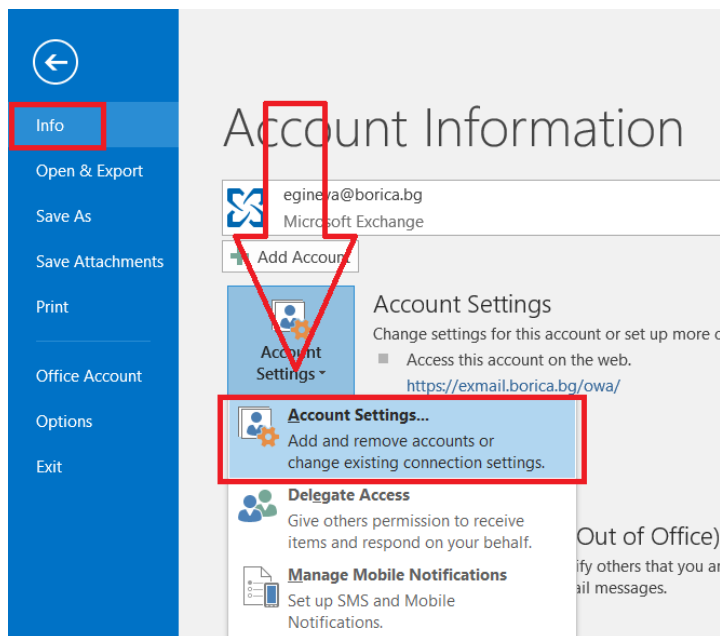
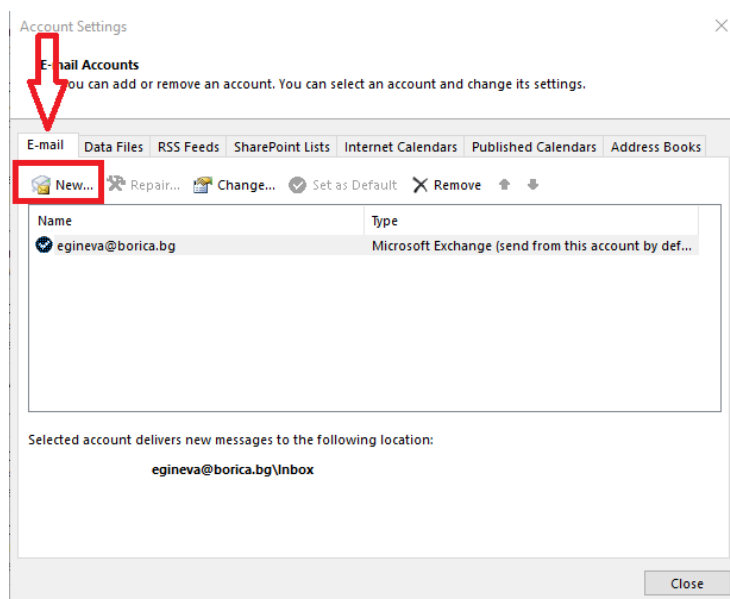


