

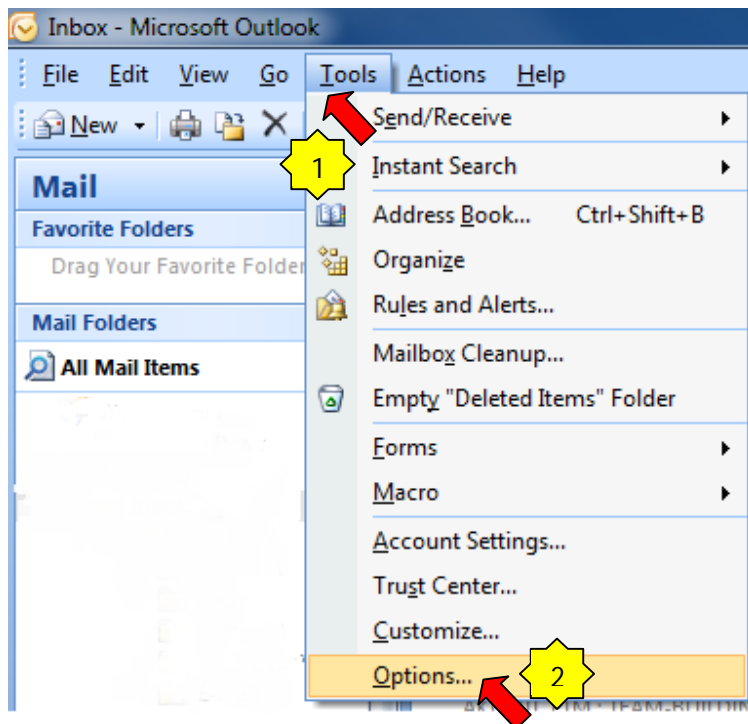
UNIVERSITI KEBANGSAAN
MALAYSIA

CLIENT MAIL
MICROSOFT OFFICE OUTLOOK 2007

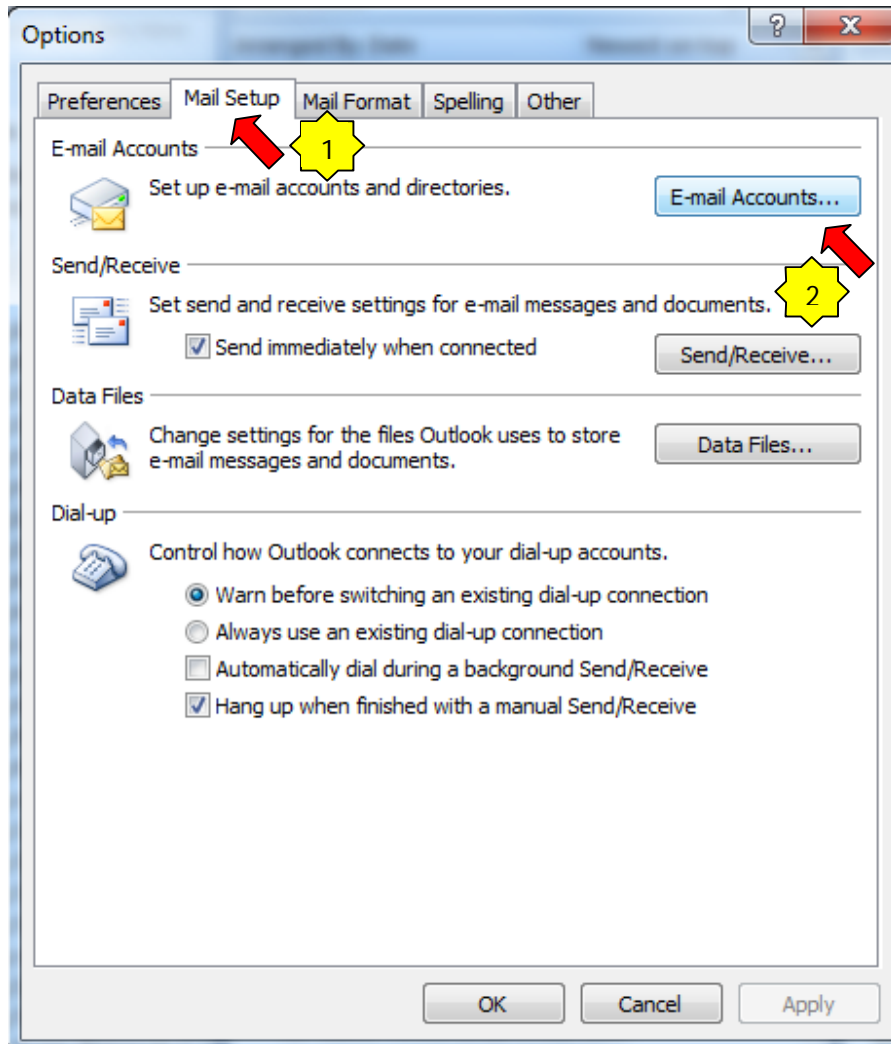
