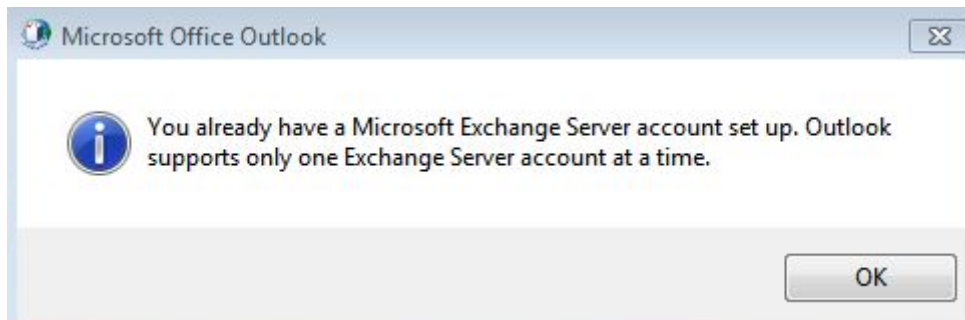


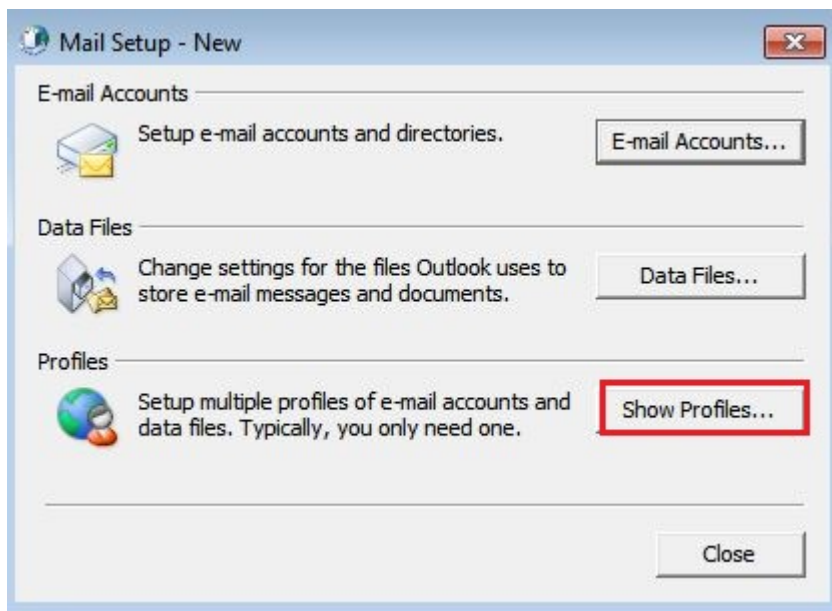
# Инструкция за ползване на електронна поща в системата на ИСЕР чрез използване на пощенски клиент MS Outlook 2007

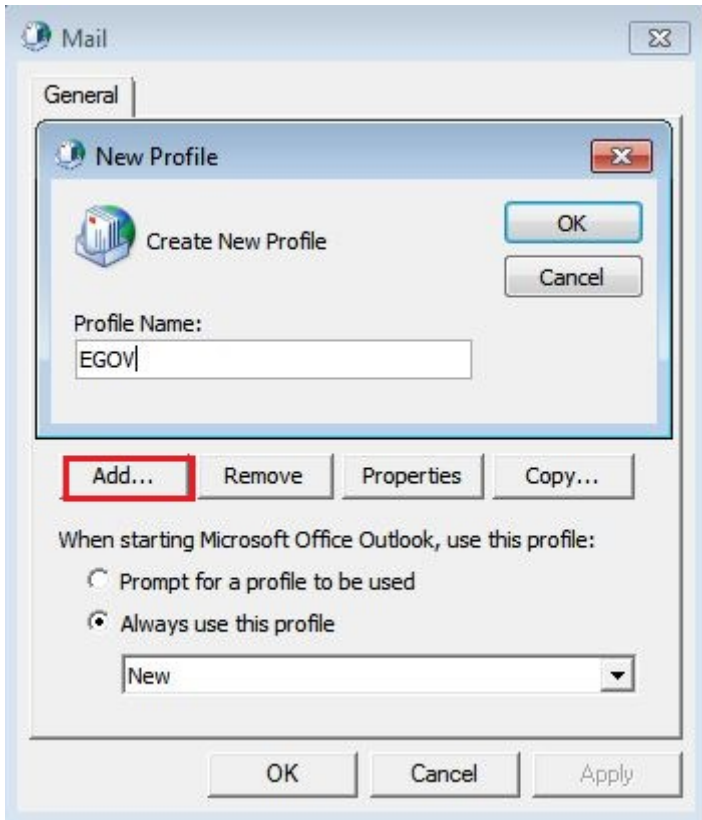
1. Ако при стартиране на Outlook клиента ви излезе съобщение:



