

# راهنمای Outlook

مدیریت فناوری اطلاعات  
دانشگاه تربیت مدرس



بهمن ۱۴۰۰

## راهنمای Outlook2019

(۱) مرحله اول



Email address

cleaner@modares.ac.ir

آدرس ایمیل خود را وارد نمایید

Advanced options ▾

Connect

کلیک نمایید

(۲) مرحله دوم

IMAP Account Settings

cleaner@modares.ac.ir

(Not you?)

Password

\*\*\*\*\*

رمز عبور خود را وارد نمایید


Go back

Connect

کلیک نمایید

 Outlook

Account successfully added

 **IMAP**  
cleaner@modares.ac.ir

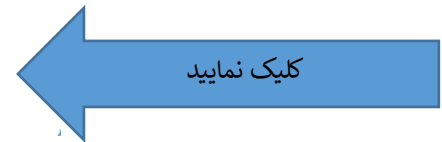
Add another email address

Next

Advanced options ▾

Set up Outlook Mobile on my phone, too

Done



## راهنمای Outlook2013 و Outlook2016

Welcome to Microsoft Outlook 2016



### Welcome to Outlook 2016

Outlook helps you manage your life with powerful tools for email, calendar, contacts, and tasks.

Let's get started. In the next few steps, we'll add your email account.

< Back Next >

کلیک نمایید

Microsoft Outlook Account Setup



#### Add an Email Account



Use Outlook to connect to email accounts, such as your organization's Microsoft Exchange Server or an Exchange Online account as part of Microsoft Office 365. Outlook also works with POP, IMAP, and Exchange ActiveSync accounts.

Do you want to set up Outlook to connect to an email account?

Yes

No

< Back Next >

کلیک نمایید

Add Account

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

**E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:  **آدرس ایمیل خود را وارد نمایید**  
Example: ellen@contoso.com

Password:  **رمز عبور خود را وارد نمایید**

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

**Manual setup or additional server types**

< Back **Next >** **کلیک نمایید**

Add Account

**Searching for your mail server settings...**

**Configuring**

Outlook is completing the setup for your account. This might take several minutes.


- ✓ Establishing network connection
- ✓ Searching for Cleaner@modares.ac.ir settings
- ✓ Log on to server and send a test e-mail message
- i** A test e-mail message could not be sent.  
You might need to adjust your Account Settings to send e-mail messages.

Change account settings

< Back **Finish** **کلیک نمایید**

## راهنمای Outlook در ios

< Not Exchange ?

 Exchange

Email Address  
cleaner@modares.ac.ir

Password

Description e.g. Work

Use Advanced Settings

Sign In

آدرس ایمیل خود را وارد نمایید

رمز عبور خود را وارد نمایید

کلیک نمایید

## راهنمای Outlook در اندروید