

Инструкция за ползване на електронна поща в системата на ИСЕР чрез използване на пощенски клиент MS Outlook 2010

1. Стартиране на MS Outlook клиент и се избира **Manually configure server settings or additional server types**

Add New Account

Auto Account Setup
Connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

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

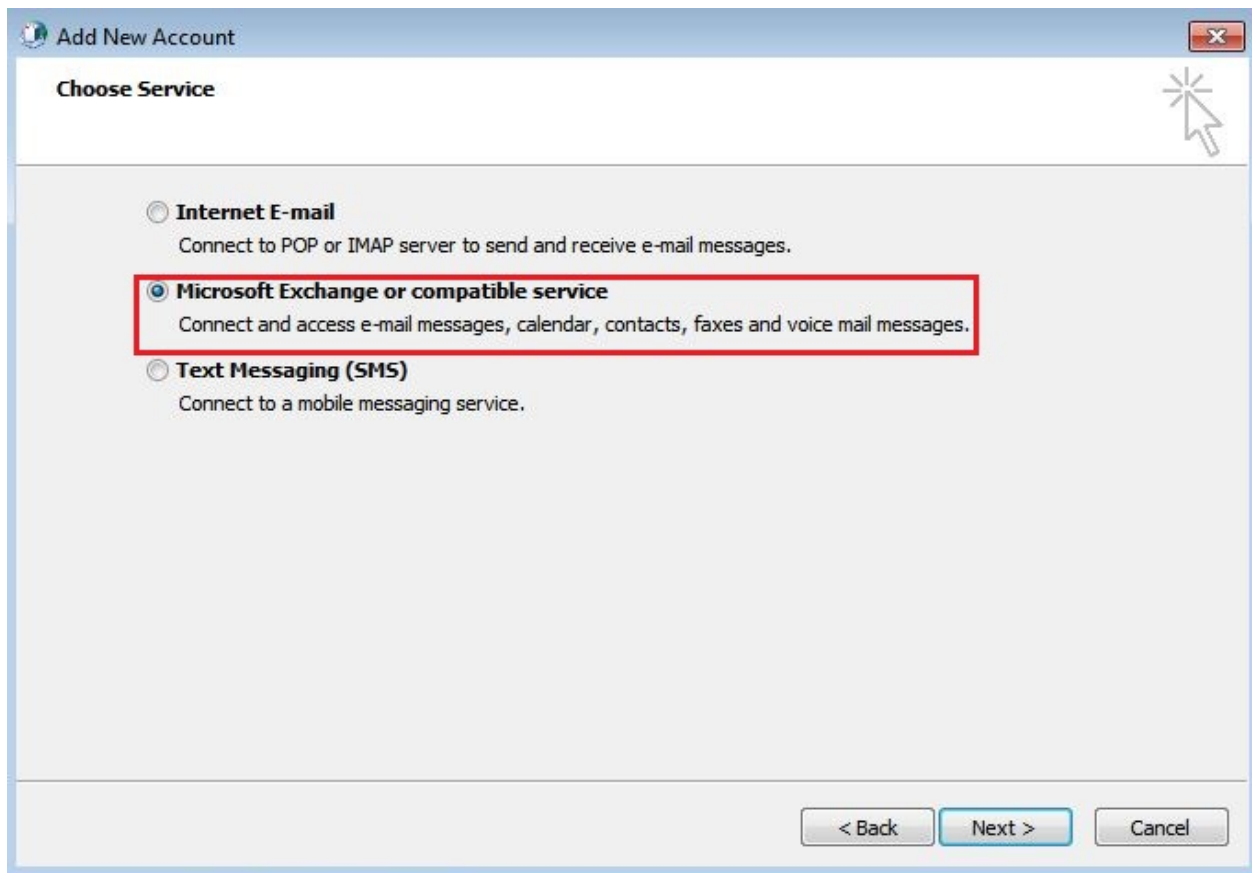
Password:
Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

2. Избира се Microsoft Exchange



3. В полето Microsoft Exchange Server се пише: *bexch01.isep.local*

Деселектира се полето **Use Cached Exchange Mode**

В полето **User Name** се пише потребителското име: (напр. bansko)

Add New Account ✕

Server Settings
Enter the information required to connect to Microsoft Exchange or a compatible service.

Type the server name for your account. If you don't know the server name, ask your account provider.

