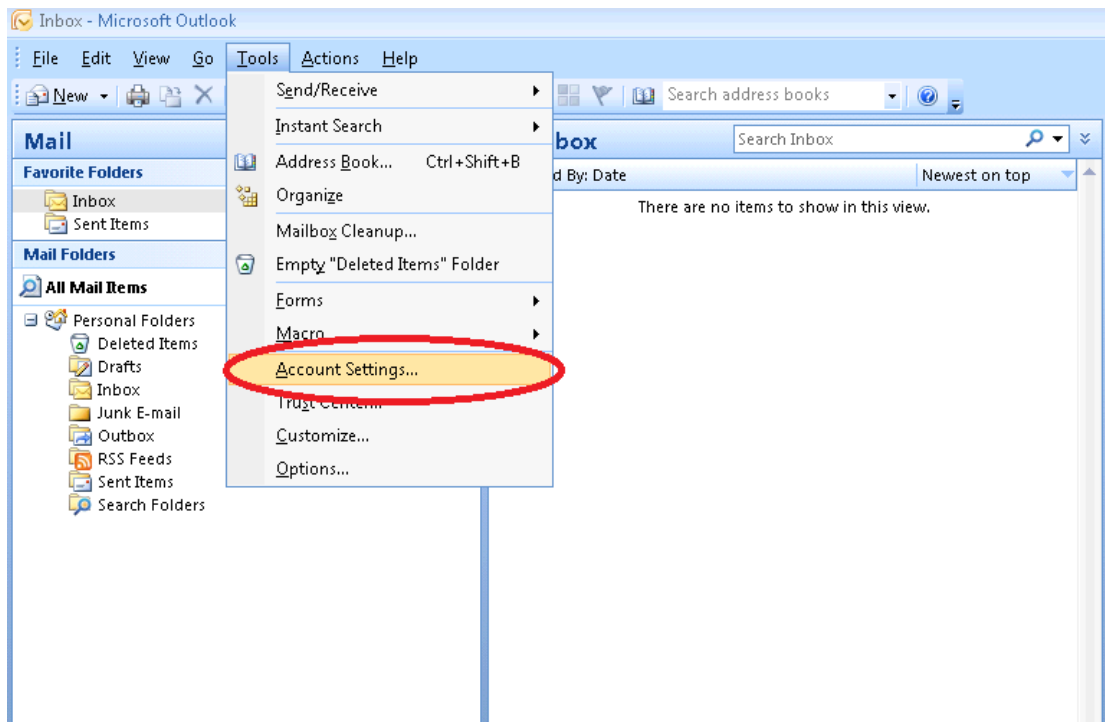
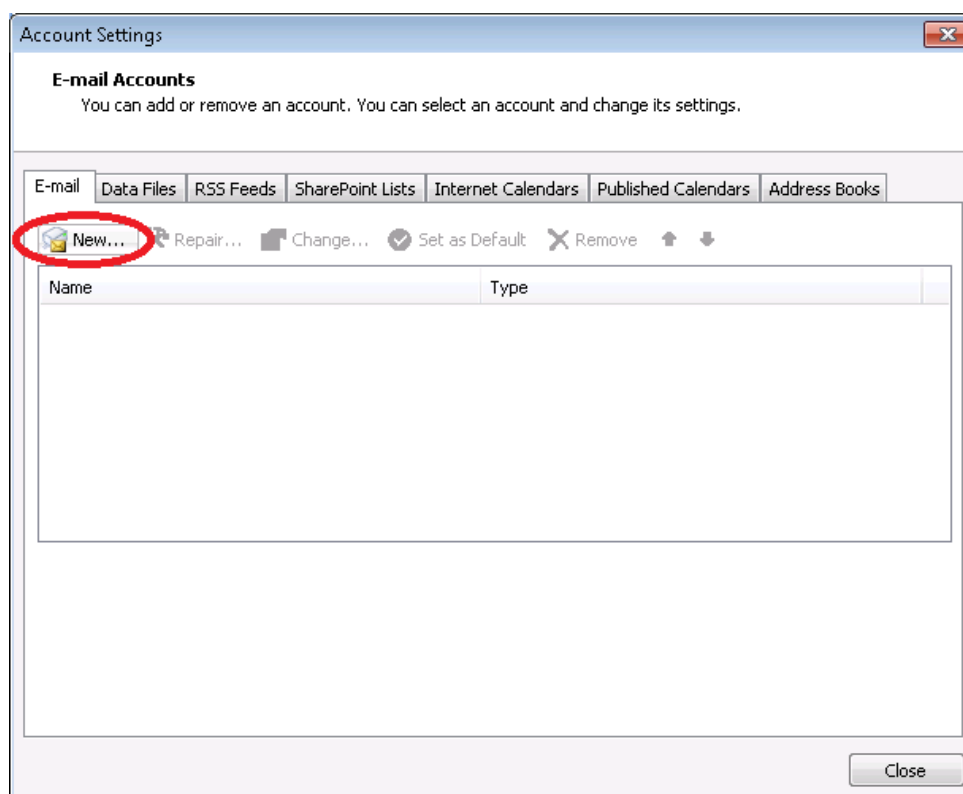