## Конфигуриране на електронна поща @b-trust.org в Outlook 2016

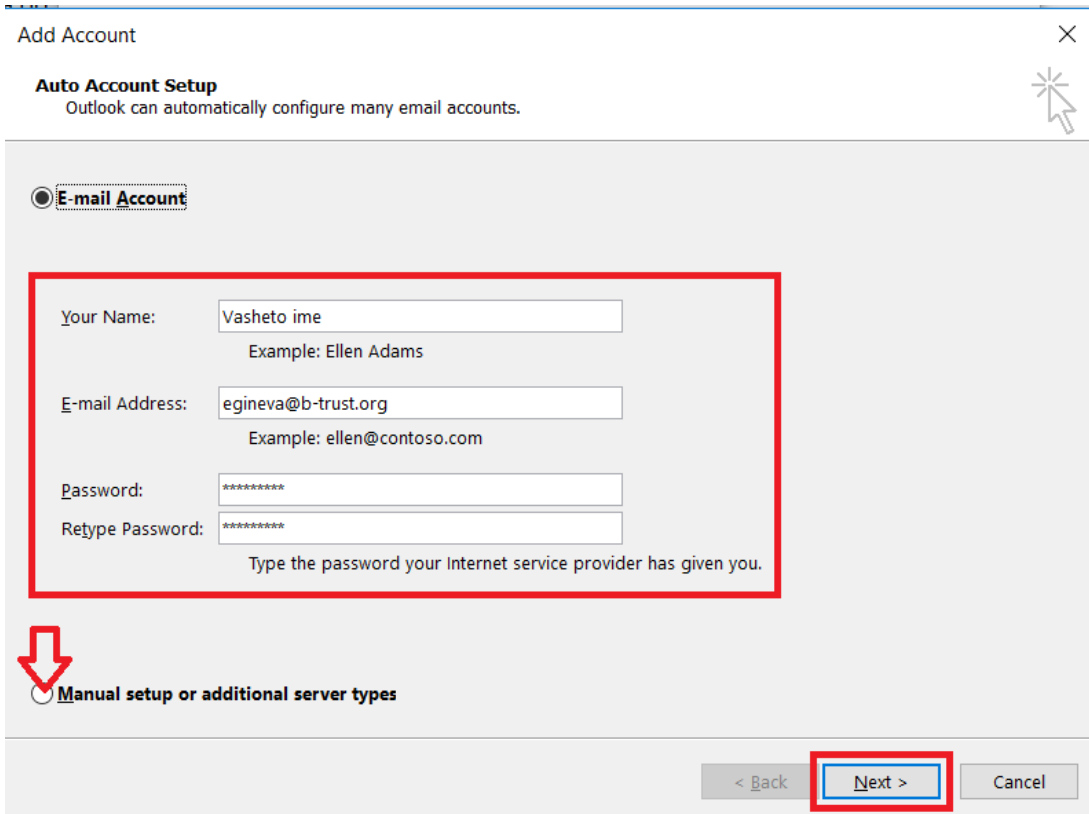
- I. Конфигуриране на email акаунт.
  1. Стартирате Outlook 2016.
  2. От меню „File“ изберете „Account Settings“:



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



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



Add Account

**Auto Account Setup**  
Outlook can automatically configure many email accounts.

**E-mail Account**

Your Name:   
Example: Ellen Adams

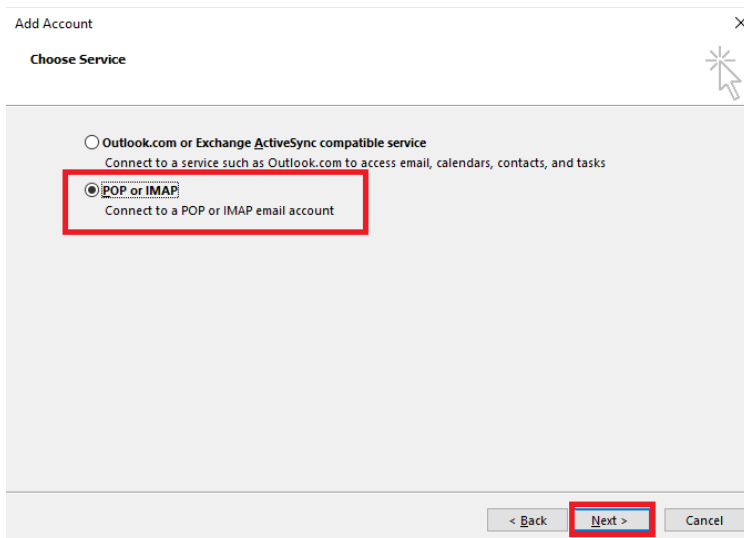
E-mail Address:   
Example: ellen@contoso.com

