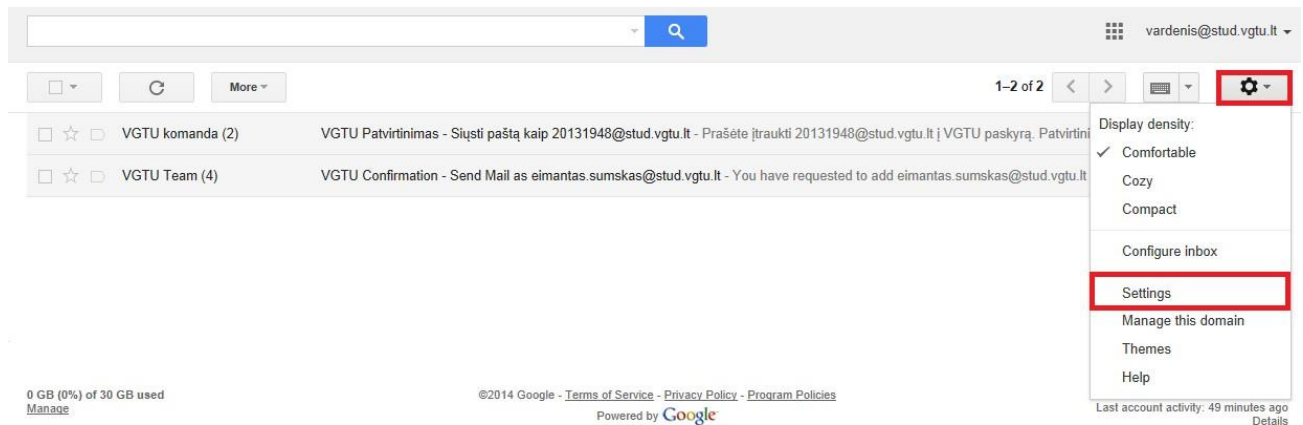


# VGTU studento elektroninio pašto paskyros konfigūravimas Outlook 2013 programoje

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“.

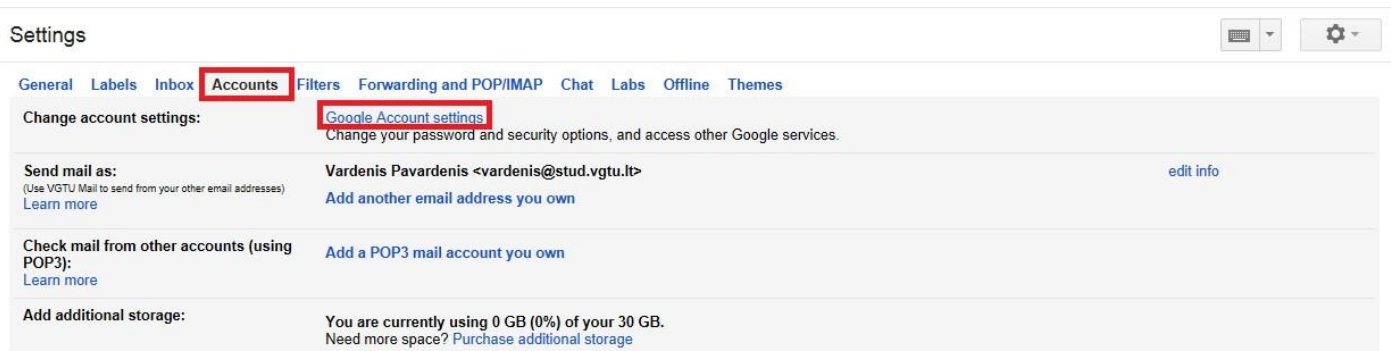


2. Spaudžiame „Forwarding and POP/IMAP“, pasirenkame „Enable IMAP“ ir spaudžiame „Save Changes“.

## Settings



3. Spaudžiame „Accounts“ ir pasirenkame „Google Account settings“.



#### 4. Spaudžiame „Signing in to Google“.

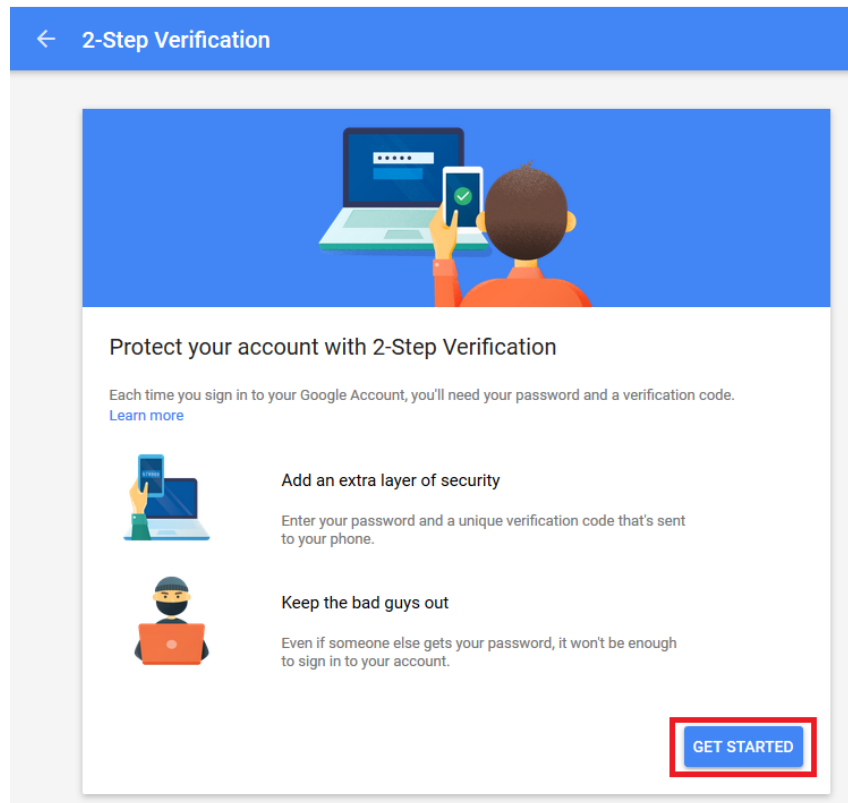
The screenshot shows the Google My Account dashboard. At the top, there is a blue header with the Google logo and 'My Account'. Below the header, there are icons for Google, Gmail, a profile shield, Maps, and YouTube. The main heading reads 'Welcome, Mikalojus Bubnys' and 'Control, protect, and secure your account, all in one place'. A sub-heading states: 'My Account gives you quick access to settings and tools that let you safeguard your data, protect your privacy, and decide how your information can make Google services work better for you.' There are three main sections: 'Sign-in & security', 'Personal info & privacy', and 'Account preferences'. The 'Sign-in & security' section is highlighted with a red box around the 'Signing in to Google' link. Other links in this section include 'Device activity & notifications' and 'Connected apps & sites'.

