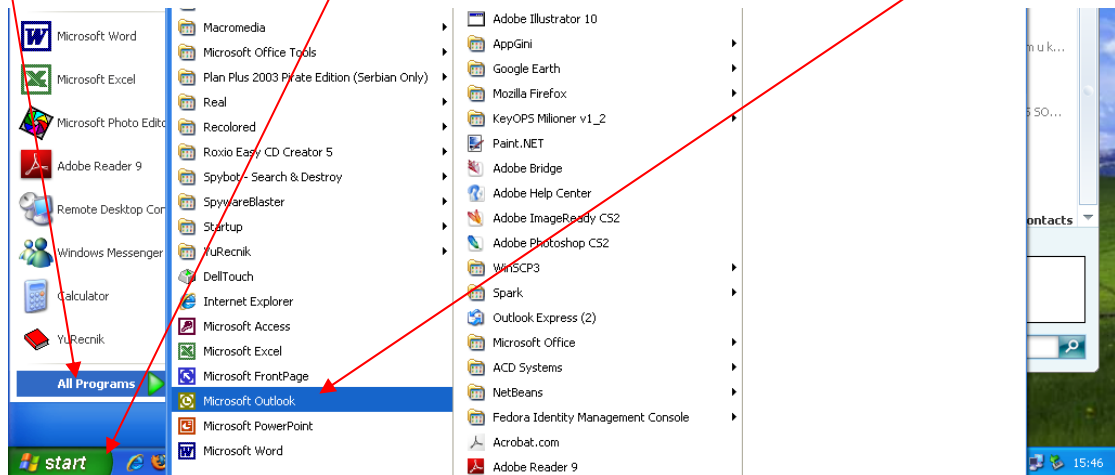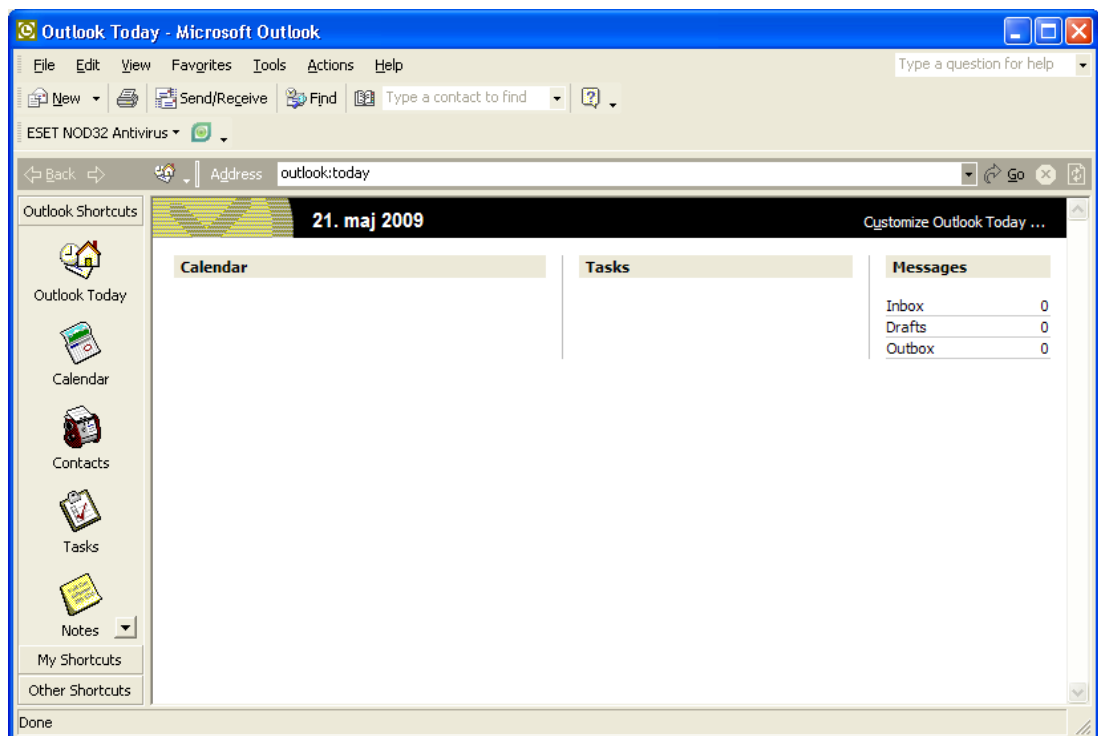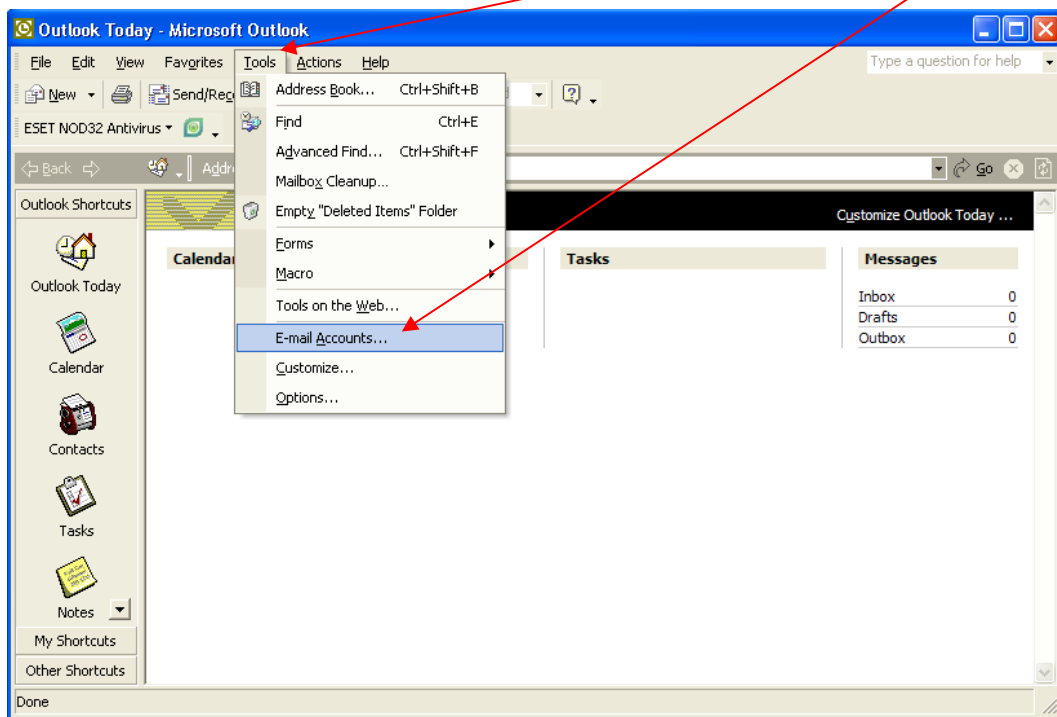1. Levim tasterom miša kliknite na Start u levom donjem uglu. Kada se otvori meni izaberite opciju All programs i po otvaranju menija levim tasterom miša kliknite na program Microsoft Outlook
