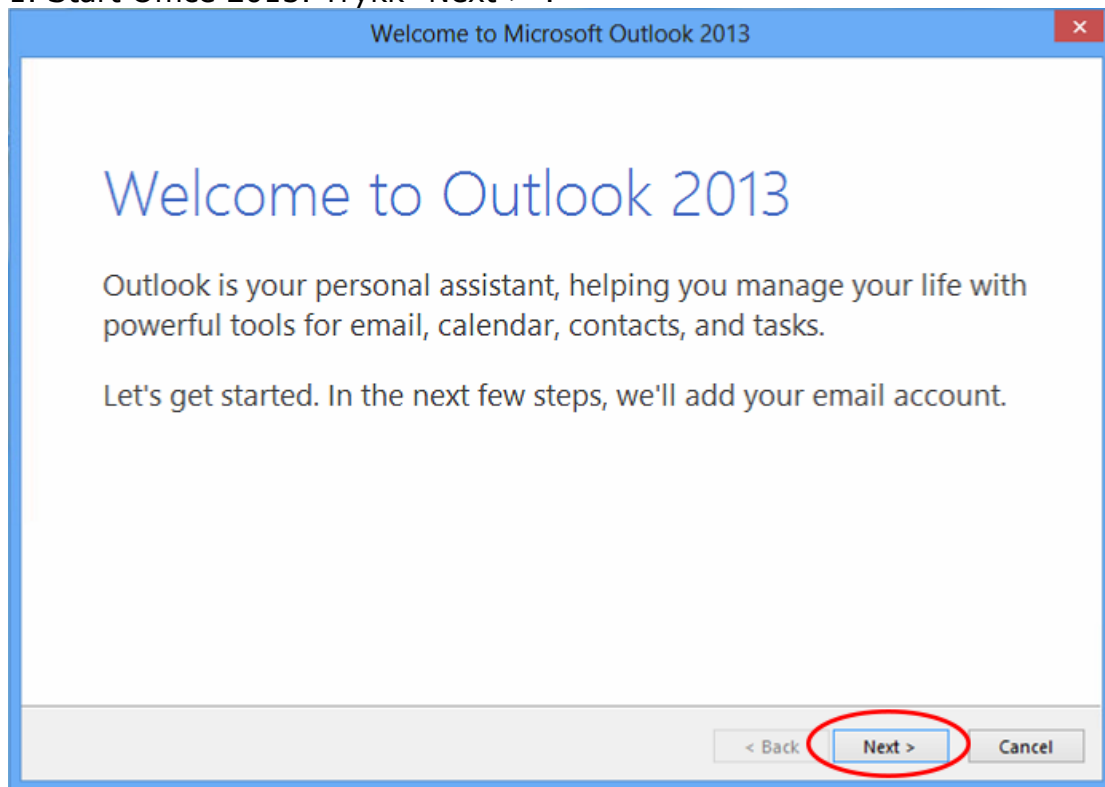
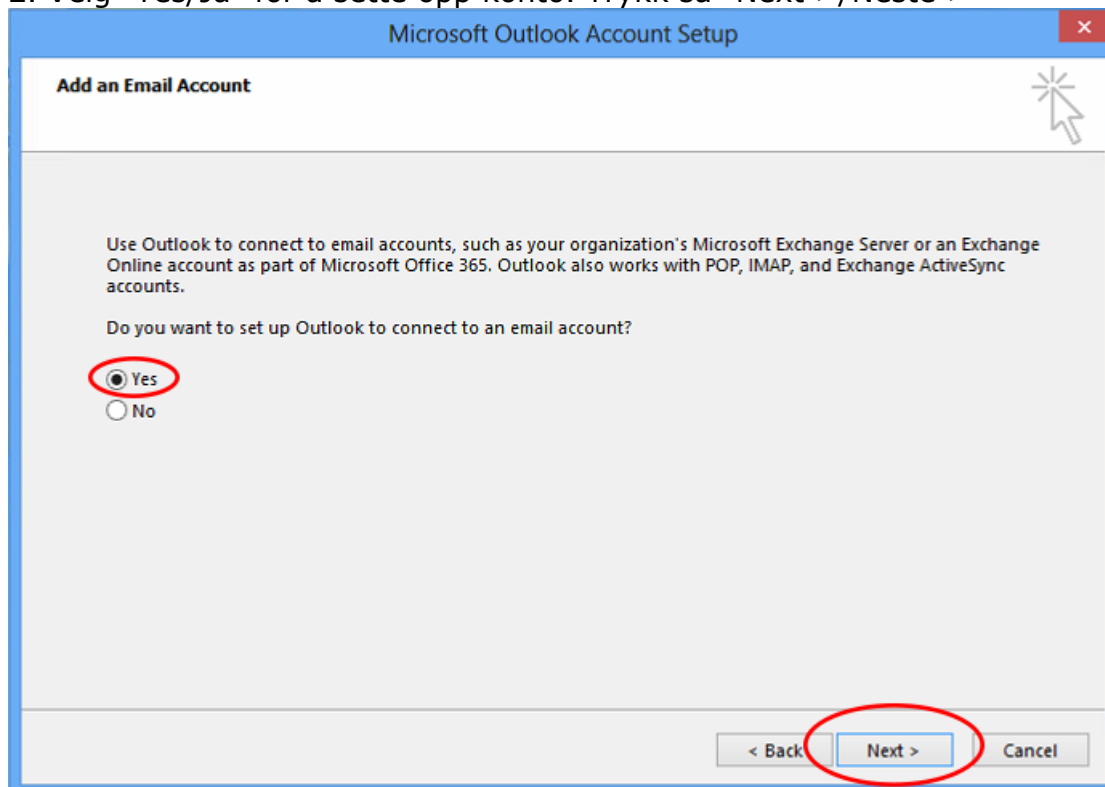