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

**Manual setup or additional server types**

< Back **Next >** Cancel

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



Add Account

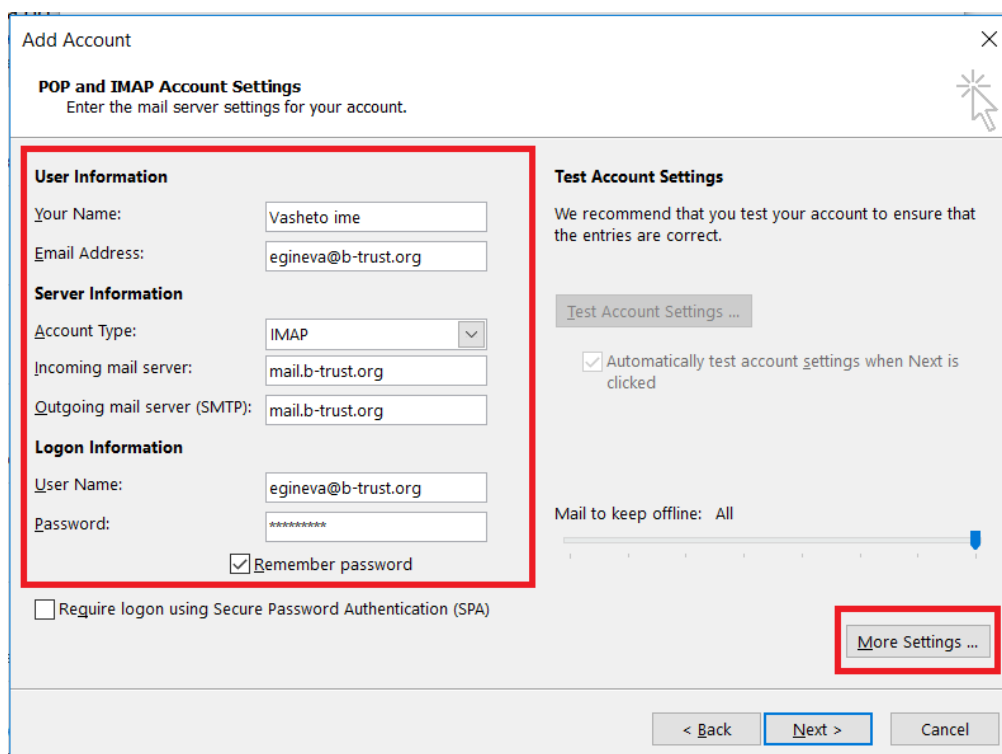
**Choose Service**

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

6. Въведете информацията във всички полета, както е показано на екрана по-долу 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)

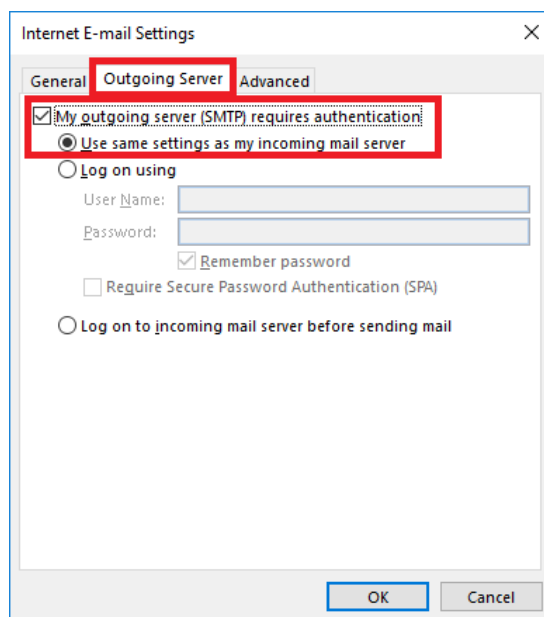
**Test Account Settings**

We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

Mail to keep offline: All

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  
 Use same settings as my incoming mail server

