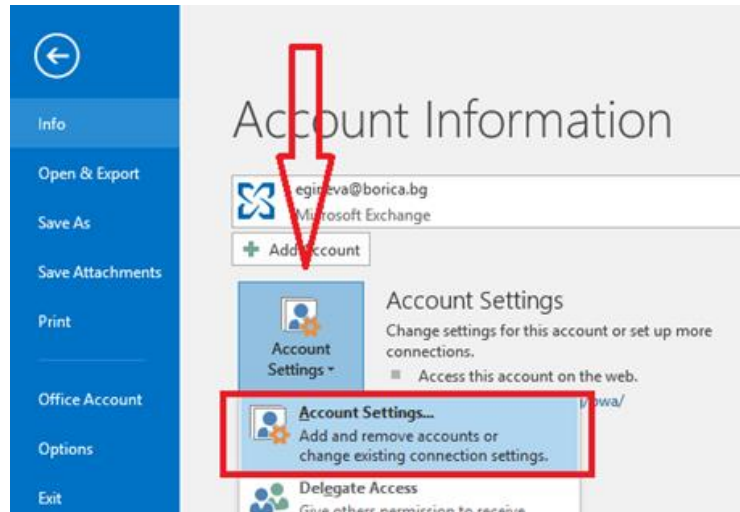
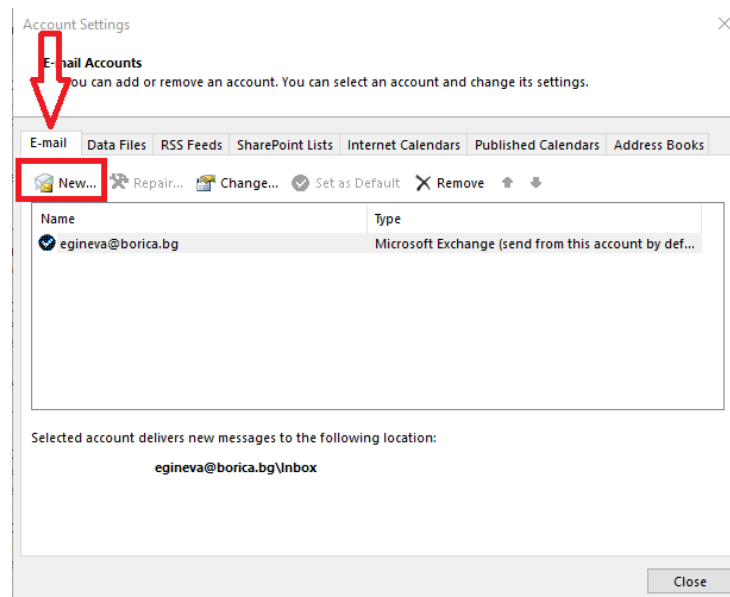


Конфигуриране на електронна поща @b-trust.org в Outlook 2016

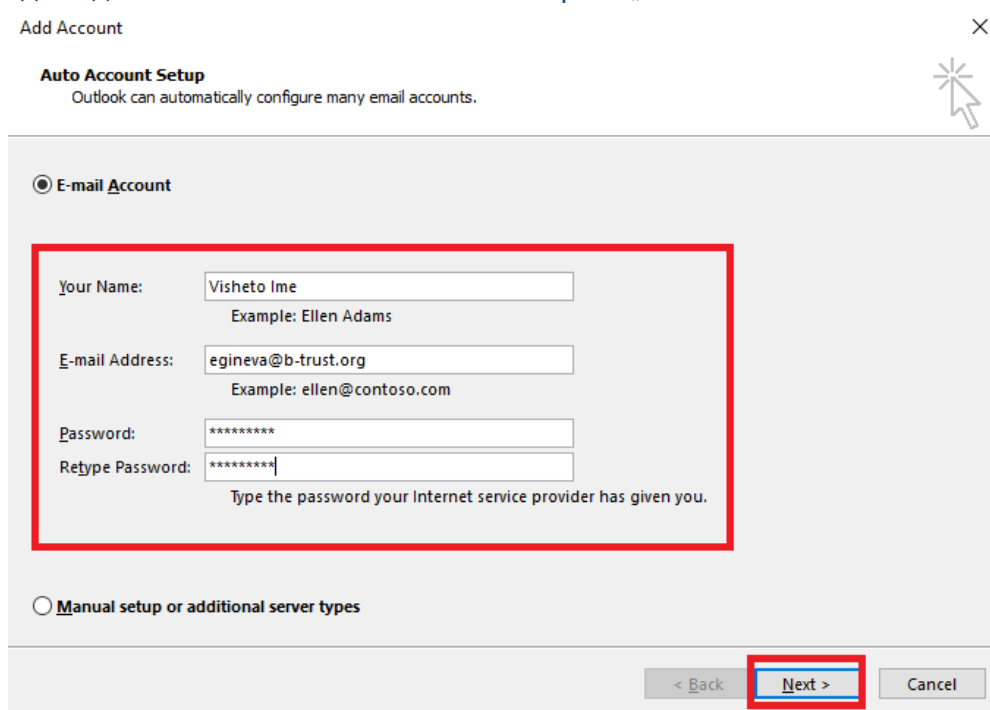
- I. Конфигуриране на email акаунт.
 1. Стартирате Outlook 2016.
 2. От меню „File“ изберете „Account Settings“:



3. На новия екран в таб „E-mail“ изберете „New“.