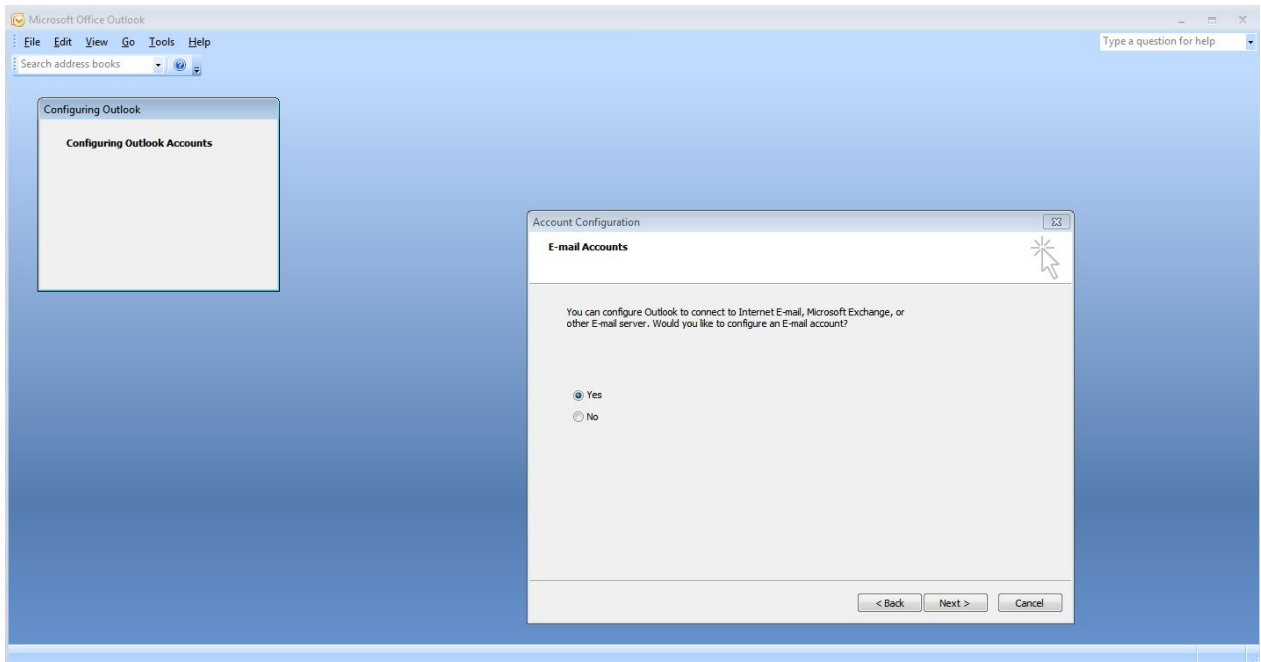
Трябва да създадете нов профил:

