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- 1. من قائمة إبدأ نختار تشغيل برنامج Outlook.
 - 2. نختار من الشريط الرئيسي (ملف أو file).
 - 3. نختار إضافة حساب (Add account).



4. تظهر الواجهة التالية نتختار منها إعداد الحساب يدوياً.

1.0 coount		1	1093	Jana Jenu/Necewe	Customize Outlook
Account	X		Tasks		Messages
Account Setup Manual setup of an account or connect to other server types.	1 Alexandre				Inbox
					Drafts
E-mail Account					Outbox
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 seturn or additional server types					
Manual setup or additional server types					
Manual setup or additional server types		-			
Manual setup or additional server types	< Back Next > Cancel				
Manual setup or additional server types	< Back Next > Cancel				
Manual setup or additional server types	< Back Next > Cancel				
Manual setup or additional server types	< Back Next > Cancel				
Manual setup or additional server types	< Back Next > Cancel				

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5. نختار POP or IMAP.

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

.6 تظهر الواجهة التالية:

Jser Information	Test Account Settings
/our Name:	We recommend that you test your account to ensure that the entries are correct.
Server Information Account Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count Type: Count	Test Account Settings Automatically test account settings when Next is clicked Deliver new messages to: New Outlook Data File Existing Outlook Data File Browse
Remember password	tion (SPA)





نقوم بملء الحقول كما يلي:

- 6.1 . الاسم (Your name): يتم ملء هذا الحقل باسم المستخدم (أي أسم).
- 6.2 عنوان البريد الإلكتروني (Email Address): يتم إدخال عنوان الإيميل الجامعي وهو من الصيغة (user@au.edu.sy).
 - 6.3. نوع الحساب (Account Type): يتم اختيار IMAP.
 - 6.4 مخدم البريد الوارد (Incoming mail server): 6.4
 - smtp01.servage.net :(Outgoing mail server SMTP): عندم البريد الصادر (Outgoing mail server SMTP)
- 6.6. اسم المستخدم (username): يتم إدخال عنوان الإيميل الجامعي وهو من الصيغة (user@au.edu.sy).
 - 6.7. كلمة السر (Password): كلمة سر البريد الإلكتروني الخاص بالجامعة.
 - 7. بعد ملء الحقول السابقة نختار (More sittings)

Add Account		×
POP and IMAP Account Set Enter the mail server settir	tings Igs for your account.	1 Alexandre
User Information		Test Account Settings
Your Name:	your name	We recommend that you test your account to ensure that
Email Address:	user@au.edu.sy	the entries are correct.
Server Information		Test Assault Cattlenge
Account Type:	IMAP 🗸	rest Account bettings
Incoming mail server:	imap01.servage.net	Automatically test account settings when Next is clicked
Outgoing mail server (SMTP):	smtp01.servage.net	uncred (
Logon Information		
User Name:	user@au.edu.sy	
Password:	******	Mail to keep offline: All
۹ 🔽	Remember password	
Require logon using Secure	Password Authentication (SPA)	
		More Settings
		< Back Next > Cancel
		Current Current





8. نحتار محدم البريد الصادر (Outgoing server SMTP) ثم نقوم بتفعيل الخيار (My outgoing server SMTP) requires authentication)

	Test Account Settings
Internet E-mail Settings	imes mend that you test your account to ensure
General Outgoing Server Advanced	are correct.
My outgoing server (SMTP) requires authentication	
Use same settings as my incoming mail server	ount Settings
O Log on using	omatically test account settings when Nex
User Name:	
Remember password	
Require Secure Password Authentication (SPA)	
	2p offline: All
	More Settin
	A Back Next > Ca

- 9. نختار متقدم (Advanced):
- 9.1. مخدم البريد الوارد (Incoming mail server): 143
- 9.2. مخدم البريد الصادر (Outgoing mail server SMTP): 587
 - 9.3. نختار موافق (ok)

	T	est Acco	ount Settings	
Internet E-mail Settings		\times	mend that you test your account to ensure t	hat
General Outgoing Server Advanced	1		are correct.	
Server Port Numbers				
Incoming server (IMAP): 143 2Use	Defaults		unt Settings	
Use the following type of encrypted c	onnection: None		omatically test account settings when Next i	5
Outgoing server (SMTP): 587 3				
Use the following type of encrypted of	onnection: None	\sim		
Server Timeouts				
			en offline: All	
Short Long 1 minute			- P CTINICI TH	
Short Long 1 minute				
Short Long 1 minute Folders Root folder path:				
Short Long 1 minute Folders Root folder path: Sent Items	<u>.</u>			
Short Long 1 minute Folders Root folder path: Sent Items Do not save copies of sent items	<u>.</u>		More Setting	s
Short Long 1 minute Folders Root folder path: Sent Items Do not save copies of sent items Deleted Items	£]		More Setting	s
Short Long 1 minute Folders Root folder path: Do not save copies of sent items Deleted items Mark items for deletion but do not mo items marked for deletion will be per	ove them automatically nanently deleted wher	, i the	<pre>More Setting < Back Next > Cancel </pre>	s

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10. بعد الانتهاء من الإعدادات السابقة نختار التالي

Add Account		×
POP and IMAP Account Set Enter the mail server setting	tings ngs for your account.	芯
User Information		Test Account Settings
Your Name:	user	We recommend that you test your account to ensure that
Email Address:	user@au.edu.sy	the entries are correct.
Server Information		Total Association of Conference
Account Type:	IMAP	Test Account Settings
Incoming mail server:	imap01.servage.net	Automatically test account settings when Next is clicked
Outgoing mail server (SMTP):	smtp01.servage.net	cicked
Logon Information	500 - 200	
User Name:	user@au.edu.sy	
Password:	*****	Mail to keep offline: All
I	Remember password	μ
Require logon using Secure	Password Authentication (SPA)	
		More Settings
		< Back Next > Cancel

11. يقوم البرنامج بالتأكد من صحة الإعدادات، بعد الانتهاء من هذه العملية نختار إنماء (finish).

12. يقوم البرنامج بشكل تلقائي بمزامنة البريد الصادر والوارد.

13.عند الانتهاء من المزامنة نقوم بإنشاء نسخة احتياطية وحفظها ضمن القرص الصلب الخاص بالحاسب من خلال:

- 13.1. نختار ملف (File).
- 13.2. فتح و تصدير(open & export).
- 13.3. نختار تصدير/استيراد (Import/Export).
- 13.4. نختار من القائمة التي تظهر تصديرإلى ملف (Export to file)
 - .Outlook نختار ملف Outlook.
 - 13.6. نقوم بتحديد البريد الصادر والوارد.
- 13.7 . نختار التالي ونقوم بتحديد مكان حفظ ملف النسخة الاحتياطية. ثم إنحاء