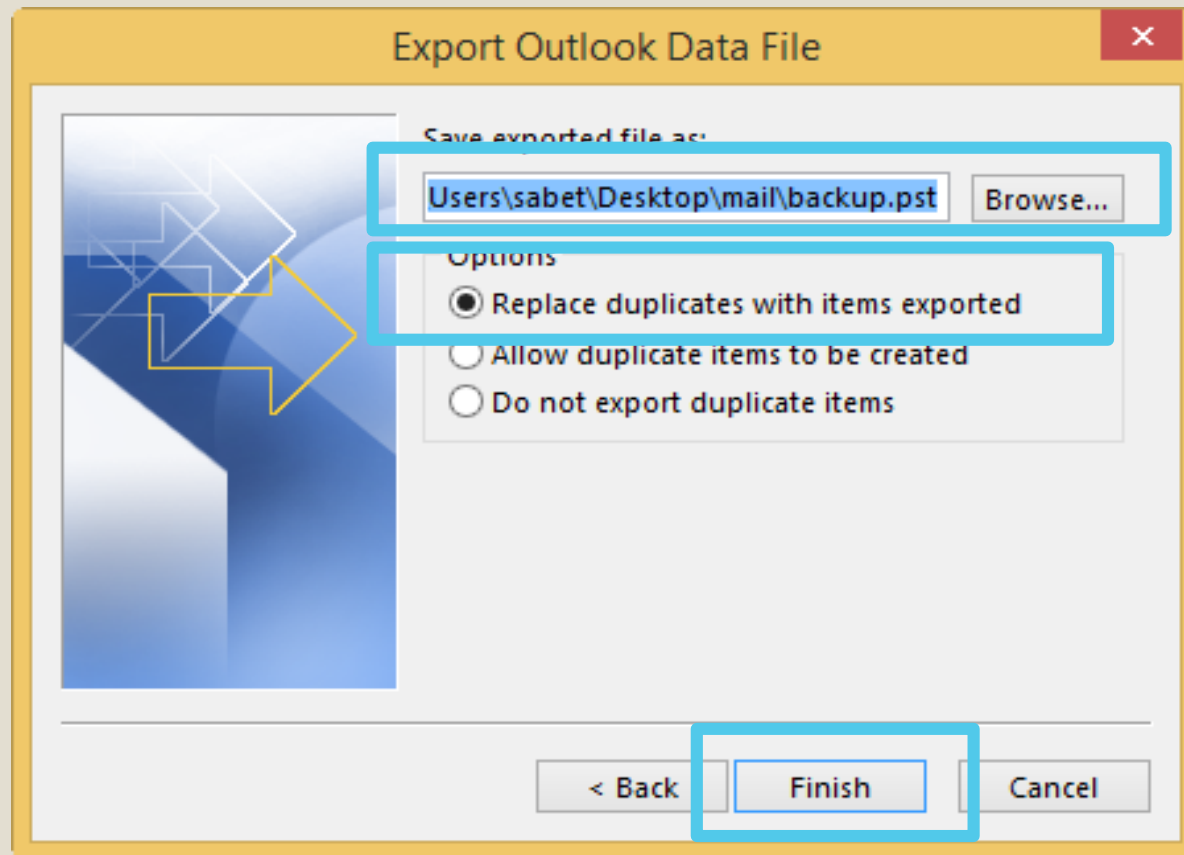
Next >

Cancel

ایمیل مورد نظر خود را  
انتخاب کنید .



آدرس ذخیره شدن اطلاعات **export** شده به کمک گزینه **Browse** انتخاب کنید .



فایل ایجاد شده را از مسیر تعیین

شده بر روی یک CD کپی کنید .