VGTU studento elektroninio pašto paskyros konfigūravimas Outlook 2013 programoje

Norint skaityti savo elektroninį paštą Outlook programoje iš pradžių prisijungiame prie savo paskyros per interneto naršyklę ir atliekame veiksmus.

1. Spaudžiame ant nustatymų mygtuką ir pasirenkame "Settings".



2. Spaudžiame "Forwarding and POP/IMAP", pasirenkame "Enable IMAP" ir spaudžiame "Save Changes".

General Labels Inbox Accounts	Filters Forwarding and POP/IMAP Chat Labs Offline Themes
Forwarding: Learn more	Add a forwarding address
	Tip: You can also forward only some of your mail by creating a filter!
POP Download:	1. Status: POP is disabled
Learn more	Enable POP for all mail
	Enable POP for mail that arrives from now on
	2. When messages are accessed with POP keep VGTU Mail's copy in the Inbox
	 Configure your email client (e.g. Outlook, Eudora, Netscape Mail) Configuration instructions
IMAP Access: (access VGTU Mail from other clients using IMAP) Learn more	Status: IMAP is disabled Enable IMAP Sisable IMAP
	Configure your email client (e.g. Outlook, Thunderbird, iPhone) Configuration instructions

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-Settings General Labels Inbox Accounts Filters Forwarding and POP/IMAP Chat Labs Offline Themes Google Account settings Change your password and security options, and access other Google services Change account settings: Send mail as: Vardenis Pavardenis <vardenis@stud.vgtu.lt> edit info (Use VGTU Mail to send from your other email addresses) Learn more Add another email address you own Check mail from other accounts (using Add a POP3 mail account you own POP3): Learn more Add additional storage: You are currently using 0 GB (0%) of your 30 GB.

Need more space?

4. Spaudžiame "Signing in to Google".



5. Spaudžiame "2-Step Verification".

Sign-in & security

Signing in to Google

Control your password and account access, along with backup options if you get locked out of your account.

Make sure you choose a strong password

A strong password contains a mix of numbers, letters, and symbols. It is hard to guess, does not resemble a real word, and is only used for this account.

Password & sign-in method

Your password protects your account. You can also add a second layer of protection with 2-Step Verification, which sends a single-use code to your phone for you to enter when you sign in. So even if somebody manages to steal your password, it is not enough to get into your account.

Note: To change these settings, you will need to confirm your password.

Password	Last changed: November 29, 2014	>
2-Step Verification	Off	>

6. Spaudžiame "Get started".



7. Įvedame savo telefono numerį ir spaudžiame "TRY IT".

Let's set up your phon What phone number do you w	IE want to use?	
Google will only use this number for Don't use a Google Voice number. Message and data rates may apply.	account security.	
How do you want to get code	es?	

8. Suvedame telefonu gautą kodą ir spaudžiame "NEXT".

Confirm that it work Google just sent a text messag Enter the code 685378	S ge with a verification code to	

9. Spaudžiame "TURN ON".

÷	2-Step Verification
	It worked! Turn on 2-Step Verification?
	Now that you've seen how it works, do you want to turn on 2-Step Verification for your Google Account ?
	Step 3 of 3

10. Spaudžiame "←"



11. Spaudžiame "Signing in to Google".

Google	
My Account	Sign-ii
Welcome	
Sign-in & security	
Signing in to Google	i
Device activity & notifications	
Connected apps & sites	Ň
	(
Personal info & privacy	
Your personal info	

12. Spaudžiame App passwords:

Signing in to Google Control your password and account access, along with backup options if you get locked out of your Password & sign-in method account. Your password protects your account. You can also add a second layer of protection with 2-Step Verification, which sends a single-use code to your phone for you to enter when you sign in. So even if somebody manages to steal Make sure you choose a strong password A strong password contains a mix of numbers, letters, and symbols. It is hard to guess, does not resemble a real word, and is only used for this account. your password, it is not enough to get into your account. Note: To change these settings, you will need to confirm your password. Password Last changed: November 29, 2014 > 2-Step Verification On since: 5 minutes ago > App passwords None >

13. Spaudžiame "Other tipą" ir įvedame pavadinimą bei spaudžiame "GENERATE":

÷	App passwords
	App passwords allow 2-Step Verification users to access their Google Accounts through apps such as Mail on an iPhone or Mac, or Outlook. We'll generate the app passwords for you, and you won't need to remember them. Learn more
	You have no app passwords. Outlook X

14. Šį kodą reikia įvesti į savo Outlook programą, kaip el. pašto slaptažodį. Pradedam konfigūruoti Outlook programą.

	Your app password for your device
	rvpa kefs ogao fdla
Email	How to use it
securesally@gmail.com	Go to the settings for your Google Account in
Password	the application or device you are trying to set up. Replace your password with the
•••••	16-character password shown above.
	Just like your normal password, this app password grants complete access to your
	Google Account. You won't need to remember
	so don't write it down or share it with anyone.

