Инструкция за ползване на електронна поща в системата на ИСЕП чрез използване на пощенски клиент MS Outlook 2003/2007

- 1. Инсталиране на сертификат
 - 1.1. Запазете сертификата в директория С:
 - 1.2. За да се инсталира, сертификатът се маркира и се натиска десният бутон на мишката, след което се избира **Install Certificate**.

1.3. На следващия екран се избира Next



1.4. Маркира се опцията Place all certificates in the following store

ertificate Store	
Certificate stores are system areas wh	ere certificates are kept.
Windows can automatically select a cer	tificate store, or you can specify a location for
O Automatically select the certifica	te store based on the type of certificate
Place all certificates in the follow	ing store
Certificate store:	
	Browse
	< Back Next > Can

1.5. Избира се Browse, след което се маркира Show physical stores. В папката Trusted Root Certification Authorities се избира папката Local computer и се натиска OK.

	Certificate Import Wizard		×
	Certificate Store Certificate stores are system areas	where certificates are kept.	
	Windows can automatically select a Automatically select the certil Place all certificates in the fol Certificate store:	certificate store, or you can specify a location for ficate store based on the type of certificate lowing store	
Select Cer	tificate Store ertificate store you want to use. ersonal usted Root Certification Authorities Registry Local Computer Iterprise Trust termediate Certification Authorities Nysical stores OK Cancel	< Back Next > Cancel	

1.6. В този прозорец се натиска Next.

ertificat	Store
Certific	ate stores are system areas where certificates are kept.
Window	s can automatically select a certificate store, or you can specify a location f
0	sutomatically select the certificate store based on the type of certificate
۲	lace all certificates in the following store
	Certificate store:
	Trusted Root Certification Authorities\Local Computer Browse
	Ready Novt > C

1.7. За да се завърши инсталацията се натиска "Finish"

Certificate Import Wizard		
	Completing the Certif Wizard You have successfully completed the wizard. You have specified the following sett	Ficate Import
	Certificate Store Selected by User Content	Trusted Root Certific. Certificate
	< Back Fi	inish Cancel

1.8. При успешно завършване на инсталцията, излиза съобщение **The import was** successful. След което се натиска **OK**.



- 2. Конфигуриране на пощенския клиент MS Outlook 2003/2007
 - 2.1. От Control panel се избира иконата Mail



2.2. Натиска се бутон Show Profiles



2.3. Натиска се бутон **Add**

Mail	E
General	
The following profiles are set	up on this computer:
Called	
OUCOOK	
	2
Add Remove Prop	erties Copy
When starting Microsoft Office Outly	pok use this profile:
O Prompt for a profile to be used	j
Always use this profile	
Outlook	~
OK L	Cancel Apply

2.4. В полето Profile Name се пише *egov* и се натиска OK:

Seneral	
New Profile	
Create New Pr	rofile OK Cancel
Profile Name:	
eguv	
1	
Add Remo When starting Microsol O Prompt for a pro O Always use this p	ive Properties Copy ft Office Outlook, use this profile: file to be used profile

2.5. Избира се Add a new e-mail account и се натиска Next:

2.6. Избира се радио бутон Microsoft Exchange Server и се натиска Next

Microsoft Exchange Server	
Connect to an Exchange server to read e-mail, access public folders, and share documents.	
OPOP3	
Connect to a POP3 e-mail server to download your e-mail.	
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.	
Онттр	
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.	
O Additional Server Types	
Connect to another workgroup or 3rd-party mail server.	

2.7. 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 на служителя:

E-mail Accounts		
Exchange Server Settings You can enter the required	information to connect to your Exchange server.	N.C.
Type the name of your Microsoft system administrator.	Exchange Server computer. For information, see your	_
Microsoft Exchange Server:	bexch01.isep.local	
	Use Cached Exchange Mode	
is usually your user name.	strmivanova	Check Name
	<pre></pre>	Cancel