От **Control panel** се избира **Mail**





## 1. Стартиране на MS Outlook клиент



2. Избира се: **Manually configure server settings or additional server types**

Add New E-mail Account

**Auto Account Setup**

Your Name:   
Example: Barbara Sankovic

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

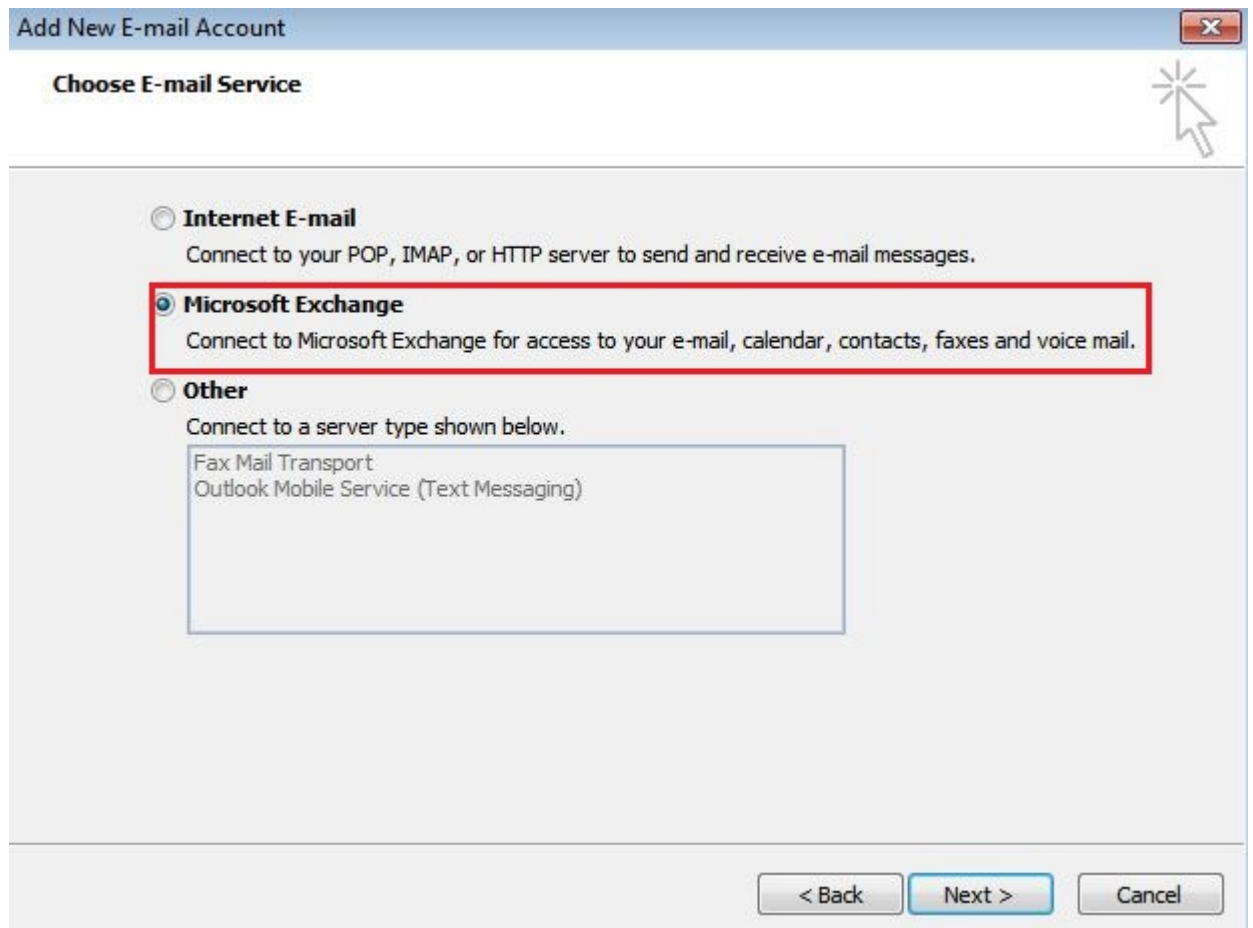
Password:

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

Manually configure server settings or additional server types

< Back   Next >   Cancel

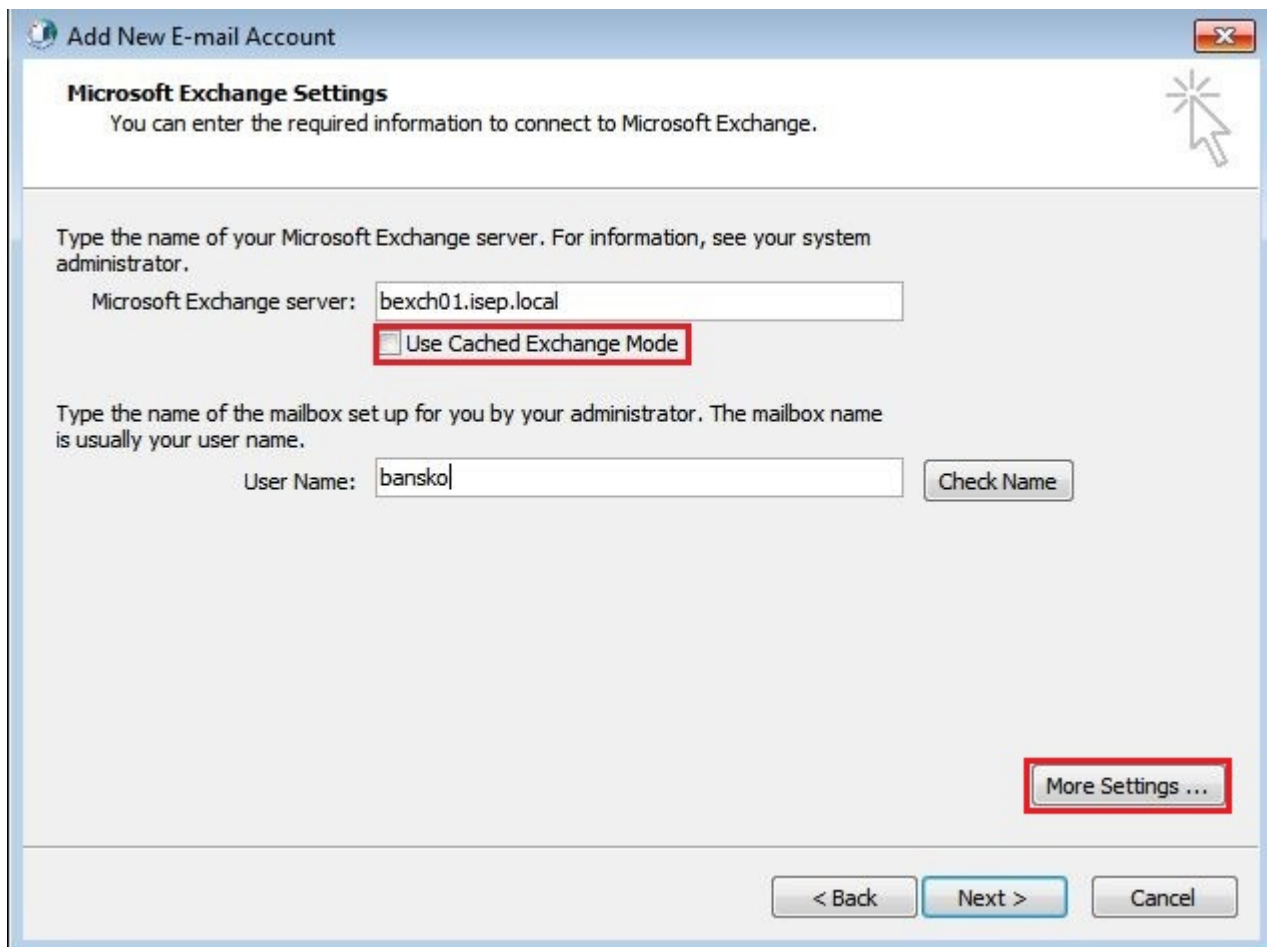
### 3. Избира се Microsoft Exchange



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

Деселектира се полето **Use Cached Exchange Mode**

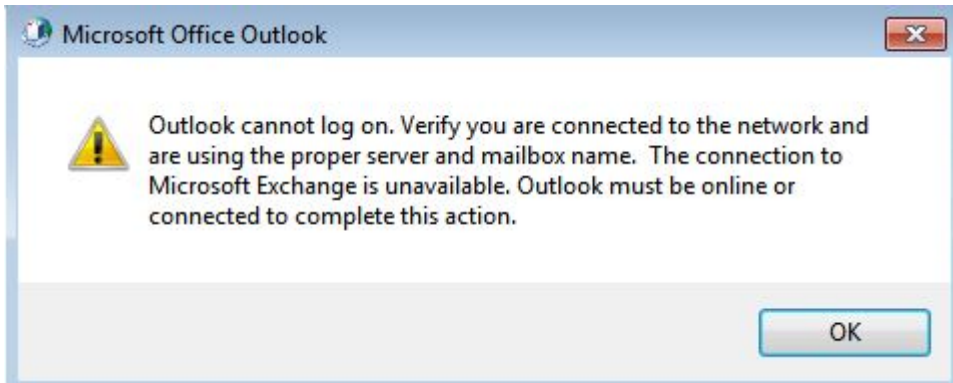
В полето **User Name** се пише потребителското име: (напр. bansko)



