



Kreiranje Gmail računa – Microsoft Outlook 2007

Kreiranje Gmail računa pomoću Office Microsoft Outlooka 2007

Postavke Gmaila

- Prvi korak je da se prijavite na Gmail račun te omogućite IMAP protokol. Odaberite **Settings** zatim **Forwarding and POP/IMAP** (broj 1) te odaberite **Enable IMAP** (broj 2) nakon toga spremite promjene (broj 3).

The screenshot shows the Gmail settings interface. At the top, there are navigation tabs: General, Labels, Inbox, Accounts and Import, Forwarding and POP/IMAP (highlighted with a red box and the number 1), Chat, Web Clips, Labs, and Offline. Below the tabs, a tip reads: "Tip: You can also forward some of your mail by creating a filter!".

The main content area is divided into sections:

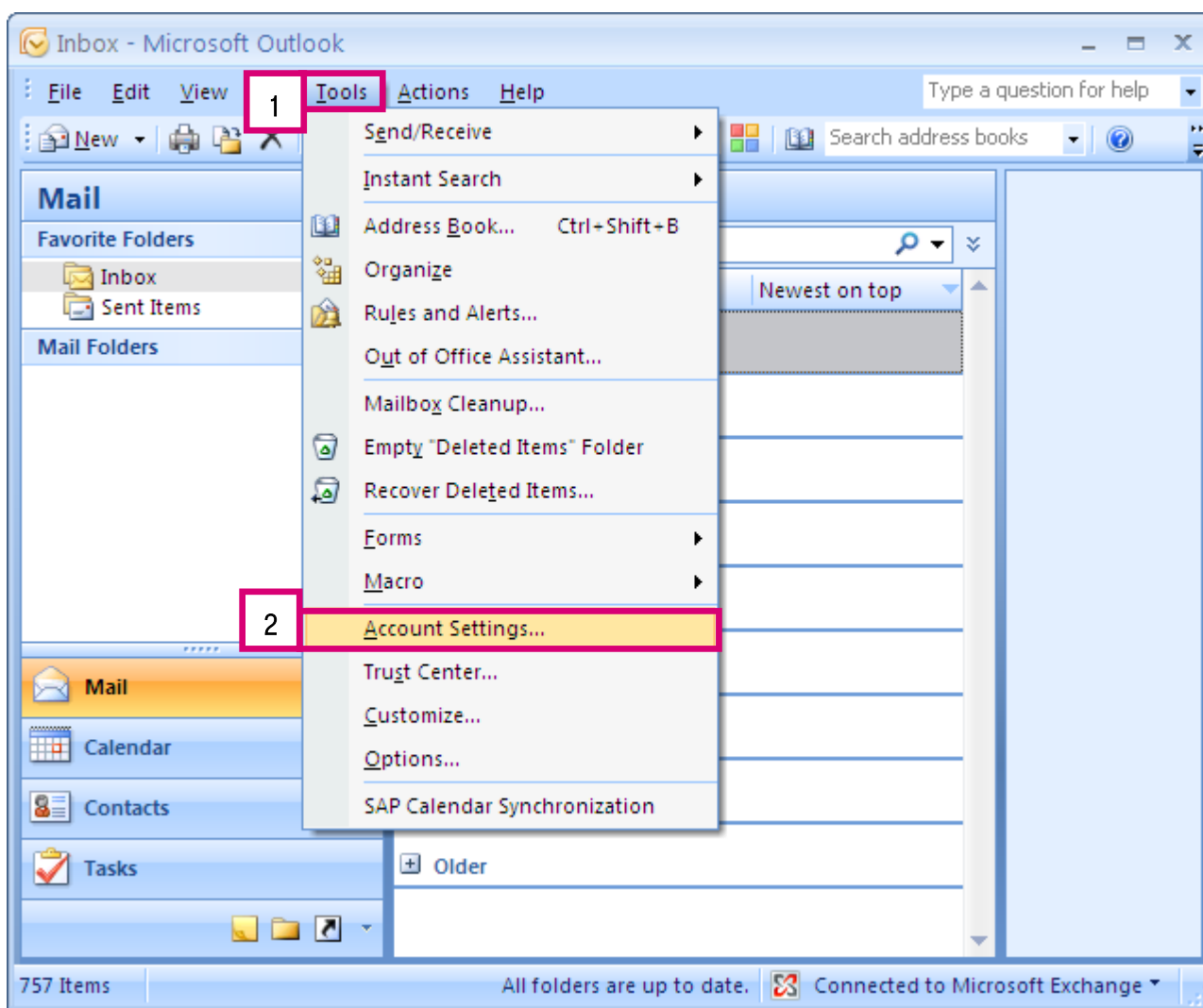
- POP Download:** Includes a "Learn more" link and three radio button options:
 - 1. Status: POP is enabled for all mail that has arrived since 3/20/09
 - Enable POP for all mail (even mail that's already been downloaded)
 - Enable POP for mail that arrives from now on
 - Disable POP
 - 2. When messages are accessed with POP: keep Gmail's copy in the Inbox (dropdown menu)
 - 3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)
 - [Configuration instructions](#)
- IMAP Access:** Includes a "Learn more" link and a "Status: IMAP is disabled" section (highlighted with a red box and the number 2) with two radio button options:
 - Enable IMAP
 - Disable IMAP
- When I mark a message in IMAP as deleted:**
 - Auto-Expunge on - Immediately update the server. (default)
 - Auto-Expunge off - Wait for the client to update the server.
- When a message is marked as deleted and expunged from the last visible IMAP folder:**
 - Archive the message (default)
 - Move the message to the Trash
 - Immediately delete the message forever
- Folder Size Limits:**
 - Do not limit the number of messages in an IMAP folder (default)
 - Limit IMAP folders to contain no more than this many messages: 1,000 (dropdown menu)
- Configure your email client (e.g. Outlook, Thunderbird, iPhone):**
 - [Configuration instructions](#)

