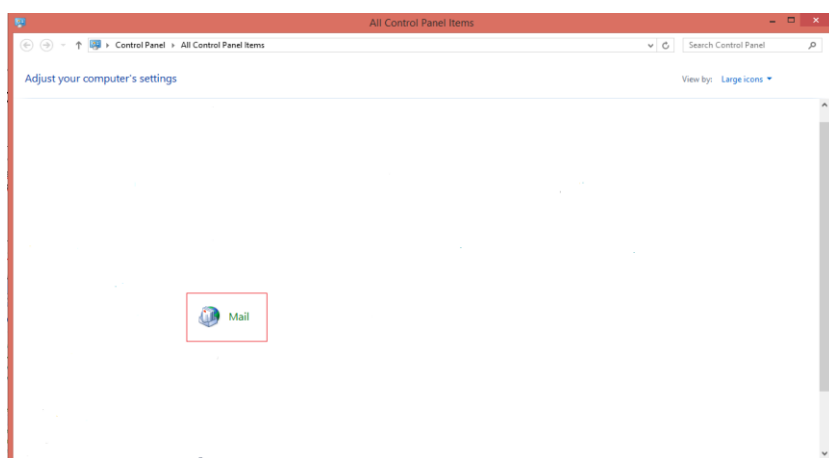


# Инструкция для конфигурации Outlook 2010 в среде asp (для существующих пользователей Outlook 2010)

## 1 ШАГ

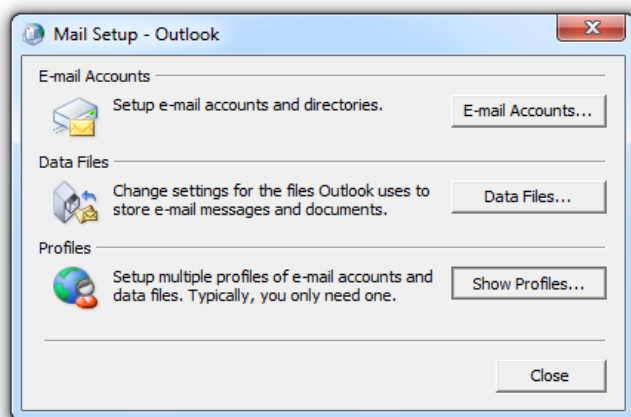
1.1. Чтобы начать конфигурацию Outlook 2010, нажмите на кнопку **Start** и в поле поиска введите **Control Panel**.

1.2. В окне Control Panel найдите и нажмите на **Mail**.



## 2 ШАГ

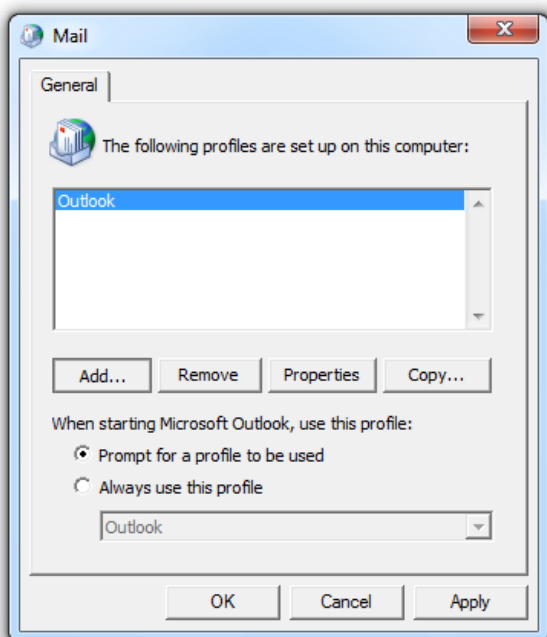
В окне Mail Setup – Outlook нажмите на **Show Profiles**.



## 3 ШАГ

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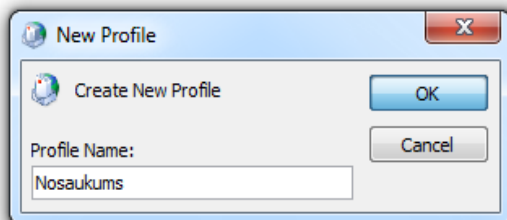
- 3.1. В окне Mail выберите опцию **Prompt for a profile to be used**.
- 3.2. Для создания нового профиля электронной почты, нажмите на **Add**.



