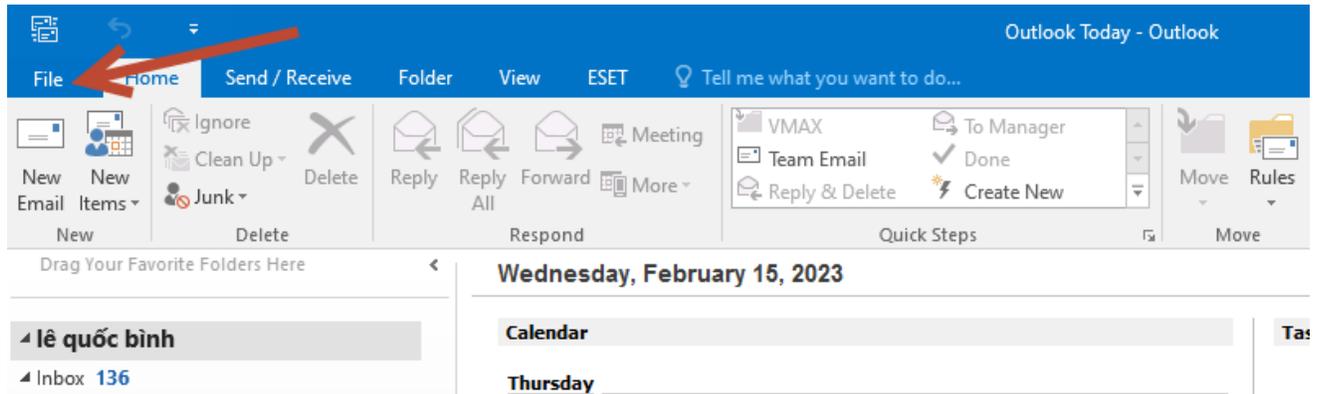
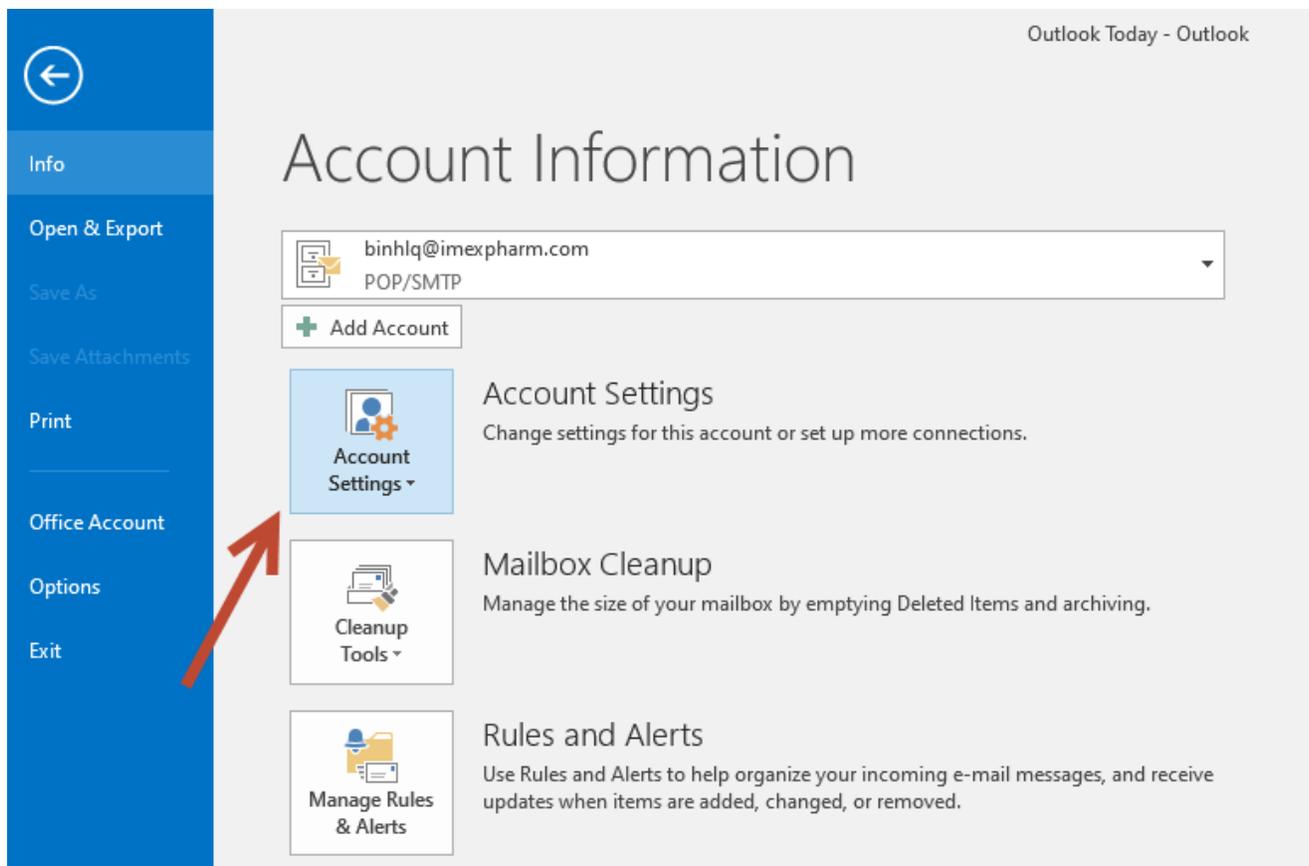