#### 5. Spaudžiame „2-Step Verification“.

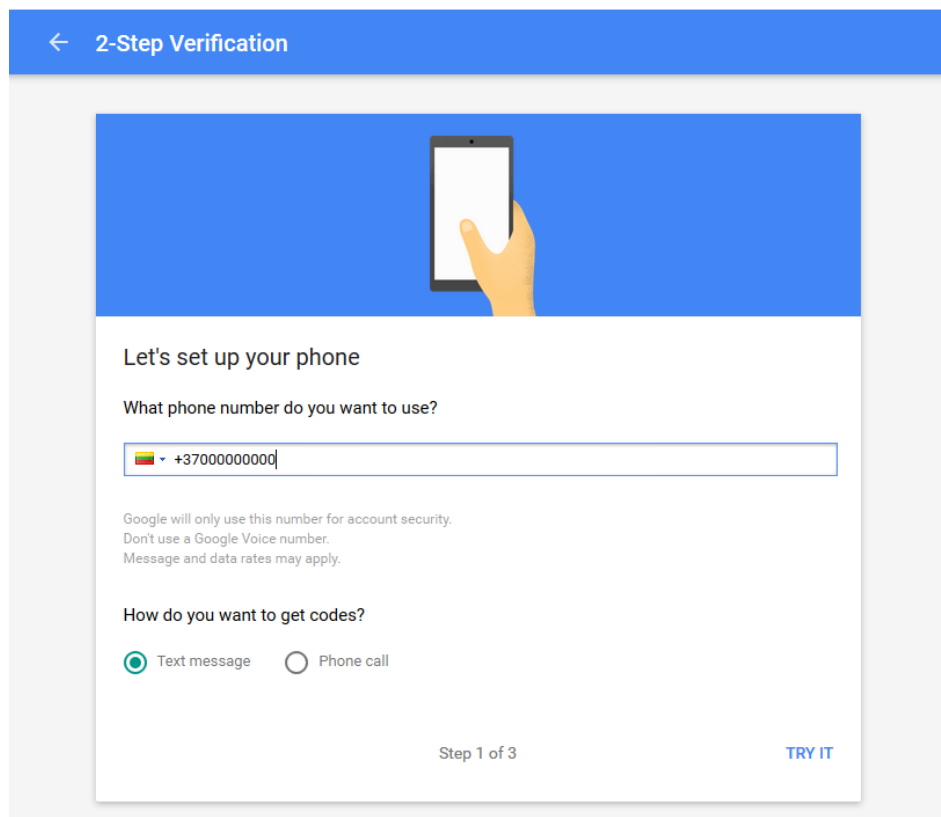
The screenshot shows the 'Sign-in & security' settings page. The main heading is 'Signing in to Google'. Below the heading, there is a paragraph: 'Control your password and account access, along with backup options if you get locked out of your account.' There is a section titled 'Make sure you choose a strong password' with a sub-heading 'Make sure you choose a strong password' and a paragraph: '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.' On the right side, there is a section titled 'Password & sign-in method' with a paragraph: '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.' Below this, there is a table with two rows: 'Password' (Last changed: November 29, 2014) and '2-Step Verification' (Off). The '2-Step Verification' row is highlighted with a red box.

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

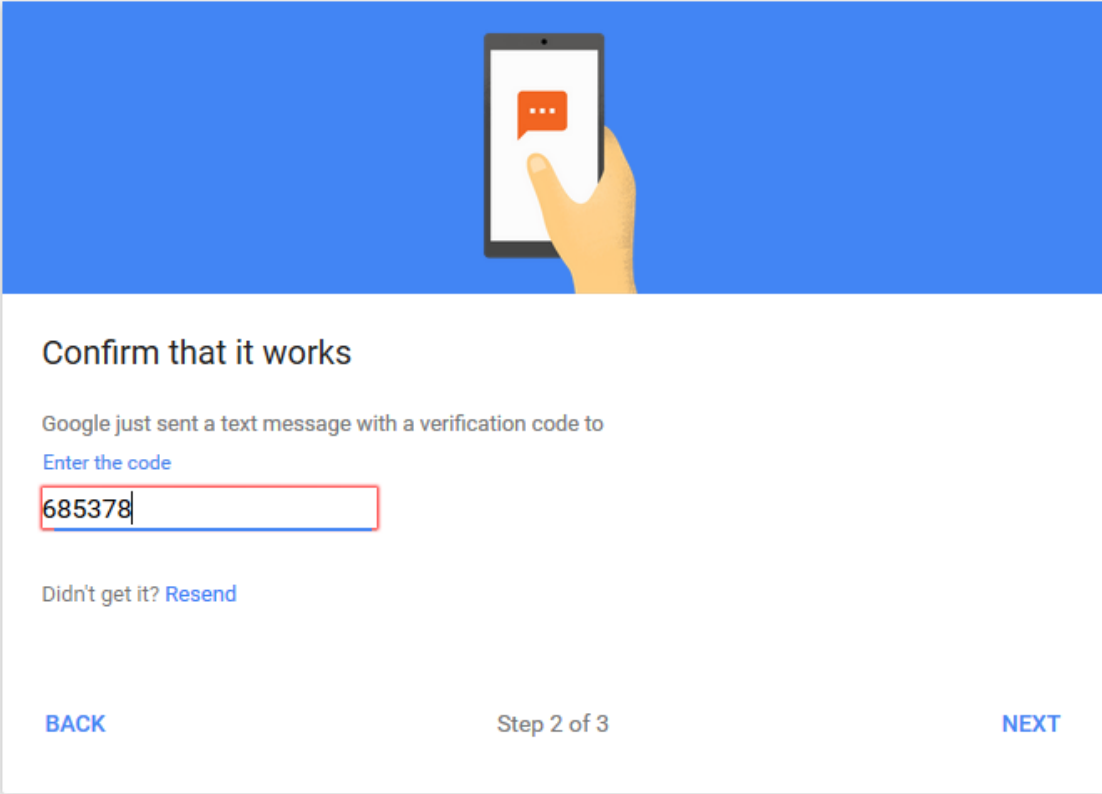
6. Spaudžiame „Get started“.



