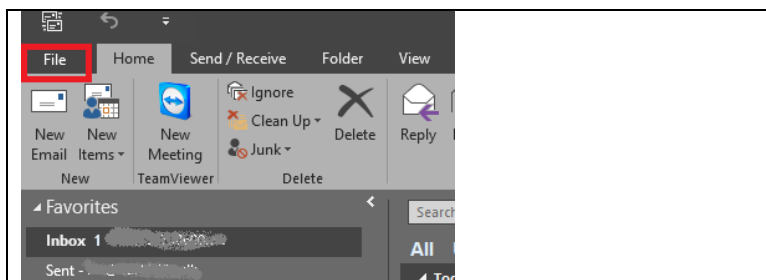
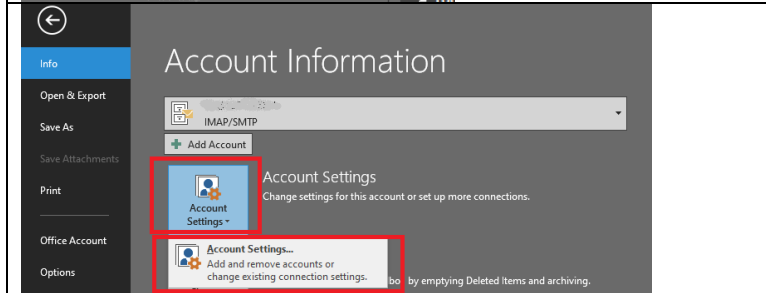
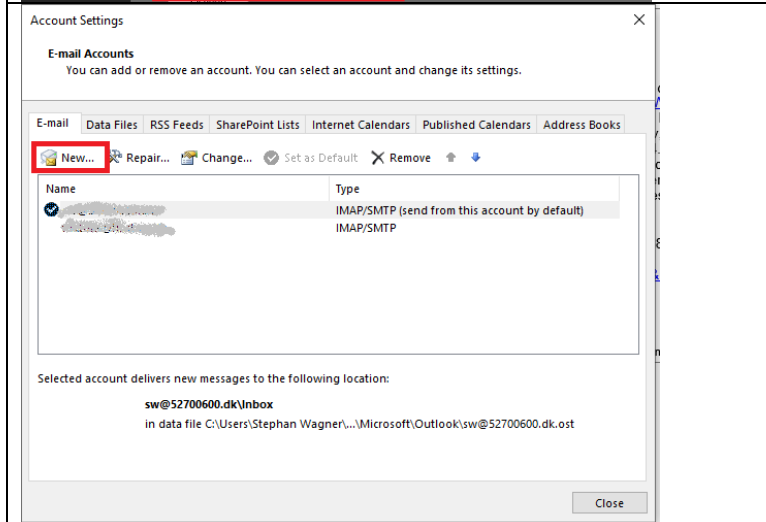


Opsætning af mail i Outlook 2016 (IMAP)

	<ul style="list-style-type: none"> • Tryk på File oppe i venstre hjørne
	<ul style="list-style-type: none"> • Tryk på Account Settings, og tryk igen på Account Settings knappen der folder sig ud
	<ul style="list-style-type: none"> • Tryk på New