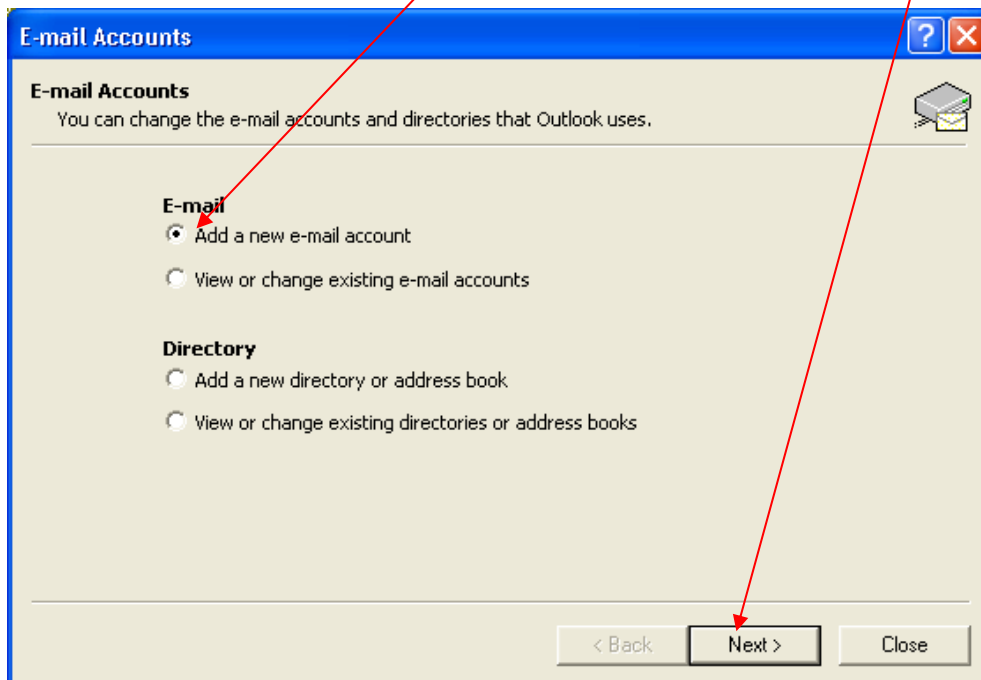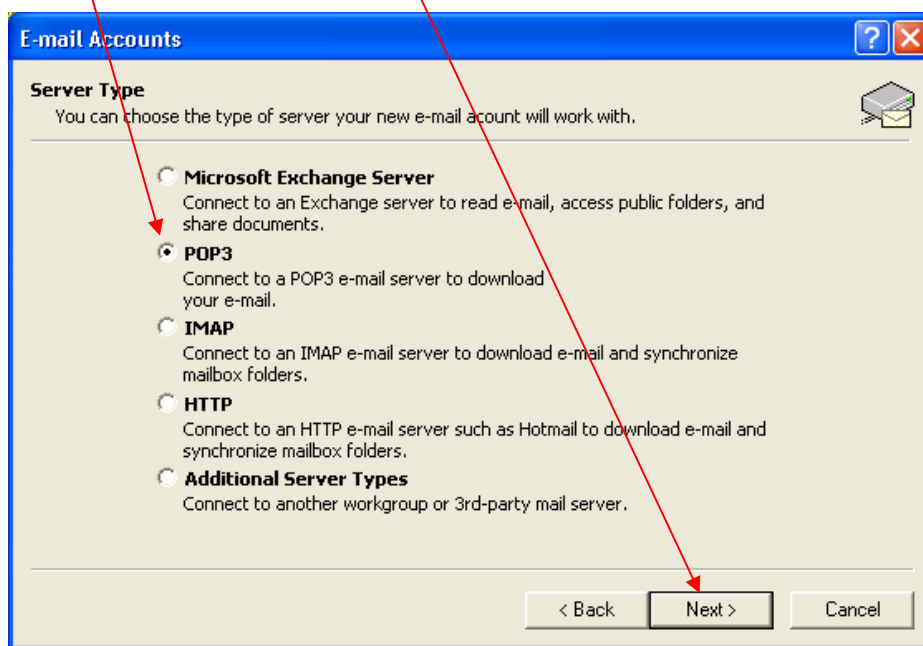

2. Otvoriće se program Microsoft Outlook

3. U komandnom toolbar-u levim tasterom miša kliknite na Tools, zatim na E-mail Accounts
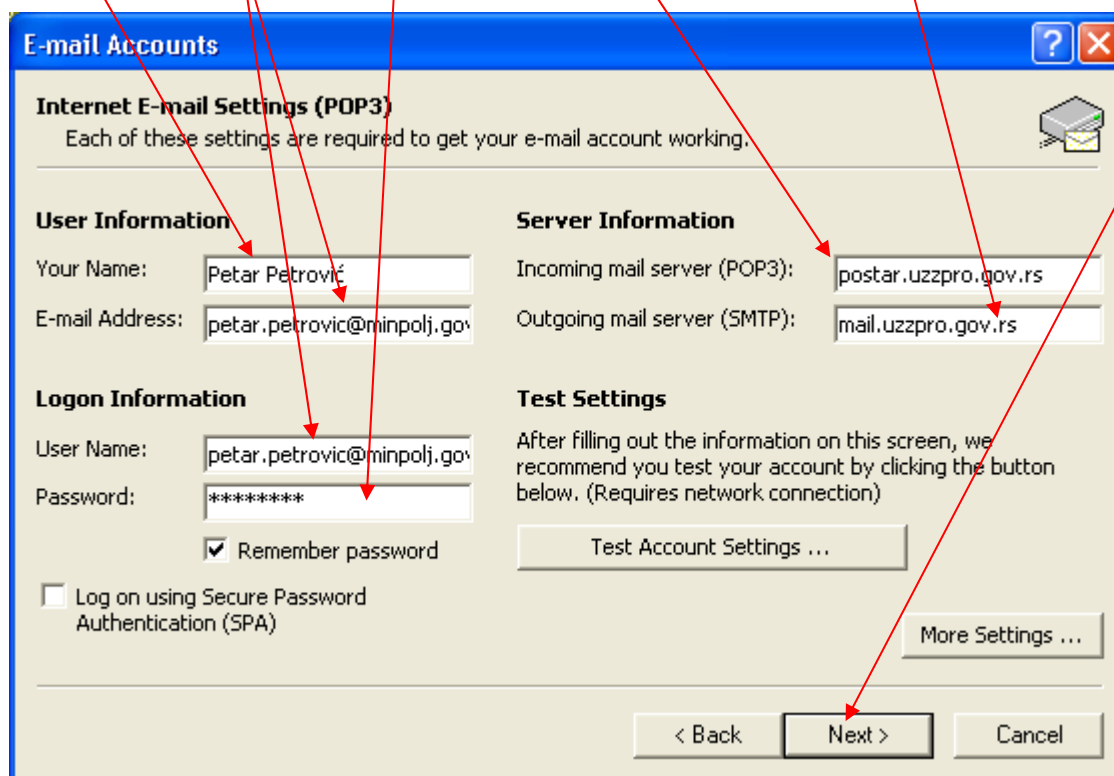

4. Na E-mail kartici izaberite opciju Add a new e-mail account a zatim kliknite na Next>