7. Įvedame savo telefono numerį ir spaudžiame „TRY IT“.



8. Suvedame telefonu gautą kodą ir spaudžiame „NEXT“.



Confirm that it works

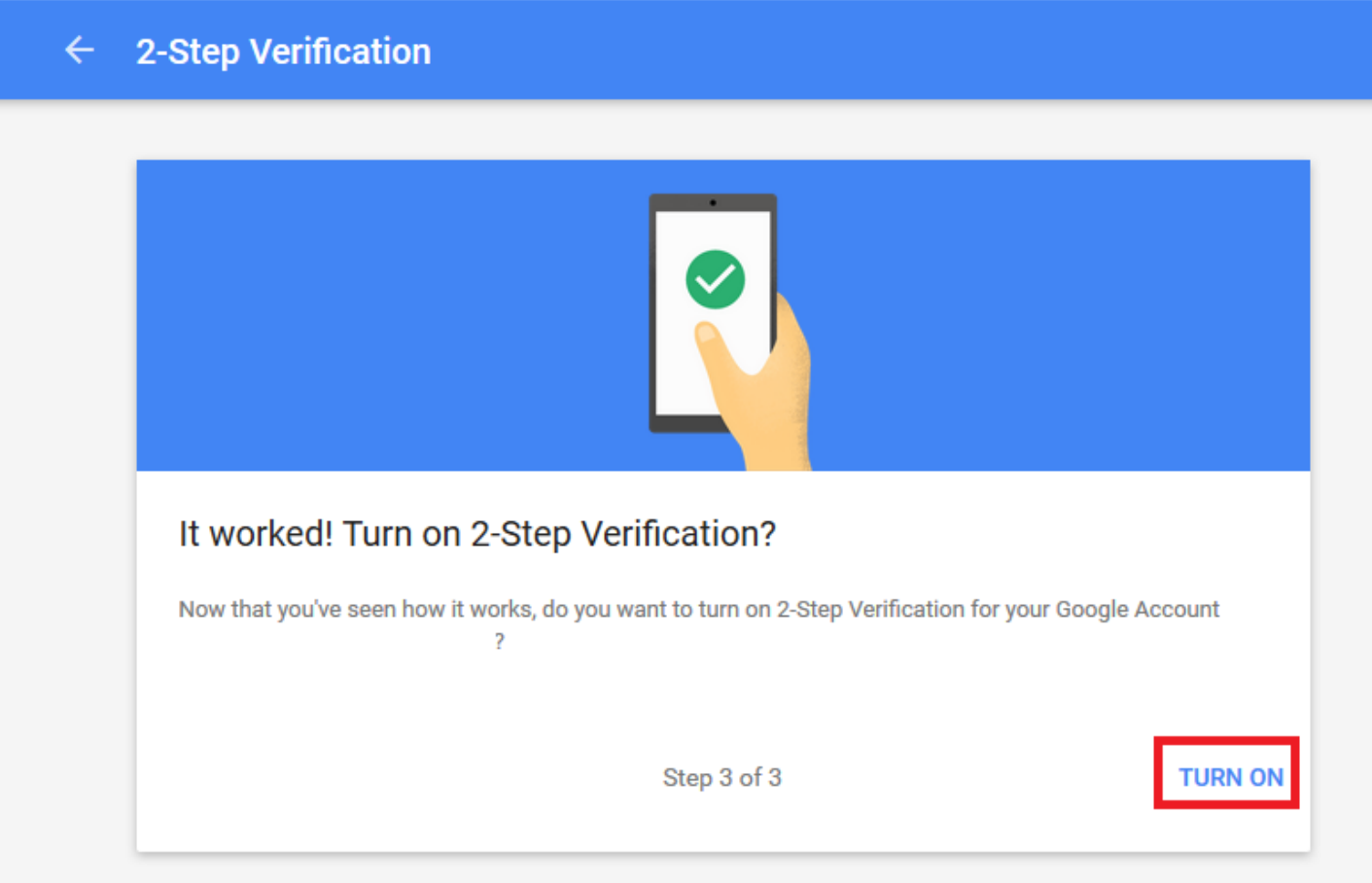
Google just sent a text message with a verification code to

[Enter the code](#)

Didn't get it? [Resend](#)

[BACK](#) Step 2 of 3 [NEXT](#)

