HƯỚNG DẪN THÊM TÀI KHOẢN TRONG MICROSOFT OUTLOOK 2007

1) Bước 1: Mở Microsoft Outlook 2007

Trên màn hình desktop, click menu Start \rightarrow Programs \rightarrow Microsoft Office \rightarrow Microsoft Office \rightarrow Microsoft Office Outlook 2007.

2) Bước 2

Trên giao diện chính của Microsoft Oulook 2007, chọn menu tools \rightarrow Account Settings.. để vào giao diện thêm Account.

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3) Bước 3

Sau khi vào Account Settings, Click New để thêm một Account vào Microsoft Office.

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4) Bước 4

Check vao Microsoft Exchange, POP3, IMAP or HTTP \rightarrow Click Next



5) Bước 5

Check vao Manually configure server settings or additional server types \rightarrow Next

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6) Bước 6: Nhập thông tin cho tài khoản.

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E-mail Address	: Địa chỉ E-mail.
Account Type	: POP3.
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Outgoing mail server(S	MTP) : mail.tendomain.
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Password	: password của E-mail.

Sau khi nhập xong, Click More Settings...

OK



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8) Bước 8

Quay lại giao diện bước 6, Click Test Account Settings ... Sau khi test xong, nếu không có lỗi, Click Close để đóng lại. Sau đó Click Next.

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9) Bước 9: Hoàn tất

Click Finish để hoàn tất.



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