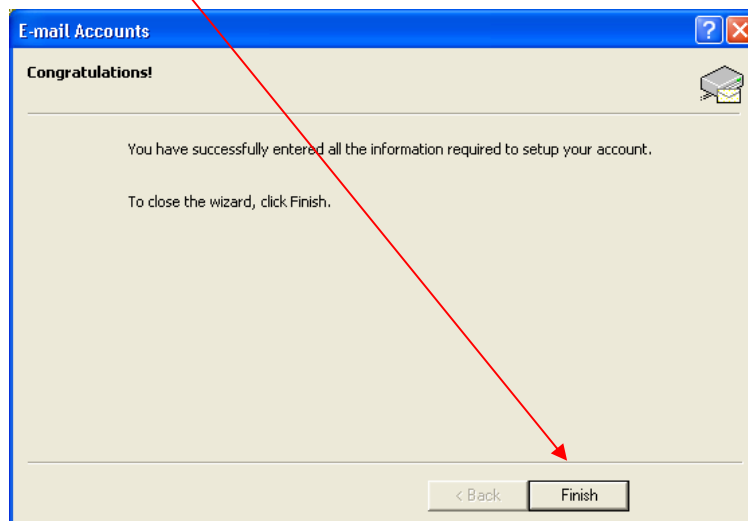4. Izaberite opciju <u>POP3</u> a zatim kliknite na <u>Next></u>

5. Sa naloga za elektronsku poštu koji ste dobili unesite podatke u polja za:
<u>Vaše ime</u>, <u>E-mail adresu</u>, <u>Password</u> , <u>Incoming mail server</u>, <u>Outgoing mail server</u> i kliknite na <u>Next></u>