2.8. Натиска се бутон More Settings

E-mail Accounts		×
Exchange Server Settings You can enter the required	information to connect to your Exchange server.	×
Type the name of your Microsoft system administrator.	Exchange Server computer. For information, see your	
Microsoft Exchange Server:	bexch01.isep.local	
	Use Cached Exchange Mode	
Type the name of the mailbox se is usually your user name.	t up for you by your administrator. The mailbox name	
User Name:	strmivanova	Check Name
	LM	ore Settings
	< Back Next	> Cancel
		28 22

2.9. Натиска се бутон ОК

				-					Ser.	
V2'' E-mail Accounts		X								
Exchange Server Settings You can enter the required	information to connect to your Exchange server.	×					- Call	1		ant a
Type the pame of your Microsoft	Exchange Server computer. For information, see your						~	🔁 Go		100
system administrator.	heuseful inne level		3		2	-0	R		100	
Microsoft Exchange berver.	Use Cached Exchange Mode		dd or	Administrative	Automatic	Date and Time	Display			
Tupo the same of the malhour of	t up for you by your administrator. The mailbox pame		mov	Tools	Updates		60.			
is usually your user name.	a up for you by your administrator. The mailbox name		3	3	So a	U	Č)			-
User Name:	strmivanova	Check Name	iame trollers	Internet Options	Keyboard	Mail	Mouse	100		100
			a	-		6		15		
			b .		-9		- 🚿 -			
	Mo	re Settings	dem	Power Options	Printers and Faxes	Regional and Language	Scanners and Cameras		1000	-
			2	32			00		C. Learner	
			nds and	Speech	System	Taskbar and	User Accounts		-	
) Devices			Start Menu				
	< Back Next >	> Cancel								
	Microsoft Office Outlook							×		and and
	Outlook could not log on. Check to make s	ure you are connected to	the netv	ork and are using	g the proper s	erver and mailbo:	c name. The co	nection to the		
	Microsoft Exchange Server is unavailable.	Outlook must be online or	connecte	ed to complete thi	is action.					
			OK							States 1
									M A	

2.10. Натиска се бутон **ОК**

Microsoft Exc	hange server:	3
exch01.isep	p.local	
ailbox:		

2.11. Натиска се вложката Connection

eneral	Advanced	Security	Connection	Remote Mail
	Mavancea	Deconcy	Connection	Kenioce Mail
Exchan	ige Account	-		
Type	the name by	which you	would like to r	efer to
Excha	count. For e nae Server".	xample: "\	Vork" or "Micro	osoft
Micro	coft Exchang	10 Server		
Pliero	Sore Exeriari			
When	starting			
AL	utomatically o	ietect conr al connacti	nection state	
O Ma	anually contr 1-t			
			n type when si -	tarting
	Copport u	ection stat with the pol	e work	
				0.000
6		ne and use	diai-up netwo	rking
30	Seconds U	ntil Server	Connection Ti	meout
		OK	Capital	Ann

2.12.Селектира се Connect to my Exchange mailbox using HTTP и се натиска
бутон Exchange Proxy Settings

eneral	Advanced Security Connection Remote Mail
Connec	tion
Us ser	e these settings when connecting to my Exchange rver when working offline:
 Cor 	nnect using my Local Area Network (LAN)
◯ Cor	nnect using my phone line
O Cor	nnect using Internet Explorer's or a 3rd party dialer
Madam	12
Modelli	
Usi	e the following Dial-Up Networking connection:
	~
P	roperties
Exchan	roperties Add
Exchan	roperties Add ge over the Internet
Exchan	roperties Add ge over the Internet nnect to my Exchange mailbox using HTTP
Exchan	roperties Add ge over the Internet nnect to my Exchange mailbox using HTTP Exchange Proxy Settings
Exchan	roperties Add ge over the Internet nnect to my Exchange mailbox using HTTP Exchange Proxy Settings
P Exchan	roperties Add ge over the Internet nnect to my Exchange mailbox using HTTP Exchange Proxy Settings

2.13. В полето https:// се пише *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 ОК