## 4 ШАГ

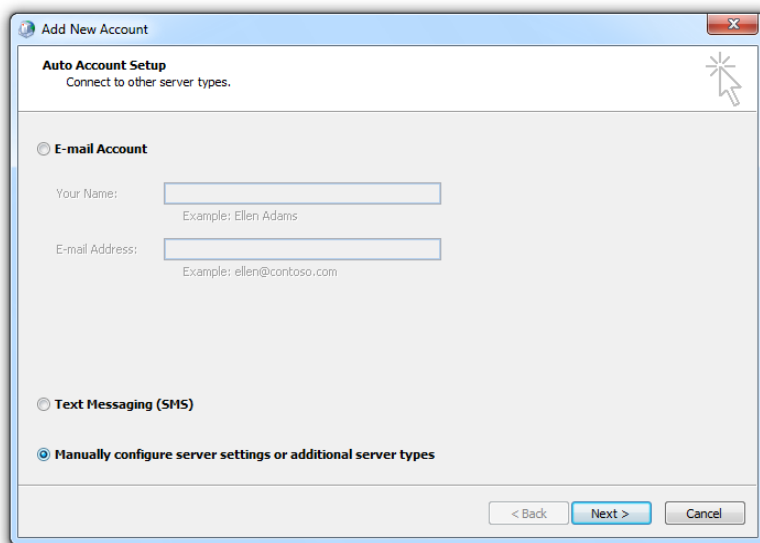
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В поле **New Profile** введите название нового профиля электронной почты.



## 5 ШАГ

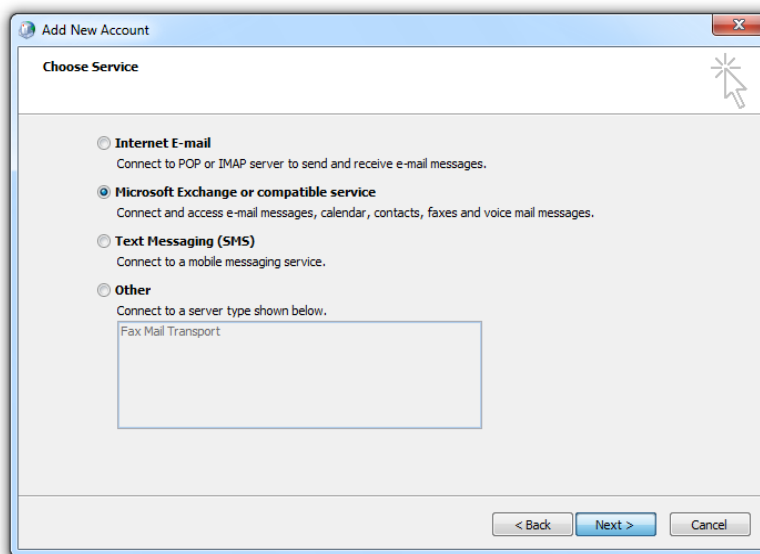
В окне Add New Account выберите опцию **Manually configure server settings or additional server types**. Нажмите **Next**.



The screenshot shows the 'Add New Account' dialog box with the 'Auto Account Setup' section. The title bar reads 'Add New Account'. Below the title bar, it says 'Auto Account Setup' and 'Connect to other server types.' There are three radio button options: 'E-mail Account', 'Text Messaging (SMS)', and 'Manually configure server settings or additional server types'. The 'Manually configure server settings or additional server types' option is selected. Below the 'E-mail Account' option, there are two text input fields: 'Your Name' (with an example 'Ellen Adams') and 'E-mail Address' (with an example 'ellen@contoso.com'). At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

## 6 ШАГ

Выберите тип сервиса, отметив опцию **Microsoft Exchange or compatible service**. Нажмите **Next**.



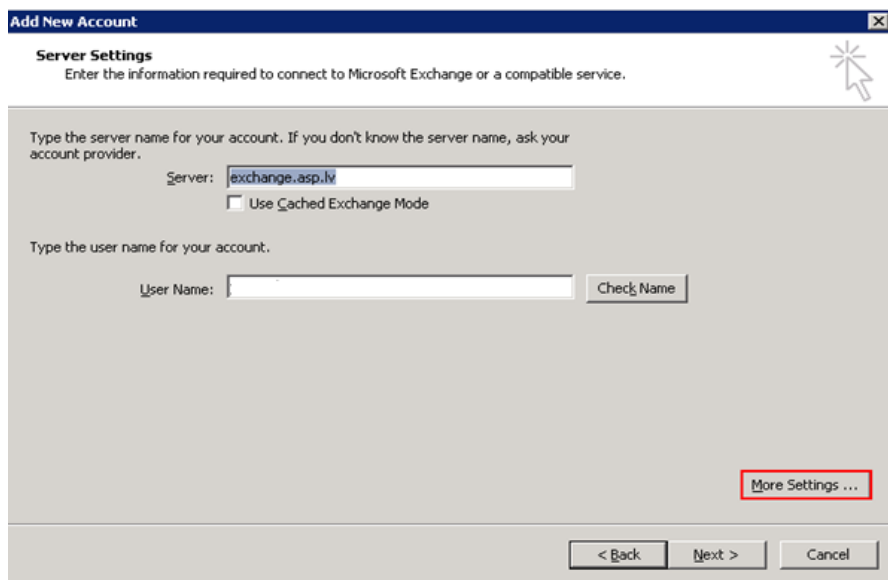
The screenshot shows the 'Add New Account' dialog box with the 'Choose Service' section. The title bar reads 'Add New Account'. Below the title bar, it says 'Choose Service'. There are four radio button options: 'Internet E-mail', 'Microsoft Exchange or compatible service', 'Text Messaging (SMS)', and 'Other'. The 'Microsoft Exchange or compatible service' option is selected. Below the 'Internet E-mail' option, it says 'Connect to POP or IMAP server to send and receive e-mail messages.' Below the 'Microsoft Exchange or compatible service' option, it says 'Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.' Below the 'Text Messaging (SMS)' option, it says 'Connect to a mobile messaging service.' Below the 'Other' option, it says 'Connect to a server type shown below.' There is a text input field containing 'Fax Mail Transport'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