## Oppsett for e-post – Microsoft Outlook 2013

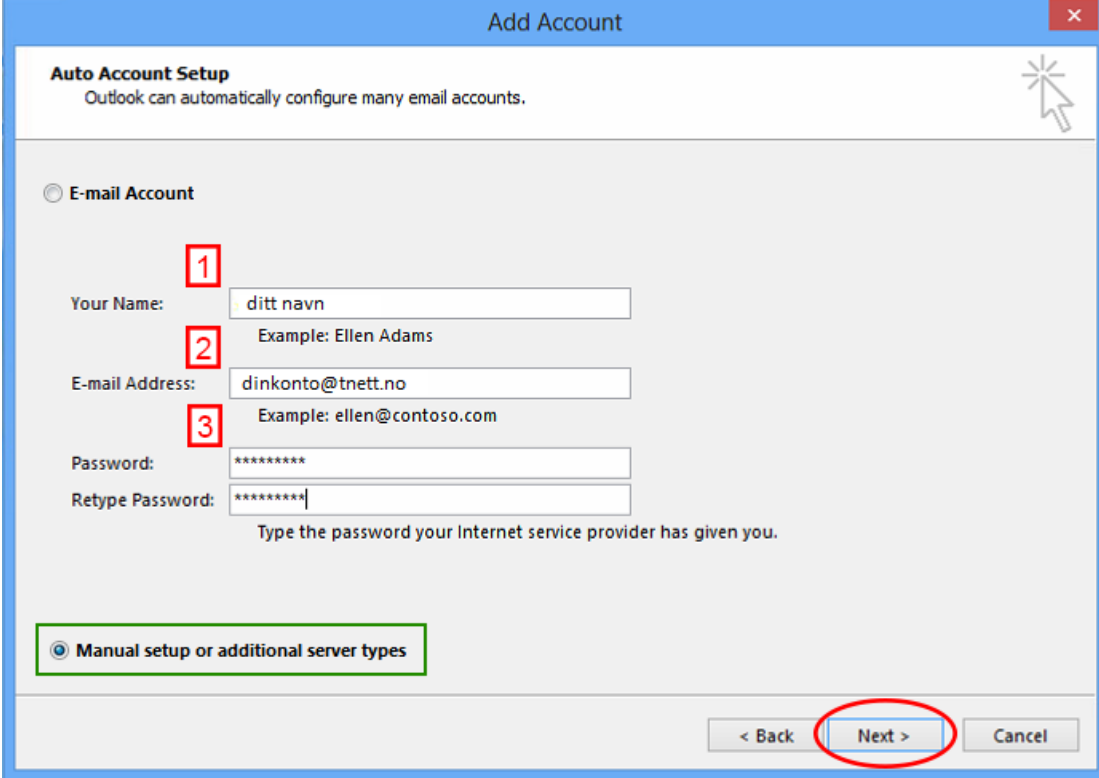
1. Start Office 2013. Trykk "Next >".