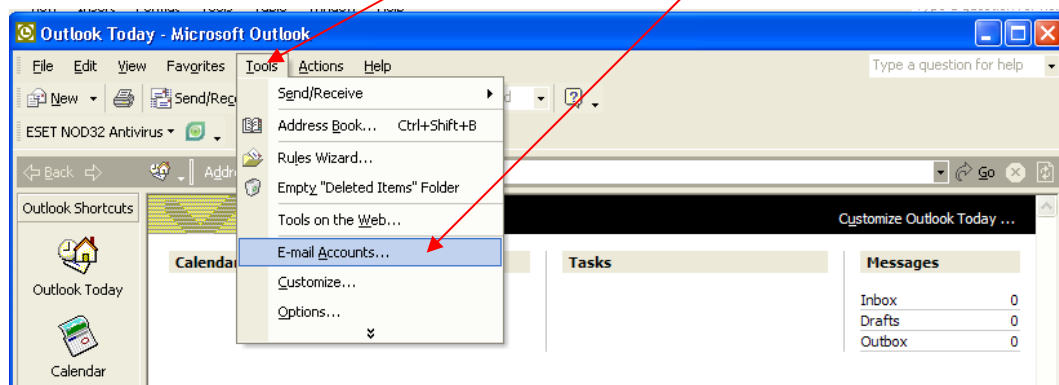

(Ako čekirate polje <u>Remember password</u> nećete morati pri svakom otvaranju Microsoft Outlooka da unosite lozinku, ali će zato svako ko ima pristup Vašem Outlooku moći da koristi Vaš email nalog.. Ukoliko to ne želite, levim tasterom miša otčekirajte to polje.)