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

- Sæt kryds i Manuel setup og tryk på Next

Add Account

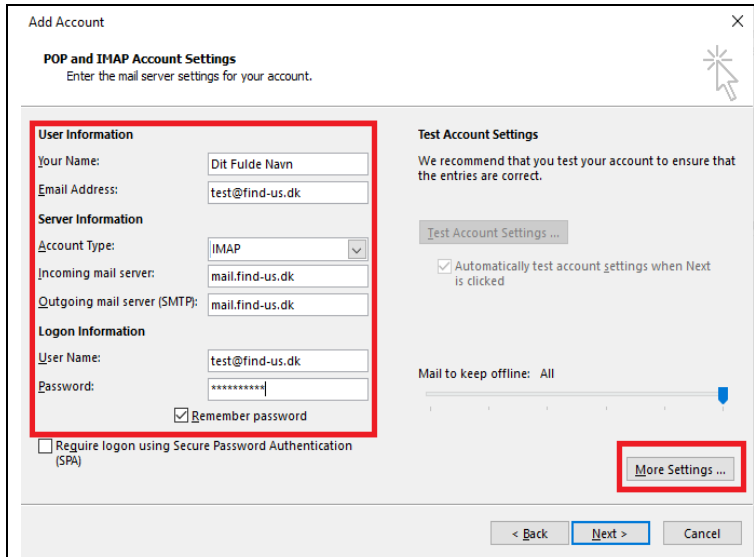
Choose Service

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

- Sæt kryds i POP or IMAP og tryk på Next



Add Account

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

User Information

Your Name: Dit Fulde Navn
 Email Address: test@find-us.dk

Server Information

Account Type: IMAP
 Incoming mail server: mail.find-us.dk
 Outgoing mail server (SMTP): mail.find-us.dk

Logon Information

User Name: test@find-us.dk
 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.

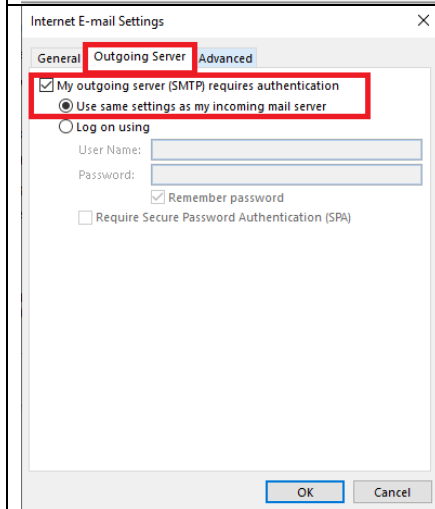
Test Account Settings ...
 Automatically test account settings when Next is clicked

Mail to keep offline: All

More Settings ...

< Back Next > Cancel

- Indtast dine informationer i felterne.
- **Your Name:** Indtast her dit fulde navn
E-mail address: Indtast din mail adresse her
Account type: IMAP
Incomming mail server: mail.dit-domain.dk (F.eks.: mail.find-us.dk)
Outgoing mail server: mail.dit-domain.dk (F.eks.: mail.find-us.dk)
User Name: Indtast din mail adresse her
Adgangskode: Indtast her din adgangskode
Remember password: Sæt kryds her
- Tryk på More Settings



Internet E-mail Settings

General **Outgoing Server** Advanced

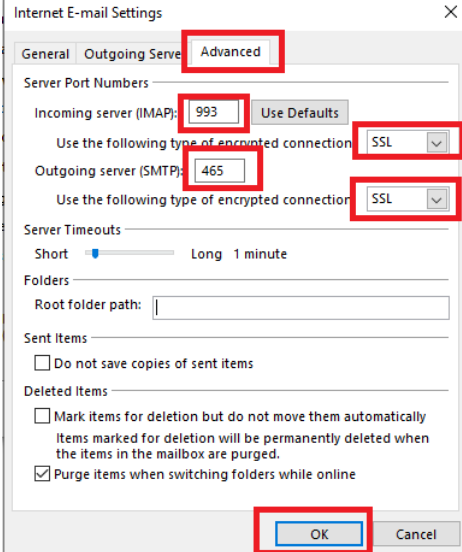
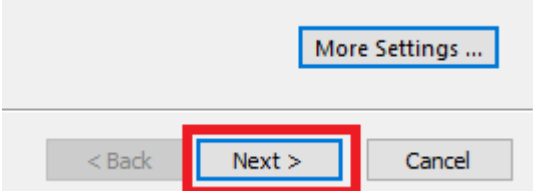
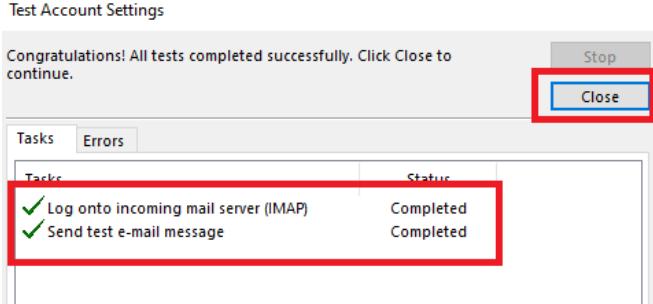
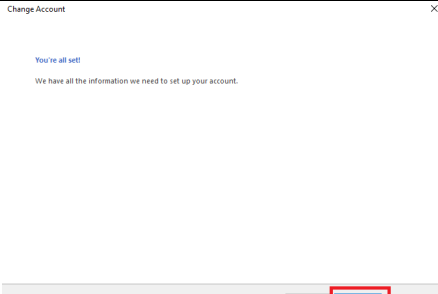
My outgoing server (SMTP) requires authentication
 Use same settings as my incoming mail server
 Log on using