Hướng dẫn cấu hình Mail Imexpharm trên ứng dụng Microsoft Outlook 2016

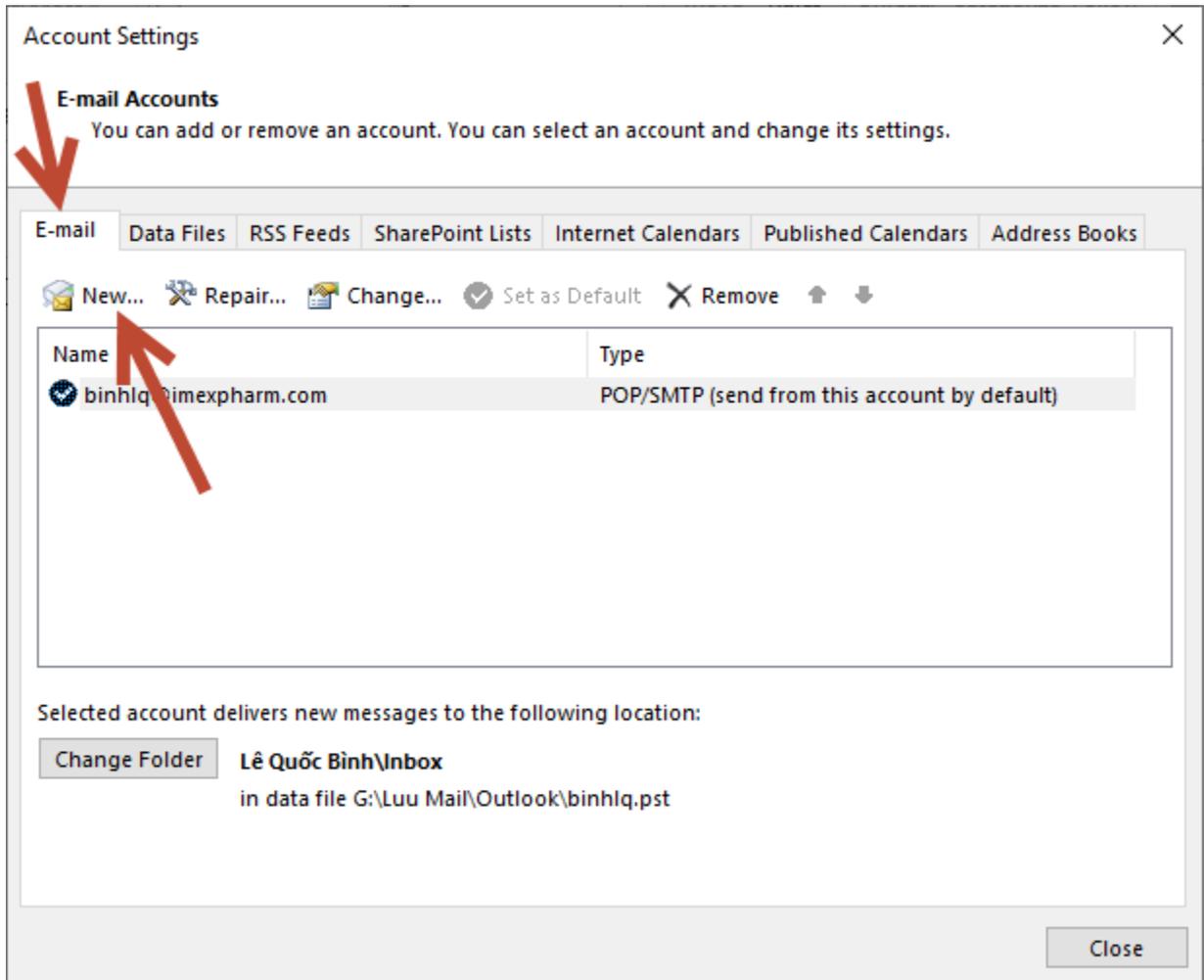
Bước 1/ Mở trình duyệt Microsoft Outlook. Trên thanh menu chọn File