At the bottom of the page, there are two buttons: "Save Changes" (highlighted with a red box and the number 3) and "Cancel".



🔧 Podešavanje postavki

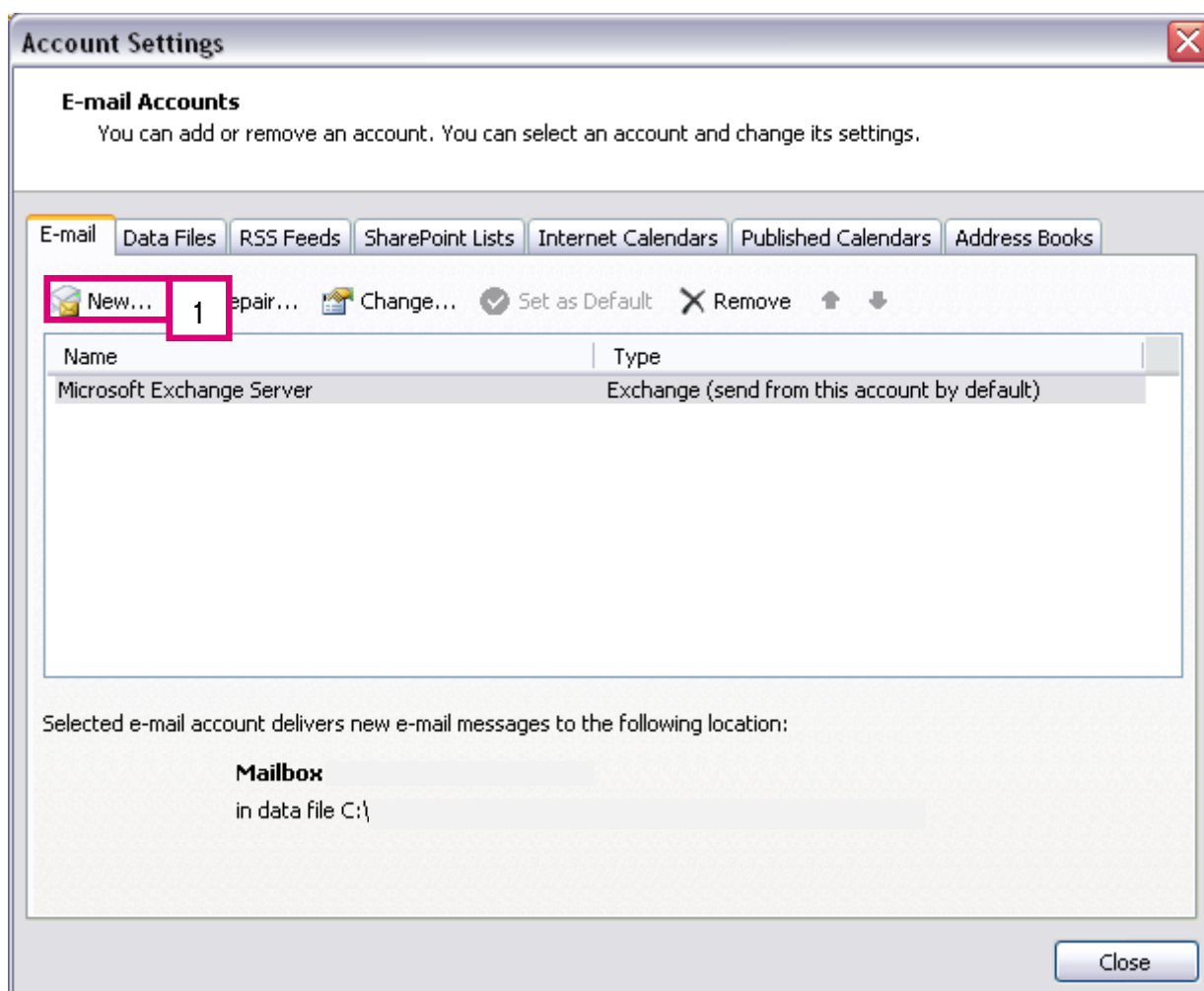
- Otvorite Microsoft Outlook 2007 i kliknite na **Tools** (broj 1) **Account Settings** (broj 2).





