## Hướng dẫn cấu hình Mail Imexpharm trên ứng dụng Microsoft Outlook 2016

## Bước 1/ Mở trình duyệt Microsoft Outlook. Trên thanh menu chọn File



Bước 2/ Chọn Account Settings.

${ \biselineskip}$		Outlook Today - Outlook
Info	Accou	nt Information
Open & Export	binhlq@in POP/SMT	nexpharm.com
Save Attachments	+ Add Account	
Print	Account Settings -	ACCOUNT SETTINGS Change settings for this account or set up more connections.
Office Account Options	1	Mailbox Cleanup Manage the size of your mailbox by emptying Deleted Items and archiving.
Exit	Cleanup Tools ▼	manage the size of your manbox by emptying beleted terns and arenving.
	Manage Rules & Alerts	Rules and Alerts Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.

Bước 3/ Chọn tab E-mail -> chọn New...

Account	Settings						×
E-mail Yo	l <b>Accounts</b> u can add o	r remove an a	account. You can s	elect an account and	l change its settings.		
E-mail	Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books	
S Nev	w 🔆 Rej	pair 督 C	hange 📀 Set	as Default 🗙 Remo	ove 🛨 🖶		
Name				Туре			
😍 bin	hlq Dimexpl	harm.com		POP/SMTP (sen	d from this account by	default)	
Selected	d account de	livers new m	essages to the fol	lowing location:			
Chang	ge Folder	Lê Quốc Bìn	h\Inbox				
		in data file (	5:\Luu Mail\Outlo	ok\binhlq.pst			
						Close	

Bước 4/ Check chọn Manual setup or additional server types. -> tiếp theo Chọn Next.

Add Account		×
Auto Account Setup Manual setup of an	account or connect to other server types.	ž
○ E-mail Account		
Your Name:	Example: Ellen Adams	
E-mail Address:	Example: ellen@contoso.com	
Password: Retype Pass ford:		
	Type the password your Internet service provider has given you.	
<ul> <li>Manual setup or ad</li> </ul>	ditional server types	
	< Back Next > C	ancel

Bước 5/ Check chọn POP or IMAP -> Chọn Next.



Bước 6/ Nhập các thông số như hình.

Your name: tên mô tả.

Email Address: nhập địa chỉ email.

Account Type: Chon POP3

Incoming mail server: mail.imexpharm.com

## Outgoing mail server (SMTP): mail.imexpharm.com

User name: nhập địa chỉ email.

Password: nhập mật khẩu email.

Xong chọn More Settings... tiếp tục làm bước 7.

Add Account		×			
POP and IMAP Account Set Enter the mail server settir	tings ngs for your account.	×			
User Information		Test Account Settings			
Your Name:	Nguyen Thanh Binh	We recommend that you test your account to ensure that			
Email Address:	binhnt@imexpharm.com				
Server Information		Test Account Settings			
Account Type:	РОРЗ 🗸				
Incoming mail server:	mail.imexpharm.com	Automatically test account settings when Next is clicked			
Outgoing mail server (SMTP):	mail.imexpharm.com	Deliver new messages to:			
Logon Information		New Outlook Data File			
User Name:	binhnt@imexpharm.com	Existing Outlook Data File			
Password:	******	Browse			
Re	Remember password				
Require logon using Secure Password Authentication (SPA) More Settings					
		< Back Next > Cancel			

Bước 7/ Chọn More Settings...

Tab General để mặc định như hình.

## **Tab Outgoing Server**, check chọn My outgoing server (SMTP) requires authentication

và check chọn Use same settings as my incoming mail server.