## 7 ШАГ

7.1. Введите адрес сервера и адрес Вашей электронной почты.

- a) **Server:** exchange.asp.lv
- б) **User Name:** Ваше имя и фамилия

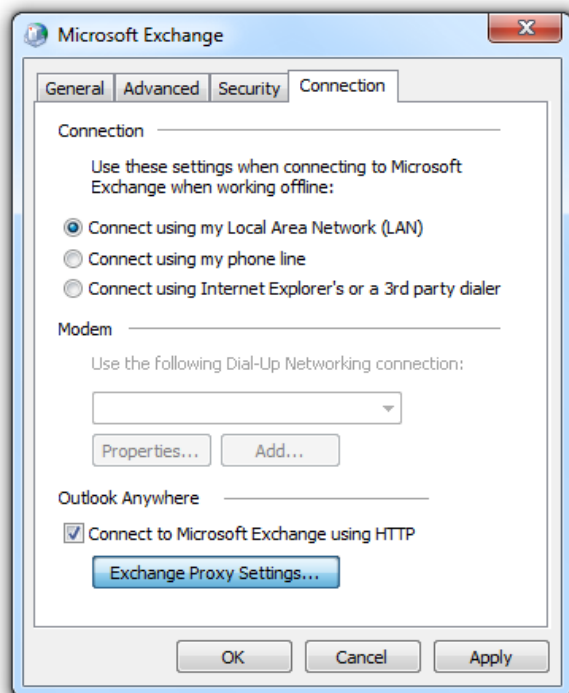
7.2. Нажмите на **More Settings ...** .



## 8 ШАГ

Откройте раздел **Connection**:

- a) Выберите опцию **Connect to Microsoft Exchange using HTTP**.
- б) Нажмите на **Exchange Proxy Settings...** .

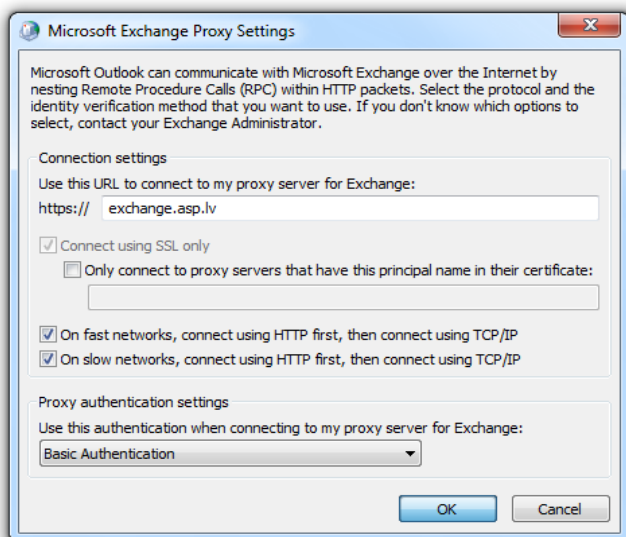


## 9 ШАГ

В окне Microsoft Exchange Proxy Settings выберите следующие параметры:

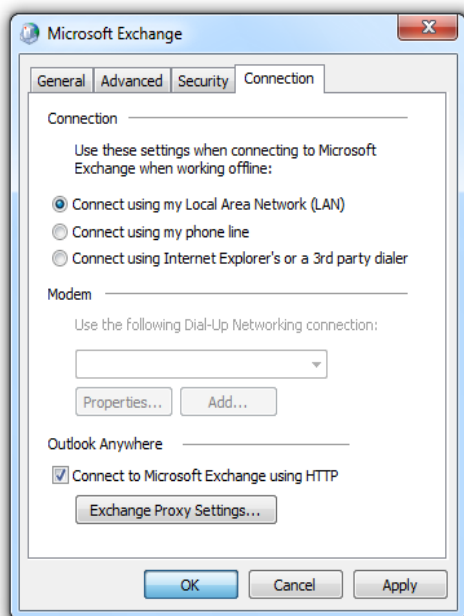
- В поле **Use this URL to connect to my proxy server for Exchange** введите: exchange.asp.lv
- Выберите опцию **On fast networks, connect using HTTP first, then connect using TCP/IP**
- Выберите опцию **On slow networks, connect using HTTP first, then connect using TCP/IP**
- В поле **Use this authentication when connecting to my proxy server for Exchange** выберите **Basic Authentication**

Нажмите **ОК**.