9. Spaudžiame „TURN ON“.



← 2-Step Verification

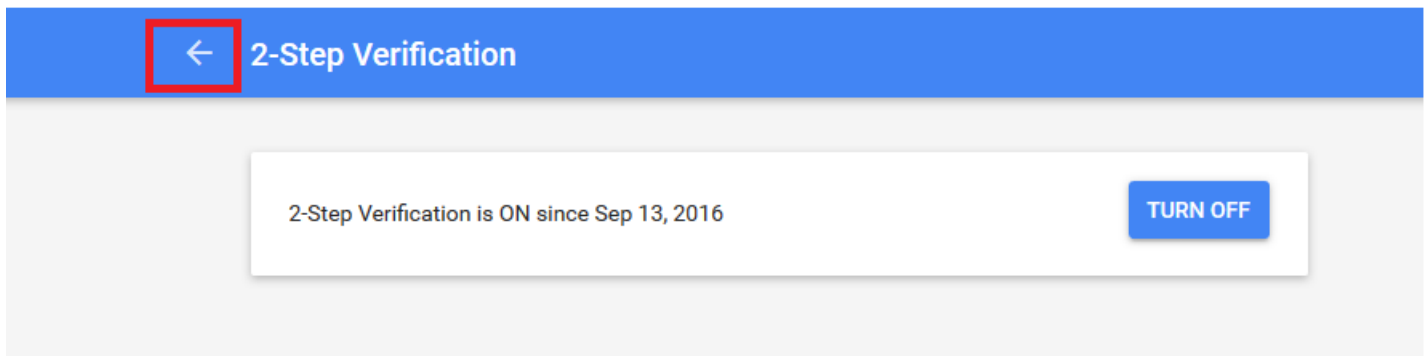
It worked! Turn on 2-Step Verification?

Now that you've seen how it works, do you want to turn on 2-Step Verification for your Google Account?

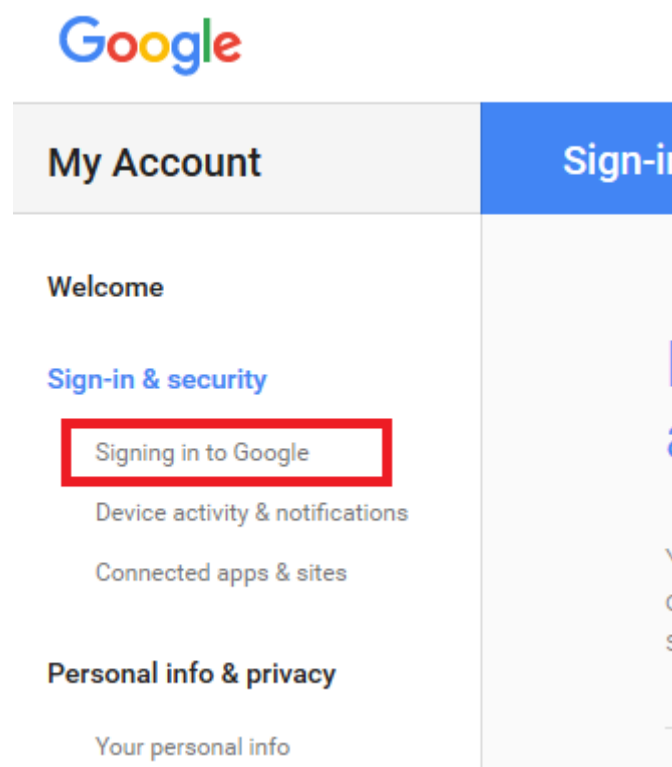
?

Step 3 of 3 [TURN ON](#)

10. Spaudžiame „←“



11. Spaudžiame „Signing in to Google“.



## 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 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	On since: 5 minutes ago	>
App passwords	None	>

## 13. Spaudžiame „Other tipą“ ir įvedame pavadinimą bei spaudžiame „GENERATE“:

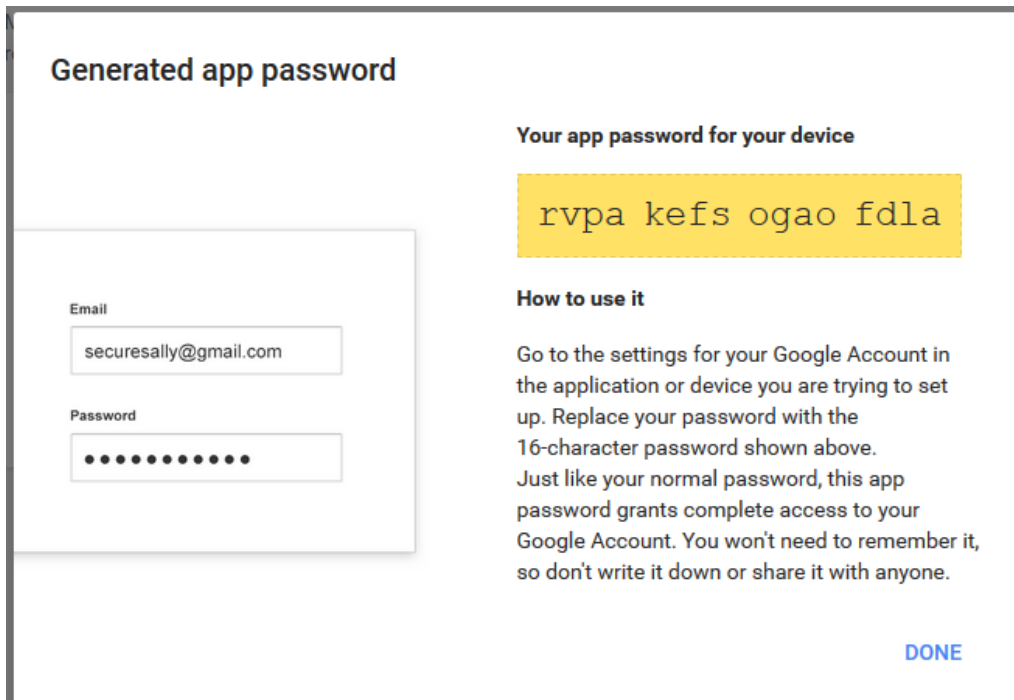
### ← App passwords

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](#)