2. Velg "Yes/Ja" for å sette opp konto. Trykk så "Next >/Neste >"



3. Fyll ut feltene med riktig informasjon, velg "Manual setup or additional server types" og trykk "Next >/ Neste >".



**Add Account**

**Auto Account Setup**  
Outlook can automatically configure many email accounts.

E-mail Account

**1** Your Name:   
Example: Ellen Adams

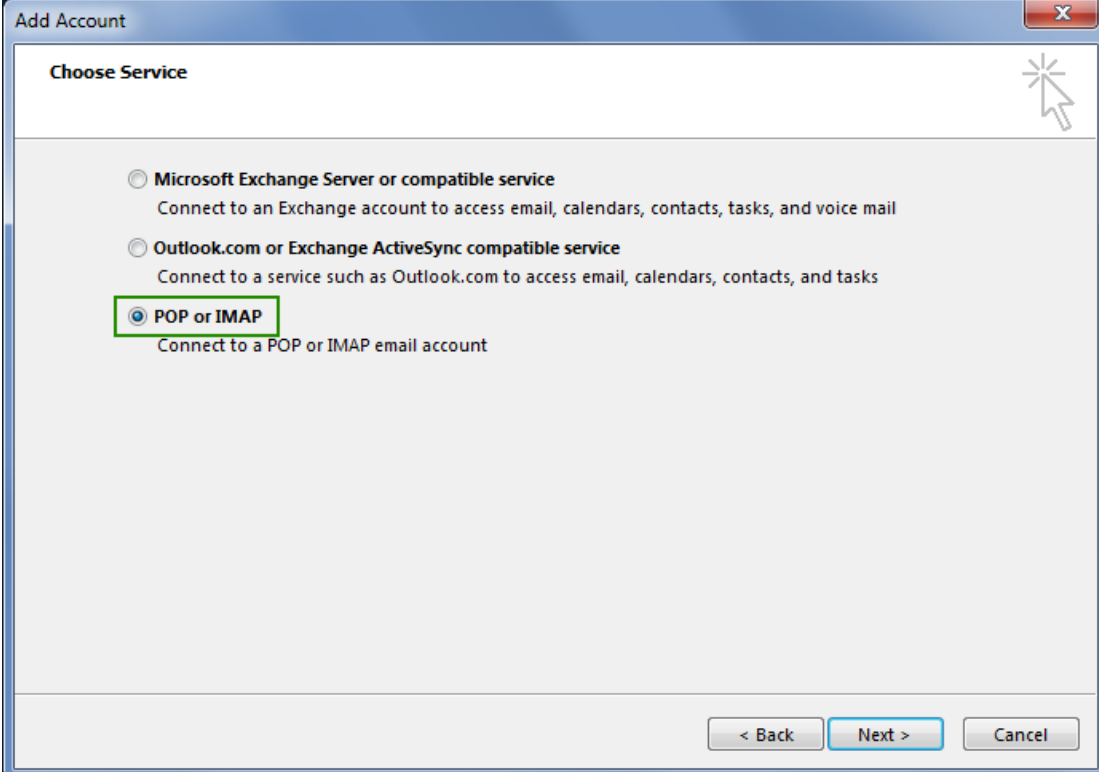
**2** E-mail Address:   
Example: ellen@contoso.com

