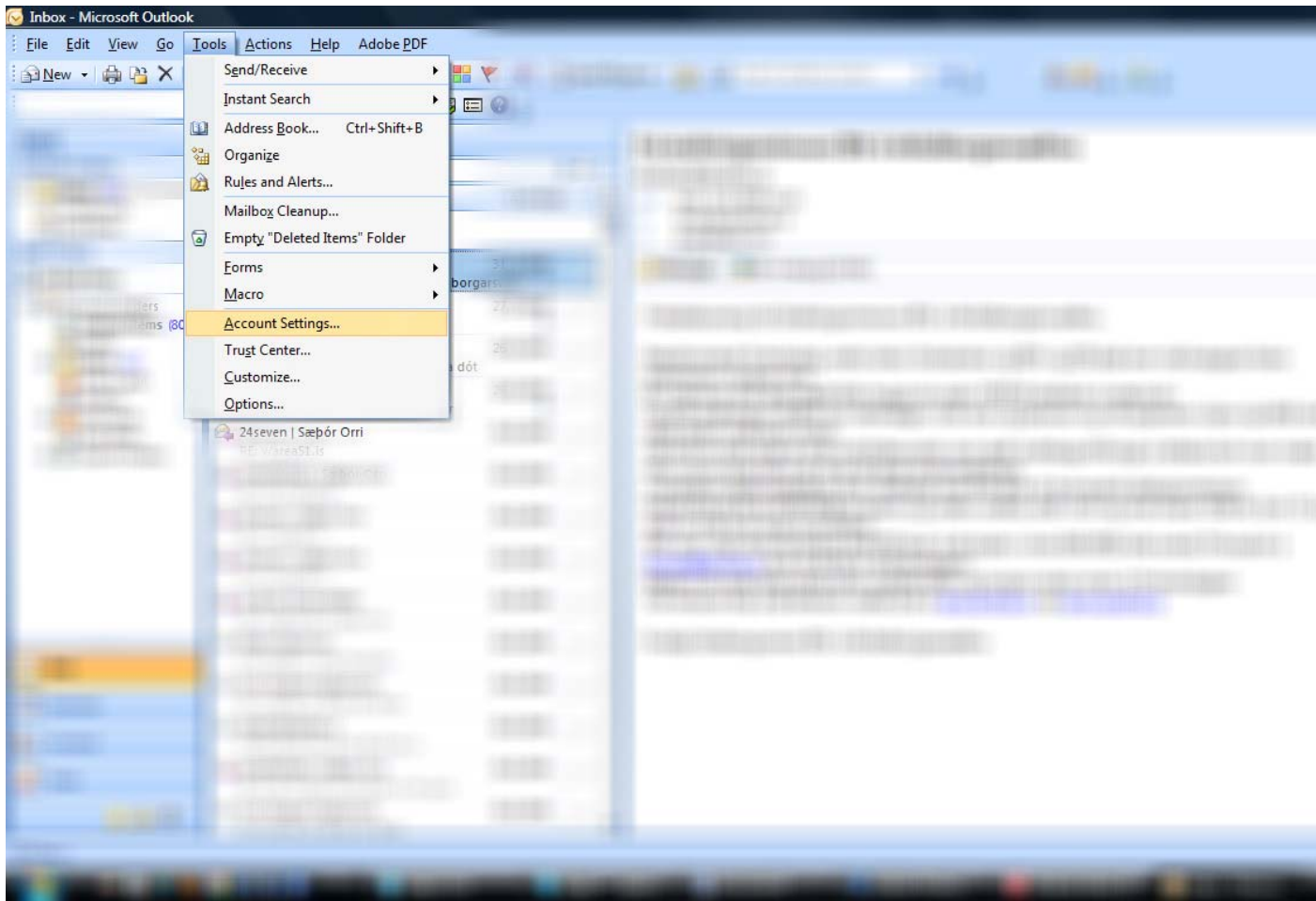
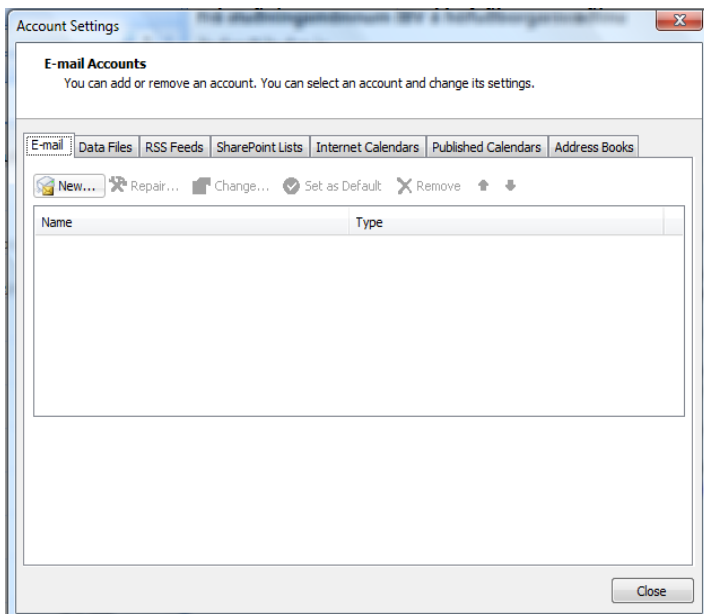