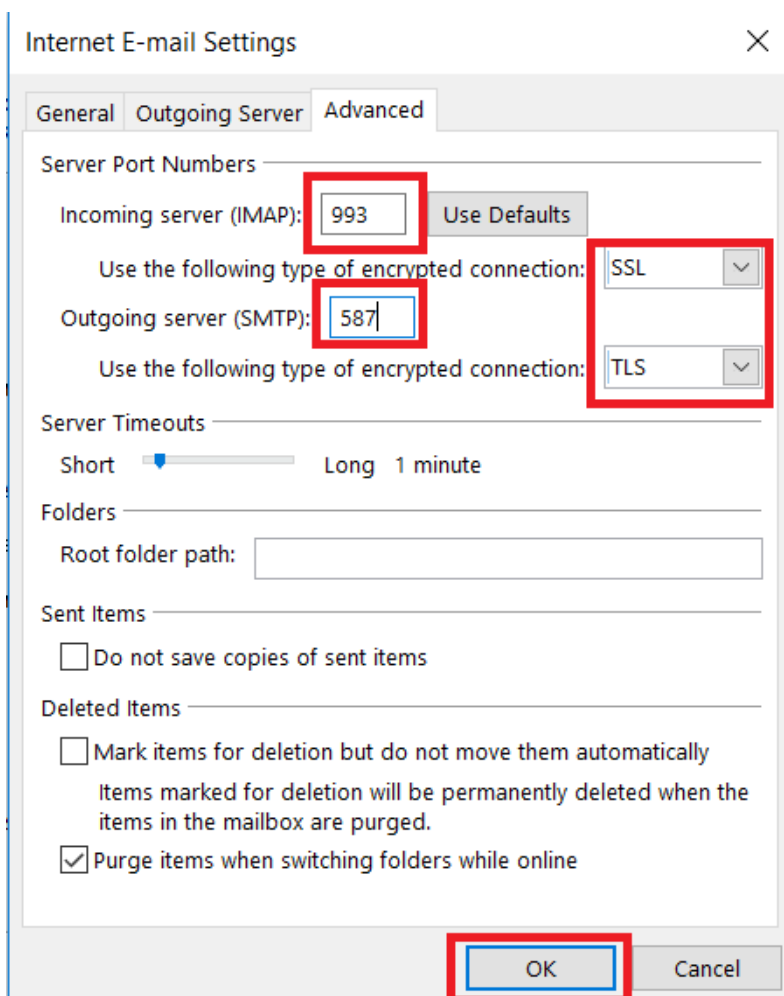
Log on using

User Name:   
Password:   
 Remember password

Require Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

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



The screenshot shows the "Internet E-mail Settings" dialog box with the "Advanced" tab selected. The "Server Port Numbers" section has the following fields: "Incoming server (IMAP):" with the value "993", "Use Defaults" button, "Use the following type of encrypted connection:" with a dropdown menu set to "SSL", "Outgoing server (SMTP):" with the value "587", and "Use the following type of encrypted connection:" with a dropdown menu set to "TLS". The "Server Timeouts" section has a slider between "Short" and "Long 1 minute". The "Folders" section has a "Root folder path:" field. The "Sent Items" section has a checkbox "Do not save copies of sent items". The "Deleted Items" section has two checkboxes: "Mark items for deletion but do not move them automatically" (unchecked) and "Purge items when switching folders while online" (checked). The "OK" button is highlighted with a red box.

Ако желаете да настроите акаунта си по POP3 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 „OK“:

Internet E-mail Settings

General | **Outgoing Server** | Advanced

Server Port Numbers

Incoming server (POP3): 995 Use Defaults

This server requires an encrypted connection (SSL)

Outgoing server (SMTP): 587

Use the following type of encrypted connection: TLS

Server Timeouts

Short Long 1 minute

Delivery

Leave a copy of messages on the server

Remove from server after 14 days

Remove from server when deleted from 'Deleted Items'

OK Cancel

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

Add Account

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**

Your Name: Vasheto Ime

Email Address: egineva@b-trust.org

**Server Information**

Account Type: POP3

Incoming mail server: mail.b-trust.org

Outgoing mail server (SMTP): mail.b-trust.org

**Logon Information**

User Name: egineva@b-trust.org

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.

Test Account Settings ...

Automatically test account settings when Next is clicked

**Deliver new messages to:**

New Outlook Data File

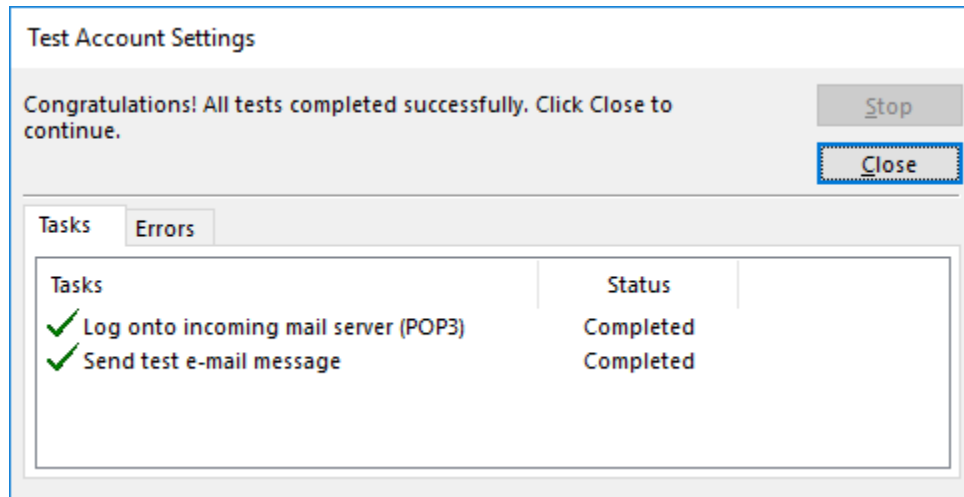
Existing Outlook Data File

Browse

More Settings ...