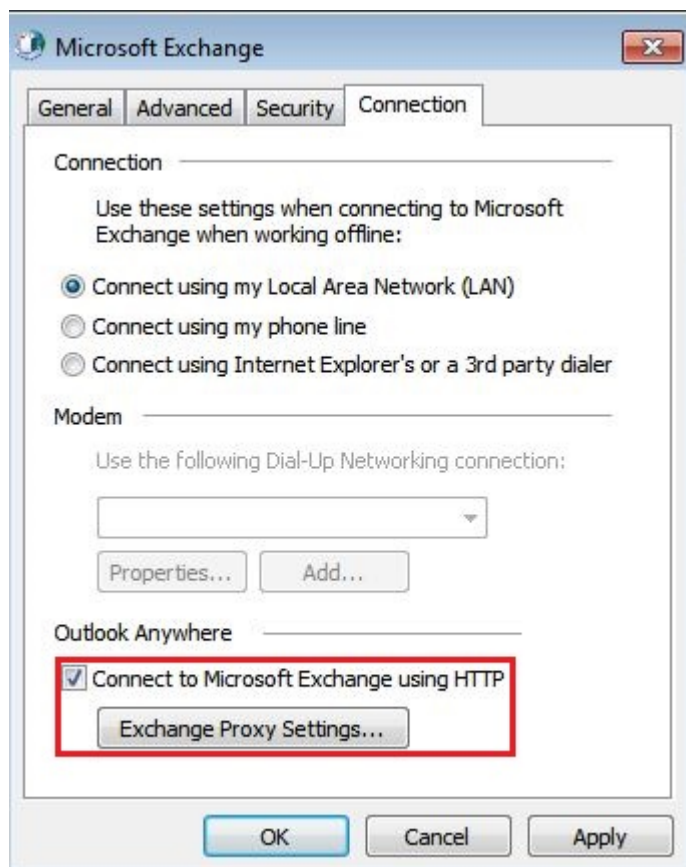
Server:
 Use Cached Exchange Mode

Type the user name for your account.

User Name:

Избира се полето: „**More Settings**”

4. В полето Connection се маркира „Connect to Microsoft Exchange using HTTP” и се натиска бутон **Exchange Proxy Settings**

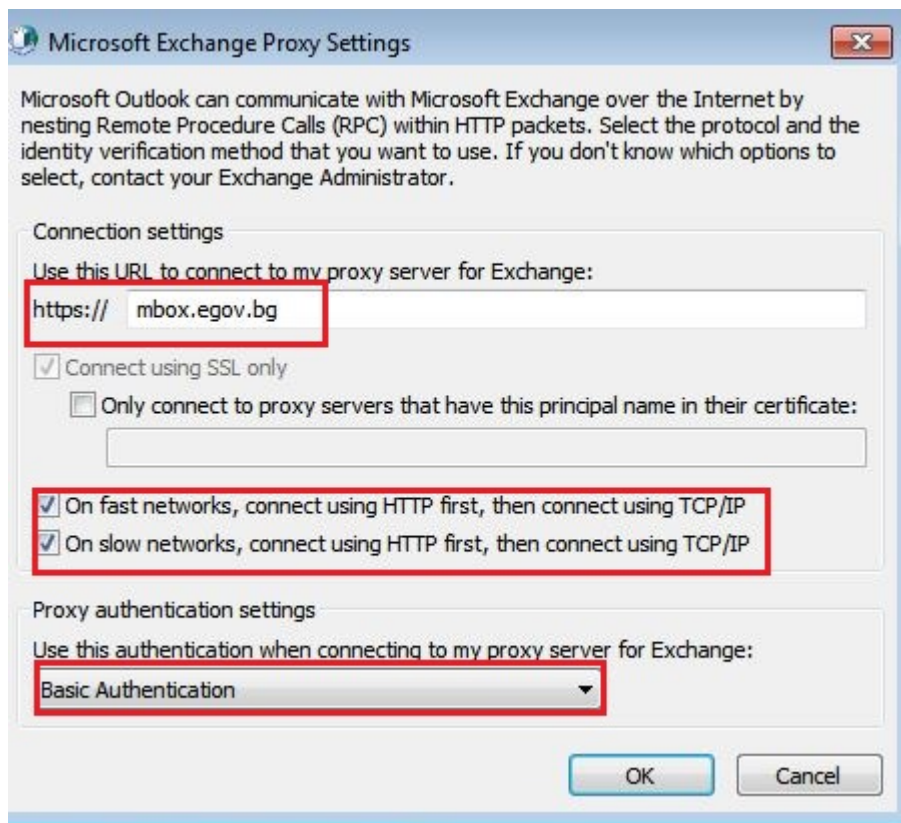


5. В полето **https://** се изписва *mbox.egov.bg*

Маркира се полето **On fast networks, connect using HTTP first, then connect using TCP/IP**

