

دستورالعمل منتقل کردن پست الکترونیک جدید به Microsoft outlook :

Microsoft Outlook Account Setup

**Add an Email Account**

Use Outlook to connect to email accounts, such as your organization's Microsoft Exchange Server or an Exchange Online account as part of Microsoft Office 365. Outlook also works with POP, IMAP, and Exchange ActiveSync accounts.

Do you want to set up Outlook to connect to an email account?

Yes  
 No

< Back **Next >** Cancel

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

## مرکز فناوری اطلاعات و ارتباطات دانشگاه الزهرا (س)

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

Other  
Connect to a server type that is listed below

Fax Mail Transport

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Add Account

### POP and IMAP Account Settings

Enter the mail server settings for your account.

**User Information**

Your Name: **نام**

Email Address:  **آدرس پست الکترونیک**

**Server Information**

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:  **آدرس پست الکترونیک**

Password: **رمز عبور**  **تنظیمات این قسمت در تصویر بعد نمایش داده شده است**

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.

Test Account Settings ...

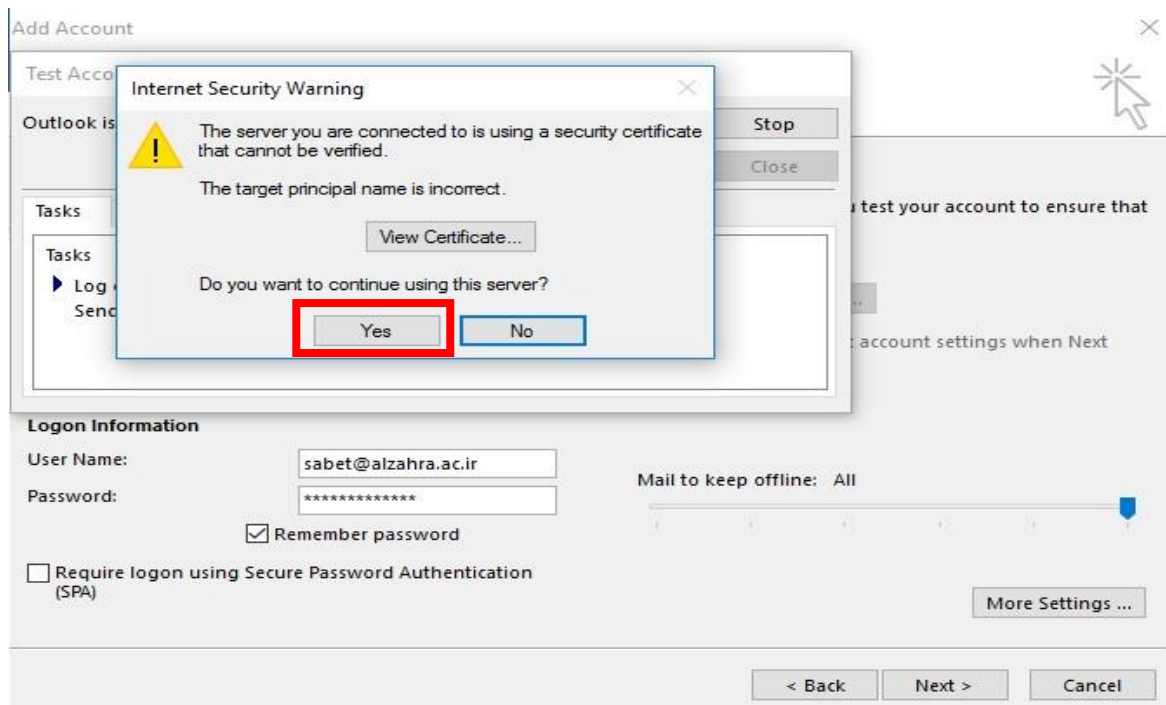
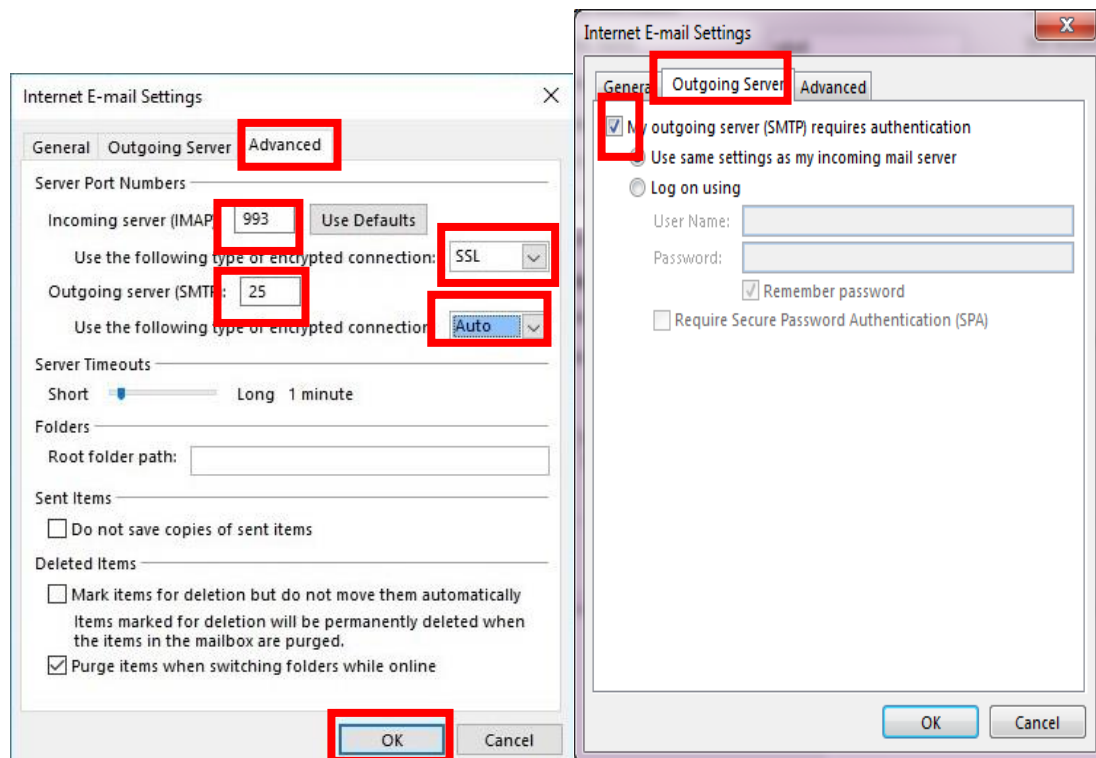
Automatically test account settings when Next is clicked