Konfigurasi

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

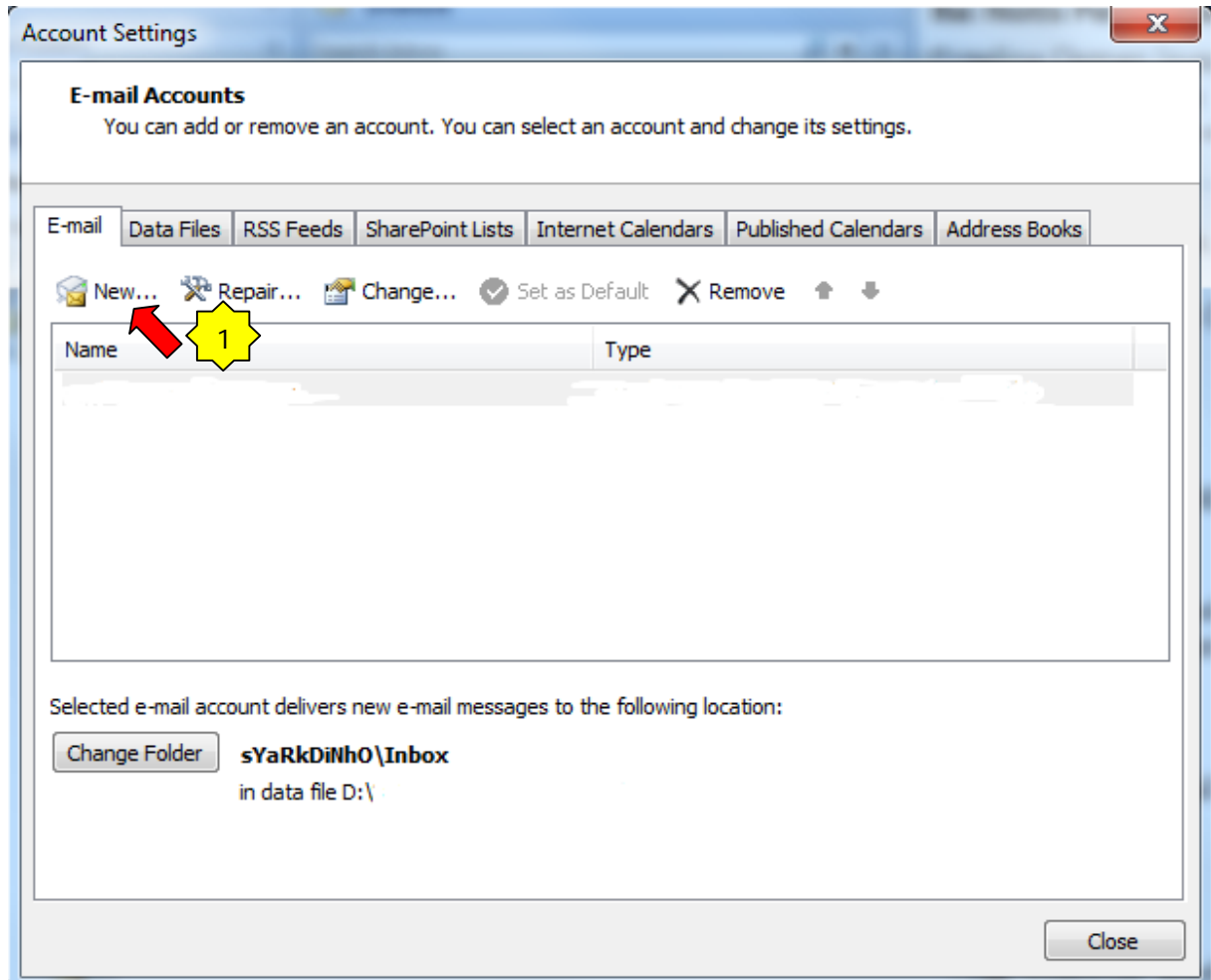
1. Klik pada "Tool" dan pilih "Options...".