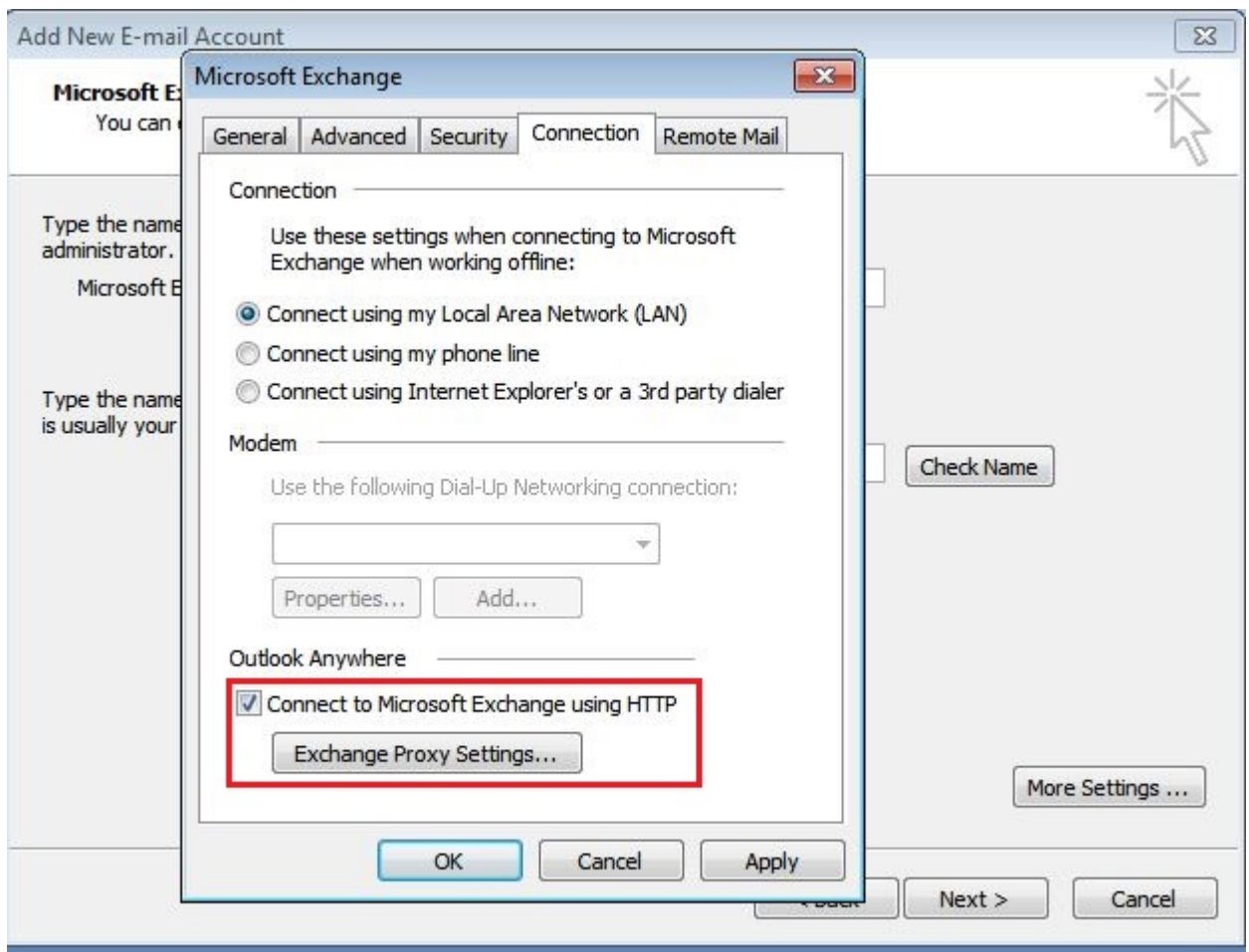
The screenshot shows a Windows dialog box titled "Add New E-mail Account" with a sub-section for "Microsoft Exchange Settings". The instructions state: "You can enter the required information to connect to Microsoft Exchange." Below this, there are two input fields. The first is labeled "Microsoft Exchange server:" and contains the text "bexch01.isep.local". Below this field is a checkbox labeled "Use Cached Exchange Mode", which is currently unchecked and highlighted with a red rectangle. The second input field is labeled "User Name:" and contains the text "bansko". To the right of this field is a "Check Name" button. At the bottom right of the dialog, there is a "More Settings ..." button, also highlighted with a red rectangle. At the very bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".

Избира се полето: „**More Settings**”

Ако се появяват следните съобщения се дава ОК:



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

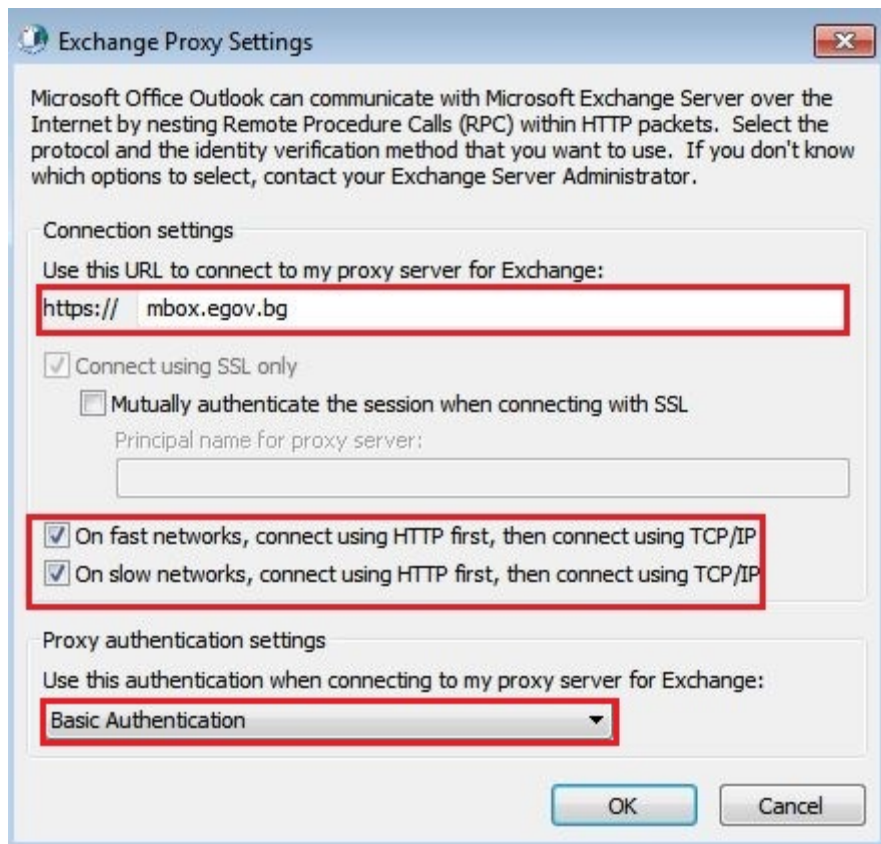


6. В полето **https://** се изписва **mbox.egov.bg**

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

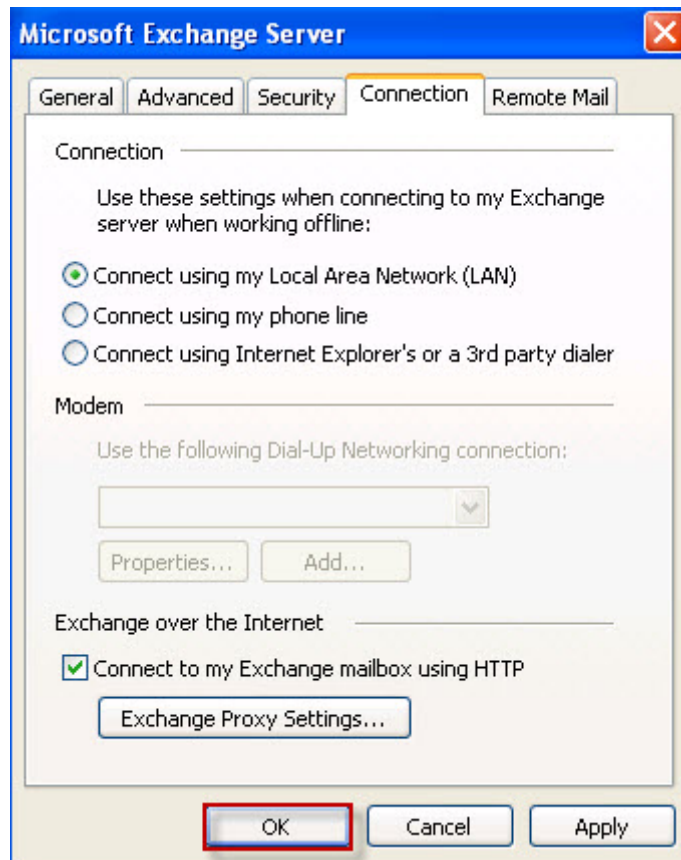
В секцията **Proxy authentication settings** от падащото меню се избира **Basic Authentication**