Podešavanje postavki

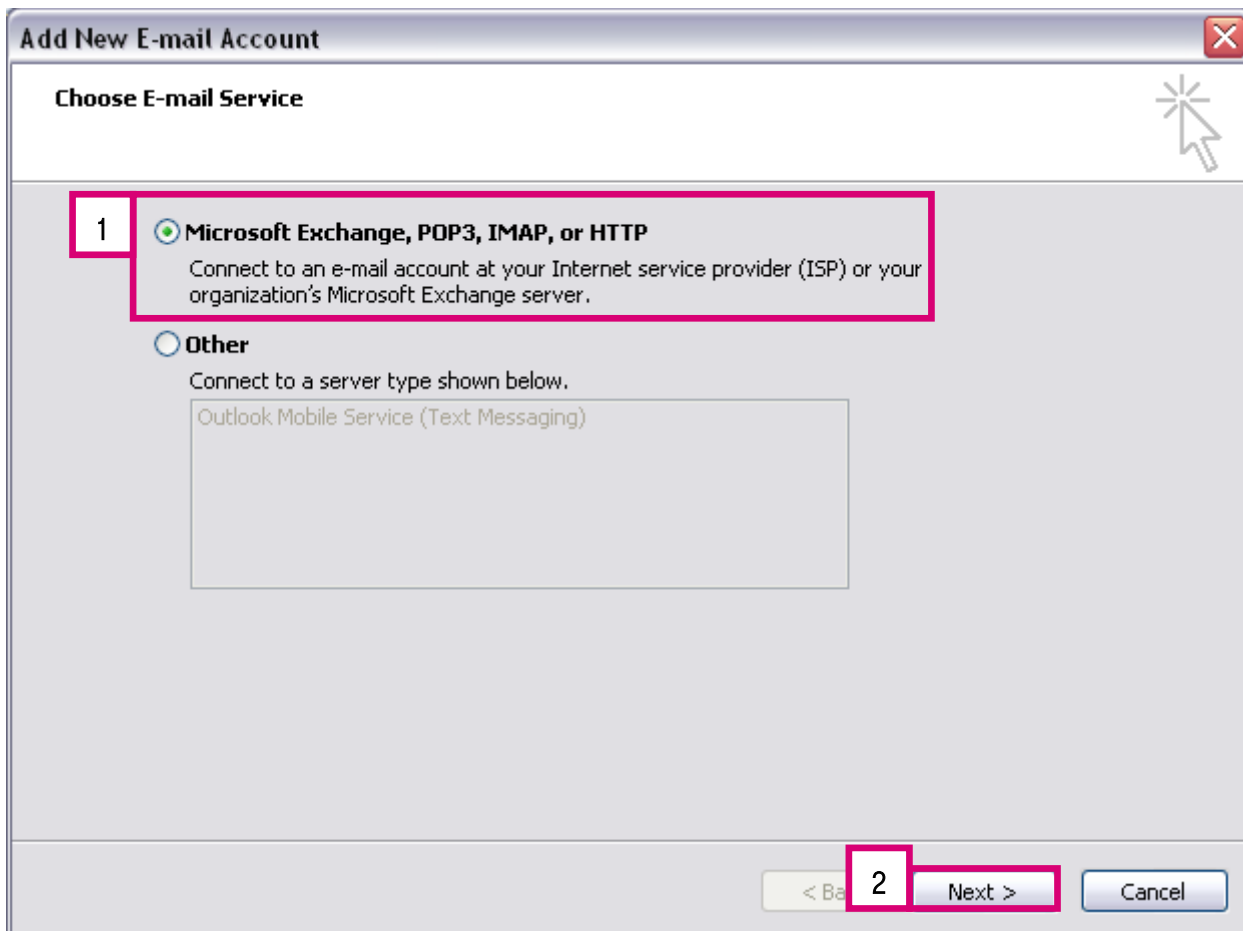
- Otvorit će Vam se **Account Settings** prozor na kojem pod kategorijom **E-mail** kliknite na **New**(broj 1).