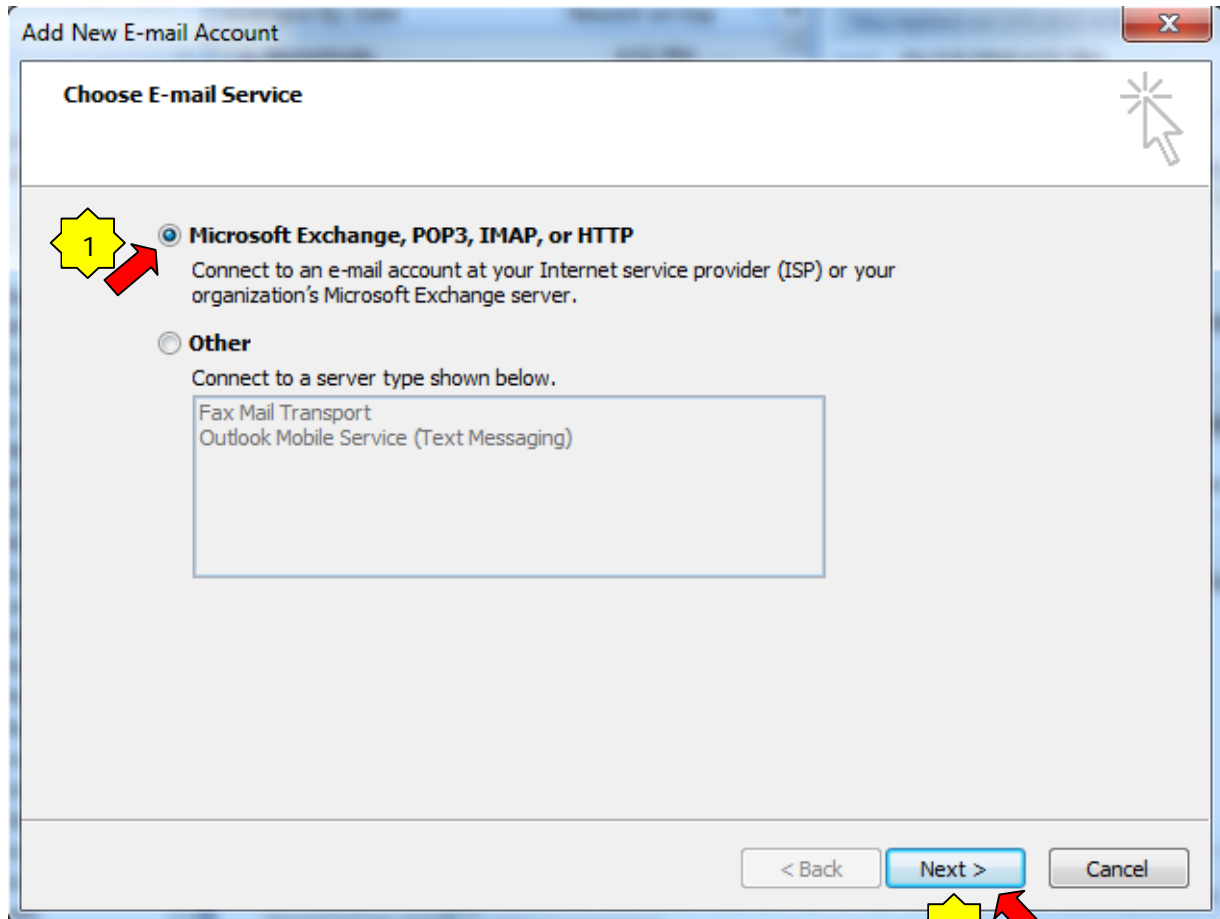
2. Pilih "Mail Setup" dan klik pada "E-mail Accounts..."



