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>Outlook Express</u>.



2. Otvoriće se program Outlook Express:



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

🗐 Outlook Express			
Eile Edit View Tools Mess	age <u>H</u> elp		A.
Send and F	eceive		
Create Mail 5 Synchroniz Synchroniz Mark for O	e All e Folder fline		
ESET NOD32 Antivir Address Bo	ok Ctrl+Shift+B		
🕲 Outlook Exj 🔤 Add Sende	r to Address Book		
Folders Message R			Go to msn 🛃 🛆
Outlook Express Accounts			
😑 🇐 Local Folders 🛛 Options			
- 🙀 Inbox (1)		<u>Find a Messa</u>	ge Identities 👻
- 🐝 Outbox	E-mail		Tip of the day ×
	M There is 1 unread N	lail message in your Inbox	Lise the address
Drafts	Set up a Mail account	1 here	book to store contact information, such as e-mail addresses.
	Newsgroups		home or business
	Set up a Newsgroups ad	count	addresses, and phone numbers.
<u>C</u> ontacts ▼ ×	Contacts		To create a new entry, click
There are no contacts to display. Click on Contacts to create a new contact.	Dpen the Address B	<u>ook</u>	toolbar, click New on

4. U prozoru <u>Internet Accounts kliknite na karticu Mail</u>, zatim na <u>Add</u> i izaberite opciju <u>Mail</u>.

Internet Accounts			?×	
All Mail N	ews Directory Ser	vice	Add Mail News	
Account	Туре	Connection	Remove Directory Service	e
			Properties	r
			Set as Default Identities -	
			Import If the day	×
			Export he address to store conta	ct
			nation, such a: il addresses,	s 📃
			Set Order	
			e numbers.	
			Close eate a new	

5. Ukucajte <u>Vaše ime i prezime</u> sa naloga koji ste dobili (npr. Petar Petrović kao na slici), zatim kliknite na <u>Next</u>>

Internet Connection Wizard	K
Yòu Name	,
When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.	
Display name: Petar Petrović Pot example: John Smith	
< Back Next> Cancel	J

6. Unesite <u>Vašu email adresu</u> i kliknite na <u>Next</u>≥

Internet Connection Wizard		
Internet E-mail Address		ž
Your e-mail address is the a	ddress other people use to send e-mail messages to you.	
E-mail address:	petar.petrovic@minpoli.gov.rs	
	< Back Next > Ca	ancel

7. Unesite Incoming mail server i Outgoing mail server i kliknite na Next>

Internet Connection Wizard	
E-mail Server Names	×
My incoming mail server is a P	10P3 verver.
Incoming mail (POPS, IMAP or H postar.uzzpro.gov.rs	ITTP) server:
Outgoing mail (SMTP) server: mail.uzzpro.gov.rs	
	< Back Next > Cancel

8. U polje <u>Account name</u> unesite <u>Vašu email adresu</u>, a u polje Password <u>lozinku</u> sa naloga koji ste dobili. Ako čekirate polje <u>Remember password</u> nećete morati pri svakom otvaranju Outlook Expressa da unosite lozinku, ali će zato svako ko ima pristup Vašem Outlook Expressu moći da koristi Vaš email nalog.. Ukoliko to ne želite, levim tasterom miša otčekirajte to polje. Kliknite na <u>Next></u>

Internet Connection Wizard		
Internet Mail Logon		N/V
Type the account name and p	password your Internet service provider has g	iven you.
Account name:	petar.petrovic@minpolj.gov.rs	
Password:	Remember password	
If your Internet service provider (SPA) to access your mail accou Authentication (SPA)' check bo:	requires you to use Secure Password Auther unt, select the "Log On Using Secure Passwo x.	tication rd
Log on using Secure Passwe	ord Authentication (SPA)	
	< Back Next >	Cancel

9. Levim tasterom miša kliknite <u>Finish</u>

Internet Connection Wizard	
Congratulations	s
You have successfully entered all of the information required to set up your account.	
To save these settings, click Finish	
< Back Finish C.	ancel