Leiðbeiningar vegna uppsetningar á Zimbra tölvupósti í Outlook

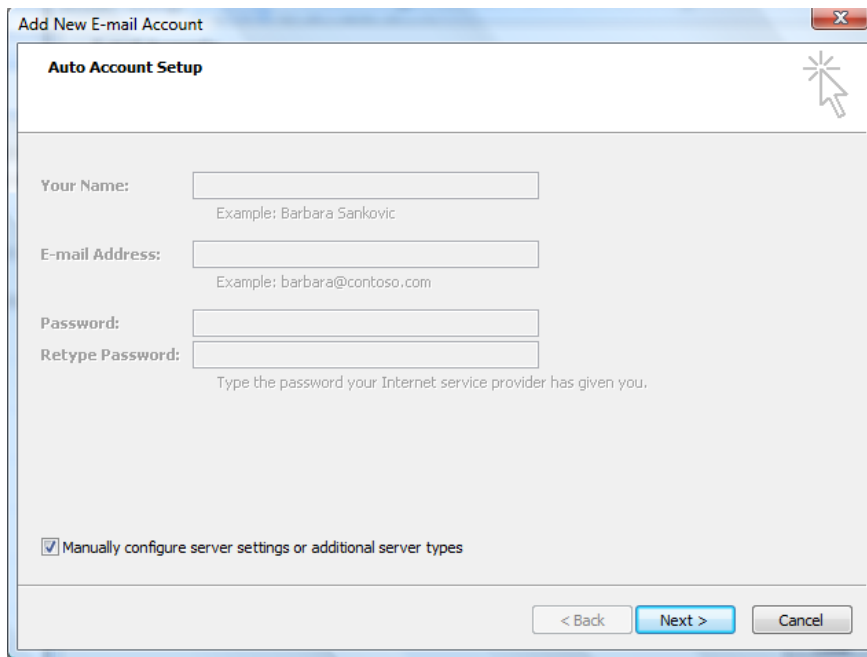
Ferð í "Tools" - "Account settings" .



