UNIVERSITI KEBANGSAAN MALAYSIA

CLIENT MAIL MICROSOFT OFFICE OUTLOOK 2007

Konfigurasi

Bila anda buka file Outlook, pertama sekali anda dikehendaki membuat akaun baru

1. Klik pada "Tool" dan pilih Options...".



2. Pilih "Mail Setup" dan klik pada "E-mail Accounts..."

Options 2 X
Preferences Mail Setup Mail Format Spelling Other
E-mail Accounts
Set up e-mail accounts and directories.
Send/Receive
Set send and receive settings for e-mail messages and documents. 2^{2}
Send immediately when connected Send/Receive
Data Files
Change settings for the files Outlook uses to store e-mail messages and documents.
Dial-up
Control how Outlook connects to your dial-up accounts.
Warn before switching an existing dial-up connection
Automatically dial during a background Send/Receive
Hang up when finished with a manual Send/Receive
OK Cancel Apply

3. Pilih "New..."

Account Settings			400		×
E-mail Accounts You can add or remo	ve an account. You can :	select an account and	change its settings.		
E-mail Data Files RSS F	eeds SharePoint Lists	Internet Calendars	Published Calendars	Address Books	
Name Repair	. 😭 Change 📎 S	5et as Default 🗙 R	emove 🕈 🖶		
		Type			
Selected e-mail account de	livers new e-mail messag	ges to the following loo	cation:		
Change Folder sYaR	kDiNhO\Inbox a file D:\`				
				C	lose

4. Pilih "Microsoft Exchange, POP3, IMAP, or HTTP" dan klik "Next"

Add New E-r	nail Account
Choose I	-mail Service
	Microsoft Exchange, POP3, IMAP, or HTTP
	Connect to an e-mail account at your Internet service provider (ISP) or your organization's Microsoft Exchange server.
	🗇 Other
	Connect to a server type shown below.
	Fax Mail Transport Outlook Mobile Service (Text Messaging)
	< Back Next > Cancel

5.	Tik "Manually configure server setting or additional server types" dan klik "Next"
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Auto Account Setu	,
Your Name:	
r	Example: Barbara Sankovic
E-mail Address:	Example; barbara@contoso.com
Password:	
Retype Password:	
	Type the password your Internet service provider has given you,
Manually configure s	erver settings or additional server types
$\left(\begin{array}{c} \\ \\ \\ \end{array} \right)$	
•	< Back Next > Cancel

6. Pilih "Internet E-mail" dan klik "Next"



- 7. Isi butir-butir seperti dibawah.
- 8. klik "**Next"**

User Information		Test Account Settings
Your Name:	aizuddin	After filing out the information on this screen, we
E-mail Address:	aizuddin@ukm.my	button below. (Requires network connection)
Server Information		
Account Type:	POP3	Test Account Settings
incoming mail server:	ukm.my	
Outgoing mail server (SMTP):	ukm.my	
Logon Information		
Jser Name:	aizuddin	
Password:	*****	
A 🔊	Remember password	
Require logon using Secure	Password Authentication (SPA)	More Settings

9. klik "Finish"