Podešavanje postavki

- Ovdje odabirete **Microsoft Exchange, POP3, IMAP, or HTTP** (broj 1) te zatim odabirete **Next** (broj 2).






Podešavanje postavki

- Na ovom koraku odaberite **Manually configure server settings or additional server types** (broj 1) i kliknite **Next** (broj 2).

Add New E-mail Account ✕

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 1

2
Next >
Cancel



Podešavanje postavki

- Zatim odabirete **Internet E-mail** (broj 1) te nakon toga kliknete na **Next** (broj 2).

Add New E-mail Account

Choose E-mail Service

1 **Internet E-mail**
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

Microsoft Exchange
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

Other
Connect to a server type shown below.
Outlook Mobile Service (Text Messaging)

< Back **2** Next > Cancel



Podešavanje postavki

- Na ovom koraku pod **Your Name** upisujete nešto po Vašoj želji što želite da se uz email adresu prikaže primatelju kojem šaljete e-mail. (*Naziv tvrtke ili Ime i Prezime*)
- U polje **E-mail Address** upisujete Vašu punu mail adresu. (*Gmail*)
- U Polje **Incoming mail server** i **Outgoing mail server** unosite podatke kao iz primjera navedenog dolje.
- U Polja **User Name** i **Password** upisujete pristupne podatke, Vaše korisničko ime i lozinku. Korisničko ime je puna e-mail adresa dok je password onaj za pristup Gmail računu.
- Kada završite s upisom kliknite na **More Settings** (broj 1).

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:

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

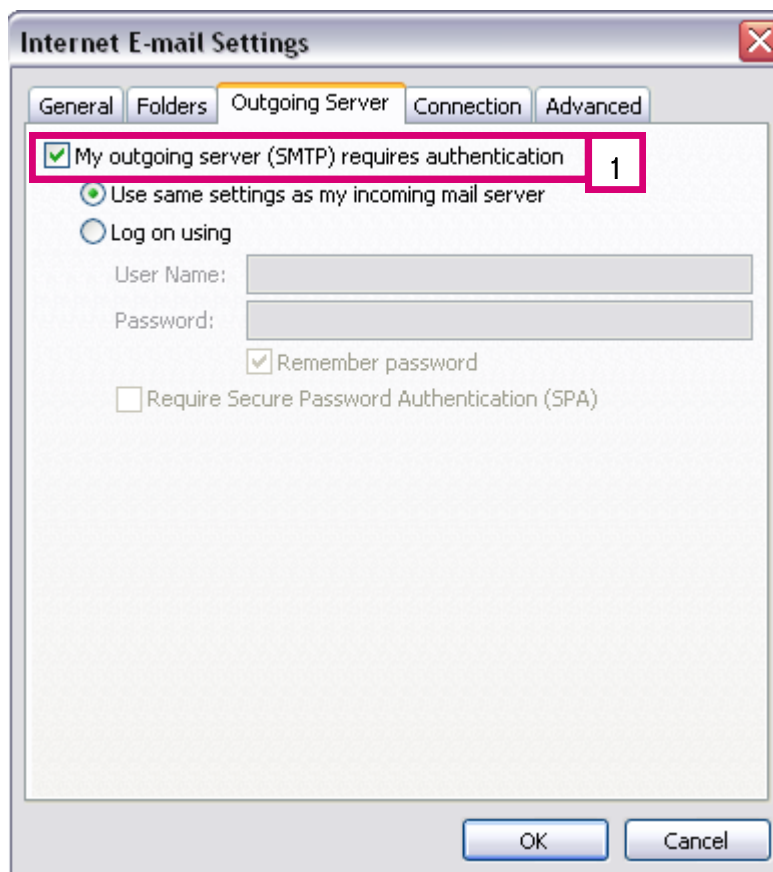
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

1



Podešavanje postavki

- Otvara se novi prozor odaberite **Outgoing Server** te odaberite opciju **My outgoing server (SMTP) requires authentication** (broj 1).





Podešavanje postavki

- Nakon toga odaberite karticu **Advanced** te popunite polja sa niže prikazanim podacima.
- Incoming server (IMAP): 995
- Use the following type of encrypted connection: SSL
- Outgoing server (SMTP): 587
- Use the following type of encrypted connection: TLS
- Stisnete **OK** (broj 1).

Internet E-mail Settings

General | Folders | Outgoing Server | Connection | **Advanced**

Server Port Numbers

Incoming server (IMAP):

Use the following type of encrypted connection:

Outgoing server (SMTP):

Use the following type of encrypted connection:

Server Timeouts

Short Long 1 minute

Folders

Root folder path:

1



⚙️ Podešavanje postavki

- Nakon toga odaberite **Next** (broj 1).

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:

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

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Podešavanje postavki

- Na kraju još preostaje kliknuti **Finish** (broj 1).

