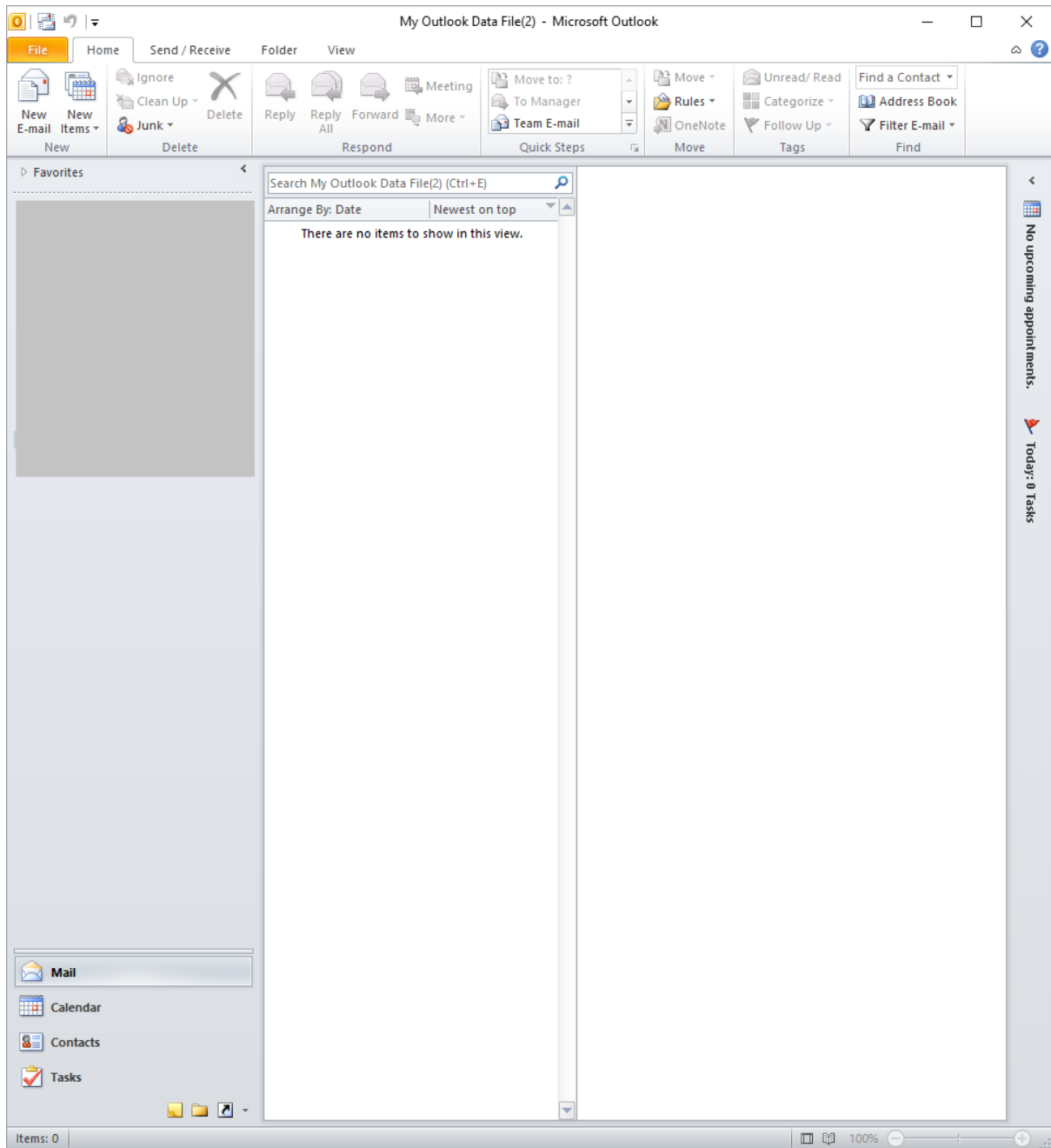


คู่มือการเพิ่ม Account ใหม่