Internet E	-mai Setti ga			>
General	Outgoing Server	Advanced		
Mail Acc	ount	, la		
Type th	ie name by which	you want to r	efer to this acco	unt. For
exampl	le: "Work" or "Micr	osoft Mail Sei	ver"	
binnn	t@imexpharm.com	1		
Other U	r Information —			
Organ Deply F	a on:			
	10.01		ОК	Cancel
Internet E	-mail Settings			· · · · · · · · · · · · · · · · · · ·
				,
General	Outgoing Server	Advanced		,
General	Outgoing Server utgoing server (SM	Advanced ITP) requires a	uthentication	2
General My or U	Outgoing Server utgoing server (SM se same settings a	Advanced ITP) requires a s my incoming	uthentication 1 mail server	2
General My ou	Outgoing Server utgoing server (SM se same settings a og on using ser Name:	Advanced ITP) requires a s my incoming	uthentication 1 mail server	,
General My or U U U Pri	Outgoing Server utgoing server (SM se same settings a og on using ser Name:	Advanced ITP) requires a s my incoming	uthentication 1 mail server	,
General My ou O U C C C C C C C C C C C C C C C C C C C	Outgoing Server utgoing server (SM se same settings a og on using ser Name:	Advanced ITP) requires a s my incoming nember passw	uthentication mail server	
General My ou U U U P	Outgoing Server utgoing server (SM se same settings a og on using ser Name: assword: Require Secure F	Advanced ITP) requires a s my incoming nember passw Password Auth	uthentication 1 mail server vord nentication (SPA)	
General My ou U U D L C U	Outgoing Server utgoing server (SM se same settings a og on using ser Name: assword: Require Secure F og on to incoming	Advanced ITP) requires a s my incoming nember passw Password Auth mail server be	uthentication mail server ord hentication (SPA)	ail
General My or U U U U D U U U U U U U U U U U U U	Outgoing Server utgoing server (SM se same settings a og on using ser Name: ser Name: Require Secure F og on to incoming	Advanced ITP) requires a s my incoming nember passw Password Auth mail server be	uthentication mail server rord nentication (SPA)	ail
General My ou U U P C Lo	Outgoing Server utgoing server (SM se same settings a og on using ser Name: assword: @ Rer Require Secure F og on to incoming	Advanced ITP) requires a s my incoming nember passw Password Auth mail server be	uthentication mail server ord hentication (SPA)	ail
General My ou U U P	Outgoing Server utgoing server (SM se same settings a og on using ser Name: assword: Require Secure F og on to incoming	Advanced ITP) requires a s my incoming nember passw Password Auth mail server be	uthentication mail server rord nentication (SPA)	ail
General My ou Lo P	Outgoing Server utgoing server (SM se same settings a og on using ser Name: assword: Require Secure F og on to incoming	Advanced ITP) requires a s my incoming nember passw Password Auth mail server be	uthentication mail server	ail
General My ou U C C C C	Outgoing Server utgoing server (SM se same settings a og on using ser Name: assword: Require Secure F og on to incoming	Advanced ITP) requires a s my incoming nember passw Password Auth mail server be	uthentication mail server	ail
General My ou U U P	Outgoing Server utgoing server (SM se same settings a og on using ser Name: assword: Require Secure F og on to incoming	Advanced ITP) requires a s my incoming nember passw Password Auth mail server be	uthentication mail server rord hentication (SPA)	ail
General My ou U C C C C	Outgoing Server utgoing server (SM se same settings a og on using ser Name: assword: Require Secure F og on to incoming	Advanced ITP) requires a s my incoming nember passw Password Auth mail server be	uthentication mail server	ail

	Internet E-mail Settings ×
Tab Advanced Chổ Outgoing server (SMTP) từ 25 đổi thành 465. Mục User the following types os encrypted connection: chọn SSL. Sau đó bấp OK	General       Outgoing Server       Advanced         Server Port Numbers       Incoming server (POP3):       10       Use Defaults <ul> <li>This server requires an encrypted connection (SSL)</li> <li>Outgoing server (SMTP):</li> <li>465</li> <li>Use the following type of encrypted connection:</li> <li>SSL</li> </ul> Server Timeouts         Scrver Timeouts           Short         Long 1 minute           Delivery           Leave a copy of messages on the server           Remove from server after         10           Remove from server when deleted from 'Deleted Items'            OK

**Bước 8/** Xong bước 7 bấm OK tự động trở ra màn hình cấu hình ban đầu của bước 6, ta chọn **Next** để tiếp tục.

Add Account		×
POP and IMAP Account Set Enter the mail server setting	t <b>tings</b> ngs for your account.	
User Information		Test Account Settings
Your Name:	Nguyen Thanh Binh	We recommend that you test your account to ensure that
Email Address:	binhnt@imexpharm.com	the entries are conect.
Server Information		Test Assessed Catting
Account Type:	РОРЗ 🗸	Test Account Settings
Incoming mail server:	mail.imexpharm.com	Automatically test account settings when Next is clicked
Outgoing mail server (SMTP):	mail.imexpharm.com	Deliver new messages to:
Logon Information		New Outlook Data File
User Name:	binhnt@imexpharm.com	O Existing Outlook Data File
Password:	******	Browse
🗹 Re	emember password	
Require logon using Secur	e Password Authentication	
(SPA)		More Settings
		< Back Next > Cancel

**Bước 9:** sau khi thực hiện bước 8, màn hình hiện thông báo **Completed** là xong. Ta chọn **Close** – tiếp đến chọn **Finish** để kết thúc.

Test Account Settings				
Congratulations! All tests completed successfull continue.	Stop Close			
Tasks Errors				
Tasks	Status			
✓ Log onto incoming mail server (POP3)	Completed			
<ul> <li>Send test e-mail message</li> </ul>				

Add Account	Х
You're all set!	
We have all the information we need to set up your account.	
Add another account	
< Back Finish	

Lúc này ta check mail sử dụng bình thường.