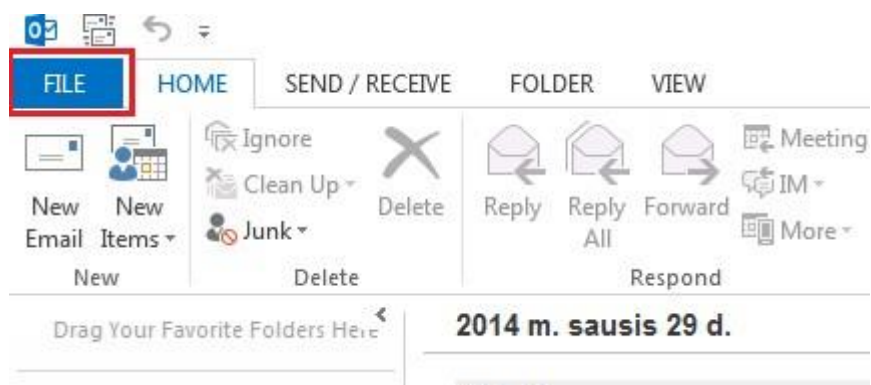
You have no app passwords.

× GENERATE

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



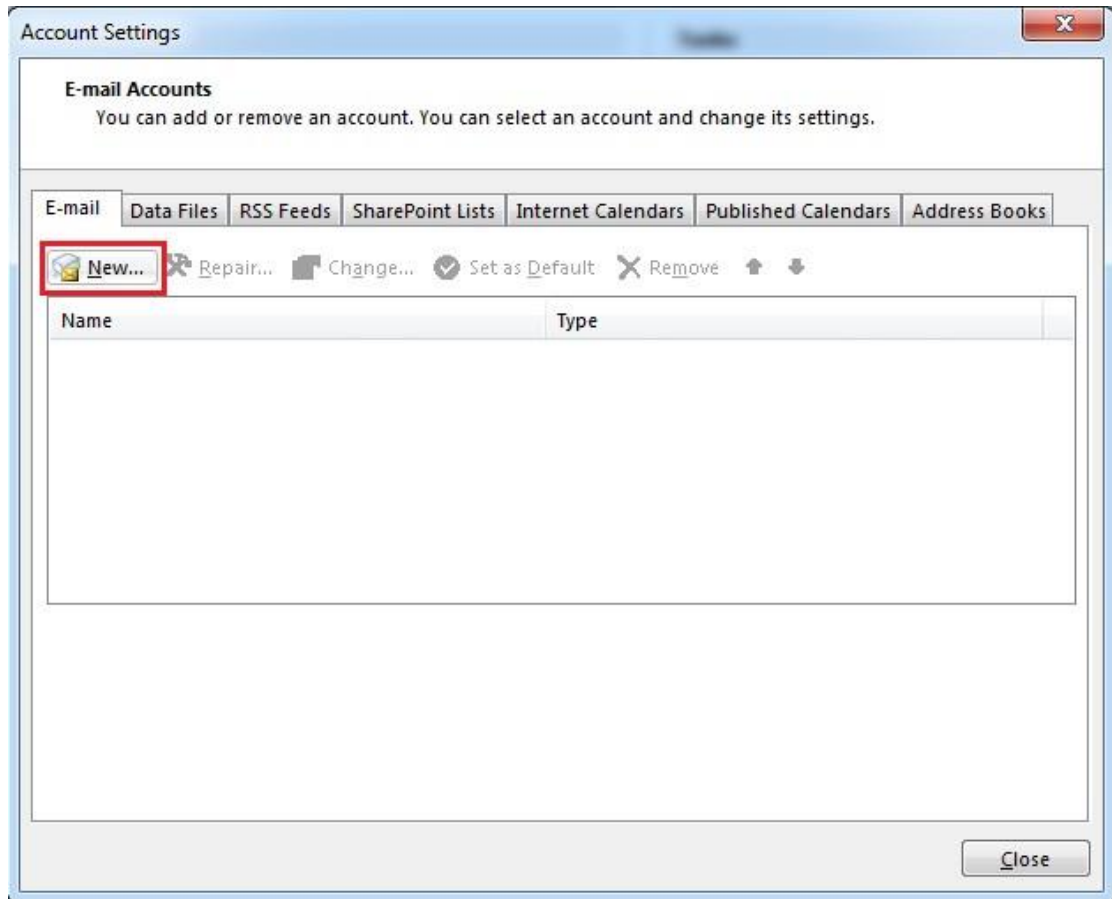
15. Pasileidžiame Outlook programą ir spaudžiame „File“.