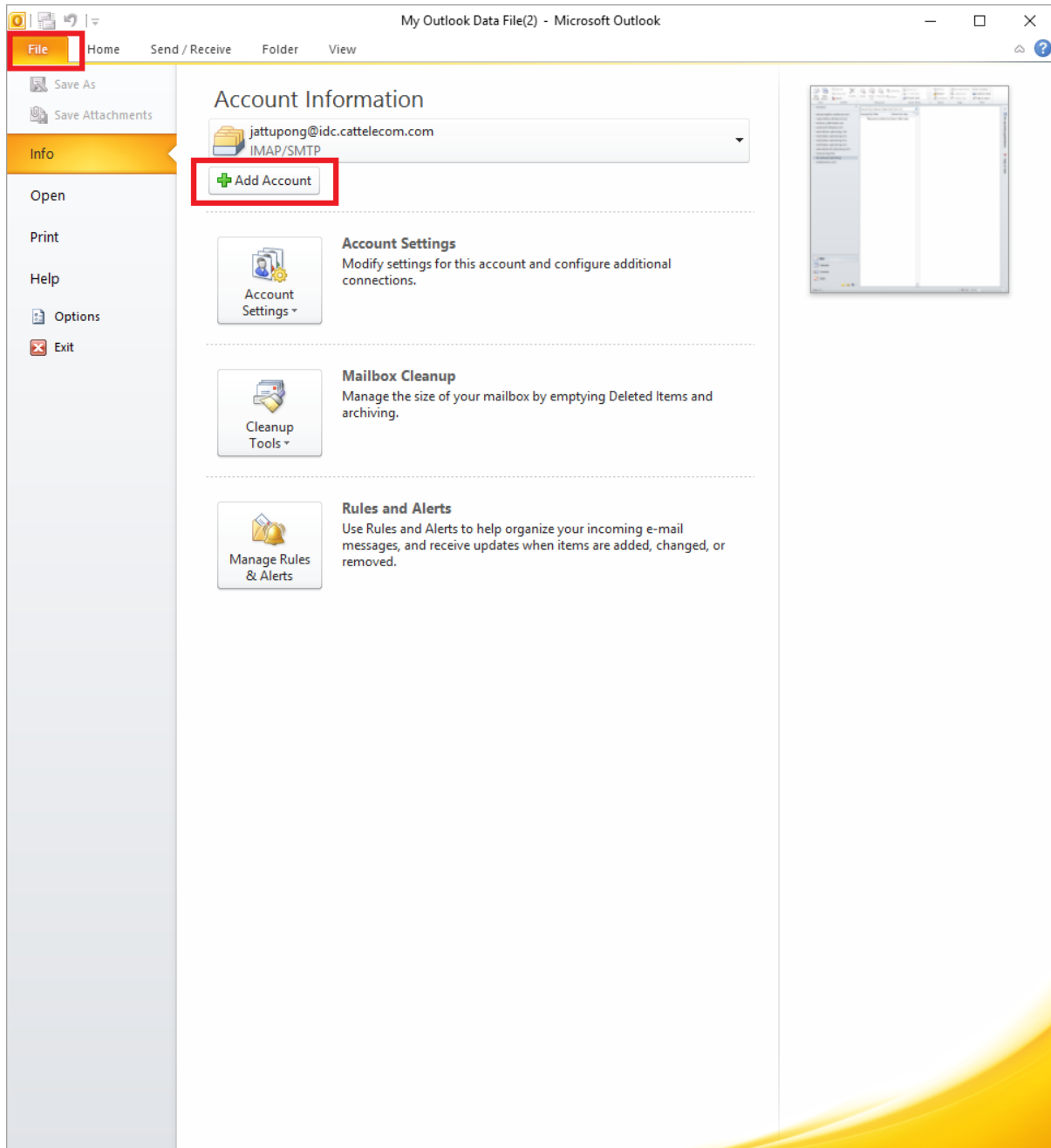
Microsoft Outlook 2013 [IMAP]