4. Въвеждате данните във всички полета и избирате „Next“



Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

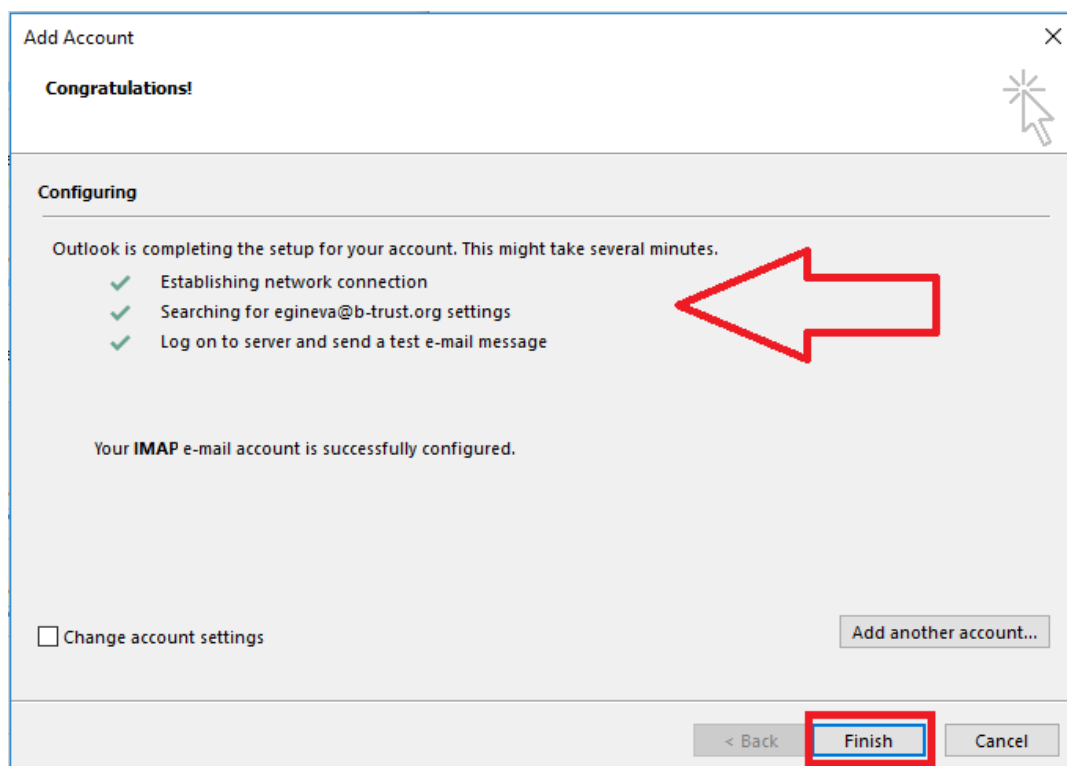
Password:

Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back **Next >** Cancel

След успешна автоматична настройка на пощата, получавате следното съобщение по-долу. Изберете бутон „Finish“:



Add Account

Congratulations!

Configuring

Outlook is completing the setup for your account. This might take several minutes.

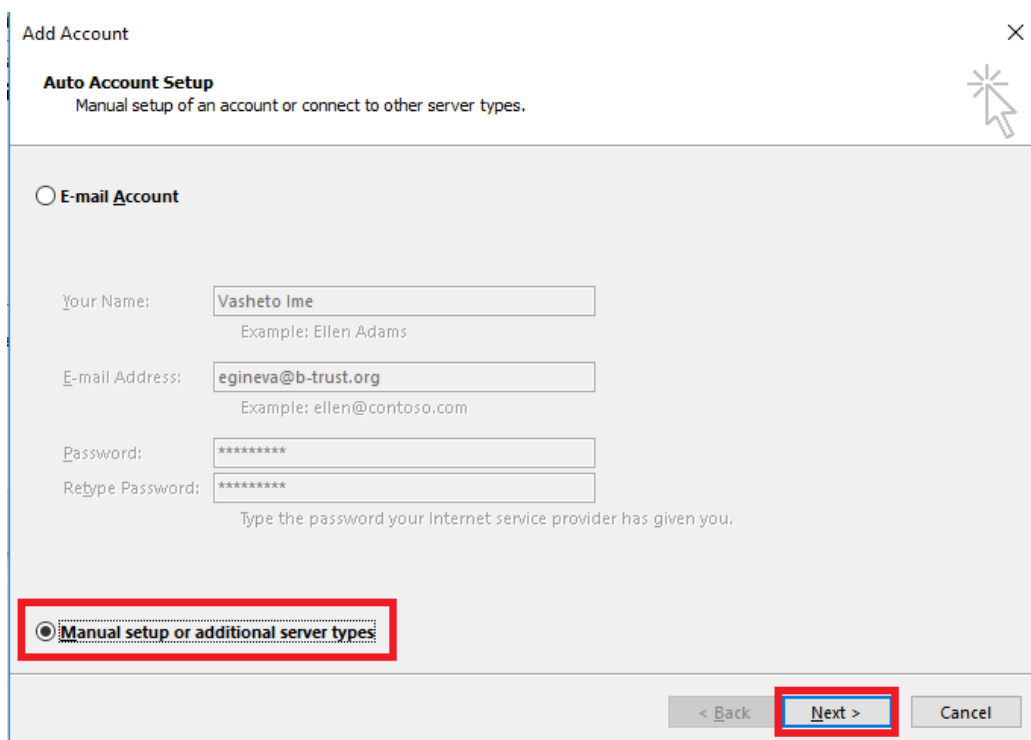
- ✓ Establishing network connection
- ✓ Searching for egineva@b-trust.org settings
- ✓ Log on to server and send a test e-mail message

Your **IMAP** e-mail account is successfully configured.

