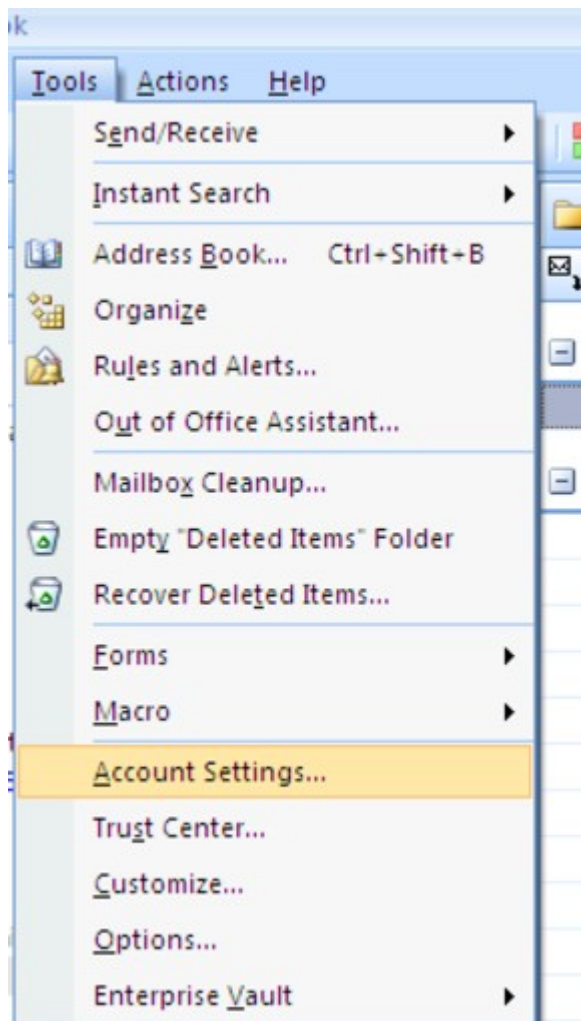
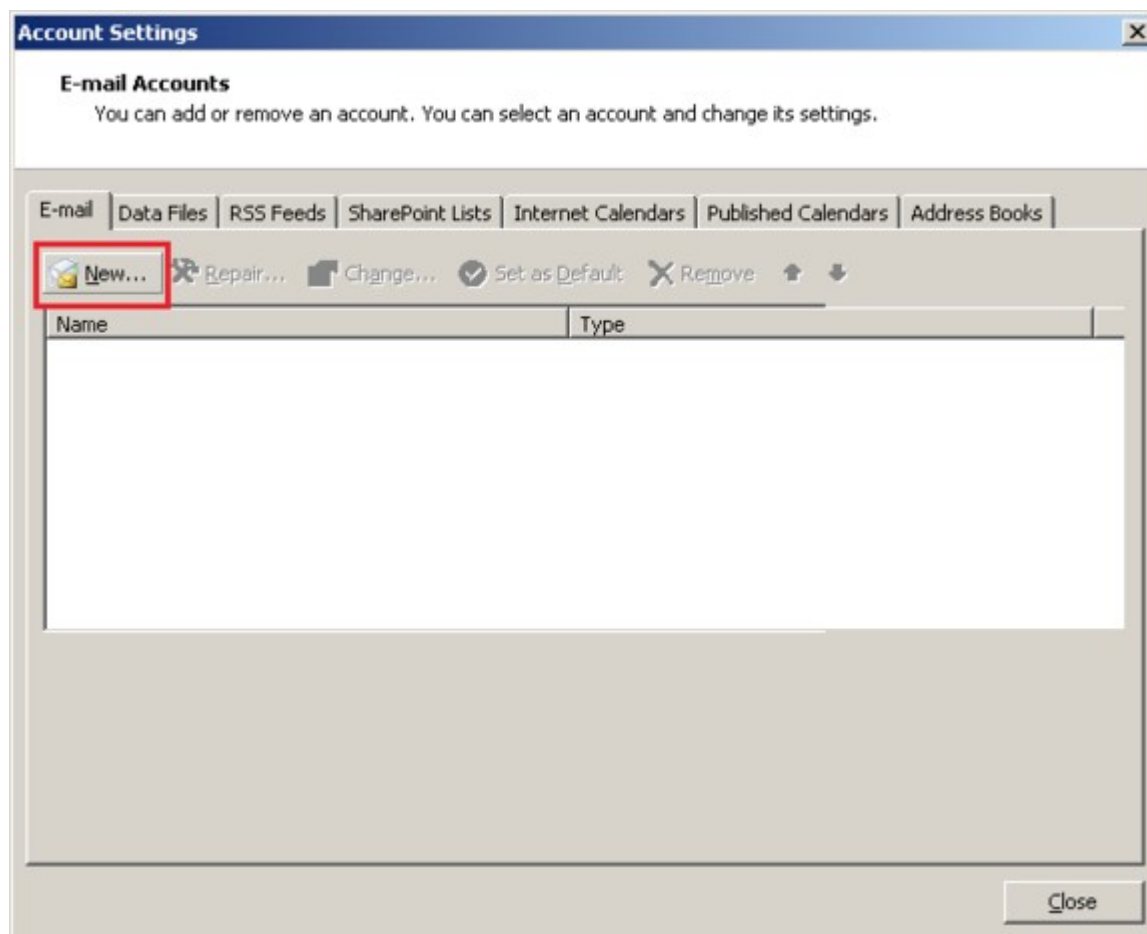


