



Kreiranje Gmail računa – Microsoft Outlook 2003

Kreiranje Gmail računa pomoću Office Microsoft Outlooka 2003

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).

General Labels Inbox Accounts and Import Forwarding and POP/IMAP Chat Web Clips Labs Offline

Tip: You can also forward some of your mail by [creating a filter!](#)

POP Download:
[Learn more](#)

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

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)
[Configuration instructions](#)

IMAP Access:
(access Gmail from other clients using IMAP)
[Learn more](#)

2. Status: **IMAP is disabled**

☒ **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

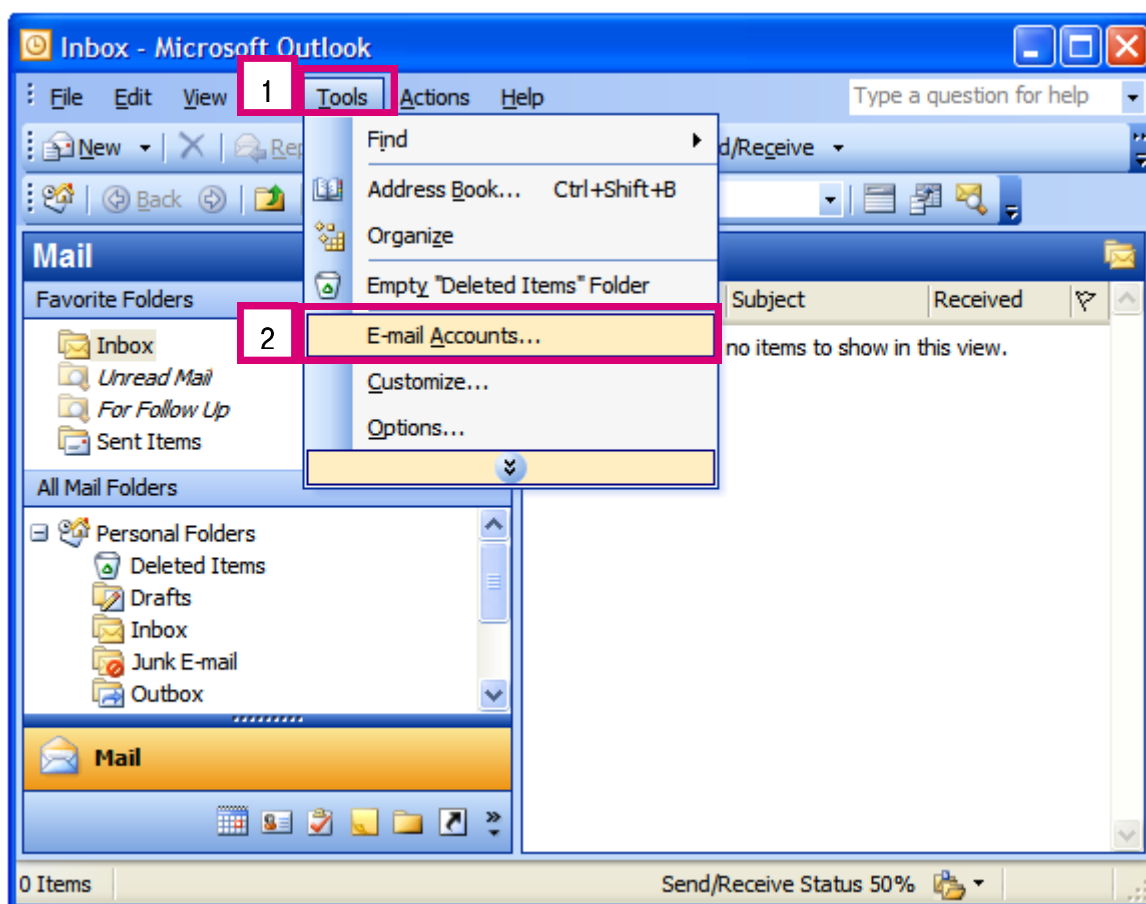
Configure your email client (e.g. Outlook, Thunderbird, iPhone)
[Configuration instructions](#)