ΟΔΗΓΙΕΣ ΔΗΜΙΟΥΡΓΙΑΣ ΛΟΓΑΡΙΑΣΜΟΥ ΣΤΟ MICROSOFT OUTLOOK

1. Ανοίγουμε το Microsoft Outlook
2. Επιλέγουμε "Tools -> Account Settings"



3. Στην καρτέλα "E-mail" επιλέγουμε "New"



4. Κάνουμε check στο “Manually configure server settings or additional server types” και πατάμε “Next”

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

5. Επιλέγουμε “Internet E-mail” και πατάμε “Next”

Add New E-mail Account

Choose E-mail Service

Internet E-mail
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

Microsoft Exchange
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

Other
Connect to a server type shown below.

Fax Mail Transport
Outlook Mobile Service (Text Messaging)

< Back **Next >** Cancel

6. Συμπληρώνουμε τα στοιχεία μας όπως φαίνεται παρακάτω. Στα πεδία Incoming και Outgoing mail server γράφουμε "imap.ionio.gr" και "smtp.ionio.gr" αντίστοιχα. Στη συνέχεια επιλέγουμε "More Settings"

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name: Σπύρος Παπαδόπουλος
E-mail Address: spapado@ionio.gr

Server Information

Account Type: IMAP
Incoming mail server: imap.ionio.gr
Outgoing mail server (SMTP): smtp.ionio.gr

Logon Information

User Name: spapado
Password: *****
 Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

< Back Next > Cancel

7. Επιλέγουμε την καρτέλα "Outgoing Server" και κάνουμε check στο "My outgoing server (SMTP) requires authentication" και "Use same settings as my incoming mail server"

Internet E-mail Settings

General Folders **Outgoing Server** Connection Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

Password:

Remember password

Require Secure Password Authentication (SPA)

OK Cancel

8. Επιλέγουμε την καρτέλα "Advanced", συμπληρώνουμε τα πεδία όπως παρακάτω και πατάμε "OK".

Internet E-mail Settings

General Folders Outgoing Server Connection **Advanced**

Server Port Numbers

Incoming server (IMAP): 993 Use Defaults

Use the following type of encrypted connection: SSL

Outgoing server (SMTP): 587

Use the following type of encrypted connection: TLS

Server Timeouts

Short Long 1 minute

Folders

Root folder path:

OK Cancel

9. Επιλέγουμε "Next"

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name: Σπύρος Παπαδόπουλος

E-mail Address: spapado@ionio.gr

Server Information

Account Type: IMAP

Incoming mail server: imap.ionio.gr

Outgoing mail server (SMTP): smtp.ionio.gr

Logon Information

User Name: spapado

Password: *****

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

< Back **Next >** Cancel

10. Επιλέγουμε "Finish"