**3** Password:   
Retype Password:   
Type the password your Internet service provider has given you.

**Manual setup or additional server types**

< Back **Next >** Cancel

4. Trykk "POP or IMAP" velg "Next > / Neste >".



**Add Account**

**Choose Service**

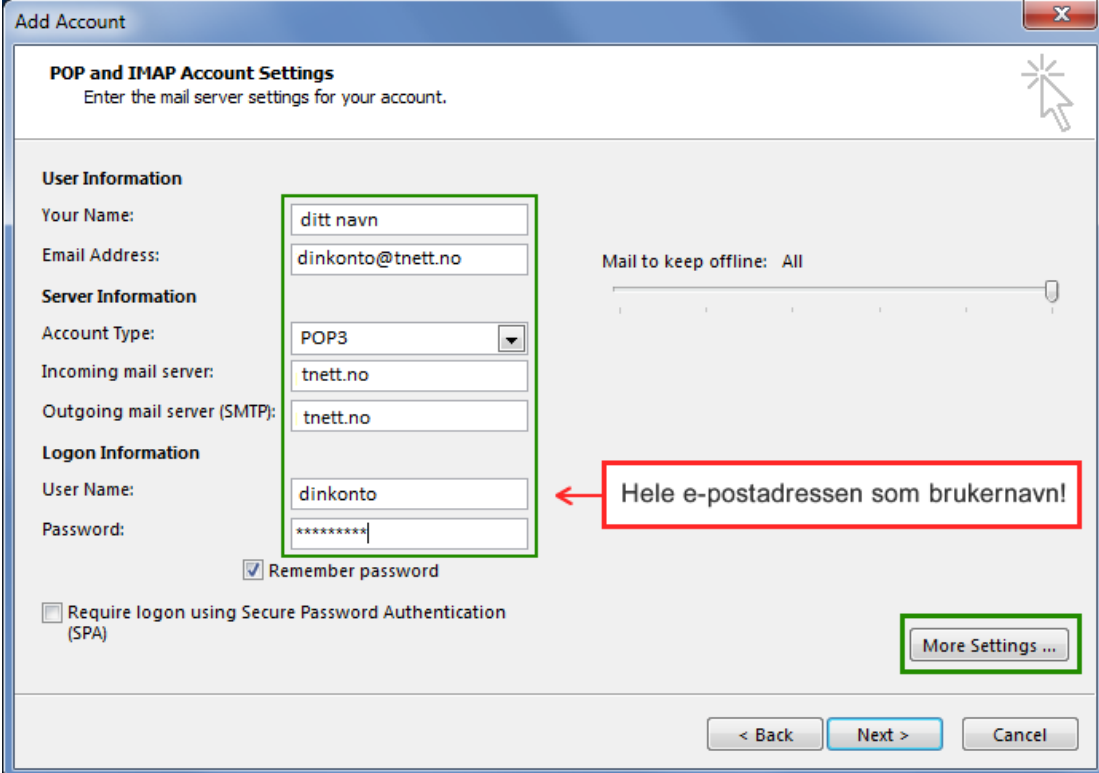
Microsoft Exchange Server or compatible service  
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail

Outlook.com or Exchange ActiveSync compatible service  
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

**POP or IMAP**  
Connect to a POP or IMAP email account

< Back **Next >** Cancel

5. Fyll ut felteten med riktig konto navn og passord.  
Trykk så "More Settings..."



**Add Account**

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**

Your Name: ditt navn

Email Address: dinkonto@tnett.no

**Server Information**

Account Type: POP3

Incoming mail server: tnett.no

Outgoing mail server (SMTP): tnett.no

**Logon Information**

User Name: dinkonto

Password: \*\*\*\*\*

Remember password

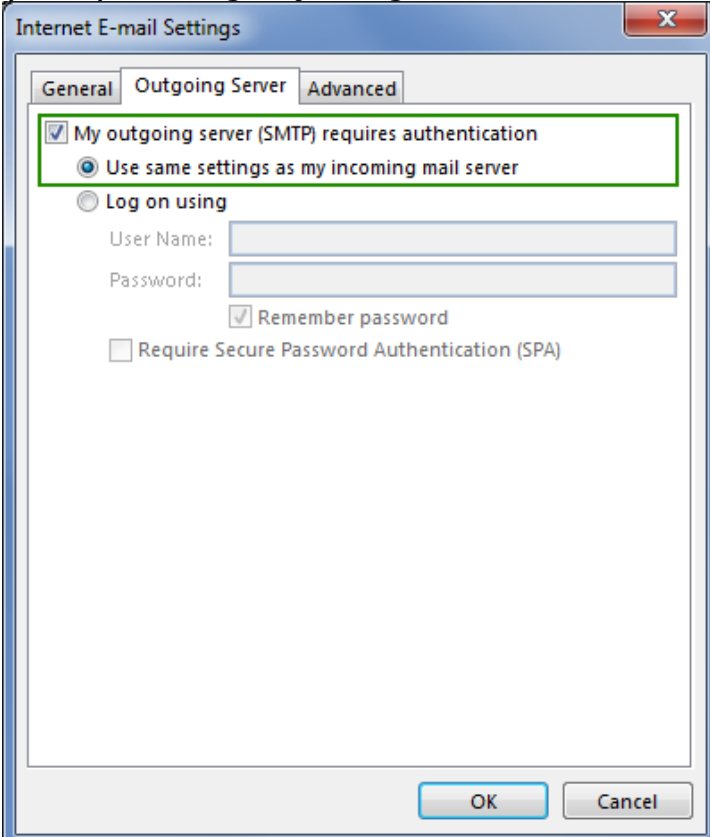
Require logon using Secure Password Authentication (SPA)