Bước 2/ Chọn Account Settings.



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



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. 

E-mail Account

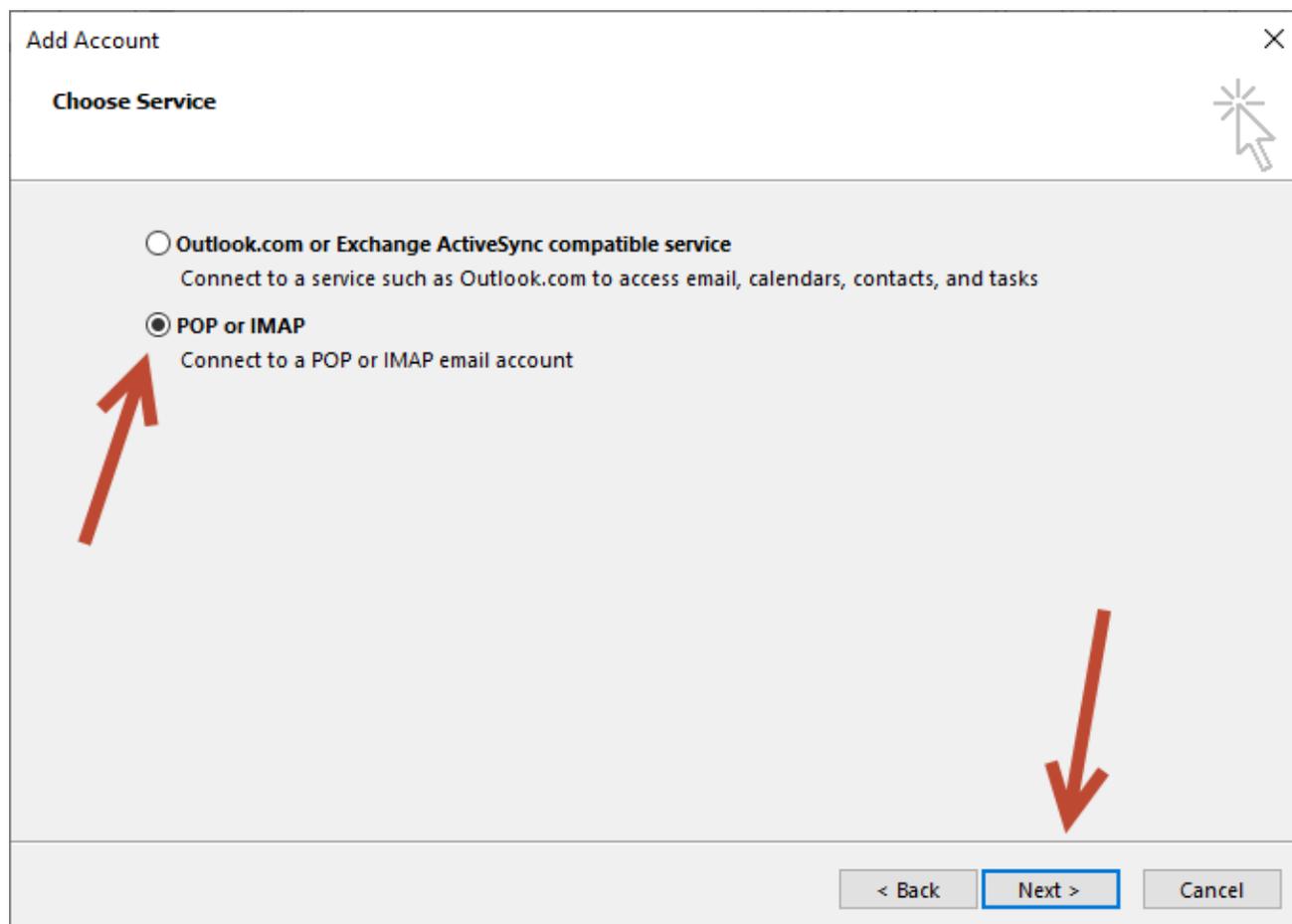
Your Name:
Example: Ellen Adams

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

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

Manual setup or additional server types

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: Chọn **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 Settings
Enter the mail server settings for your account.