Veljið new

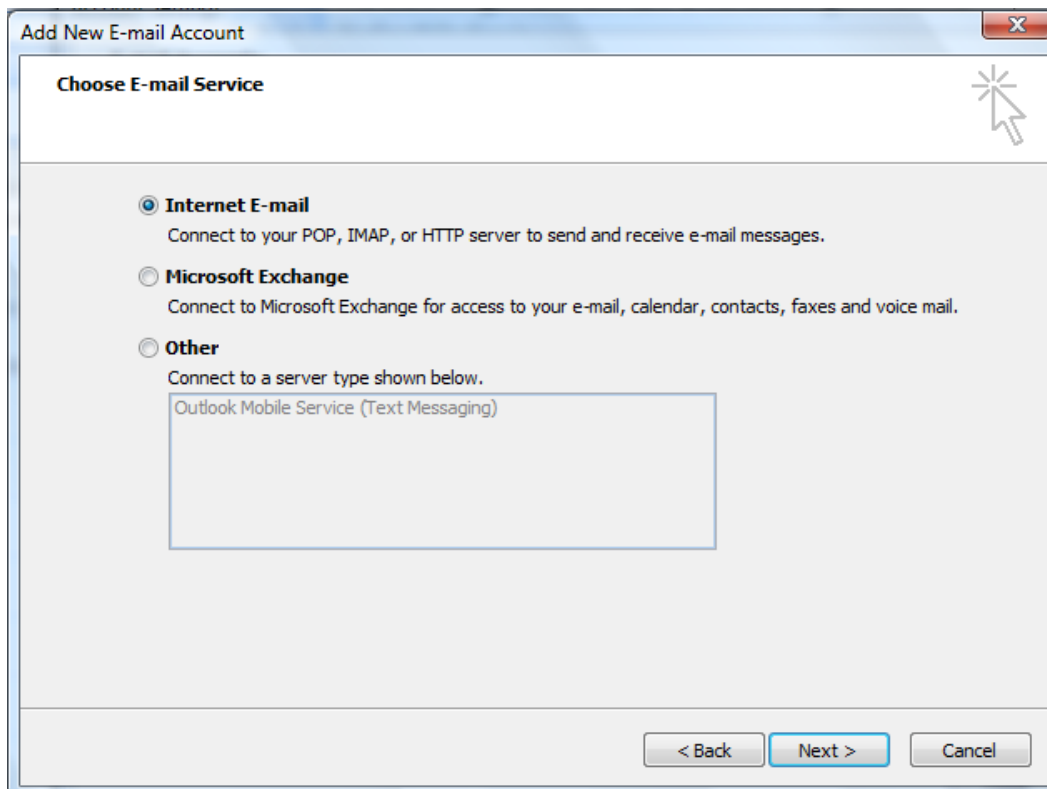


Hakið í **Manually configure.....** og veljið svo **next**.



The screenshot shows the 'Add New E-mail Account' dialog box in the 'Auto Account Setup' step. It features a title bar with a close button (X) and a help icon (lightbulb with mouse cursor). The main area contains four input fields: 'Your Name' (with example 'Barbara Sankovic'), 'E-mail Address' (with example 'barbara@contoso.com'), 'Password', and 'Retype Password' (with instruction 'Type the password your Internet service provider has given you.'). A checkbox labeled 'Manually configure server settings or additional server types' is checked. At the bottom, there are three buttons: '< Back', 'Next >' (highlighted in blue), and 'Cancel'.

Hakið í **Internet E-mail** og veljið **Next**



The screenshot shows the 'Add New E-mail Account' dialog box in the 'Choose E-mail Service' step. It features a title bar with a close button (X) and a help icon (lightbulb with mouse cursor). The main area contains three radio button options: 'Internet E-mail' (selected), 'Microsoft Exchange', and 'Other'. Below 'Other' is a list box containing 'Outlook Mobile Service (Text Messaging)'. At the bottom, there are three buttons: '< Back', 'Next >' (highlighted in blue), and 'Cancel'.

Fyllið inn upplýsingar í reitina. Setjið "zimbra.smartmedia.is" í bæði "incoming" & "outgoing" server, veljið svo næst **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: Nafn viðskiptavinar
E-mail Address: netfang viðskiptavinar

Server Information
Account Type: POP3
Incoming mail server: zimbra.smartmedia.is
Outgoing mail server (SMTP): zimbra.smartmedia.is

Logon Information
User Name: netfang viðskiptavinar
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

í flípanum "outgoing server" er hakað í "my outgoing server (SMTP) requires authentication"

Internet E-mail Settings

General **Outgoing Server** Connection Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

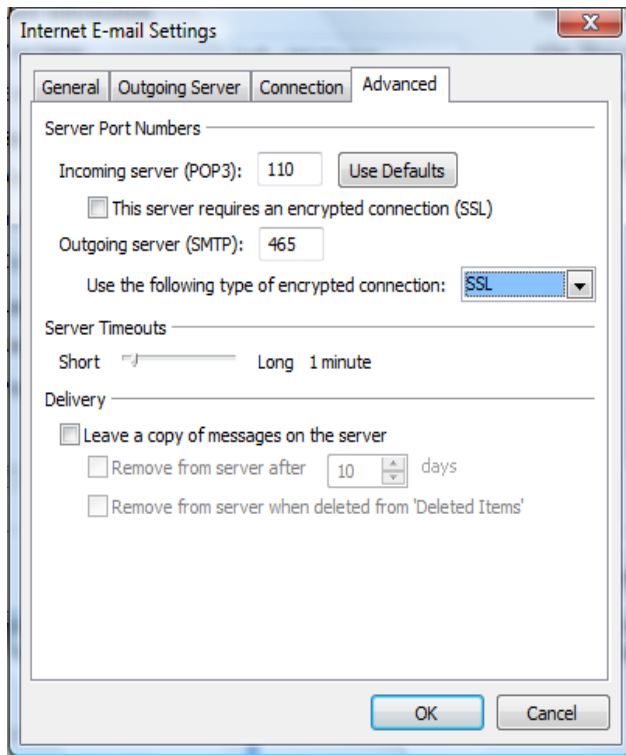
User Name:
Password:
 Remember password

Require Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

OK Cancel

í flípanm "Advanced" , þá á að vera **110 í incoming server, 465 í outgoing server**, svo þarf að velja **SSL** í reitnum f, neðan outgoing server, en þar stendur "Use the following type of encrypted connections"



Svo er ýtt á **OK**, farið í test settings og þá poppar upp gluggi sem spyr ykkur hvort þið viljið samþykkja að nota þennan SSL þjón (það gæti staðið add an exception, í staðinn fyrir samþykki), þið samþykkið það og þá er þetta komið.