10. Ovim je završeno postavljanje Vašeg email naloga, ali je potrebno dodatno setovanje.

11. Ponovo levim tasterom miša kliknite na <u>Tools</u> a zatim na <u>Accounts.</u>

			/	
🧐 Outlook Express				
<u>Eile E</u> dit <u>V</u> iew	Tools Messag	je <u>H</u> elp		
	Send and Re	ceive 🕨		
Create Mail 56	Synchronize / Synchronize Mark for Offli	All Folder ne >		
ESET NOD32 Antivir	Address Bool	Ctrl j Shift+B	-	
😂 Outlook Ex	Add Sender t	o Address Book		
Folders	Message Rule	es 🔸	-	Go to msn 🍕
Cutlook Express	Accounts			
😑 🧐 Local Folders	Options			
🥋 Inbox (1)			Find a Messa	ge Identities 🔻
Outbox		E-mail		Tip of the day 🛛 🗙
Deleted Iter	ms	⊠ There is <u>1 un</u> <u>Set up a Mail acc</u>	aread Mail message in your Inbox	Use the address book to store contact information, such as e-mail addresses,
		Newsgroups		home or business
		<u>Set up a Newsgr</u>	oups account	phone numbers.
<u>C</u> ontacts ▼	×	Contacts		To create a new entry, click
There are no contacts to display. Click on Contacts to create a new contact.		🛛 📴 Open the Add	dress Book	toolbar, click New on

12. Na kartici <u>Mail</u> levim tasterom miša kliknite na <u>Properties</u>

nternet Accounts			? 🔀
All Mail News	Directory Service		Add •
Account	Туре	Connection	Remove
. 🔁 postar. uzzpro. go	mail (default)	Any Available	Properties Set as Default Import
			Export Set Order Close

13. Na kartici <u>General</u> treba setovati:

😤 postar. uzzpro. gov. rs Properties 🛛 🔹 💽
General Servers Connection Security Advanced
Mail Account
Type the name by which you would like to refer to these servers. For example: "Work" or "Microsoft Mail Server".
postar.uzzpro.gov.rs
User Information
Name: Petar Petrović
Organization:
E-mail address: petar.petrovic@minpolj.gov.rs
Reply address:
Include this account when receiving mail or synchronizing
OK Cancel Apply

14. Na kartici <u>Servers</u> treba setovati kao na slici. Levim tasterom miša kliknite na <u>Settings</u>

🗃 postar. uzzpro. gov. rs Properties 🛛 🔹 💽
General Servers Connection Security Advanced
Server Information My incoming mail server is a POP3 server. Incoming mail (POP3): postar.uzzpro.gov.rs
Outgoing mail (SMTP): mail.uzzpro.gov.rs
Account name: petar.petrovic@minpoli.gov.rs
Password: Password: Performed automatication Password Authentication Outgoing Mail Server My server requires authentication Settings
OK Cancel Apply

15. Izaberite <u>opciju</u> kao na slici i pritisnite \underline{OK}

 Outgoing Mail Server 🛛 💽 🗙
Logon Information
O Use same settings as my incoming mail server
O Log on using
Account name:
Password:
Remember password
Log on using Secure Passwork Authentication
OK Cancel

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

🗃 postar. uzzpro. 🐅 rs Properties 🛛 🔹 💽
General Server Connection Security Advanced
Server Port Numbers
Outgoing mail (SMTP): 25 Use Defaults
✓ This server requires a secure connection (SSL)
Incoming mail (POP3): 995
This server requires a secure connection (SSL)
Server Timeouts
Short 🗂 Long 1 minute
Sending
Break apart messages larger than 60 🔅 KB
Deliveru
Leave a copy of messages on server
Remove from server after 5 🔷 day(s)
Remove from server when deleted from 'Deleted Items'
OK Cancel Apply

Ovim je instaliranje Vašeg naloga završeno.