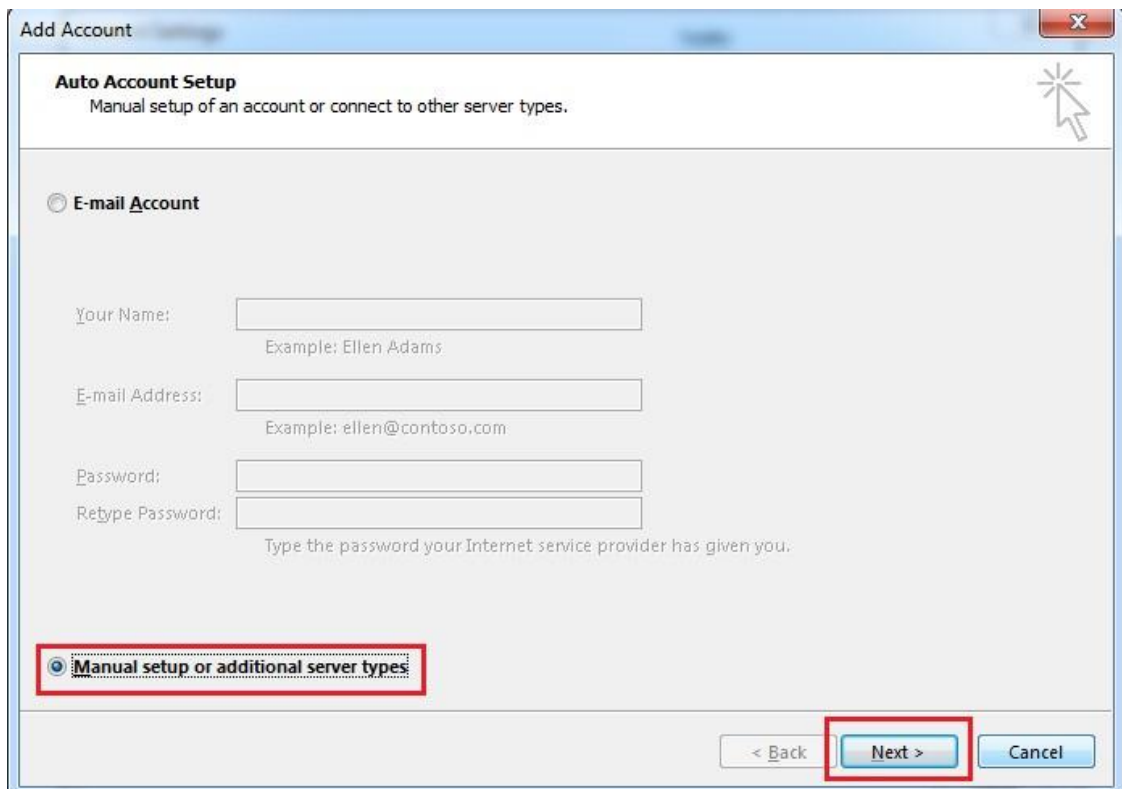
16. Pasirenkame „Account Settings“, spaudžiame „Account Settings..“.