3. Pilih "New..."



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



5. Tik **“Manually configure server setting or additional server types”** dan klik **“Next”**

Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Sankovic

E-mail Address:
Example: barbara@contoso.com

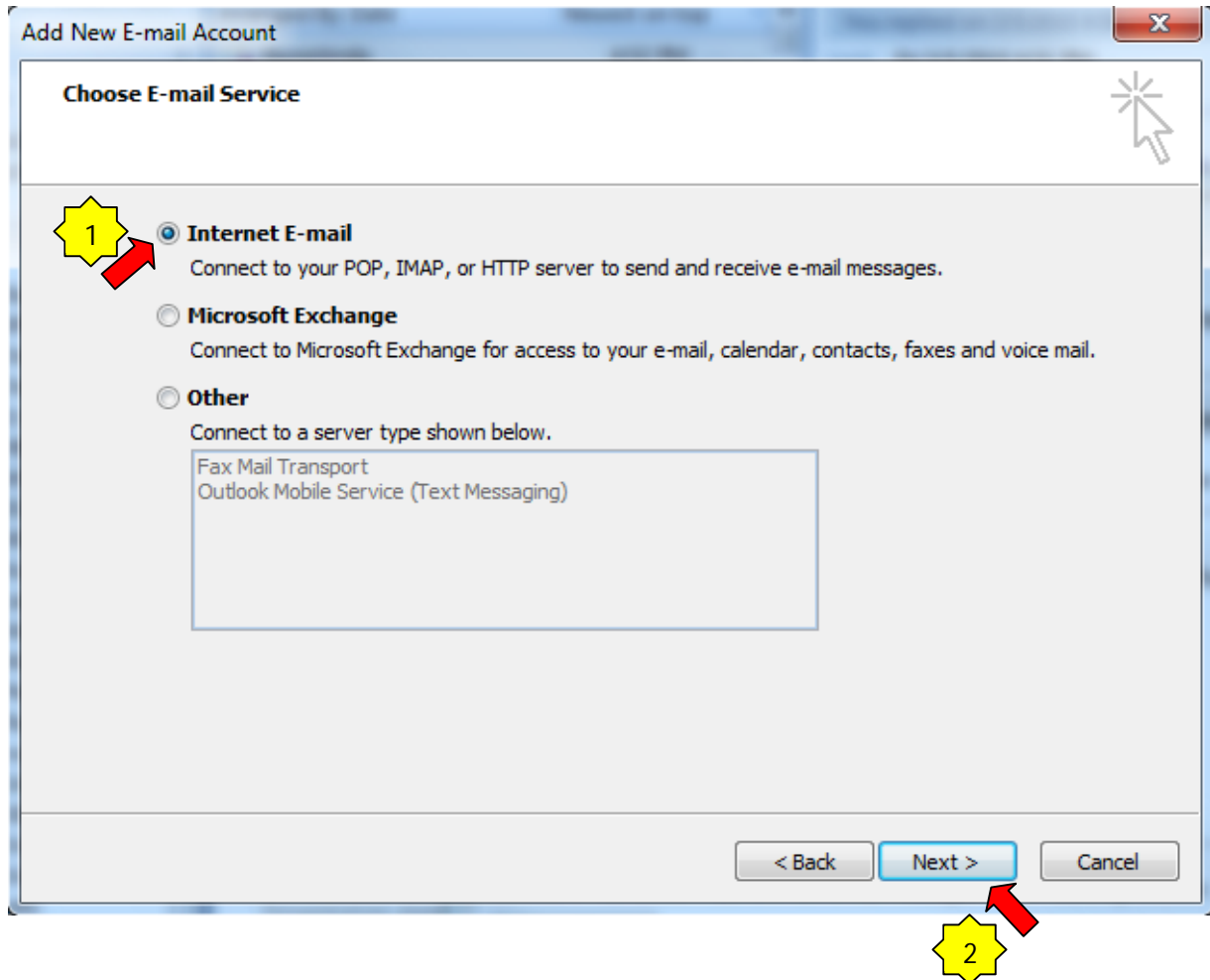
Password:

Retype Password:
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back Next > Cancel

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



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

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name: aizuddin
E-mail Address: aizuddin@ukm.my

Server Information

Account Type: POP3
Incoming mail server: ukm.my
Outgoing mail server (SMTP): ukm.my

Logon Information

User Name: aizuddin
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

< Back **Next >** Cancel

1

2

9. klik "Finish"

