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



2. Otvoriće se program Microsoft Outlook



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

🙆 Outlook Today - Microsoft O	utlook	
Eile Edit Yiew Favorites To	ols <u>A</u> ctions <u>H</u> elp	Type a question for help 🔹
😰 New 👻 🎒 📑 Send/Rec 🕮	Address Book Ctrl+Shift+B	
ESET NOD32 Antivirus 🕶 💽 🖕 🍣	Find Ctrl+E	
스 Back 스 🧐 🛛 Addro	Advanced Find Ctrl+Shift+F	- 🕅 🐼 🕅
4- Book - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	Mailbo <u>x</u> Cleanup	
Outlook Shortcuts	Empty "Deleted Items" Folder	C <u>u</u> stomize Outlook Today
Calendar	Eorms Tasks	Messages
Outlook Today	Macro	Tressages
	Tools on the <u>W</u> eb	Inbox 0
	E-mail Accounts	Orafts 0 Outbox 0
Calendar		
	Options	
Contacts		
Tasks		
Notes		
My Shortcuts		
Other Shortcuts		
Done		

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

E-mail Accounts	? 🗙
E-mail Accounts You can change the e-mail accounts and directories that Outlook uses.	
E-mail Add a new e-mail account View or change existing e-mail accounts	
Directory C Add a new directory or address book	
C View or change existing directories or address books	
< Back Next > Cla	ose

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

E-mail Accounts	? 🞽
Server Type You can choose the type of server your new e-mail acount will work with.	
 Microsoft Exchange Server Connect to an Exchange server to read e-mail, access public folders, and share documents. POP3 Connect to a POP3 e-mail server to download your e-mail. IMAP Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders. HTTP Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders. 	
C Additional Server Types Connect to another workgroup or 3rd-party mail server.	
< Back Next >	Cancel

5. Sa naloga za elektronsku poštu koji ste dobili unesite podatke u polja za:

<u>Vaše ime, E-mail adresu, Password</u>, <u>Incoming mail server</u>, <u>Outgoing mail server</u> i kliknite na <u>Next></u>

			/
E-mail Accoun	nts		
Internet E-ma Each of these	il Settings (POP3) e settings are required l	d to get your e-mail account working.	
User Informat	tion	Server Information	
Your Name:	Petar Petrović	Incoming mail server (POP3): postar.uzzpro.gov.rs	
E-mail Address:	petar.petrovic@minp	polj.gov Outgoing mail server (SMTP): mail.uzzpro.gov.rs	
Logon Informa	ation	Test Settings	
User Name:	petar.petrovic@minp	polj.gov After filling out the information on this screen, we recommend you test your account by clicking the button	
Password:	****	below. (Requires network connection)	
	Remember passwo	vord Test Account Settings	
Log on using Authenticati) Secure Password on (SPA)	More Settings	
		< Back Next > Cancel	

(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 Finish

E-mail Accounts	? 🗙
Congratulations!	R
You have successfully entered all the information required to setup your account.	
To close the wizard, click Finish.	
< Back Finish	

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>

🙆 Outlook Today - Microsoft	Outlook		
Eile Edit View Favorites	Lools Actions Help		Type a question for help 👻
😰 New 👻 🎒 📑 Send/Rec	Send/Receive	- 2.	
ESET NOD32 Antivirus 🕶 🧕 📕	Address Book Ctrl+Shift+B		
	🕸 Ruļes Wizard		
	🔋 Empty "Deleted Items" Folder 🖊		
Outlook Shortcuts	Tools on the <u>W</u> eb		C <u>u</u> stomize Outlook Today
Calendar	E-mail <u>A</u> ccounts	Tasks	Messages
Outlook Today	⊆ustomize		
	Options		Inbox 0
	- ×		Outbox 0

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

E-mail Accounts	? 🗙
E-mail Accounts You can change the e-mail accounts and directories that Outlook uses.	
E-mail	
 View or change existing e-mail accounts 	
Directory C Add a new directory or address book	
View or change existing directories or address books	
< Back Next >	Close

9. Levim tasterom miša kliknite na Change

E-mail Accounts				? 🗙
E-mail Accounts You can select an account an	d change its settings or remove it.			
Outlook processes e-mail for	these accounts in the following order:			
Name	Туре		Change	
postar.uzzpro.gov.rs	POP/SMTP (Default)		Add	
			Remove	
			Set as Default	
			Move Up	
<		>	Move Down	
Deliver new e-mail to the follo Personal Folders	wing location: New Outlook Data File			
	< Back		Finish Ca	ancel

10. Levim tasterom miša kliknite na More Settings

E-mail Accour	its		? 🔀
Internet E-ma Each of these	ail Settings (POP3) e settings are required to get yo	our e-mail account working.	Ŕ
User Informal	tion	Server Information	
Your Name:	Petar Petrović	Incoming mail server (POP3):	postar.uzzpro.gov.rs
E-mail Address:	petar.petrovic@minpolj.gov	Outgoing mail server (SMTP):	mail.uzzpro.gov.rs
Logon Inform	ation	Test Settings	
User Name: Password:	petar.petrovic@minpolj.gov ******	After filling out the information recommend you test your acco below. (Requires network conn	on this screen, we unt by clicking the button ection)
	Remember password	Test Account Settings .	
Log on using Authenticati) Secure Password ion (SPA)		More Settings
		< Back	Next > Cancel

11. Na kartici General setovanje izgleda ovako:

Noternet E-mail Settings	?×
General Outgoing Server Connection Advanced	
Mail Account Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Mail Server"	-
postar.uzzpro.gov.rs	
Other User Information	-
Organization:	
Reply E-mail:	
ОК Са	incel

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

Internet E-m	nail Settings 🛛 🕐 🔀
General Out	utgoing Server Connection Advanced
My outg	going server (SMTP) requires authentication
🖲 Use s	same settings as my incoming mail server
🔿 Log o	on using
User I	Name:
Passv	word;
	Remember password
🗖 La	og on using Secure Password Authentication
🔿 Log o	on to incoming mail server before sending mail
	OK Cancel

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

Internet E-mail Settings
General Outgoing Server Connection Advanced
Server Port Numbers
 Incoming server (POP3): 995 Ose Dei adits
Outgoing server (SMTP): 25
This server requires a secure connection (SSL)
Server Timeouts
Short Long 1 minute
Delivery
Leave a copy of messages on the server
Remove from server after 7 📑 days
Remove from server when deleted from 'Deleted Items'
OK Cancel

Ovim je instaliranje Vašeg naloga završeno.