

Pamācība Outlook 2010 konfigurēšanai asp vidē (ja Outlook 2010 pirms tam ir izmantots)

1. SOLIS

1.1. Lai izveidotu jaunu Exchange e-pasta kontu, spiediet uz **Start** pogas un meklēšanas logā ievadiet **Control Panel**.

1.2. Control Panel logā atrodiet un spiediet uz Mail.



2. SOLIS

Mail Setup - Outlook logā nospiediet Show Profiles.





- 3.1. Mail logā aktivizējiet opciju **Prompt for a profile to be used.**
- 3.2. Nospiediet Add, lai pievienotu jaunu pasta profilu.

Mail
General
The following profiles are set up on this computer:
Outlook
Add Remove Properties Copy
When starting Microsoft Outlook, use this profile:
Prompt for a profile to be used
C Always use this profile
Outlook
OK Cancel Apply

4. SOLIS

New Profile joslā ievadiet jaunā pasta profila nosaukumu. Šis nosaukums ir informatīvs un neietekmē pasta darbību.

×
ОК
Cancel

5. SOLIS

Add New Account logā izvēlieties opciju **Manually configure server settings or additional server types**. Nospiediet **Next**.

Auto Account Setu Connect to other	p server types.	Ť
🔘 E-mail Account		
Your Name:		
	Example: Ellen Adams	
E-mail Address:		
	Example: ellen@contoso.com	
Text Messaging	(SMS)	
Manually configu	re server settings or additional server types	



No servisa tipiem izvēlieties opciju Microsoft Exchange or compatible service. Nospiediet Next.

Choose Se	ervice	ž
0) Internet E-mail	
	Connect to POP or IMAP server to send and receive e-mail messages.	
	Microsoft Exchange or compatible service	
	Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.	
0	Text Messaging (SMS)	
	Connect to a mobile messaging service.	
0) Other	
	Connect to a server type shown below.	
	Fax Mail Transport	

7. SOLIS

7.1. Norādiet servera adresi un Jūsu e-pasta adresi.

- a) Server: exchange.asp.lv
- b) User Name: Jūsu vārds un uzvārds
- 7.2. Nospiediet More Settings

Add New Account			×
Server Settings Enter the information re	quired to connect to Microsoft Exchange or a compatible	service.	×
Type the server name for you account provider.	r account. If you don't know the server name, ask your		
Server:	exchange.asp.lv		
	□ Use <u>C</u> ached Exchange Mode		
Type the user name for your a	account.		
User Name:		Check Name	
			More Settings
	[< <u>B</u> ack	Next > Cancel



Atveriet sadaļu Connection:

- a) Aktivizējiet opciju Connect to Microsoft Exchange using HTTP
- b) Nospiediet uz Exchange Proxy Settings....

Microsoft Exchange	
General Advanced Security Connection	
Connection	
Use these settings when connecting to Microsoft Exchange when working offline:	
Connect using my Local Area Network (LAN)	
Connect using my phone line	
Connect using Internet Explorer's or a 3rd party dialer	
Modem	
Use the following Dial-Up Networking connection:	
Properties Add	
Outlook Anywhere	
Connect to Microsoft Exchange using HTTP	
Exchange Proxy Settings	
OK Cancel Apply	

9. SOLIS

Microsoft Exchange Proxy Settings logā norādiet šādus parametrus:

- a) Joslā Use this URL to connect to my proxy server for Exchange ierakstiet: exchange.asp.lv
- b) Aktivizējiet opciju On fast networks, connect using HTTP first, then connect using TCP/IP
- c) Aktivizējiet opciju On slow networks, connect using HTTP first, then connect using TCP/IP
- d) Opcijā Use this authentication when connecting to my proxy server for Exchange izvēlieties Basic Authentication

Nospiediet OK.

Microsoft Exchange Proxy Settings		
Microsoft Outlook can communicate with Microsoft Exchange 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 know which options to select, contact your Exchange Administrator.		
Connection settings		
Use this URL to connect to my proxy server for Exchange:		
https:// exchange.asp.lv		
✓ Connect using SSL only		
Only connect to proxy servers that have this principal name in their certificate:		
☑ On fast networks, connect using HTTP first, then connect using TCP/IP		
☑ On slow networks, connect using HTTP first, then connect using TCP/IP		
Provy authentication pettings		
Healthis authoritication when connecting to my provy converter Exchanges		
Deale Authorities		
OK Cancel		



Nākamajā logā nospiediet **OK**.

Microsoft Exchange
General Advanced Security Connection
Connection
Use these settings when connecting to Microsoft Exchange when working offline:
Onnect using my Local Area Network (LAN)
Connect using my phone line
Connect using Internet Explorer's or a 3rd party dialer
Modem
Use the following Dial-Up Networking connection:
Properties Add
Outlook Anywhere
Connect to Microsoft Exchange using HTTP
Exchange Proxy Settings
OK Cancel Apply

11. SOLIS

Joslā User Name ievadiet savu vārdu. Nospiediet Check Name.

×
ice.
heck Name
More Settings



12.1. Ievadiet Jūsu Exchange konta e-pasta adresi un paroli, kurus saņēmāt pakalpojuma ieviešanas apstiprinājuma e-pastā.

12.2. Nospiediet OK.

Windows Sec	urity
Mail Applic Connecting to	ation lietotajs@domens.lv
	lietotajs@domens.lv ••••••• Remember my credentials
	OK Cancel

13. SOLIS

Ja dati būs ievadīti korekti, tad lauki Server un User Name tiks pasvītroti. Nospiediet Next.

14. SOLIS

Nospiediet Finish.

Add New Account	×
	Congratulations! You have successfully entered all the information required to setup your account. To dose the wizard, click Finish.
	Add another account
	< Back Finish

15. SOLIS

Lai uzsāktu darbu, ieslēdziet Microsoft Outlook ar dubulto peles klikšķi.