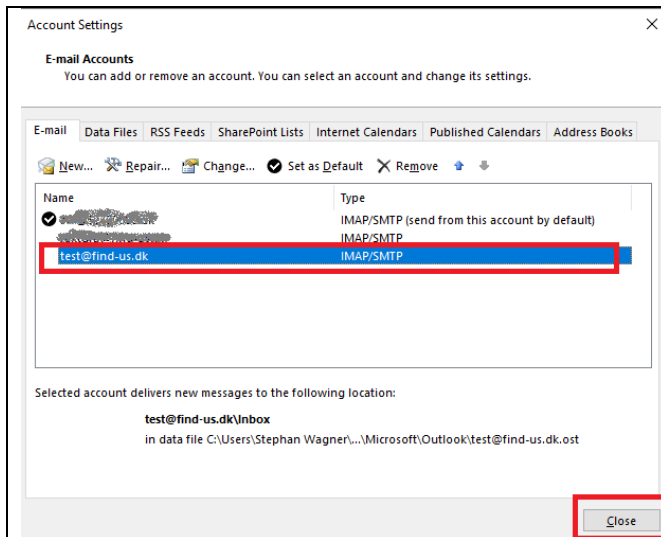
User Name: _____
 Password: _____
 Remember password

Require Secure Password Authentication (SPA)

OK Cancel

- Tryk på fanebladet Outgoing Server
- Sæt flueben ved: My outgoing server (SMTP) requires authentication
- Kryds af i: Use same settings as my incomming mail server

	<ul style="list-style-type: none"> • Tryk på fanebladet Advanced • Indtast disse informationer i felterne. • Incoming server(IMAP): 993 Use the following type of encrypted connection: SSL Outgoing server(SMTP): 465 Use the following type of encrypted connection: SSL • Tryk på OK 						
	<ul style="list-style-type: none"> • Tryk på Next 						
 <table border="1" data-bbox="79 1500 566 1601"> <thead> <tr> <th>Tasks</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>✓ Log onto incoming mail server (IMAP)</td> <td>Completed</td> </tr> <tr> <td>✓ Send test e-mail message</td> <td>Completed</td> </tr> </tbody> </table>	Tasks	Status	✓ Log onto incoming mail server (IMAP)	Completed	✓ Send test e-mail message	Completed	<ul style="list-style-type: none"> • Kontroller at der kommer 2 grønne flueben • Tryk på Close
Tasks	Status						
✓ Log onto incoming mail server (IMAP)	Completed						
✓ Send test e-mail message	Completed						
	<ul style="list-style-type: none"> • Tryk på Finish 						



- Du kan nu se den konto du lige har oprettet
- Tryk på Close

Din mail er nu opsat korrekt.