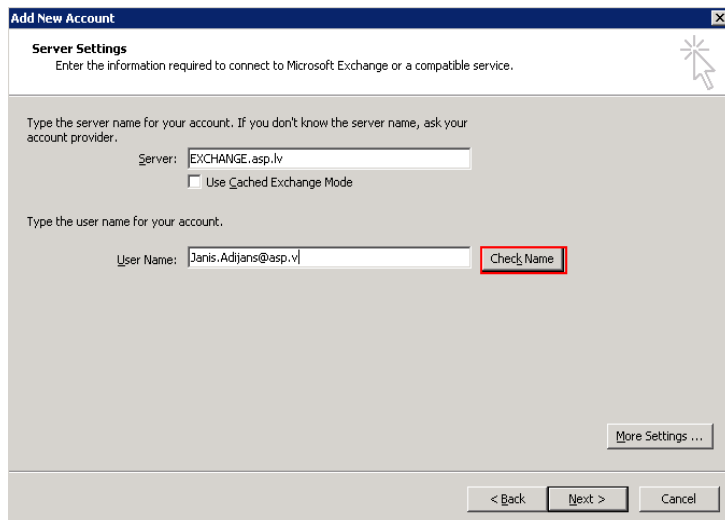
## 10 ШАГ

В следующем окне нажмите **ОК**.



## 11 ШАГ

Нажмите на **Check Name**.

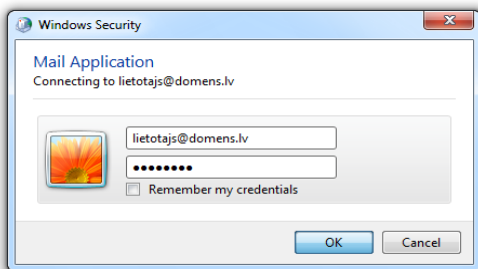


The screenshot shows the 'Add New Account' dialog box with the 'Server Settings' tab selected. The 'Server' field is filled with 'EXCHANGE.asp.lv' and the 'User Name' field is filled with 'Janis.Adijans@asp.lv'. The 'Check Name' button is highlighted with a red box. The dialog also includes a 'More Settings...' button and navigation buttons '< Back', 'Next >', and 'Cancel'.

## 12 ШАГ

12.1. Введите Ваш адрес электронной почты и пароль, которые Вы получили по электронной почте.

12.2. Нажмите **OK**.



The screenshot shows the 'Windows Security' dialog box with the 'Mail Application' tab selected. The 'Connecting to' field is filled with 'lietotajs@domens.lv'. The password field is masked with dots. The 'Remember my credentials' checkbox is unchecked. The dialog has 'OK' and 'Cancel' buttons.

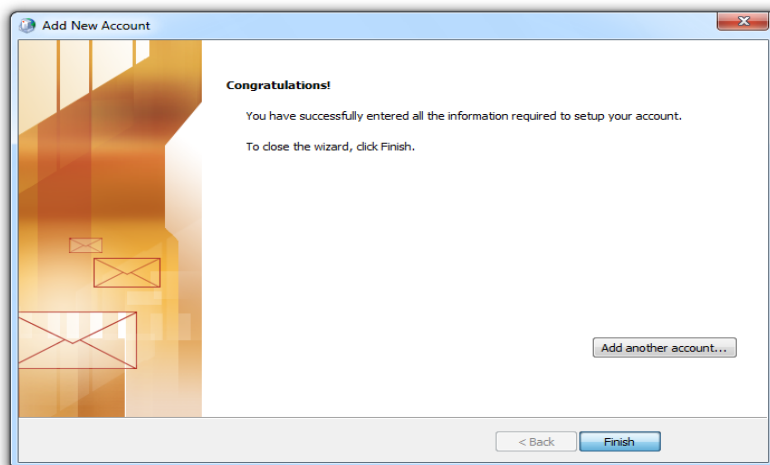
## 13 ШАГ

Если данные введены корректно, поля **Server** и **User Name** будут подчеркнуты. Нажмите **Next**.

## 14 ШАГ

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Нажмите **Finish**.



## 15 ШАГ

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Для начала работы, сделайте двойной клик мышкой на Microsoft Outlook.