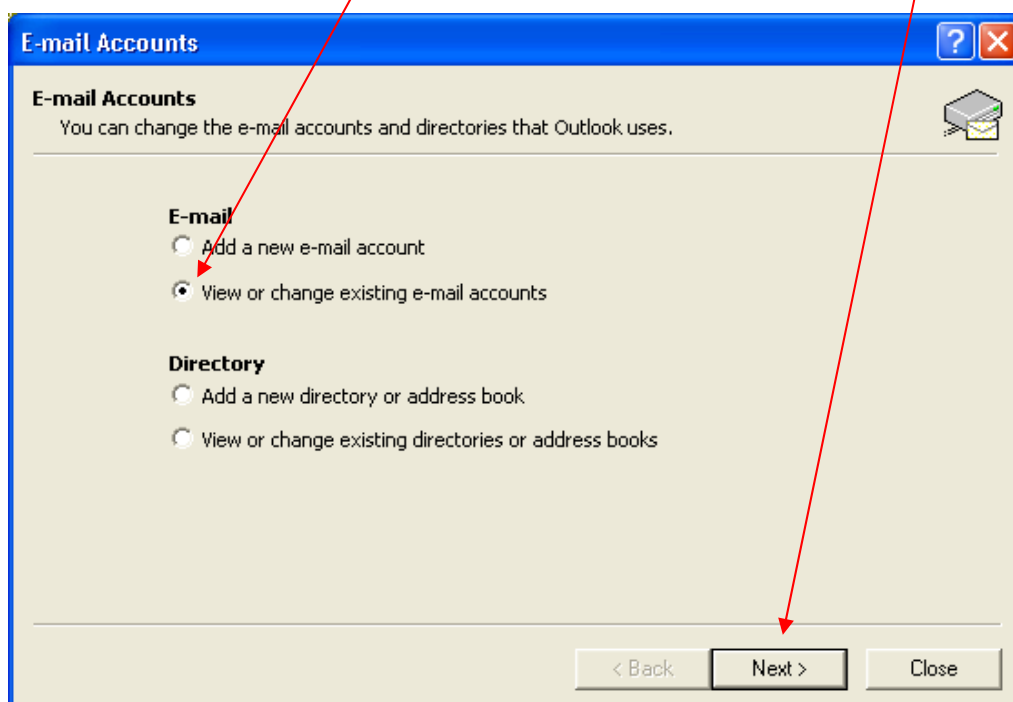
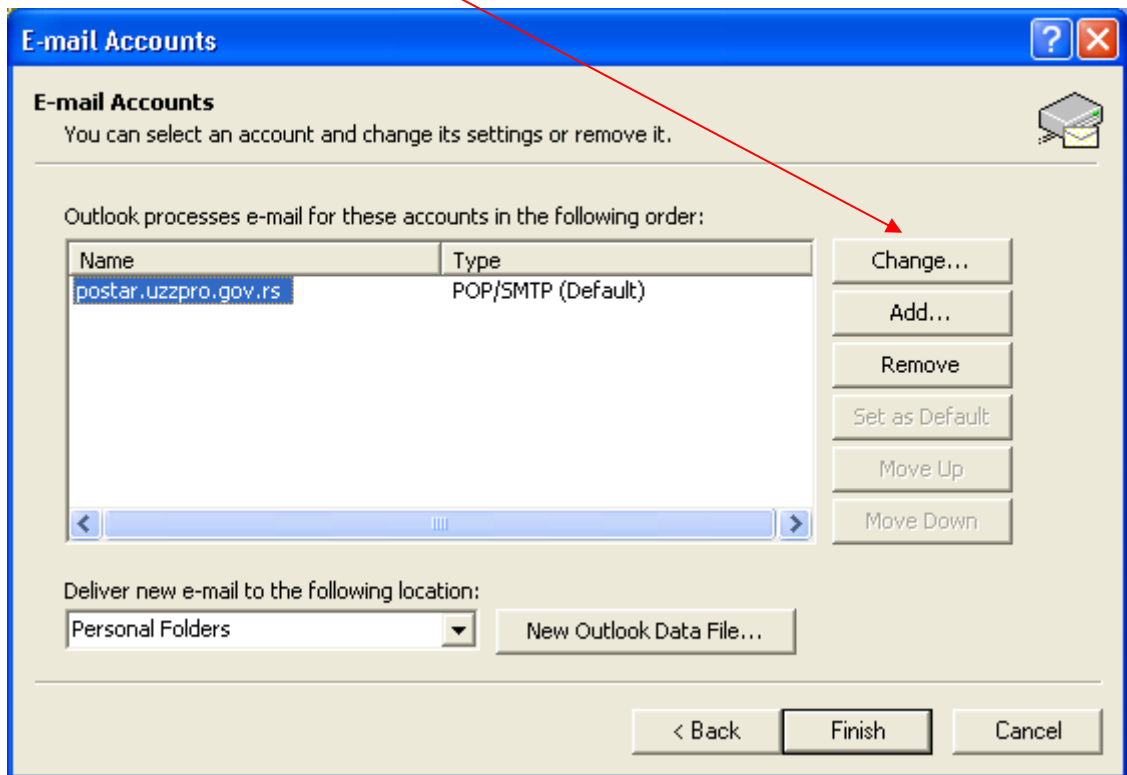6. Levim tasterom miša kliknite <u>Finish</u>

7. Ovim je završeno postavljanje Vašeg email naloga, ali je potrebno dodatno setovanje. Ponovo levim tasterom miša kliknite na <u>Tools</u> a zatim na <u>E-mail Accounts</u>
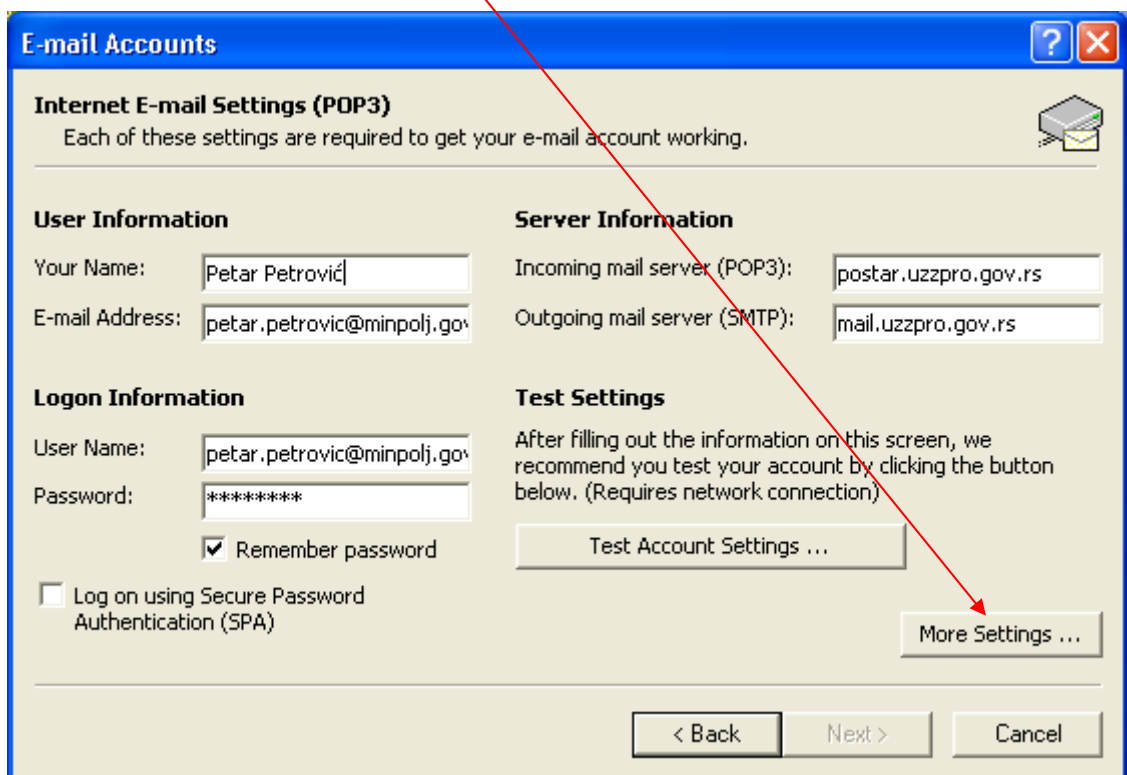

8. Izaberite opciju <u>View or change existing e-mail accounts</u>, a zatim kliknite na <u>Next></u>
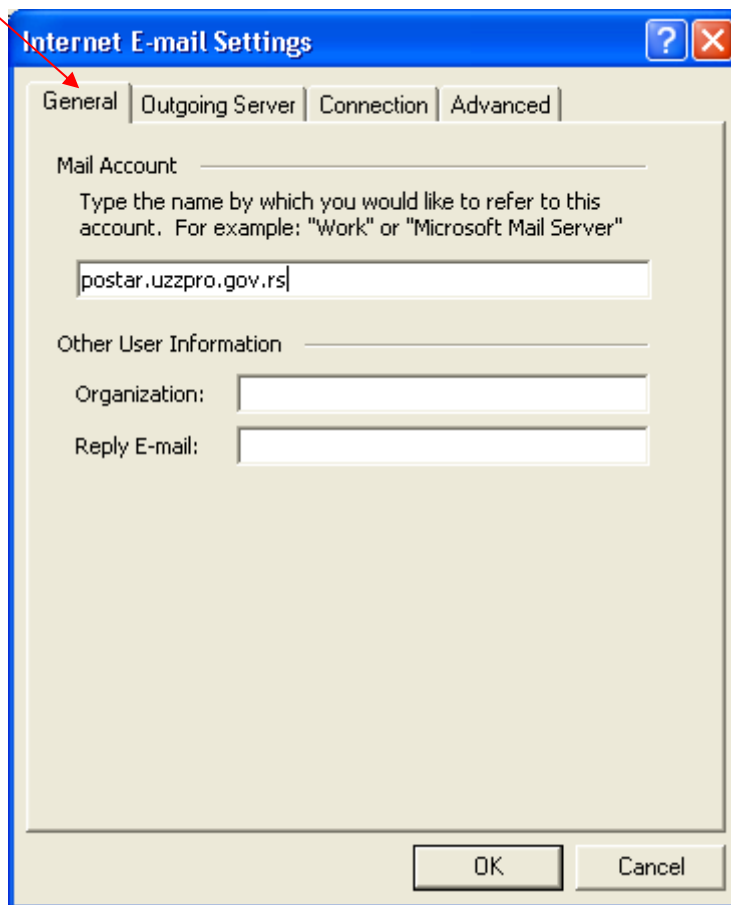
9. Levim tasterom miša kliknite na <u>Change</u>