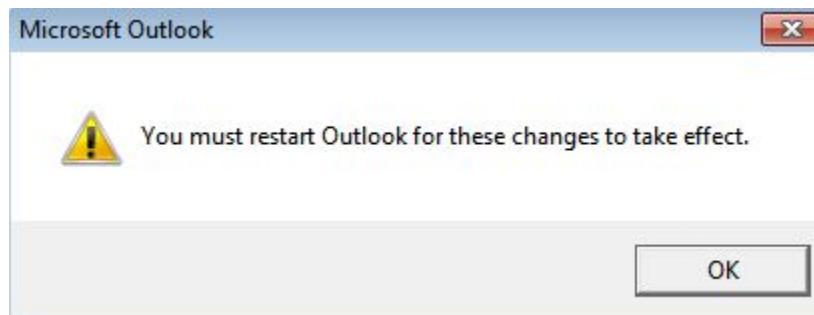
В секцията **Proxy authentication settings** от падащото меню се избира **Basic Authentication**

Натиска се **OK**



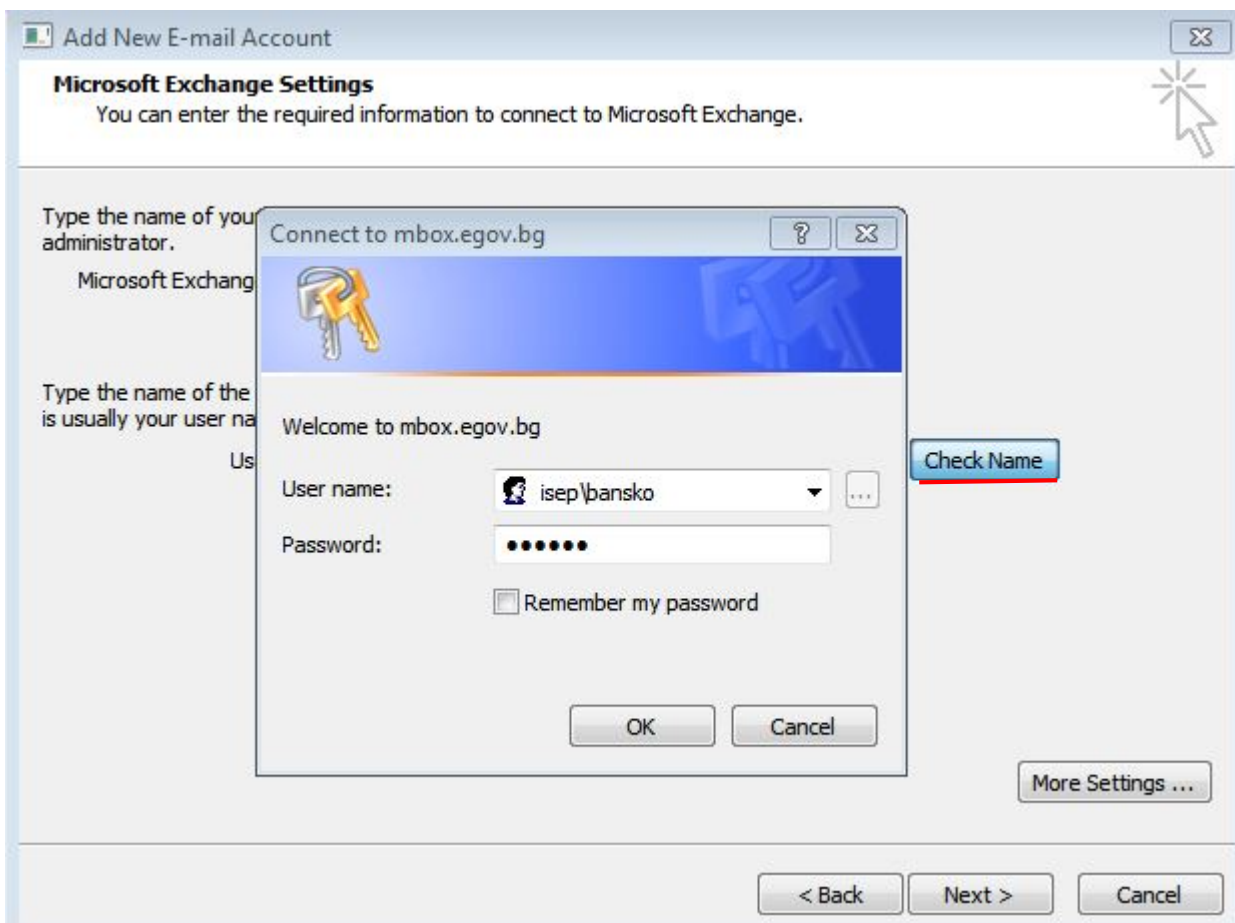
6. Натиска се **OK**