Mail to keep offline: All

**More Settings ...**

< Back   Next >   Cancel

6. Gå til fanen "Outgping server" / "Utgående tjener". Huk av for "My Outgoing server (SMTP) requires authentication" / "Min utgående tjener (SMTP) krever godkjenning"



**Internet E-mail Settings**

General   **Outgoing Server**   Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name: \_\_\_\_\_

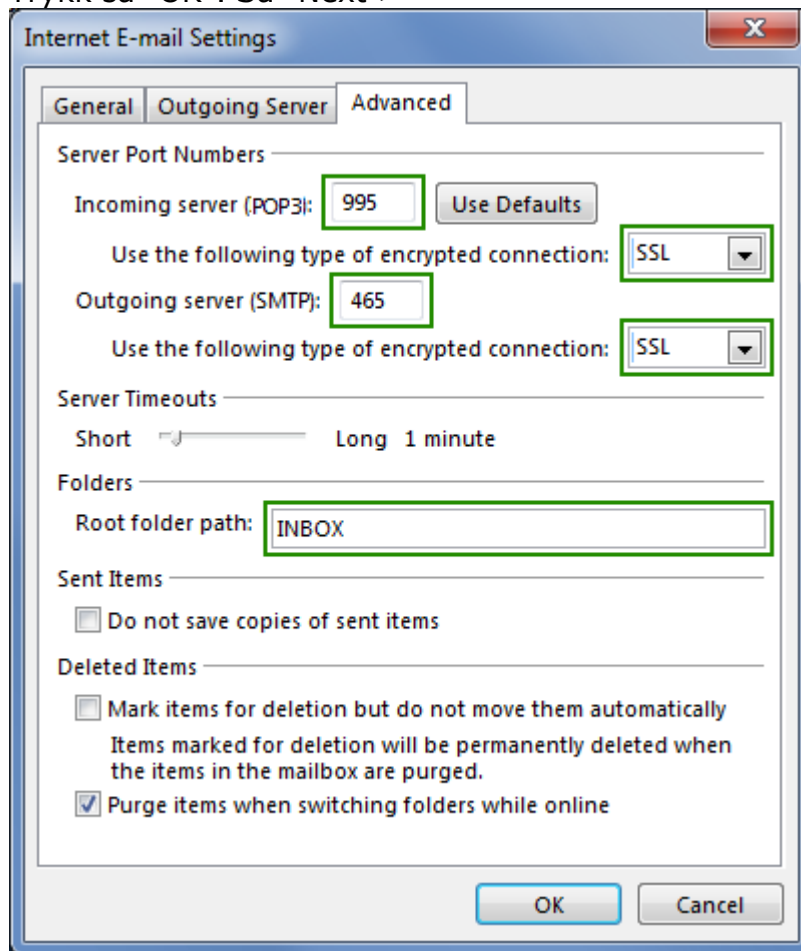
Password: \_\_\_\_\_

Remember password

Require Secure Password Authentication (SPA)

OK   Cancel

7. Gå så til "advanced" / "avansert" fanen.  
 Bruk følgende innstillinger for sikker tilkobling med SSL.  
 Trykk så "OK". Så "Next >"



Hvis kryptering ikke er ønskelig så velg "Ingen" / "None" i feltet hvor "SSL" står.

Porter skal då være:

Server for innkommende e-post: **110**

Server for utgående e-post: **587**

Server for utgående e-post

8. Trykk "Finish" og du er har nå opprettet e-post kontoen i Outlook.