Change account settings

< Back **Finish** Cancel

5. Ако конфигурацията не е успешна е необходимо ръчно да направите настройките, чрез избор на опция: **Manual setup or additional server types** и бутон „Next“:



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

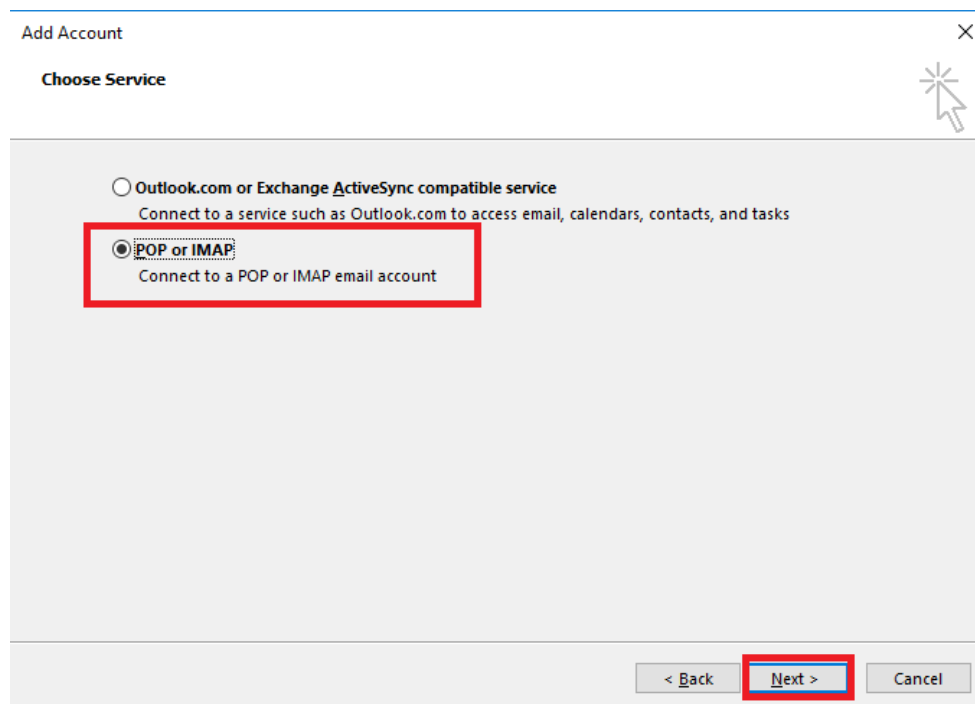
Password:

Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back **Next >** Cancel

6. Маркирайте опция „POP or IMAP“ и изберете „Next“:



Add Account

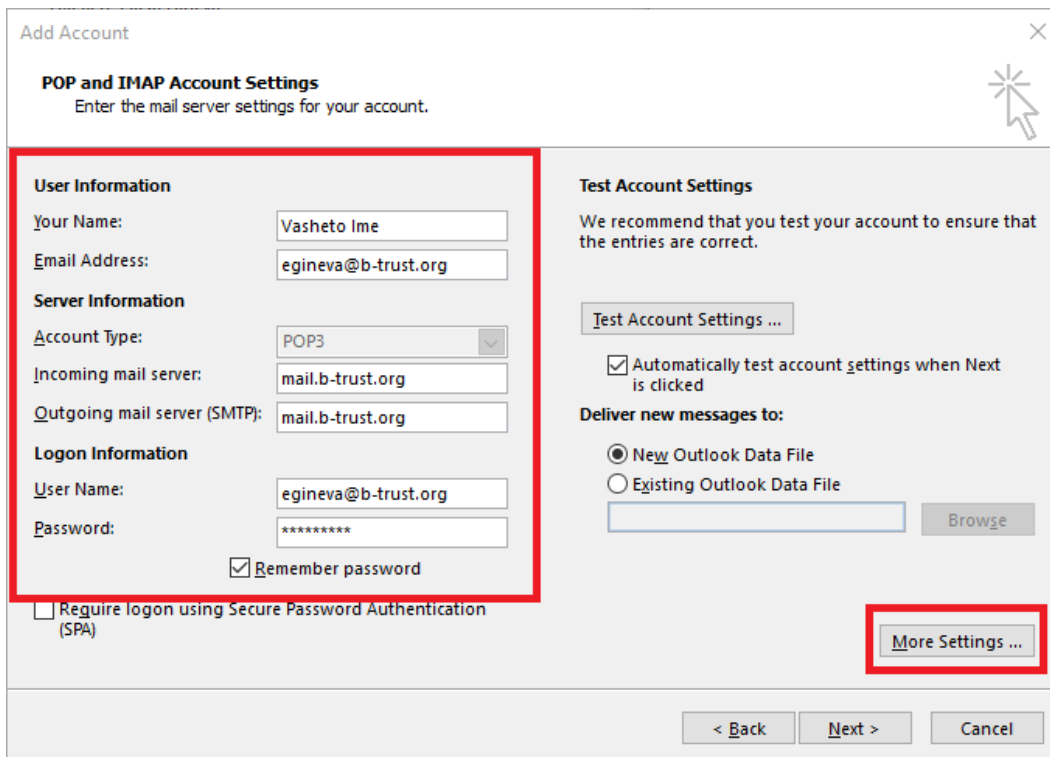
Choose Service

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

7. Въведете информацията във всички полета и изберете „More settings“:



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.

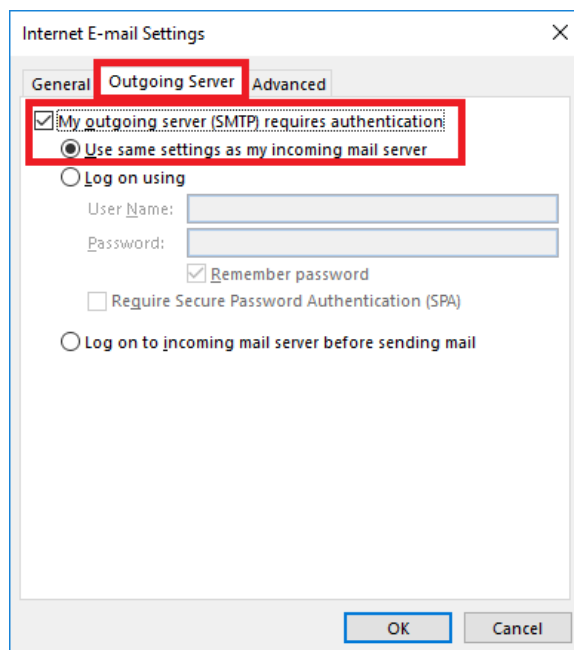
Automatically test account settings when Next is clicked

Deliver new messages to:

New Outlook Data File

Existing Outlook Data File

8. Отворете таб „Outgoing Server“ и сложете отметка на „My outgoing server (SMTP) requires authentication“.



Internet E-mail Settings

General **Outgoing Server** Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

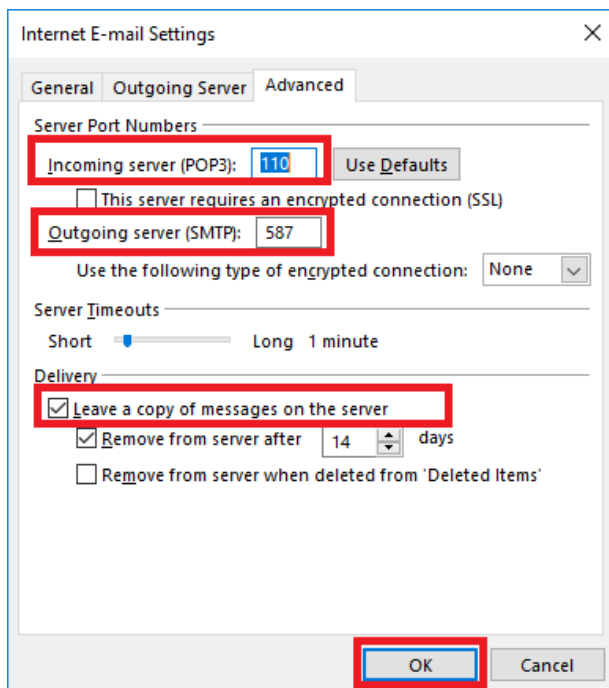
Password:

Remember password

Require Secure Password Authentication (SPA)

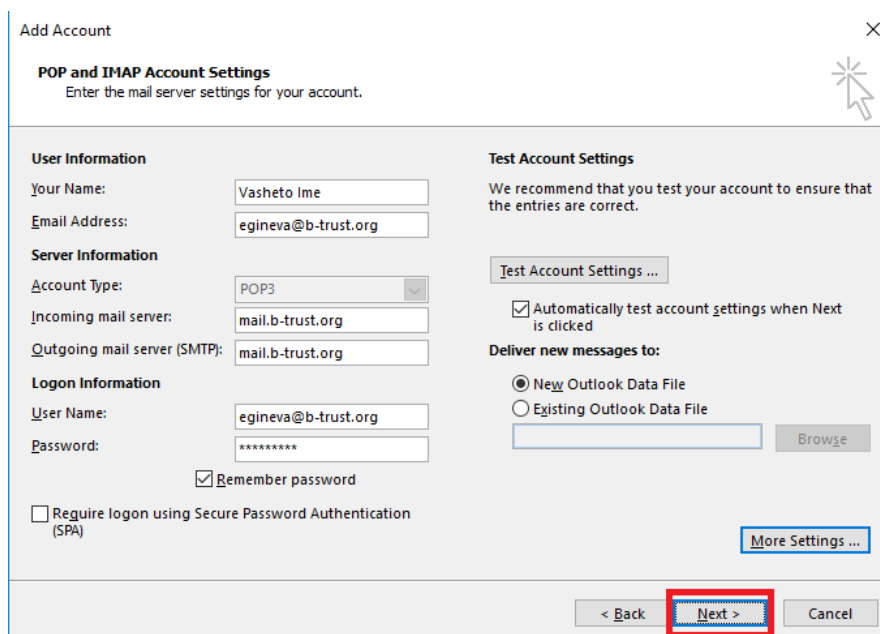
Log on to incoming mail server before sending mail