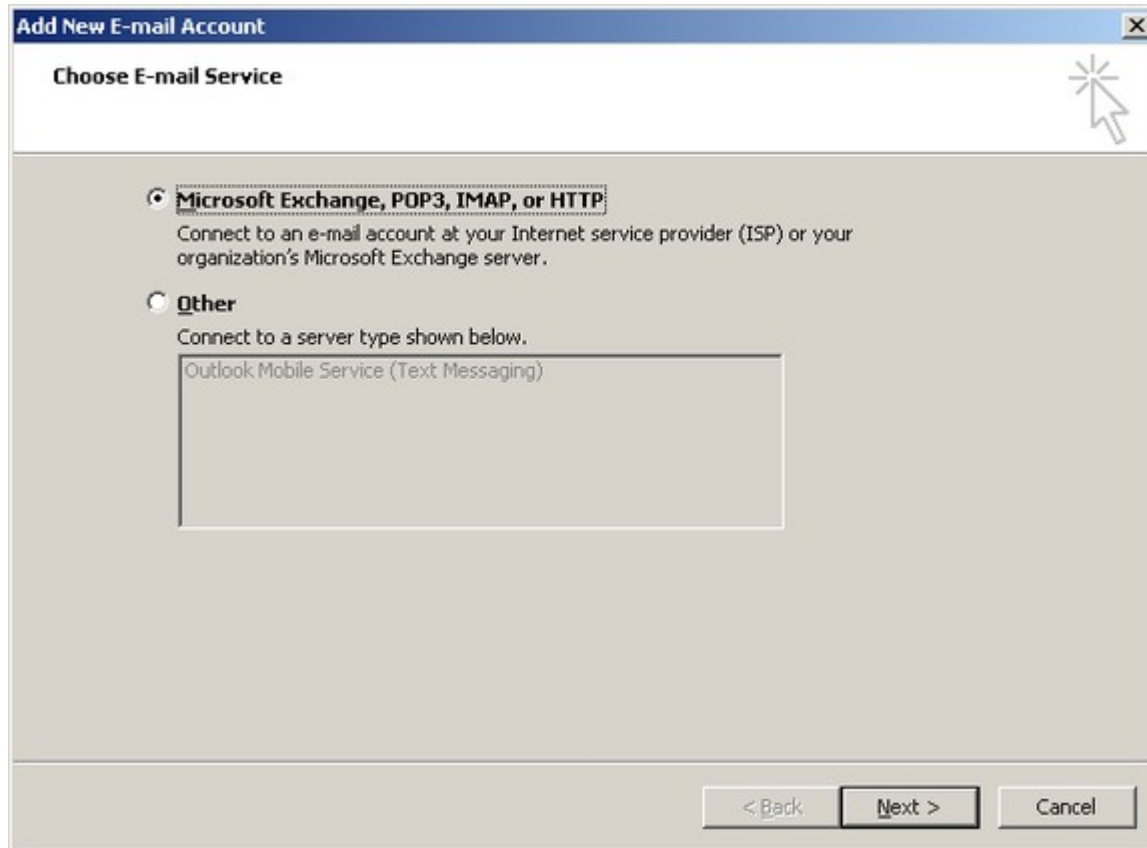
1. U programu odaberite **File**, i unutar padajućeg izbornika odaberite **Account settings**.