Mail to keep offline: All

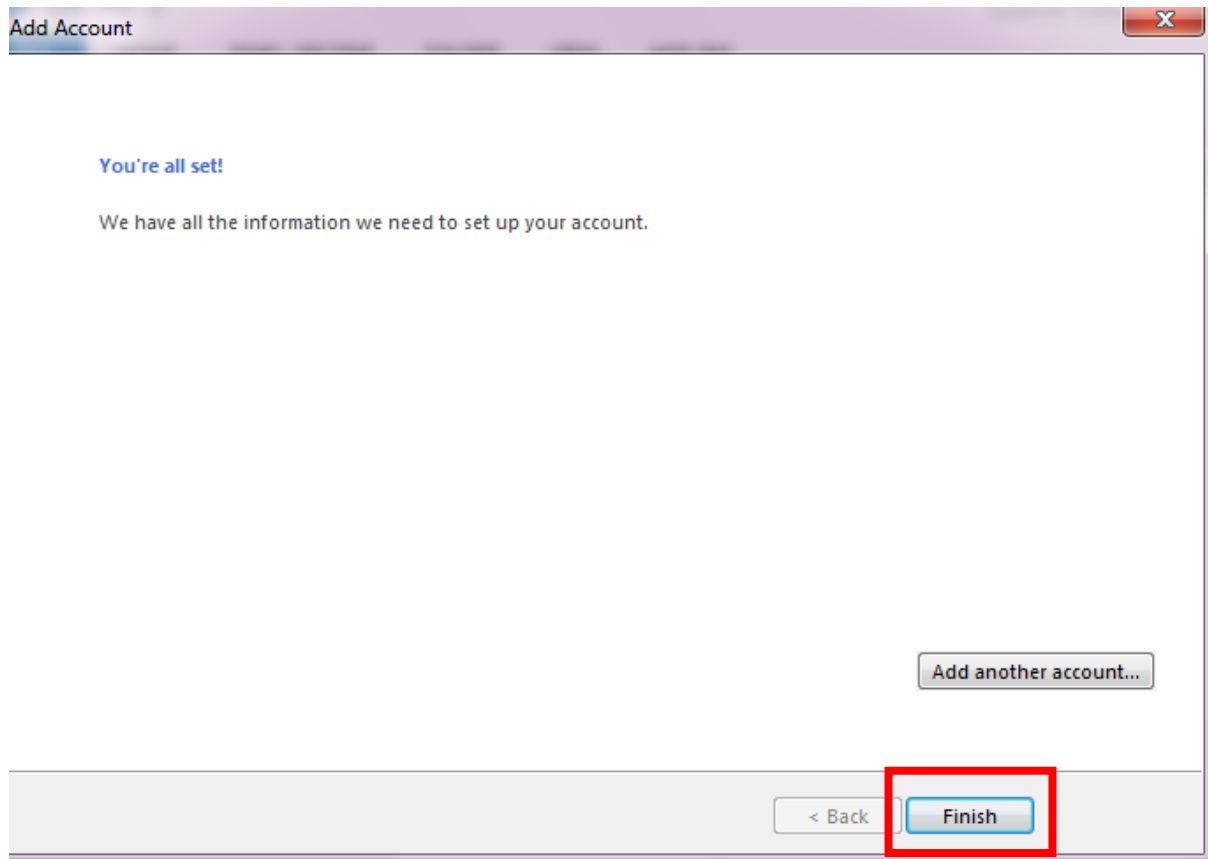
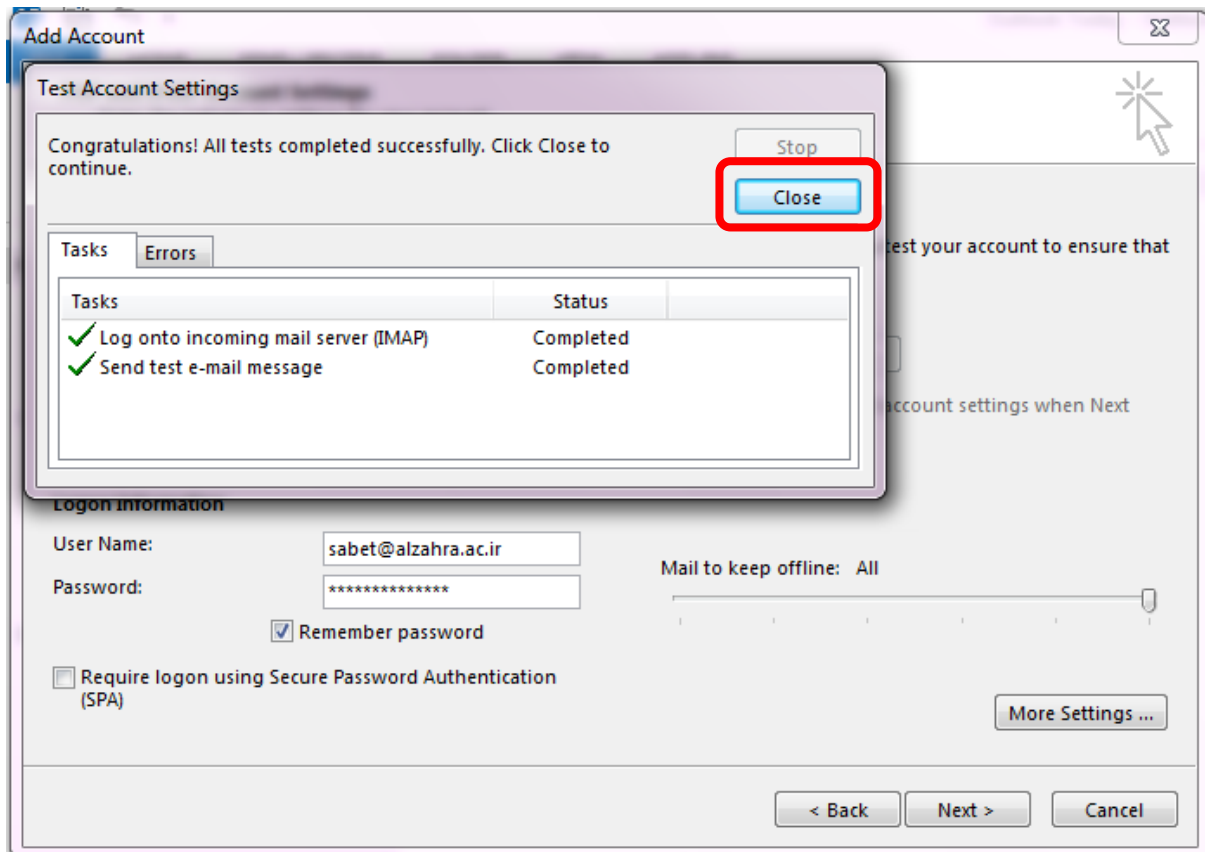
**More Settings ...**

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## مرکز فناوری اطلاعات و ارتباطات دانشگاه الزهرا (س)



به این روش پست الکترونیک شما وارد Microsoft outlook خواهد شد.