9. Отворете таб „Advanced“ и попълнете, както следва:
- Incoming server (POP3) – 110
 - Outgoing server (SMTP) – 587
 - Сложете отметка на „Leave a copy of messages on the server“ и изберете „OK“:



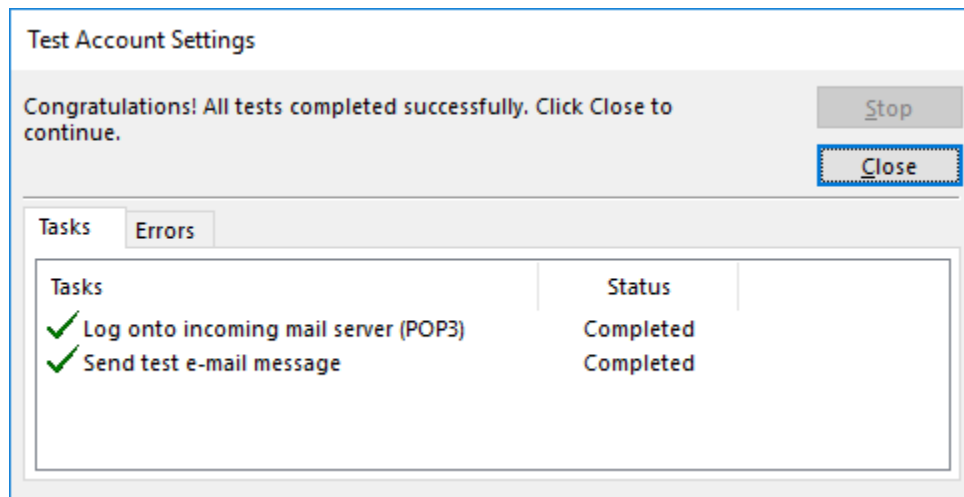
The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Advanced' tab selected. The 'Server Port Numbers' section has 'Incoming server (POP3):' set to 110 and 'Outgoing server (SMTP):' set to 587. The 'Delivery' section has the checkbox 'Leave a copy of messages on the server' checked. The 'OK' button is highlighted with a red box.

10. Изберете „Next“ на екран „Add Account“:



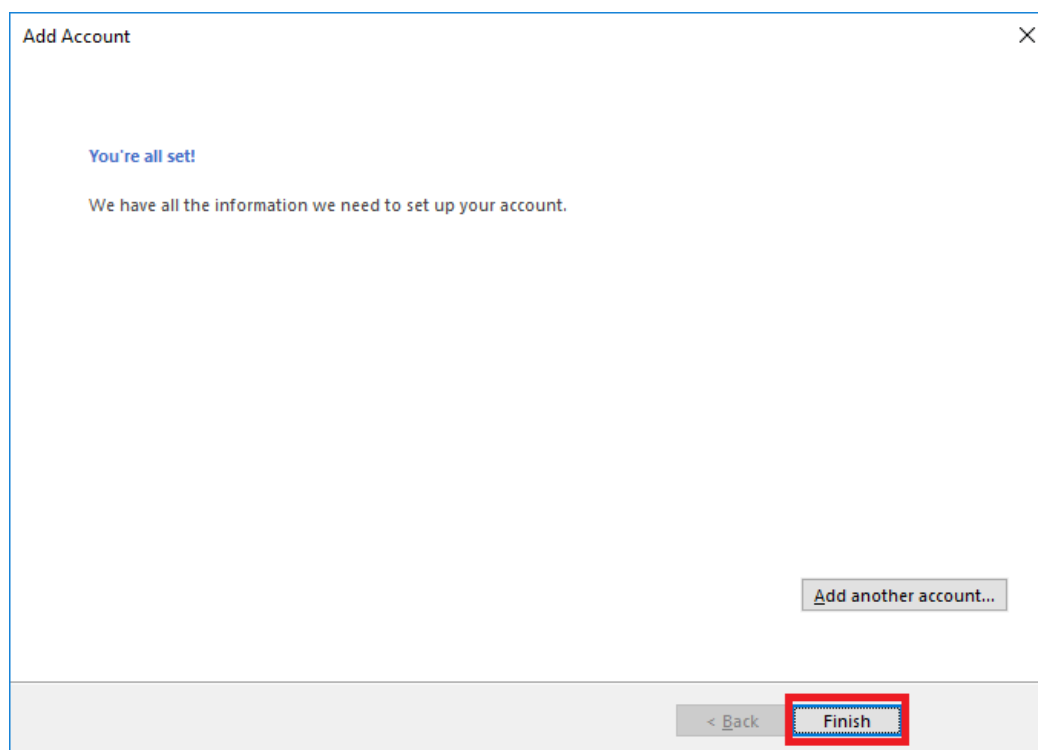
The screenshot shows the 'Add Account' dialog box. The 'Next >' button at the bottom is highlighted with a red box. The dialog contains fields for User Information, Server Information, Logon Information, and Test Account Settings.