Натиска се **OK**

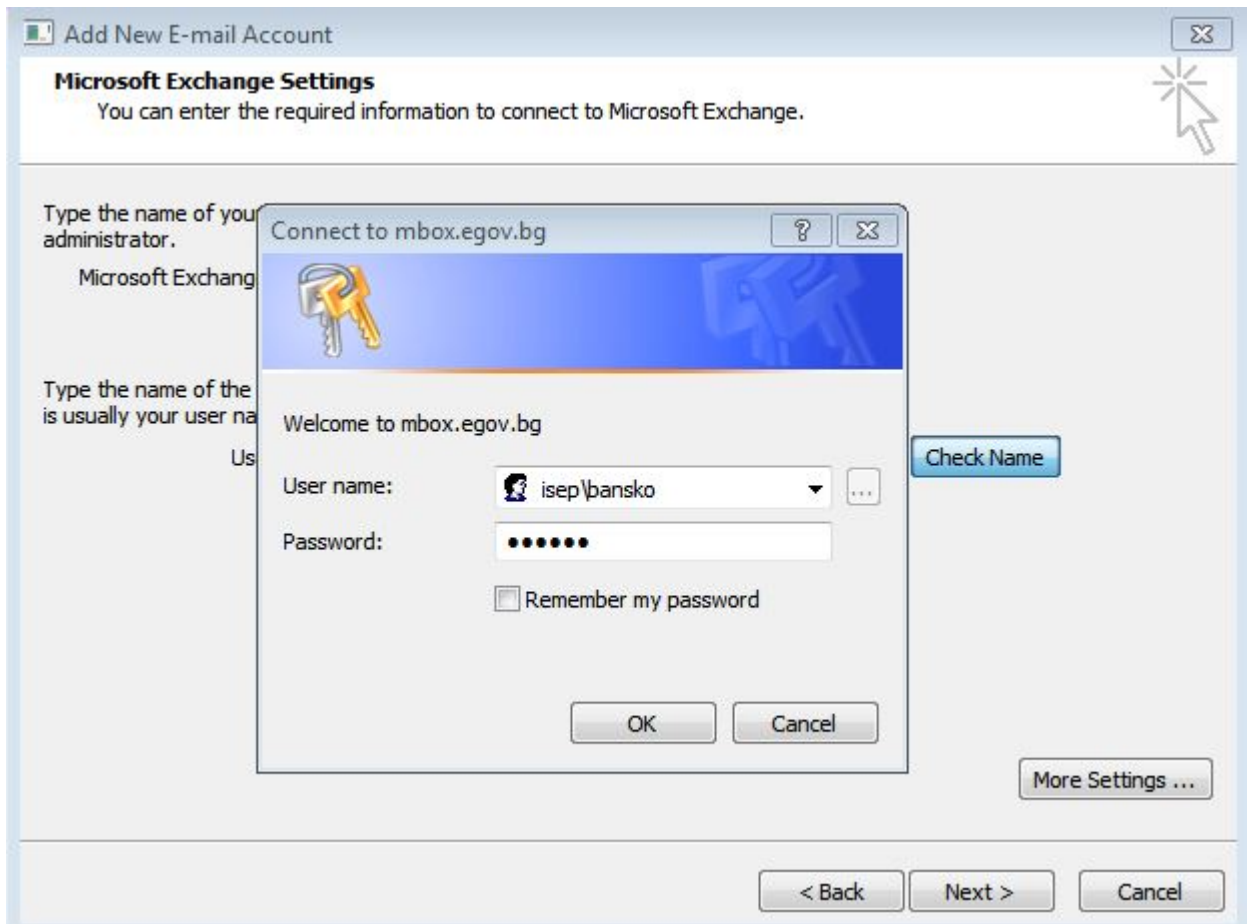


7. Натиска се **OK**





8. Избира се **Check names:**

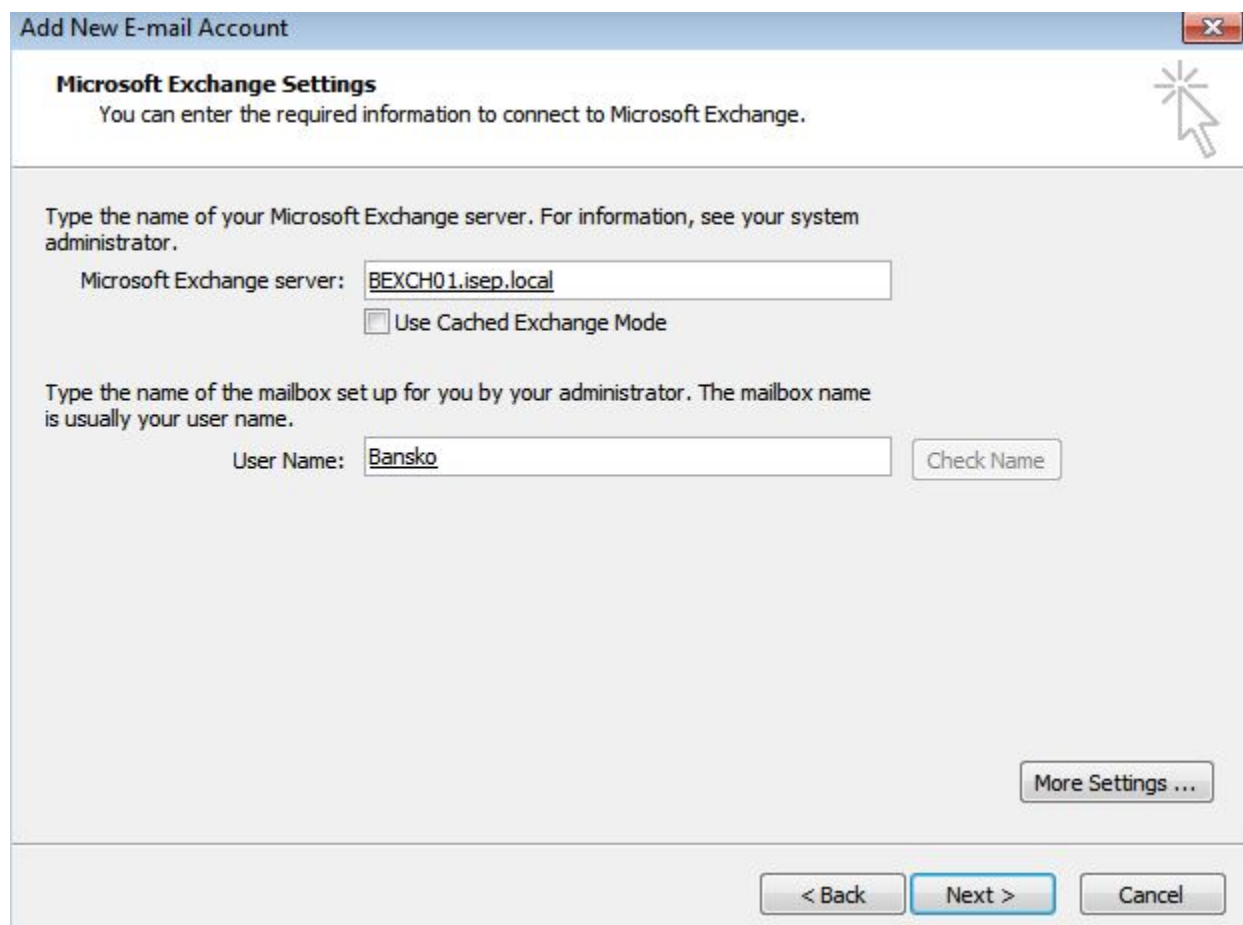


В полето **User name** се пише потребителското име във формата **isep\username**

и се въвежда паролата

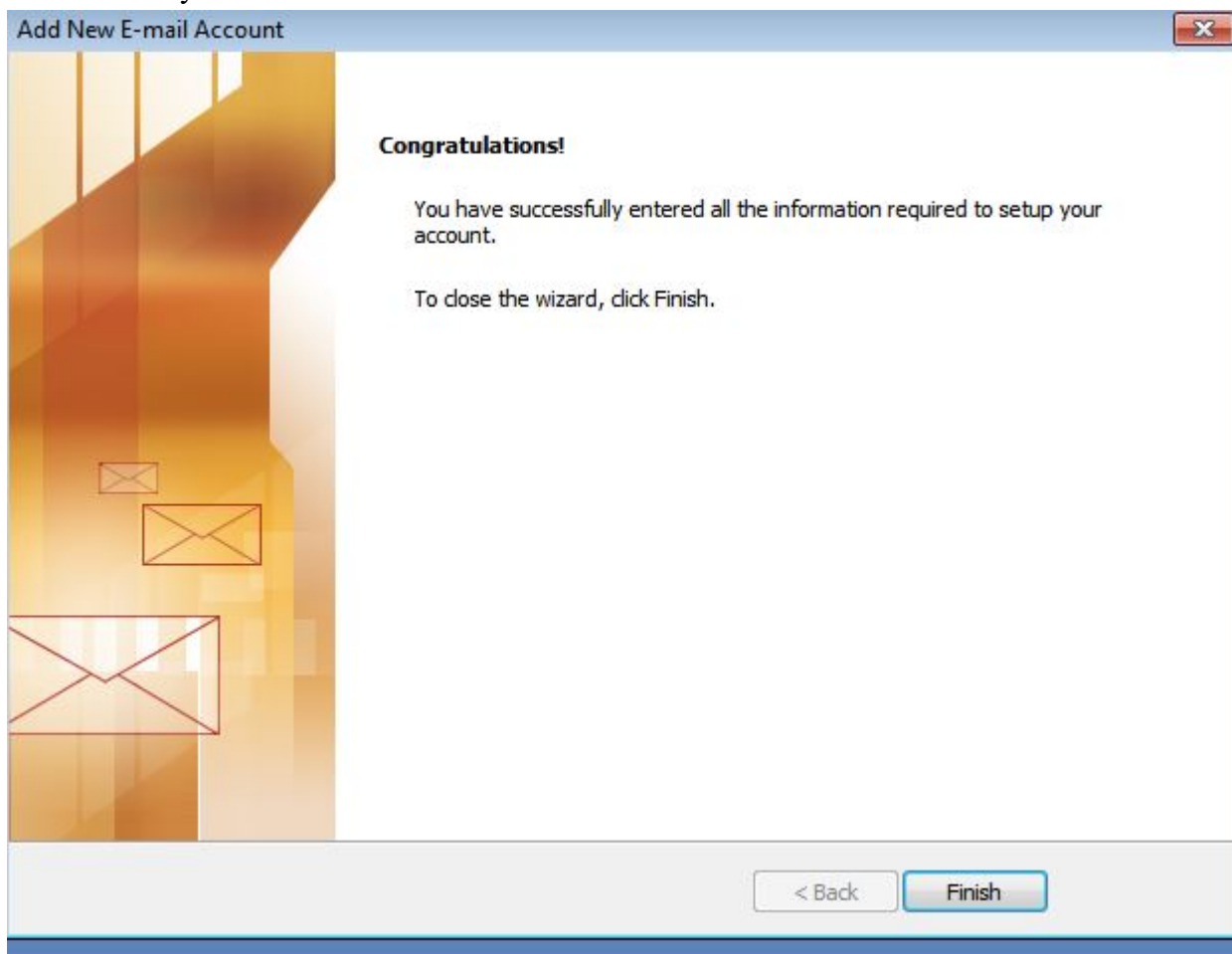
9. При правилна конфигурация, имената на сървъра и потребителя са подчертани.

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 mouse cursor icon pointing to the right. The first section contains the instruction "Type the name of your Microsoft Exchange server. For information, see your system administrator." followed by a text input field labeled "Microsoft Exchange server:" containing the text "BEXCH01.isep.local" which is underlined. Below this is a checkbox labeled "Use Cached Exchange Mode" which is unchecked. The second section contains the instruction "Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name." followed by a text input field labeled "User Name:" containing the text "Bansko" which 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**