เปิดโปรแกรม Microsoft Outlook

หมายเหตุ โปรแกรม Microsoft Outlook สามารถเพิ่ม Account E-mail ได้มากกว่า 1 Account



คลิกเลือก **File >> Add Account**



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

จากนั้นกด Next

The screenshot shows the 'Add New Account' dialog box with the 'Auto Account Setup' section. The 'Manually configure server settings or additional server types' option is selected. The 'E-mail Account' section has input fields for 'Your Name', 'E-mail Address', 'Password', and 'Retype Password'. The 'Text Messaging (SMS)' option is unselected.

Add New Account [Close]

Auto Account Setup
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.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back **Next >** Cancel

คลิกเลือก **Internet E-mail** และกด Next

The screenshot shows the 'Add New Account' dialog box with the 'Choose Service' section. The 'Internet E-mail' option is selected. The 'Microsoft Exchange or compatible service' option is unselected. The 'Text Messaging (SMS)' option is unselected. The 'Other' option is unselected, and the 'Microsoft Outlook Hotmail Connector' is listed in the box below it.

Add New Account [Close]

Choose Service

Internet E-mail
Connect to POP or IMAP server to send and receive e-mail messages.

Microsoft Exchange or compatible service
Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.

Text Messaging (SMS)
Connect to a mobile messaging service.


Other
Connect to a server type shown below.
Microsoft Outlook Hotmail Connector

< Back **Next >** Cancel

หน้าต่าง Change Account

Type	Meaning	Example
You name	ชื่อ Account	example@abcd.com
E-mail address	ชื่อ Account	example@abcd.com
Incomming mail server	mail.[โดเมนของลูกค้า]	mail.abcd.com
Outgoing mail server	mail.[โดเมนของลูกค้า]	mail.abcd.com
User Name	ชื่อ Account	example@abcd.com
Password	รหัสผ่าน	xxxxxxxxxxxxxxxx

Change Account
✕



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

User Information

Your Name:

E-mail 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

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

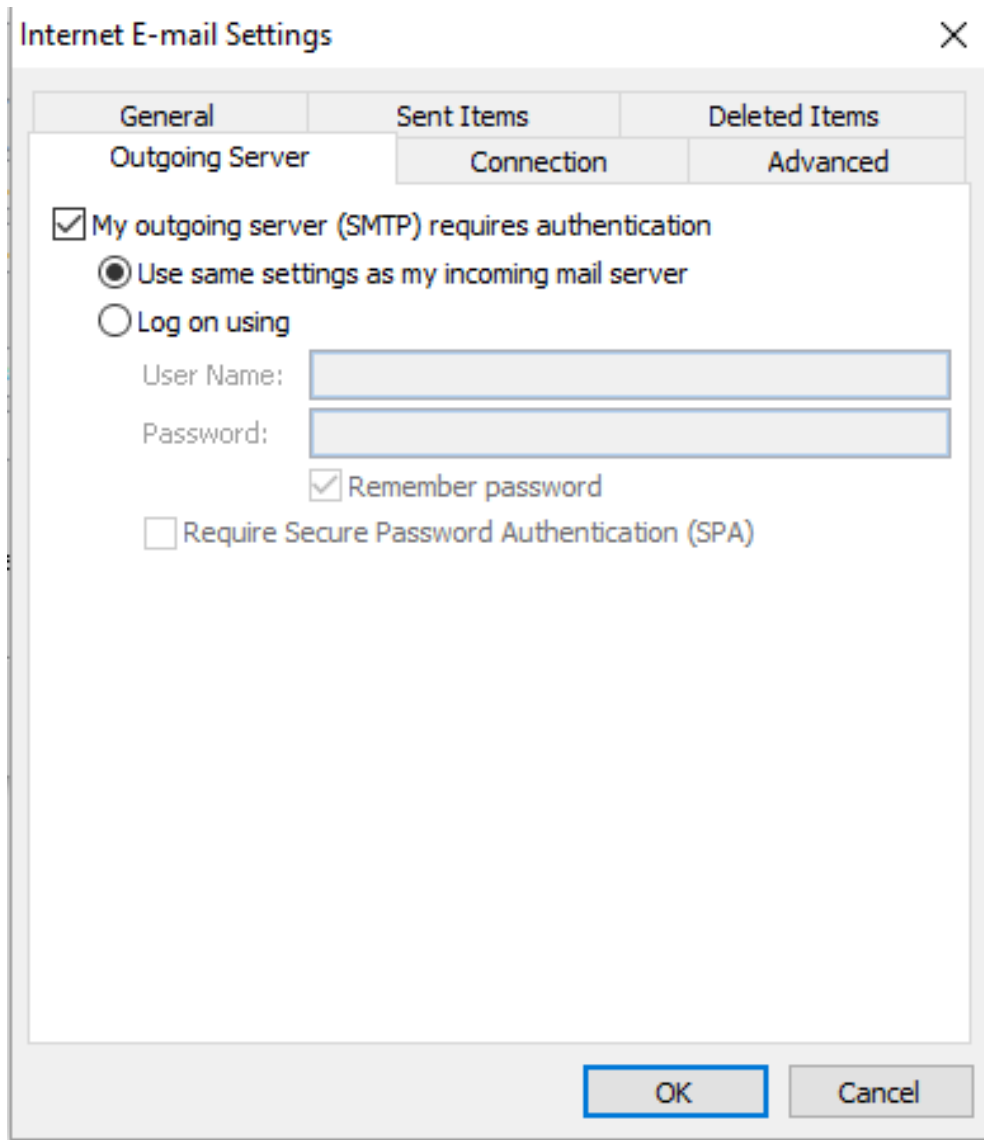
Test Account Settings by clicking the Next button

< Back
Next >
Cancel

หน้าต่าง More Setting

คลิกเลือก **More Setting**

ในส่วนของป้าย Outgoing server ตั้งค่าตามรูป



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The 'Connection' sub-tab is active. The 'Advanced' sub-tab is also visible. 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' radio button is unselected. The 'User Name:' and 'Password:' text boxes are empty. The 'Remember password' checkbox is checked. The 'Require Secure Password Authentication (SPA)' checkbox is unselected. The 'OK' button is highlighted with a blue border, and the 'Cancel' button is visible to its right.

General	Sent Items	Deleted Items
Outgoing Server	Connection	Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

Password:

Remember password

Require Secure Password Authentication (SPA)

OK Cancel

ในส่วนของป้าย **Advance** ตั้งค่าตามรูป

จากนั้นคลิก **OK** รอจนกว่าระบบจะทดสอบเสร็จสมบูรณ์... และคลิก **Finish**

The image shows a screenshot of the "Internet E-mail Settings" dialog box, specifically the "Advanced" tab. The dialog has a title bar with a close button (X) and three tabs: "General", "Sent Items", and "Deleted Items". The "Advanced" tab is selected. Below the tabs, there are three sub-sections: "Outgoing Server", "Connection", and "Advanced". The "Advanced" sub-section contains the following settings:

- Server Port Numbers:**
 - Incoming server (IMAP): 143 (with a "Use Defaults" button)
 - Use the following type of encrypted connection: None (dropdown menu)
 - Outgoing server (SMTP): 587
 - Use the following type of encrypted connection: TLS (dropdown menu)
- Server Timeouts:** A slider between "Short" and "Long 1 minute".
- Folders:** A text box for "Root folder path".

At the bottom of the dialog, there are two buttons: "OK" and "Cancel".