11. При успешно конфигуриране на пощата излиза следния екран:



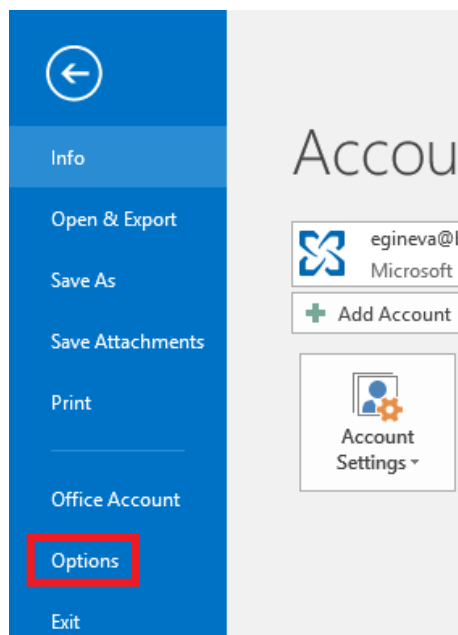
Изберете „Close“.

12. За да завършите конфигурацията изберете „Finish“:

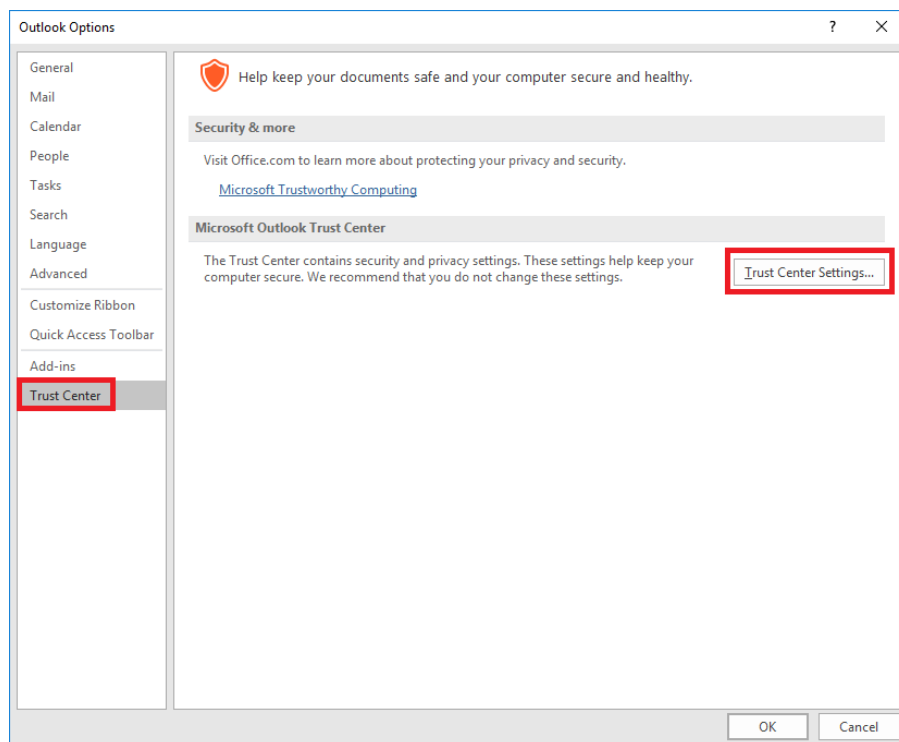


II. Настройка за подписване на email.

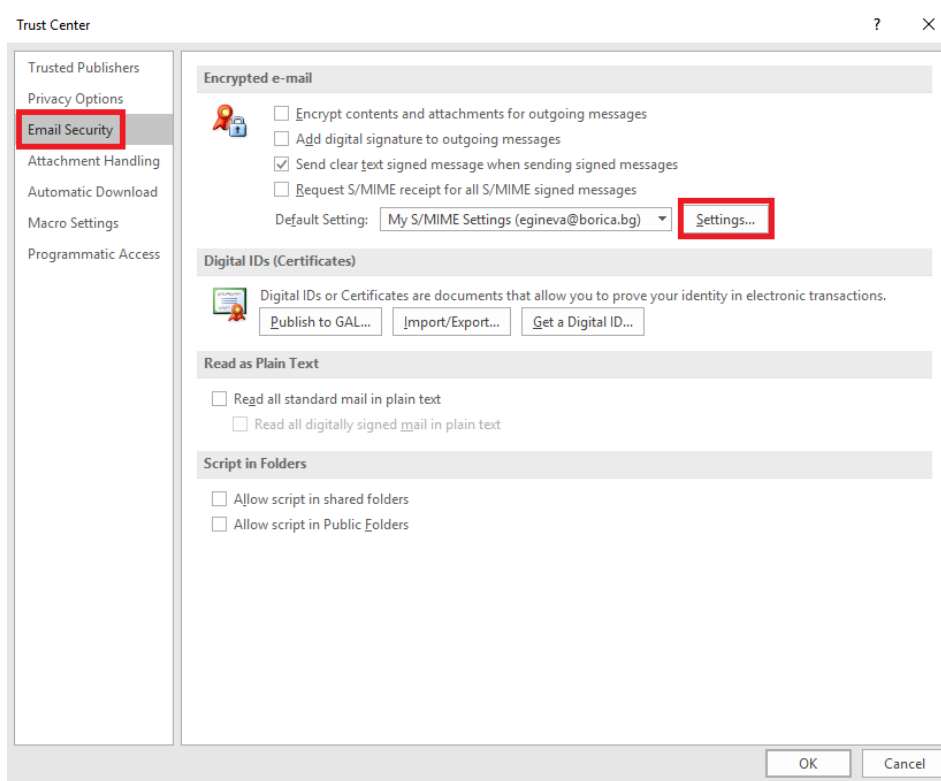
1. Ако желаете да подписвате вашите emails е необходимо да добавите сертификата за електронен подпис към програмата. От основния екран на програмата изберете "File" / „Options“:



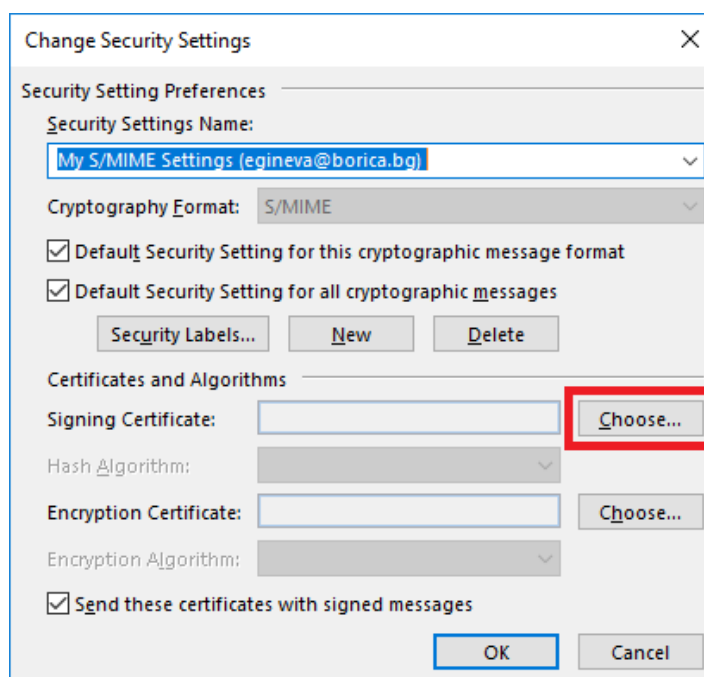
2. Отворете меню „Trust Center“ и изберете бутон „Trust Center Settings“:



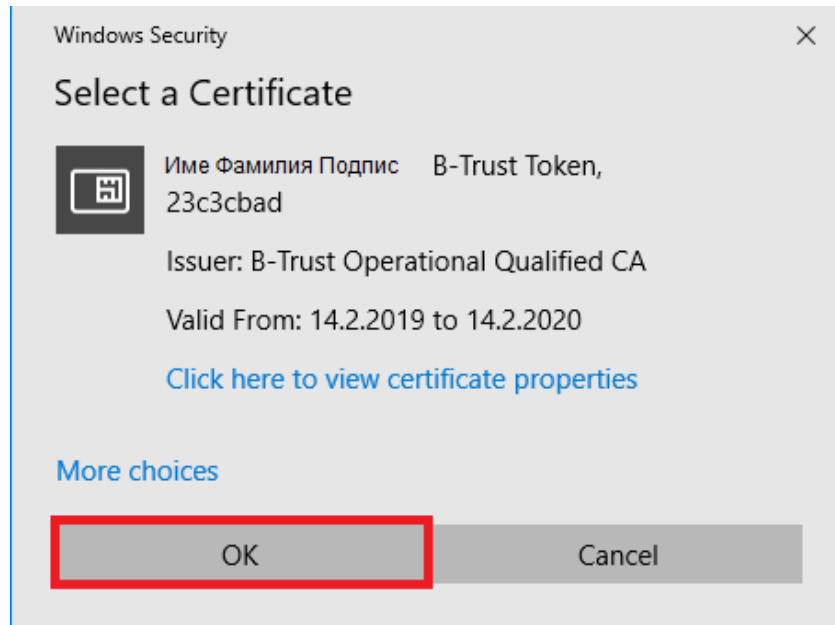
3. Отворете меню „Email Security“ и изберете бутон „Settings“:



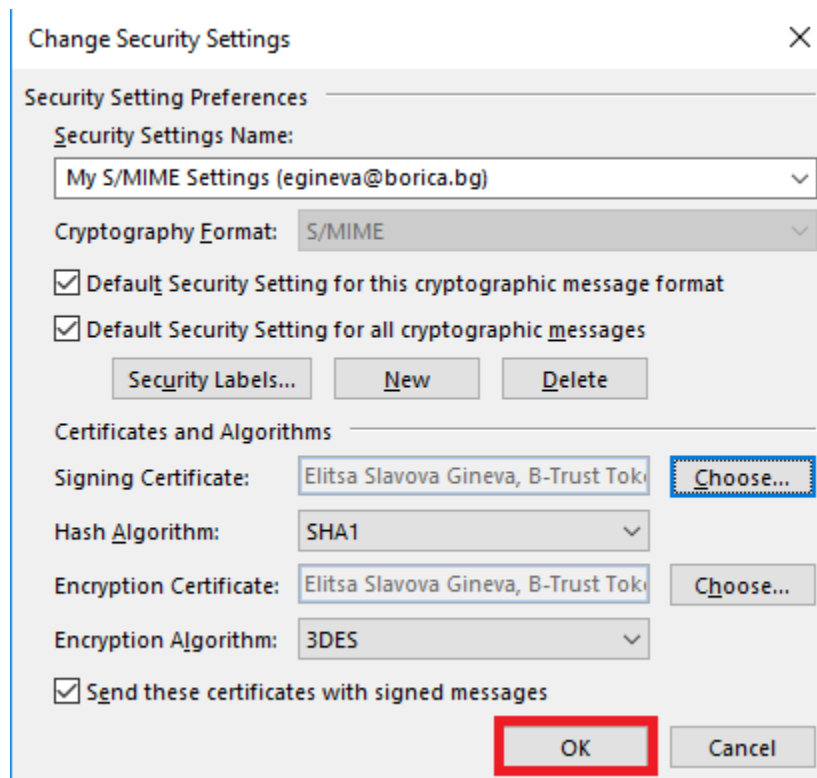
4. За добавяне на сертификат за подписване изберете бутон „Choose“:



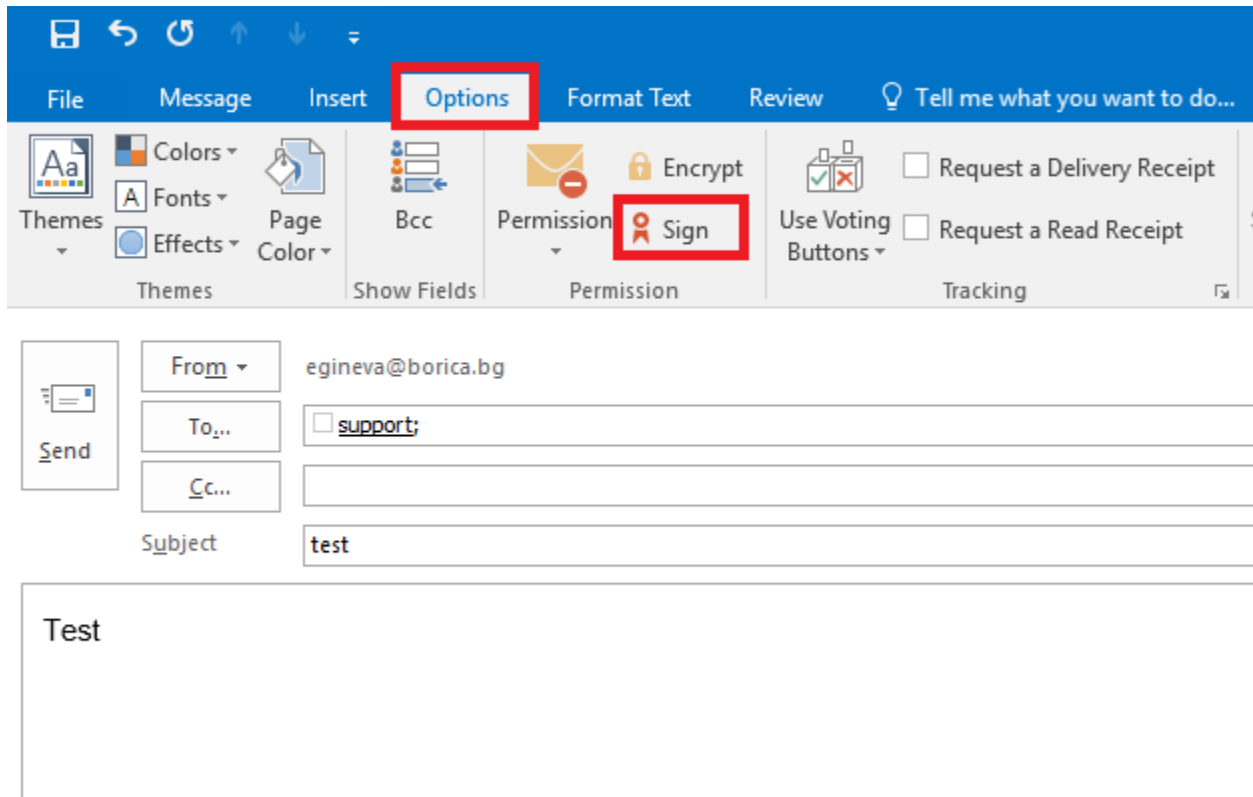
5. Излиза екран за избор на сертификат. Маркирате го и изберете „ОК“:



6. На екрана „Change Security Settings“ изберете „ОК“:



7. Потвърдете всички следващи екрани с бутон „ОК“.
8. За да изпратите подписано писмо отворяте нов email. Изберете меню „Options“ и кликнете върху опция „Sign“:



9. Изберете бутон „Send“. Излиза екран за въвеждане на пин код за електронния подпис. Въведете пин и изберете ОК. След въвеждане на пин код се изпраща подписан email.