User Information

Your Name:

Email Address:

Server Information

Account Type: ▼

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

Deliver new messages to:

New Outlook Data File

Existing Outlook Data File

Bước 7/ Chọn More Settings...

Tab General để mặc định như hình.

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'General' tab selected. The 'Mail Account' field contains 'binhnt@imexpharm.com'. The 'Other User Information' section has empty fields for 'Organization' and 'Reply E-mail'. Red arrows point to the 'General' tab and the 'Mail Account' field. The 'OK' and 'Cancel' buttons are at the bottom.

Tab Outgoing Server, check chọn My outgoing server (SMTP) requires authentication và check chọn Use same settings as my incoming mail server.

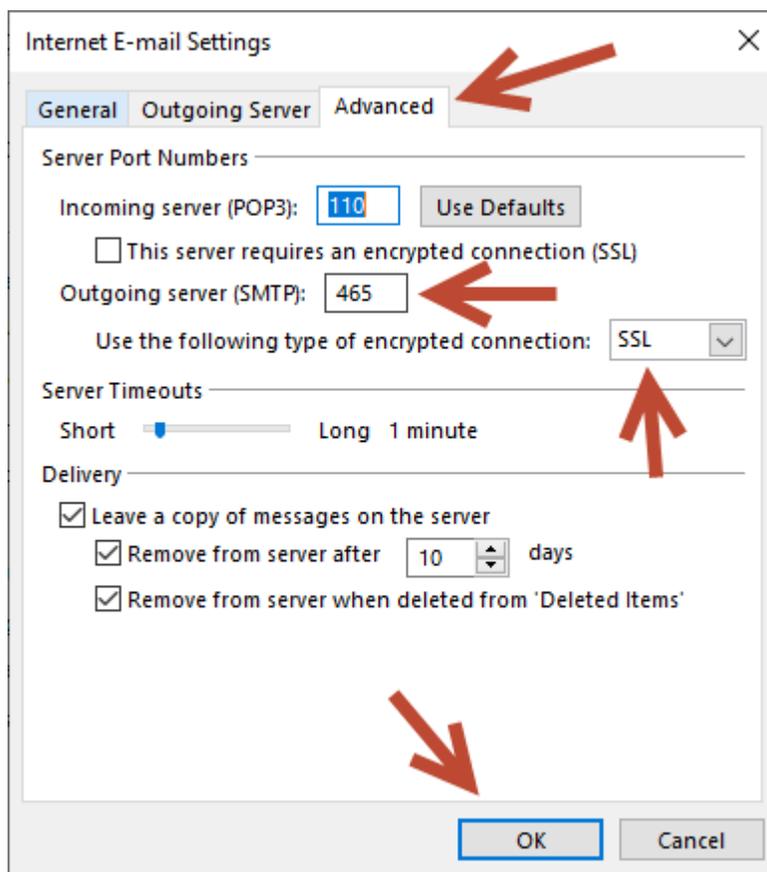
The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The 'My outgoing server (SMTP) requires authentication' checkbox is checked. The 'Use same settings as my incoming mail server' radio button is selected. The 'Log on using' section has empty fields for 'User Name' and 'Password', with the 'Remember password' checkbox checked. The 'Require Secure Password Authentication (SPA)' checkbox is unchecked. The 'Log on to incoming mail server before sending mail' radio button is unselected. Red arrows point to the 'Outgoing Server' tab and the 'Use same settings as my incoming mail server' radio button. The 'OK' and 'Cancel' buttons are at the bottom.

Tab Advanced

Chỗ Outgoing server (SMTP) từ 25 đổi thành 465.

Mục Use the following types of encrypted connection: chọn **SSL**.