15. Pasileidžiame Outlook programą ir spaudžiame "File".



16. Pasirenkame "Account Settings", spaudžiame "Account Settings..".



17. Spaudžiame "New".

mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Bo New Repair Change Set as Default Remove	Yo	u can add oi	r remove an a	account. You can s	elect an account and	change its settings.	
Name Change Set as Default Remove I I	-mail	Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books
Name Type	<u> N</u> ev	w 🔀 <u>R</u> ep	pair 🔳 C	h <u>a</u> nge 📀 Set	as <u>D</u> efault 🗙 Re <u>m</u> o	ove 🛧 🗸	
	Name	- 61			Туре		

18. Pasirenkame "Manual setup or additional server types" ir spaudžiame "Next >".

Auto Account Setup Manual setup of an	account or connect to other server types.	
) E-mail <u>A</u> ccount		
Your Name: [Example: Ellen Adams	
<u>E</u> -mail Address: [Example: ellen@contoso.com	
Password: [Retype Password: [
- · · · · · · · · · · · · · · · · · · ·	Type the password your Internet service provider has given you	b <u>e</u>
Manual setup or ad	litional server types	
	< Ba	ack Next > Cancel

19. Pasirenkame "Pop or Imap" ir spaudžiame "Next >".

d Account	×
Choose Service	×
 Microsoft Exchange Server or compatible service Connect to an Exchange account to access email, calendars, contacts, tasks, and v Outlook.com or Exchange <u>ActiveSync compatible service</u> Connect to a service such as Outlook.com to access email, calendars, contacts, and 	ice mail tasks
POP or IMAP Connect to a POP or IMAP email account	
< <u>B</u> ack	Next > Cancel

20. Užpildome laukus, kaip parodyta paveikslėlyje. Slaptažodį vedame tokį, koks buvo sugeneruotas 14 punkte ir spaudžiame "More Settings".

Id Account POP and IMAP Account Set Enter the mail server setti	ttings ngs for your account.	100	L× 大
User Information	[
Tour Name.	Vardas Pavardenis		
Eman Address:	las.pavardenis@stud.vgtu.lt	Mail to keep offline: All	
Server Information		1	, Ų
Account Type:	IMAP 🗨		
ncoming mail server:	imap.gmail.com		
<u>O</u> utgoing mail server (SMTP):	smtp.gmail.com		
Logon Information			
<u>U</u> ser Name:	Jas.pavardenis@stud.vgtu.lt		
Password:	*****		
V R	emember password		
Reguire logon using Secur (SPA)	e Password Authentication		More Settings
		< <u>B</u> ack	Next > Cancel

21. Spaudžiame "Outgoing Server", pasirenkame "My outgoing server (SMTP) requires authentication" ir spaudžiame "Advanced".

General	Outgoing	g Server	Advance	d			
V My <u>o</u> u	itgoing se	rver (SMT	P) require	s auther	ntication		
<u> </u>	e same set	ttings as	my incom	ing mail	server		
0 <u>L</u> o	g on using)					
U	ser <u>N</u> ame:						1
P	assword:						
		Rem	ember pas	sword			
	Require S	Secure Pa	ssword A	uthentic	ation (SP	A)	

22. Pasirenkame "SSL" encrypted prie "Incoming server (IMAP)" ir "Outgoing server (SMTP)". Pakeičiam "Outgoing server (SMTP)" portą į 465 ir spaudžiame "OK".

General	Outgoing Server Advanced
Server Po	ort Numbers
<u>I</u> ncomi	ng server (IMAP): 993 Use <u>D</u> efaults
Use	the following type of <u>encryp</u> ted connection: SSL
<u>O</u> utgo	ing server (SMTP): 465
Use	the following type of encrypted connection: SSL
Server Ti	meouts
Short	
Faldana	
Poiders	and the f
ROOT	bider path:
Sent Iten	15
<u>D</u> o	not save copies of sent items
Deleted	ltems
Mai	k items for deletion but do not move them automatically
Iter the	 ns marked for deletion will be permanently deleted when items in the mailbox are purged.
V Pur	ge items when switching folders while online

23. Spaudžiame "Next >".

POP and IMAP Account Se Enter the mail server setti	ttings ngs for your account.			彩
User Information				
<u>Y</u> our Name:	Vardas Pavardenis			
<u>E</u> mail Address:	Jas.pavardenis@stud.vgtu.lt	Mail to keep offline: All		
Server Information	ale da la companya da	-		0
<u>A</u> ccount Type:	IMAP 👻			
Incoming mail server:	imap.gmail.com			
Outgoing mail server (SMTP):	smtp.gmail.com			
Logon Information	1			
<u>U</u> ser Name:	jas.pavardenis@stud.vgtu.lt			
Password:	*****			
V <u>R</u>	emember password			
Reguire logon using Secur (SPA)	re Password Authentication		More Se	ttings

24. Viską atlikus teisingai, matome tokį vaizdą:

ngratulations! All tests completed successfully ntinue.	Stop	
asks Errors		Close
Tasks	Status	
✓ Log onto incoming mail server (IMAP) ✓ Send test e-mail message	Completed Completed	

Jeigu iškyla konfigūravimo problemų, kreipkitės: IT aptarnavimas pagalba.vgtu.lt Tel.: 9918, 2744918