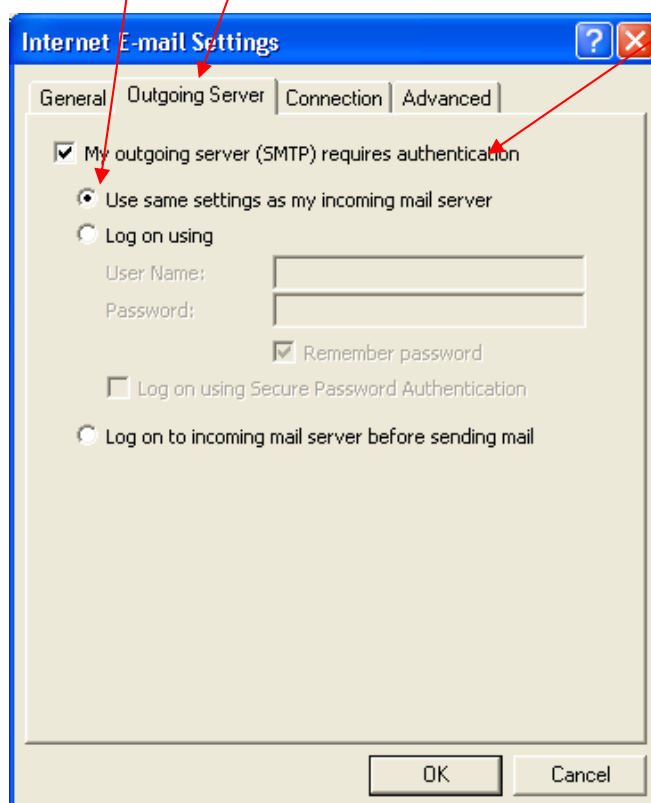

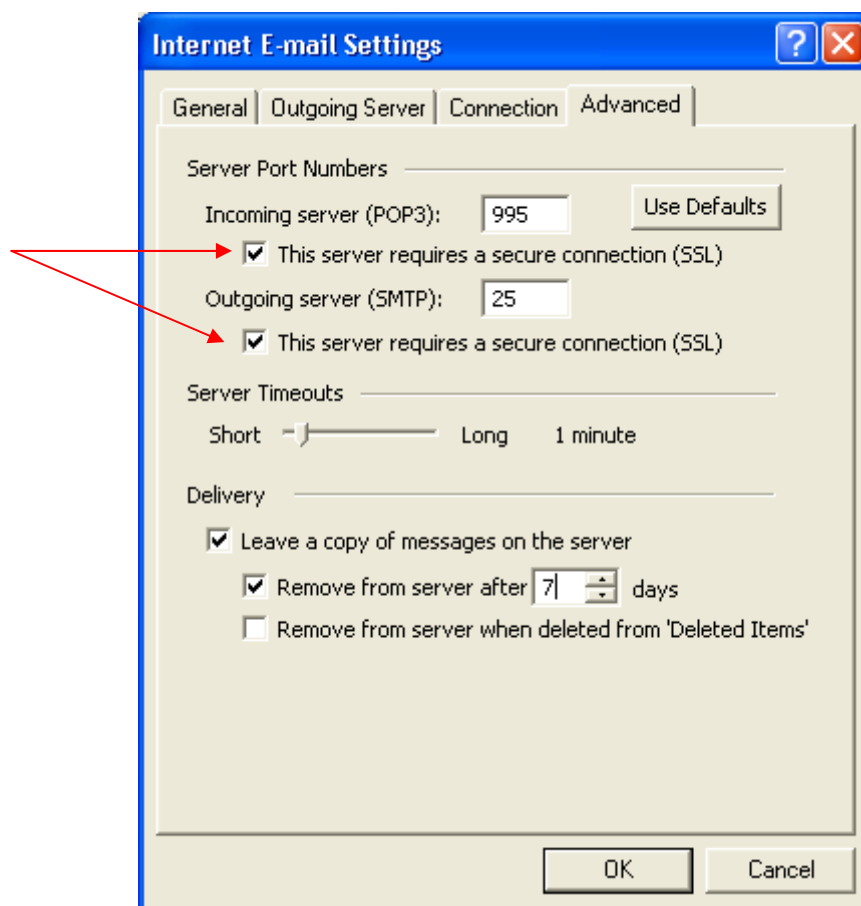10. Levim tasterom miša kliknite na <u>More Settings</u>

11. Na kartici <u>General</u> setovanje izgleda ovako:

12. Levim tasterom miša kliknite na <u>Outgoing server</u> i izaberite opciju <u>My outgoing server (SMTP) requires authentication</u>, <u>Use same settings as my incoming mail server</u>

13. Na kartici <u>Advanced</u> treba setovati kao na slici:

Ovim je instaliranje Vašeg naloga završeno.