Configuracion Outlook

Acceder a la Configuracion de la cuenta.

Account Settings	x		
E-mail Accounts You can add or remove an account. You can select an account and change its settings.			
E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books			
Set as Derault X Remove T			
Name Type			
dayala@grupoadco.com.mx POP/SMTP (send from this account by default)			
Selected e-mail account delivers new e-mail messages to the following location:			
Change <u>Folder</u> Personal Folders \Inbox in data file C:\Users\Fernando\AppData\Local\Microsoft\Outlook\Outlook.pst			
Qlos	e		

Change E-mail Account		×
Internet E-mail Settings Each of these settings ar	e required to get your e-mail acc	bunt working.
User Information		Test Account Settings
Your Name:	Dolores Ayala	After filling out the information on this screen, we
E-mail Address:	dayala@grupoadco.com.mx	button below. (Requires network connection)
Server Information		Test Assourt Settings
Account Type:	POP3	Lest Account Setungs
Incoming mail server:	pop.gmail.com	•
Outgoing mail server (SMTP):	smtp.gmail.com	U
Logon Information		
<u>U</u> ser Name:	dayala@grupoadco.com.mx	
Password:	*****	6
	Remember password	
Reguire logon using Secure	Password Authentication (SPA)	More Settings
		< Back Next > Cancel

Cambiar los valores de servidro Entrante : pop.gmail.com Cambiar los valores de seidor Saliente (SMPT): smtp.gmail.com

2 Escribir el correo en el Nombre de Usuario: <u>correo@grupoadco.com.mx</u> 3 Abrir "Mas configuracion" En la ventana de "Mas Configuracion" en la segunda pestaña activar la palomita de Servidor Saliente (SMPT) requiere autenticación. (ver Imagen)

Internet E-mail Settings	x
General Outgoing Server Connection Advanced	
✓ My outgoing server (SMTP) requires authentication ● Use same settings as my incoming mail server	
O Log on using	-11
User Name:	
Password:	
✓ <u>R</u> emember password	
Reguire Secure Password Authentication (SPA)	
Log on to incoming mail server before sending mail	
OK Cancel	

En la ultima pesataña (Avanzado): Poner valores como se ven en pantalla

Internet E-mail Settings
General Outgoing Server Connection Advanced Server Port Numbers
Incoming server (POP3): 995 Use Defaults This server requires an encrypted connection (SSL) Outgoing server (SMTP): 587 Use the following type of engrypted connection: TLS Server Timeouts
Short Long 1 minute Delivery          Delivery         Leave a copy of messages on the server         Remove from server after         Remove from server when deleted from 'Deleted Items'
OK Cancel