Exchange Proxy Settings	×
Microsoft Office Outlook can communicate with Microsoft Exchange Server over the Internet by nesting Remote Procedure Calls (RPC) within HTTP packets. Select the protocol and the identity verification method that you want to use. If you don't kno which options to select, contact your Exchange Server Administrator.	w
Connection settings	
Use this URL to connect to my proxy server for Exchange:	
https:// mbox.egov.bg	
Connect using SSL only Mutually authenticate the session when connecting with SSL Principal name for proxy server:]
On fast networks, connect using HTTP first, then connect using TCP/IP	
\fbox On slow networks, connect using HTTP first, then connect using TCP/IP	
Proxy authentication settings	
Use this authentication when connecting to my proxy server for Exchange:	
Basic Authentication	
OK Cancel	

2.14. Натиска се **ОК**

eneral	Advanced	Security	Connection	Remote Mail
Connec	tion ——			
Us	e these setti	ngs when a	connecting to I	my Exchange
sei	ver when we	orking offlir	ne:	
📀 Cor	nnect using n	ny Local Ar	ea Network (L	AN)
O Coi	nnect using n	ny phone li	ne	
Co	nnect using I	nternet Ex	plorer's or a 3	rd party dialer
Modem			0.00	
Us	e the followir	ng Dial-Up I	Networking co	nnection:
				1
-		v		
P	roperties	Add	<u>01</u>	
Exchar	ge over the	Internet		
Co	nnect to my f	Exchange r	mailbox using I	HTTP
	Turk and Du	ovy Setting	16	
ſ	Evenande Pri		2111	

2.15. Натиска се бутона Сheck Name

E-mail Accounts		
Exchange Server Settings You can enter the required	information to connect to your Exchange server.	×
Type the name of your Microsoft system administrator.	Exchange Server computer. For information, see your	
Microsoft Exchange Server:	bexch01.isep.local	
	Use Cached Exchange Mode	
Type the name of the mailbox se is usually your user name.	t up for you by your administrator. The mailbox name	
User Name:	strmivanova	Check Name
	M	ore Settings
	< Back Next	> Cancel

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

В полето **Password** се пише паролата

Натиска се бутон ОК

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

Натиска се бутон Next

		100
mail Accounts		×
Exchange Server Settings You can enter the required	information to connect to your Exchange server.	×.
Type the name of your Microsoft system administrator.	Exchange Server computer. For information, see your	
Microsoft Exchange Server:	BEXCH01.isep.local	
	Use Cached Exchange Mode	
USG Maller		
	Mor	e Settings
	< Back Next >	Cancel

2.18. Натиска се бутон **Finish**

2.19. Натиска се **ОК**

The following pr	ofiles are set up	on this computer	
egov Outlook		- 44 12 12 12 12	~
Add	ve Propert	ies Copy	2
When starting Microsol OPrompt for a pro O Always use this p	: Office Outlook ile to be used rofile	, use this profile:	
Outlook			~

2.20. Селектира се радио бутона **Prompt for a profile to be used** Натиска се **OK**

eneral		
The followin	g profiles are set up on this	computer:
egov Outlook		<u> </u>
		~
Add	emove Properties	Copy
When starting Mici	osoft Office Outlook, use th profile to be used	is profile:
O Always use I	his profile	

2.21. Стартира се Microsoft Outlook

В прозореца Choose Profile от падащото меню се избира създадения профил *egov* и се натиска бутон OK

O Microsoft Office Outlook	
: Eile Edit <u>Vi</u> ew <u>G</u> o <u>I</u> ools <u>H</u> elp	Type a question for help 👻
Find Type a contact to find	and the second
	Choose Profile Soft
	OK Cancel Options >> Copyright © 1995-2003 Microsoft Corporation. All rights reserved.

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

В полето **Password** се пише паролата

Натиска се бутон ОК

2.23. Така изглежда правилно конфигуриран пощенски клиент MS Outlook 2003.

🔯 Inbox - Microsoft Outlook	
Elle Edit View Go Tools Actions Help	question for help 🔍
🛐 👷 🗸 🖓 🖓 Reply to Al 🖓 Forward 📑 SendiRegeive 🔹 🍄 Find 🙆 💷 Type a contact to find 💡 🔞 🥊	
Image: Second Folders Image: Second Folders Image: Second Folders Image: Second Folders <td>e future.</td>	e future.
I Rem	Online