7. На съобщението за рестарт се дава **OK**



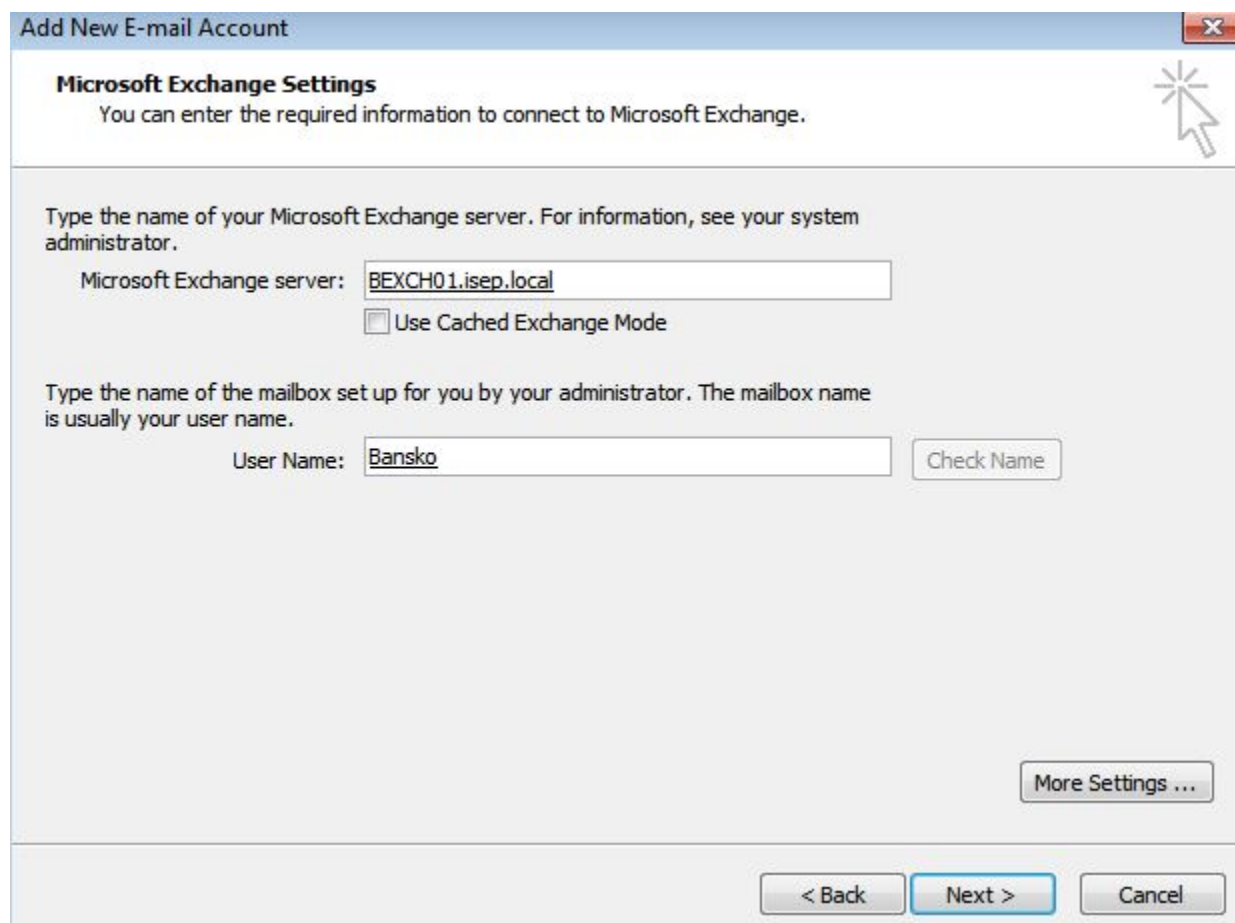
8. Избира се **Check Name**

В полето **User name** се пише потребителското име във формата **isep\username** и се въвежда паролата:



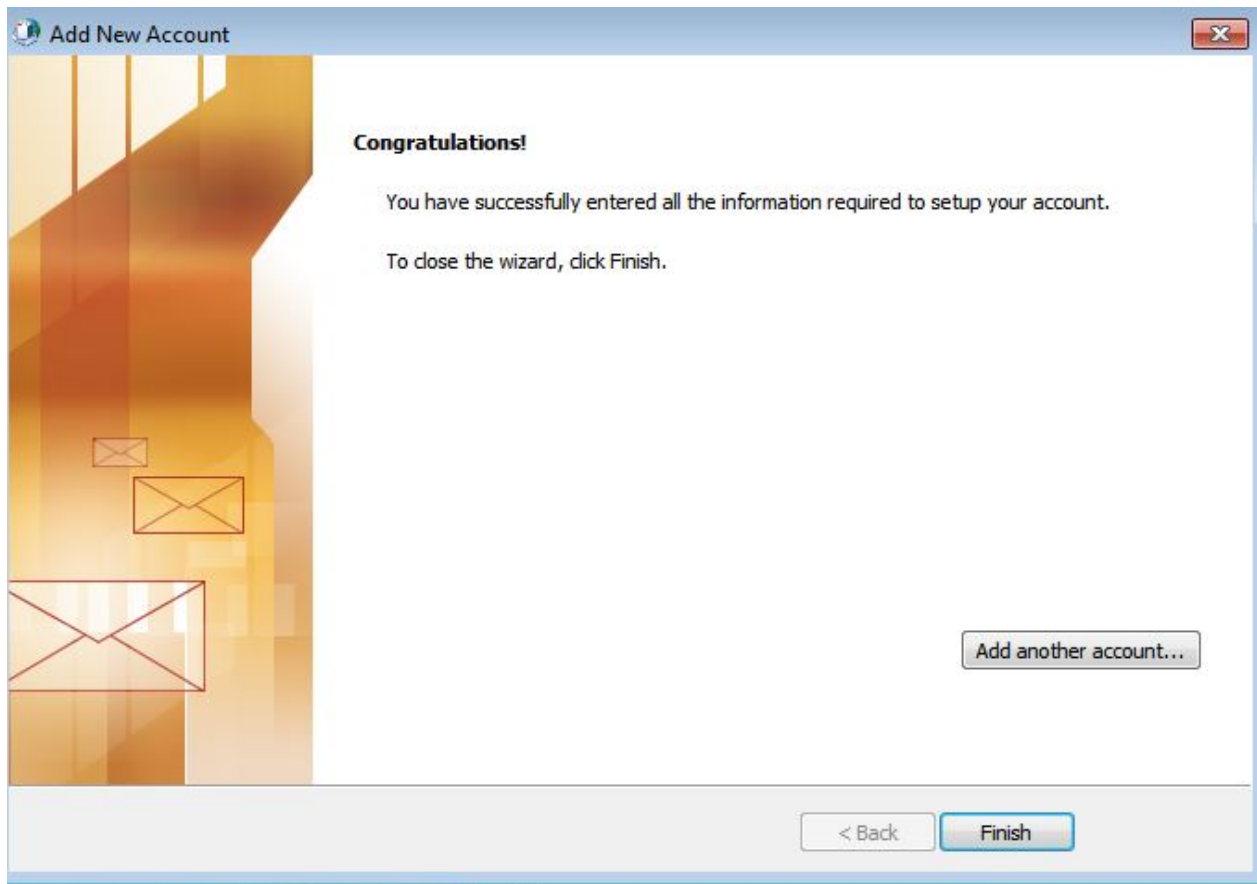
9. При правилна конфигурация, имената на сървъра и потребителя са подчертани.

Натиска се бутон **Next**



The screenshot shows a Windows dialog box titled "Add New E-mail Account" with a close button in the top right corner. The main heading is "Microsoft Exchange Settings" with a sub-heading "You can enter the required information to connect to Microsoft Exchange." and a help icon. The first section asks for the Microsoft Exchange server name, with the text "Type the name of your Microsoft Exchange server. For information, see your system administrator." The input field contains "BEXCH01.isep.local" and is underlined. Below it is a checkbox for "Use Cached Exchange Mode". The second section asks for the mailbox name, with the text "Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name." The input field contains "Bansko" and is underlined. To the right of this field is a "Check Name" button. At the bottom right of the main area is a "More Settings ..." button. At the very bottom of the dialog are three buttons: "< Back", "Next >" (highlighted in blue), and "Cancel".

10. Натиска се бутон **Finish**



11. Стартира се Microsoft Outlook

В полето **User name** се пише потребителското име във формата **isep\username**

В полето **Password** се пише паролата

Натиска се бутон **OK**