2. U prozoru koji se otvara, kliknite na gumb **New**.



3. Odaberite *Microsoft Exchange, POP3, IMAP, ili HTTP* opciju



4. Stavite kvačicu na ručno uređivanje postavki poslužitelja (*manually configure server settings*) i kliknite na **next**.

**Add New E-mail Account** [X]

**Auto Account Setup** [?]

Your Name:   
Example: Barbara Sankovic

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

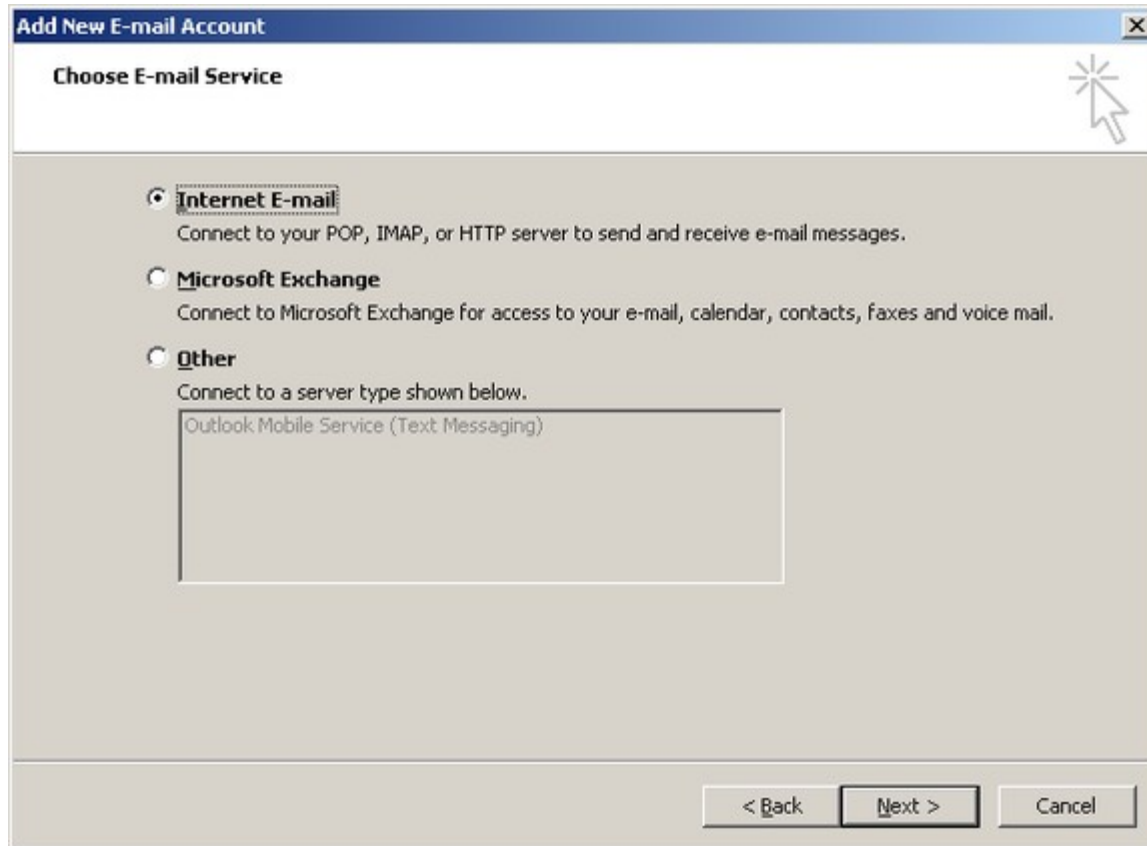
Password:

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

**Manually configure server settings or additional server types**

< Back    Next >    Cancel

5. Odaberite stavku **Internet E-mail** (POP, IMAP, HTTP) i kliknite na **next**.



6. Unesite podatke za vašu e-mail adresu.

U polje Your Name upišite naziv zajednice/postrojbe.

Poslužitelj ulazne pošte (**incoming server**) je **mail.vzkz.hr**.

U polje poslužitelj odlazne pošte (**outgoing server**) upišite server Vašeg Internet operatora: za T-Com: mail.t-com.hr, Iskon - mail.iskon.hr, Optima: mail.optinet.hr, Vip - mail.vip.hr, CarNet - mail.cmu.carnet.hr, Bnet - mail.xnet.hr...)

Korisničko ime je jednako Vašoj e-mail adresi.

**Add New E-mail Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**  
Your Name: VZG Naziv  
E-mail Address: naziv@193.vzkz.hr

**Server Information**  
Account Type: POP3  
Incoming mail server: mail.vzkz.hr  
Outgoing mail server (SMTP): mail.t-com.hr

**Logon Information**  
User Name: naziv@193.vzkz.hr  
Password: \*\*\*\*\*  
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account Settings**  
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)  
Test Account Settings ...

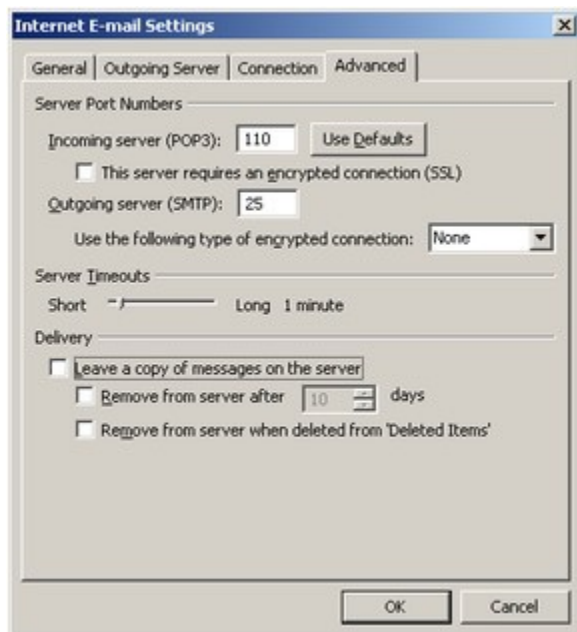
More Settings ...

< Back   Next >   Cancel

7. Provjerite postavke, i odaberite gumb **More Settings**.

8. Ukoliko imate potrebu čuvati kopije mailova na serveru, na kartici advanced uključite opciju „Leave a copy of messages on the server“, te uključite i opciju „Remove from server after...“, a pod broj dana upišite 5-10 dana (kako bi izbjegli zagušenje zbog ograničenog prostora na serveru) , a možete uključiti i opciju „Remove from server when deleted from 'Deleted items'“.

Ako nemate potrebu čuvati kopije mailova gore navedene opcije isključite.



9. Kliknite OK, te možete provjeriti postavke klikom na „Test Account Settings“. Za kraj kliknite Next/Finish.