Sau đó bấm 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 Settings
Enter the mail server settings for your account.

User Information

Your Name:

Email Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

Deliver new messages to:

New Outlook Data File

Existing Outlook Data File

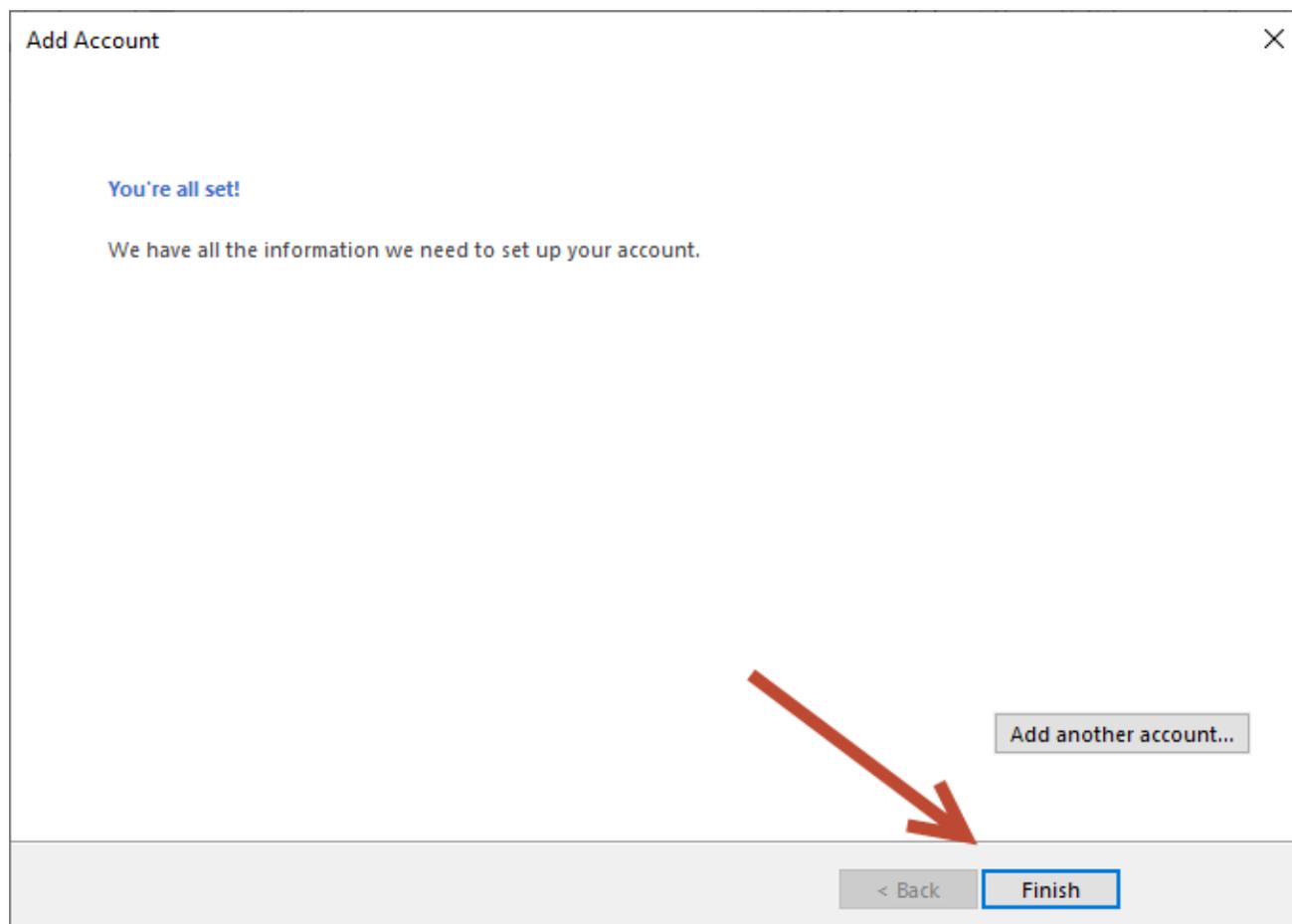
Bước 9: sau khi thực hiện bước 8, màn hình hiện thông báo **Completed** là xong. Ta chọn **Close** – tiếp đến chọn **Finish** để kết thúc.

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Tasks Errors

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed



Lúc này ta check mail sử dụng bình thường.