17. Spaudžiame „New“.

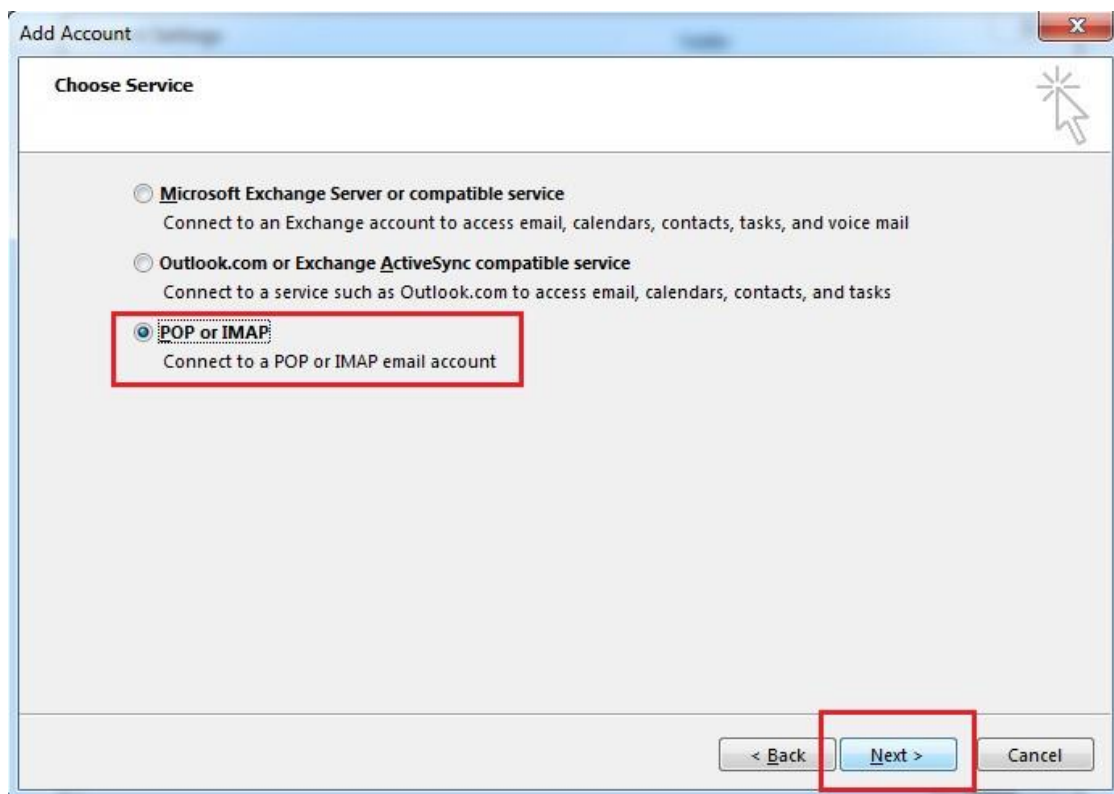


18. Pasirenkame „Manual setup or additional server types“ ir spaudžiame „Next >“.

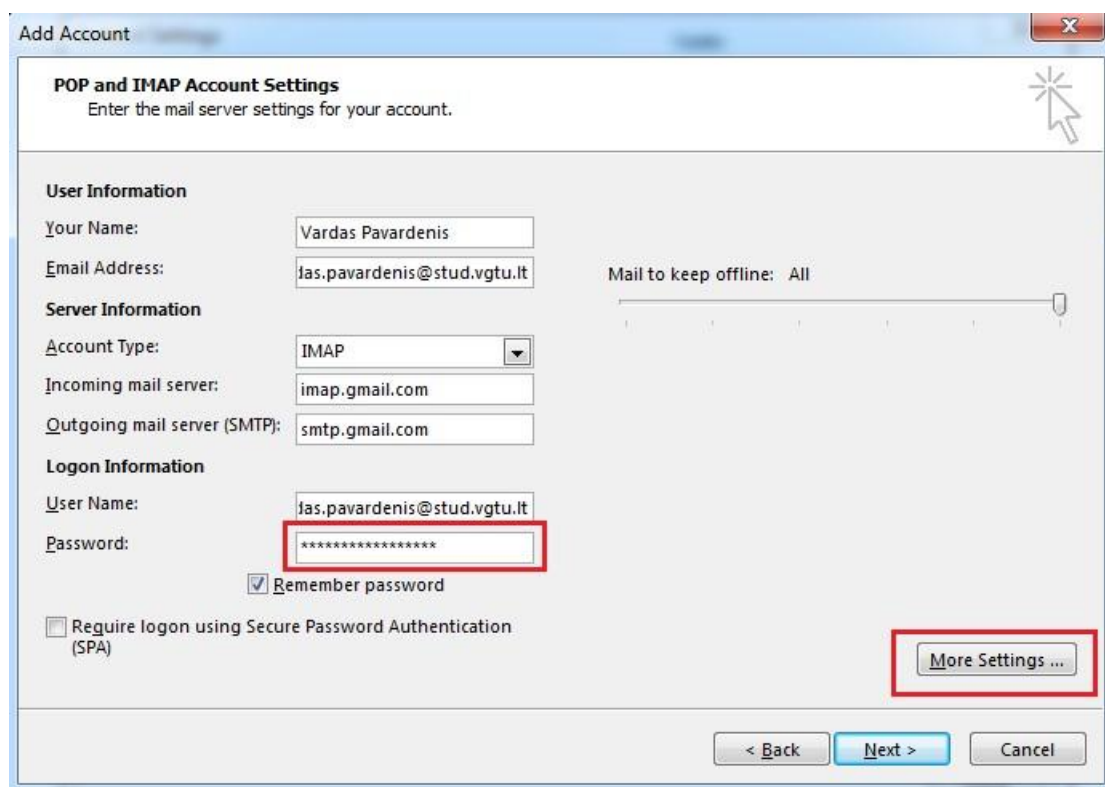




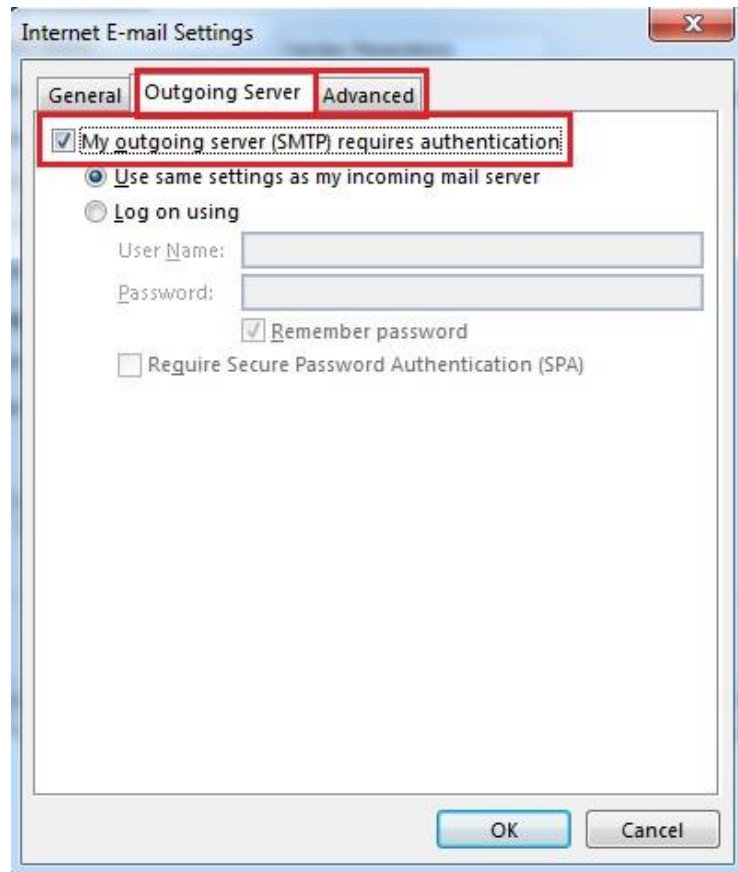
19. Pasirenkame „Pop or Imap“ ir spaudžiame „Next >“.



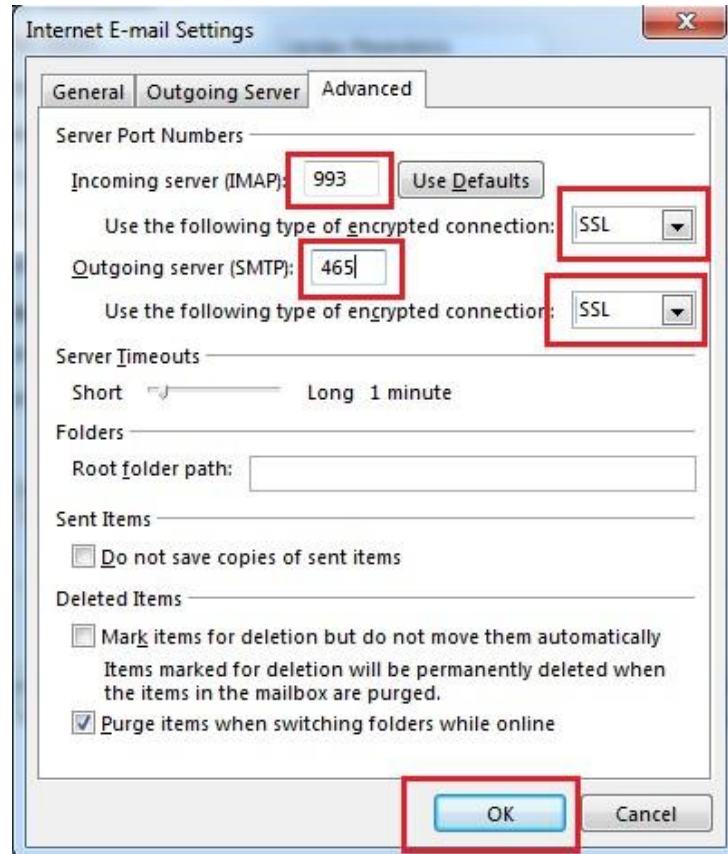
20. Užpildome laukus, kaip parodyta paveikslėlyje. **Slaptažodį vedame tokį, koks buvo sugeneruotas 14 punkte** ir spaudžiame „More Settings“.