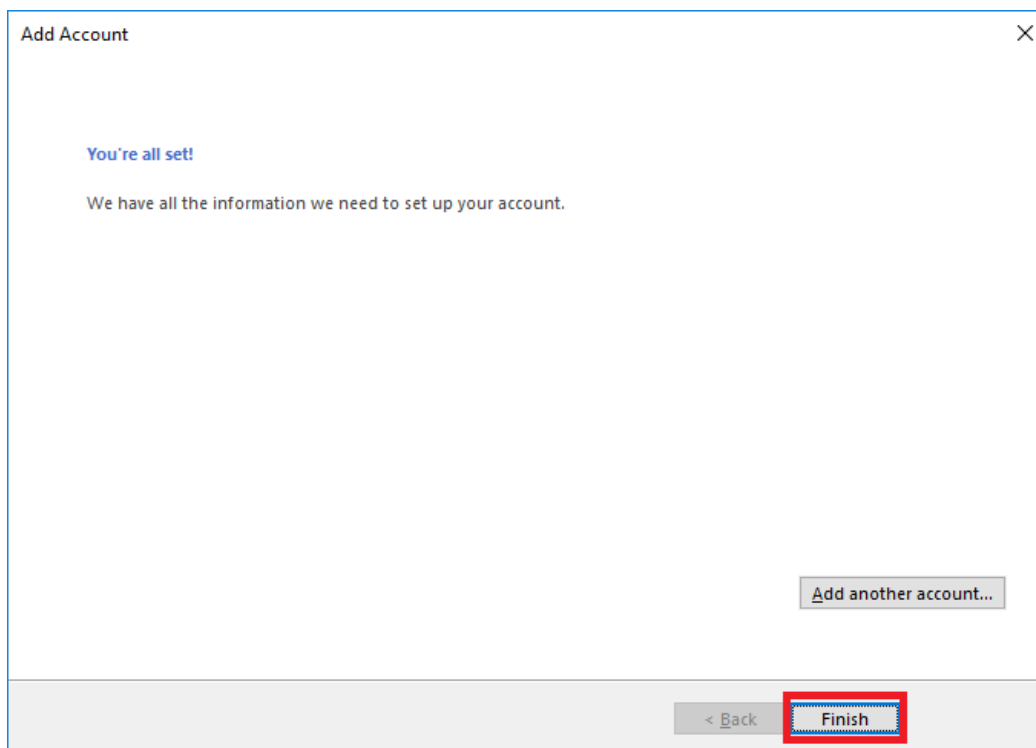
< Back **Next >** Cancel

10. При успешно конфигуриране на пощата излиза следния екран:



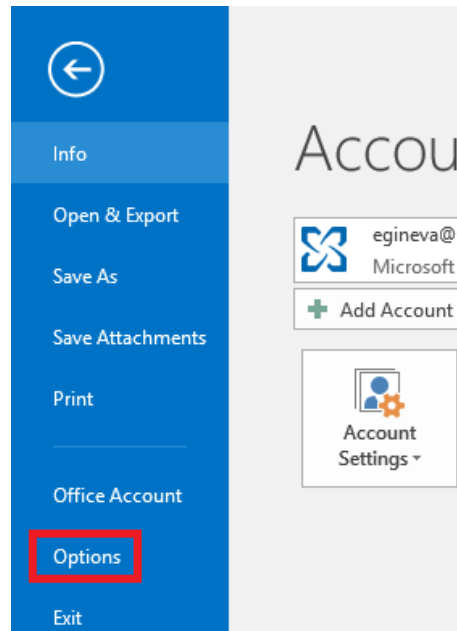
Изберете „Close“.

11. За да завършите конфигурацията изберете „Finish“:

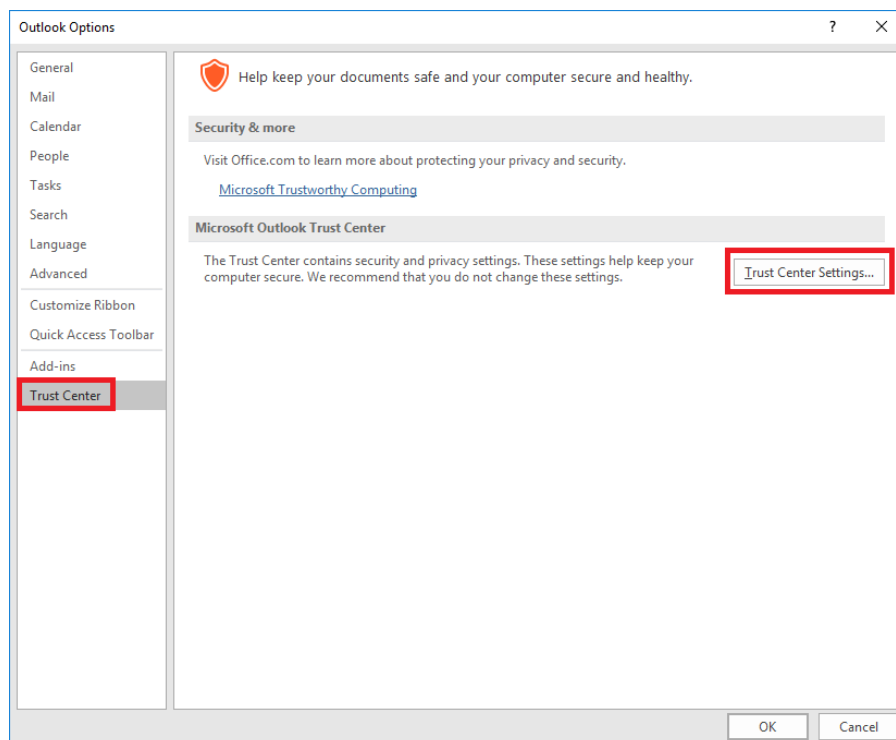


## II. Настройка за подписване на email.

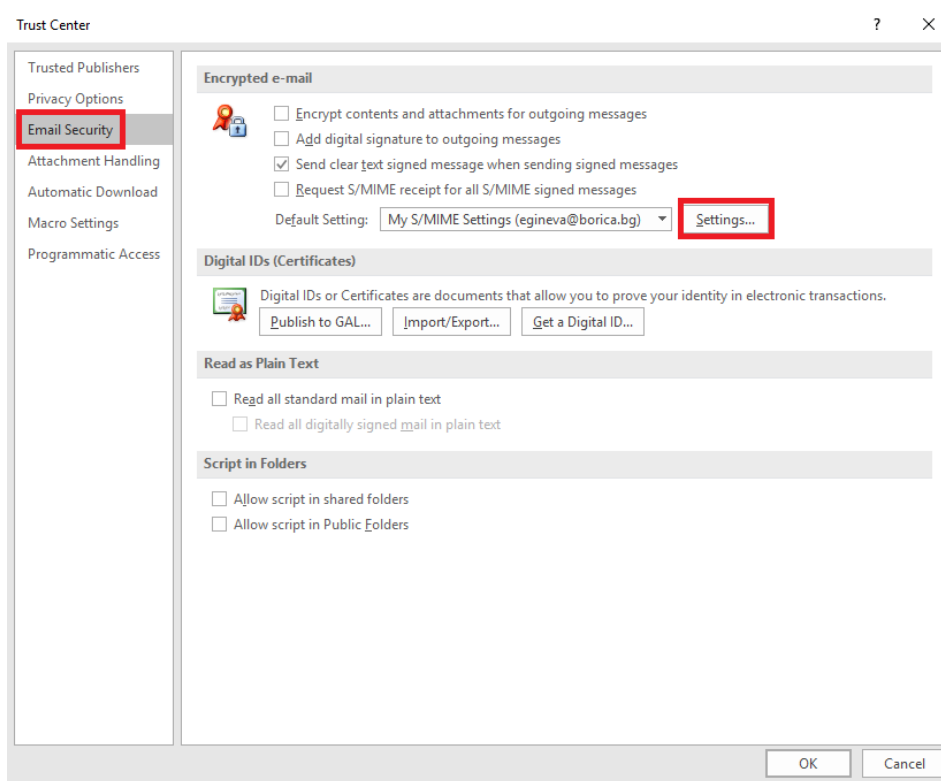
1. Ако желаете да подписвате вашите emails е необходимо да добавите сертификата за електронен подпис към програмата. От основния екран на програмата изберете “File” / „Options“:



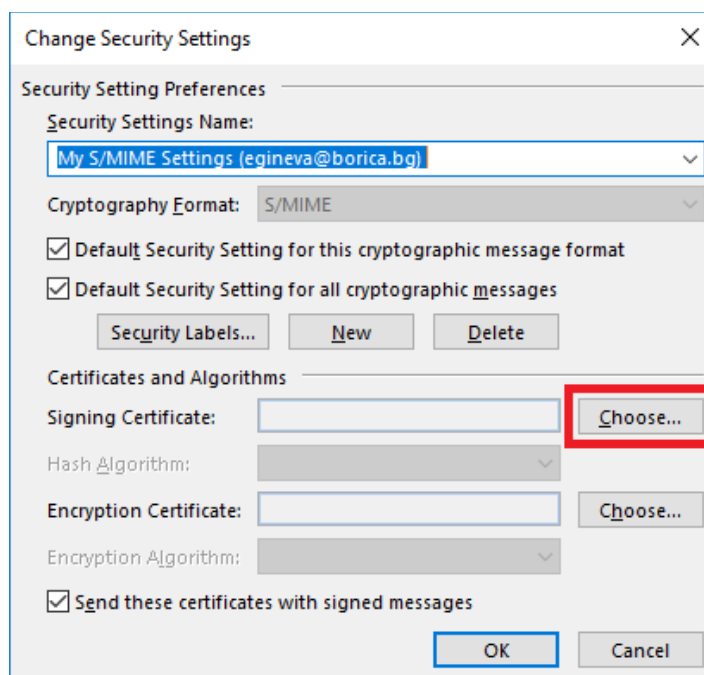
2. Отворете меню „Trust Center“ и изберете бутон „Trust Center Settings“:



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

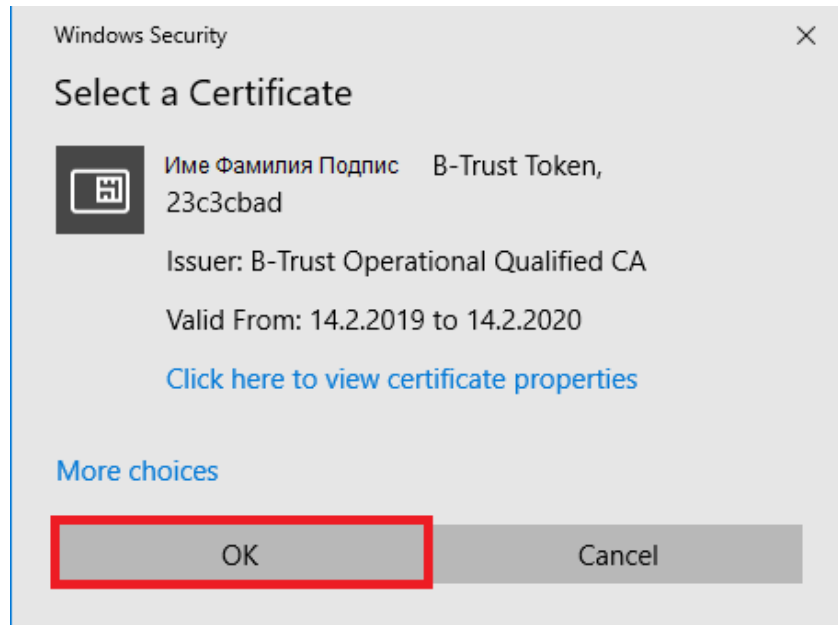


4. За добавяне на сертификат за подписване изберете бутон „Choose“:

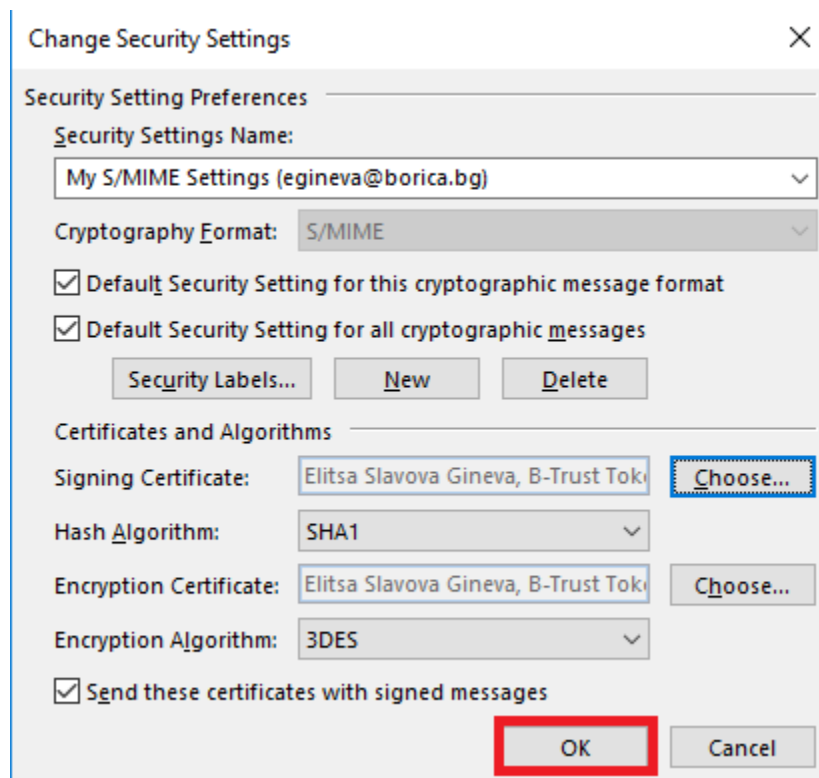




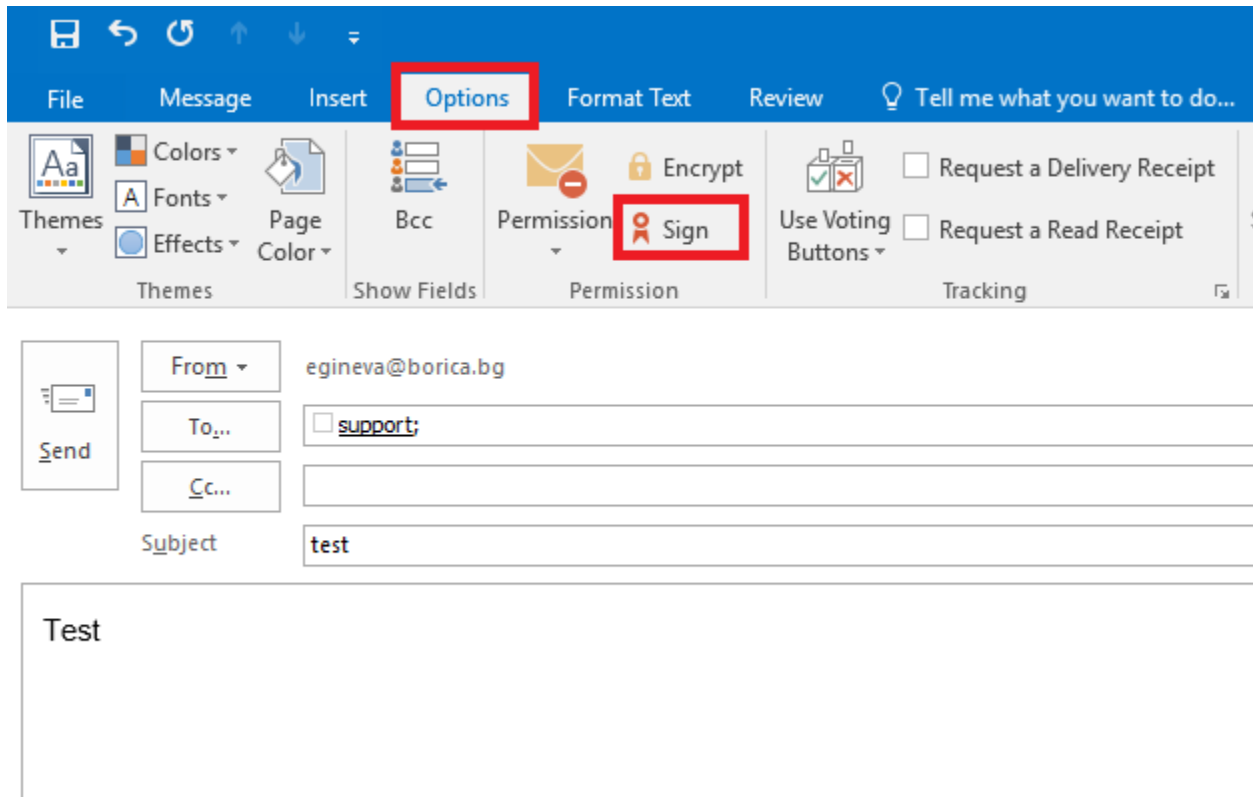
5. Излиза екран за избор на сертификат. Маркирате го и изберете „ОК“:



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



7. Потвърдете всички следващи екрани с бутон „ОК“.
8. За да изпратите подписано писмо отваряте 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.

