

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" избирате "New".

🖥 New 🛠 Rep	air 🌁 Change	🖉 Set as Default 🗙 Rem	ove + +	Address book
Name		Туре		
🔗 egineva@borica	.bg	Microsoft Exch	ange (send from this ac	count by def
lected account del	ivers new messages to	the following location:		



4. Въвеждате данните във всички полета, и избирате "Manual setup or additional server types" / NEXT.

ld Account Auto Account Setup Outlook can automa	atically configure many email accounts.	、 *
E-mail Account		
<u>Y</u> our Name:	Vasheto ime	
	Example: Ellen Adams	
E-mail Address:	egineva@b-trust.org	
	Example: ellen@contoso.com	
<u>P</u> assword:	******	
Retype Password:	****	
	Type the password your internet service provider has given you.	
1		
Manual setup or a	dditional server types	
<u></u>		

5. Маркирайте опция "POP or IMAP" и изберете "Next":

Add Account	
Choose Service	ž
Outlook.com or Exchange <u>A</u> ctiveSync compatible service	
Connect to a service such as Outlook.com to access email, calendars, contacts, and task:	5
Connect to a POP or IMAP email account	
< <u>B</u> ack <u>N</u>	ext > Cancel



6. Въведете информацията във всички полета, както е показано на екрана по-долу и изберете "More settings":

		Test Account Settings
<u>(</u> our Name:	Vasheto ime	We recommend that you test your account to ensure that
Email Address:	egineva@b-trust.org	the entries are correct.
Server Information		To the foregoing to this are
Account Type:	IMAP ~	_lest Account Settings
ncoming mail server:	mail.b-trust.org	Automatically test account settings when Next is clicked
Outgoing mail server (SMTP)	: mail.b-trust.org	cheked
Logon Information		
<u>J</u> ser Name:	egineva@b-trust.org	
assword:	****	Mail to keep offline: All
	Remember password	The second s

7. 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	
○ <u>L</u> og on using	
User <u>N</u> ame:	
Password:	
Remember password	
Reguire Secure Password Authentication (SPA)	
O Log on to incoming mail server before sending mail	
OK Cano	:el



- 8. Отворете таб "Advanced" и попълнете, както следва:
 - Incoming server (IMAP) 993
 - Outgoing server (SMTP) 587

Internet E-mail Settings ×
General Outgoing Server Advanced
Server Port Numbers
Incoming server (IMAP): 993 Use Defaults
Use the following type of encrypted connection: SSL
Outgoing server (SMTP): 587
Use the following type of encrypted connection:
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

Ако желаете да настроите акаунта си по РОРЗ протокол, изпълнете следните настройки (ако сте изпълнили стъпките по-горе, тези не са задължителни):

- Incoming server (POP3) 995
- Outgoing server (SMTP) 587
- Сложете отметка на "Leave a copy of messages on the server" и изберете "ОК":



Internet E-mail Settings ×
General Outgoing Server Advanced
General Outgoing Server Advanced Server Port Numbers Incoming server (POP3): 995 Use Defaults Implicit in the server requires an encrypted connection (SSL) Outgoing server (SMTP): 587 Use the following type of encrypted connection: Server Timeouts Short Long 1 minute Deliverv Leave a copy of messages on the server Remove from server after 14 cays Remove from server when deleted from 'Deleted Items'
OK Cancel

9. Изберете "Next" на екран "Add Account":

POP and IMAP Account Set Enter the mail server setti	t tings ngs for your account.	×.
User Information		Test Account Settings
<u>Y</u> our Name:	Vasheto Ime	We recommend that you test your account to ensure that
<u>E</u> mail Address:	egineva@b-trust.org	the entries are correct.
Server Information		
Account Type:	POP3 🗸	lest Account Settings
Incoming mail server:	mail.b-trust.org	Automatically test account <u>settings</u> when Next is clicked
Outgoing mail server (SMTP):	mail.b-trust.org	Deliver new messages to:
Logon Information		New Outlook Data File
<u>U</u> ser Name:	egineva@b-trust.org	C Existing Outlook Data File
Password:	******	Browse
	emember password	
Reguire logon using Secur (SPA)	e Password Authentication	More Settings
		< Back Next > Cancel



10. При успешно конфигуриране на пощата излиза следния екран:

Congratulations! All tests completed successfully. Click Close to continue.		
Status		
Completed		
Completed		
	Click Close to Status Completed Completed	

Изберете "Close".

11. За да завършите конфигурацията изберете "Finish":

Add Account	×
You're all set!	
We have all the information we need to set up your account.	
	<u>A</u> dd another account
< <u>B</u> ack	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":

Trust Center	?	×
Trusted Publishers	Encrypted e-mail	
Privacy Options Email Security Attachment Handling Automatic Download Macro Settings	Encrypt contents and attachments for outgoing messages Add digital signature to outgoing messages Send clear text signed message when sending signed messages Bequest S/MIME receipt for all S/MIME signed messages Default Setting: My S/MIME Settings (egineva@borica.bg) Settings	
Programmatic Access	Digital IDs (Certificates)	
	Digital IDs or Certificates are documents that allow you to prove your identity in electronic transaction: Publish to GAL Import/Export Get a Digital ID	5.
	Read as Plain Text	
	Read all standard mail in plain text Read all digitally signed <u>m</u> ail in plain text	
	Script in Folders	
	Allow script in Public <u>E</u> olders	
	ОК	Cancel

4. За добавяне на сертификат за подписване избирате бутон "Choose":

Change Security Settings		×		
Security Setting Preference Security Settings Name:	s			
Cryptography <u>F</u> ormat:	s/MIME	~		
Default Security Setting for this cryptographic message format				
Security Labels	<u>N</u> ew <u>D</u> elete			
Certificates and Algorith	nms			
Signing Certificate:		<u>C</u> hoose		
Hash <u>A</u> lgorithm:	~			
Encryption Certificate:		C <u>h</u> oose		
Encryption Algorithm:	\sim			
✓ S <u>e</u> nd these certificat	es with signed messages			
	ОК	Cancel		



5. Излиза екран за избор на сертификат. Маркирате го и избирате "ОК":



6. На екрана "Change Security Settings" избирате "ОК":

Change Security Settings							
Security Setting Preferences							
My S/MIME Settings (egineva@borica.bg) ~							
Cryptography <u>F</u> ormat:	~						
Default Security Setting for this cryptographic message format							
Default Security Setting for all cryptographic <u>m</u> essages							
Security Labels	New		<u>D</u> elete				
Certificates and Algorithms							
Signing Certificate:	Elitsa Slavova Gineva, B-Trust Tok			<u>C</u> hoose			
Hash <u>A</u> lgorithm:	SHA1		~				
Encryption Certificate:	Elitsa Slavova Gineva, B-Trust Toki Choose						
Encryption Algorithm:	3DES		~				
✓ Send these certificates with signed messages							
			OK	Cancel			



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

8	ত ∿			_			
File	Message	Insert	Options	Format Text	Review	♀ Tell me what you war	nt to do
Themes	Colors • A Fonts • Effects •	Page Color ▼	Bcc Per	rmission 👷 Sign	ot Use Vot Button	Request a Delivery R ing Request a Read Rec	Receipt
	Themes	Sh	ow Fields	Permission		Tracking	Est.
⁼ _ ∎ <u>S</u> end	Fro <u>m</u> • To <u>.</u> <u>C</u> c S <u>u</u> bject	egineva	@borica.bg <u>ort;</u>				
Test							

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.

🔠 Token Dialog [B-Trust Token]	×
Sign Please enter your 'User Pin' for this token.	
••••	
	OK Cancel