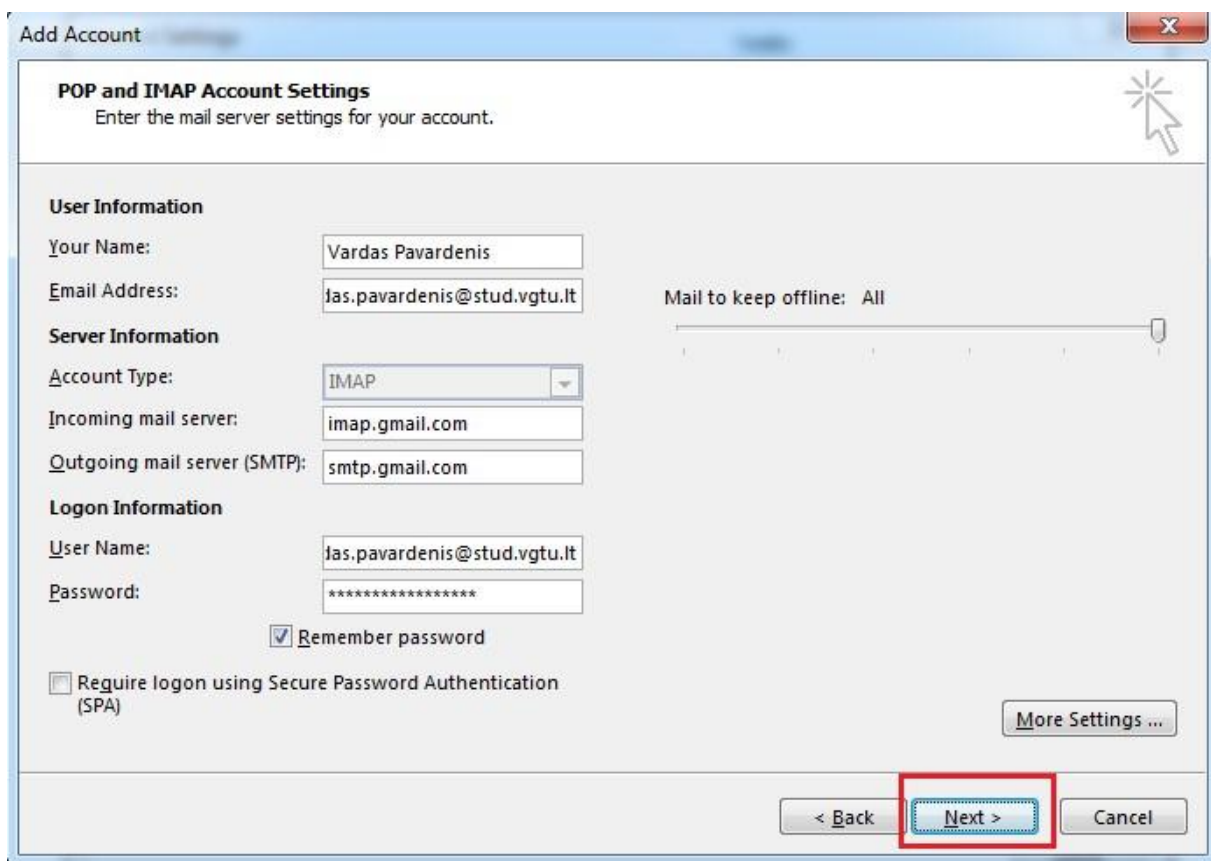
21. Spaudžiame „Outgoing Server“, pasirenkame „My outgoing server (SMTP) requires authentication“ ir spaudžiame „Advanced“.



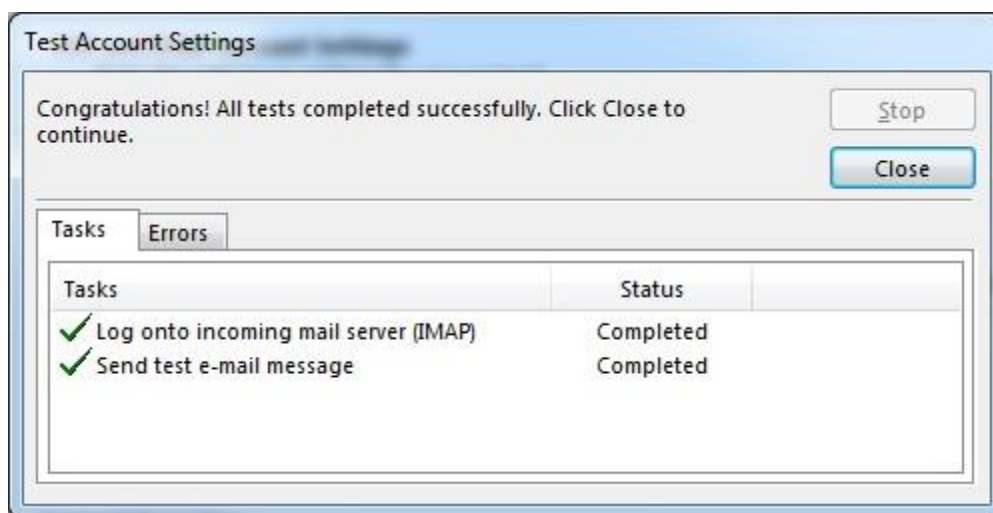
22. Pasirenkame „SSL“ encrypted prie „Incoming server (IMAP)“ ir „Outgoing server (SMTP)“. Pakeičiam „Outgoing server (SMTP)“ portą į 465 ir spaudžiame „OK“.



23. Spaudžiame „Next >“.



24. Viską atlikus teisingai, matome tokį vaizdą:



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