3. Save Changes Cancel



Podešavanje postavki

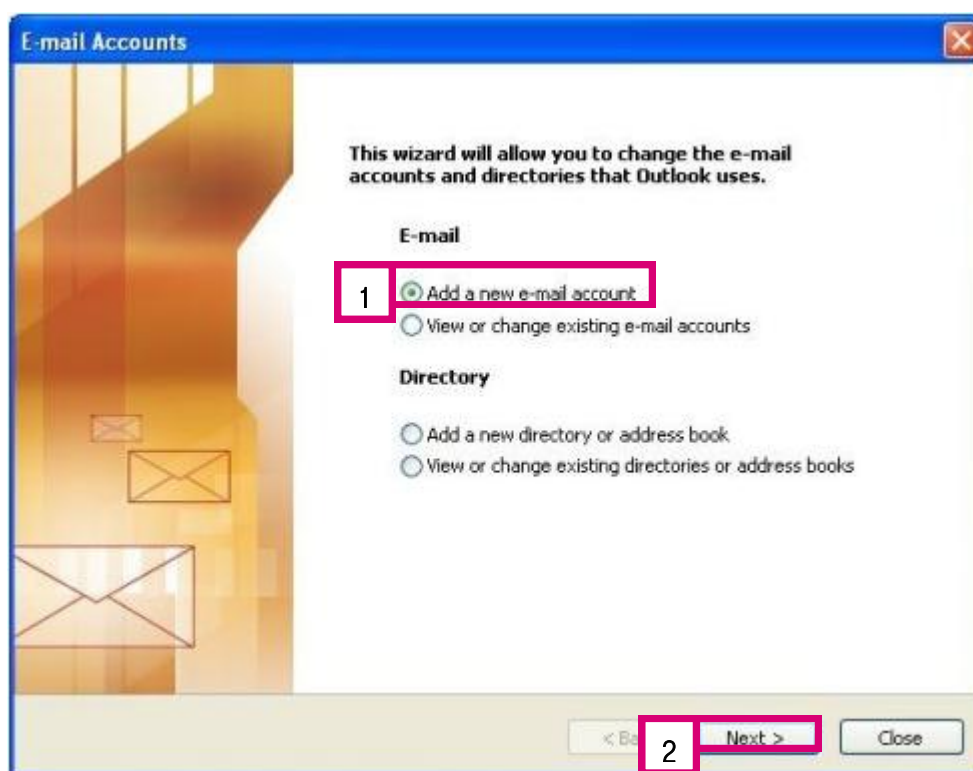
- Otvorite Microsoft Outlook 2003 i kliknite na **Tools** (broj 1) te pod **Info** stavkom odabrati **E-mail Accounts** (broj 2).





Podešavanje postavki

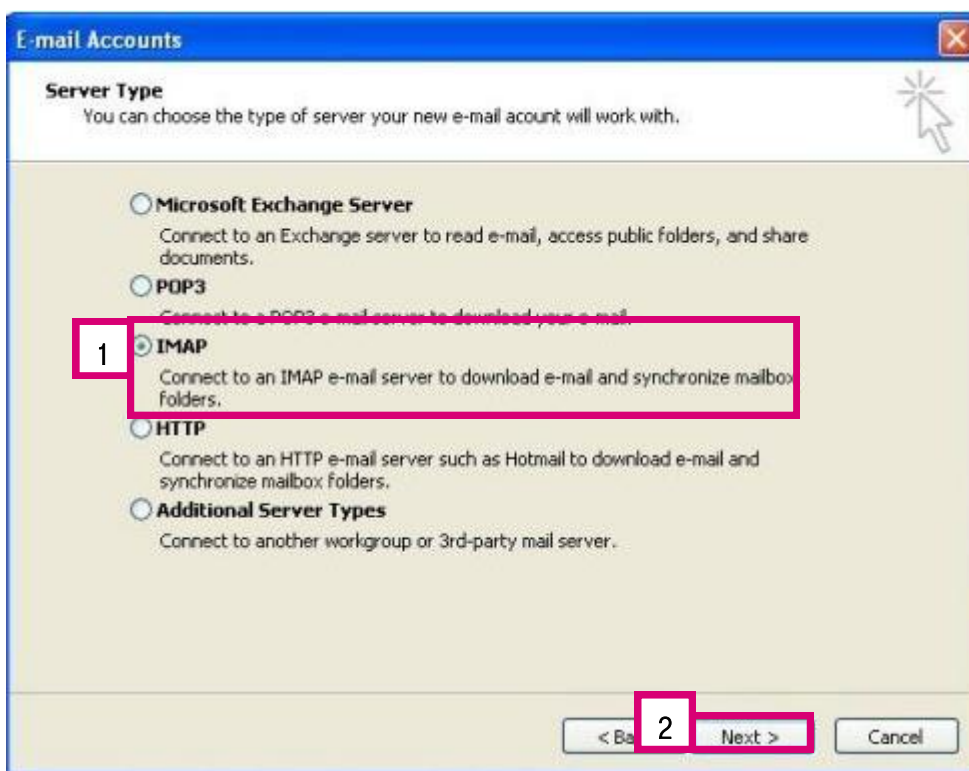
- Na ovom koraku odaberite **Add a new e-mail account** (broj 1) zatim kliknite na **Next** (broj 2).





Podešavanje postavki

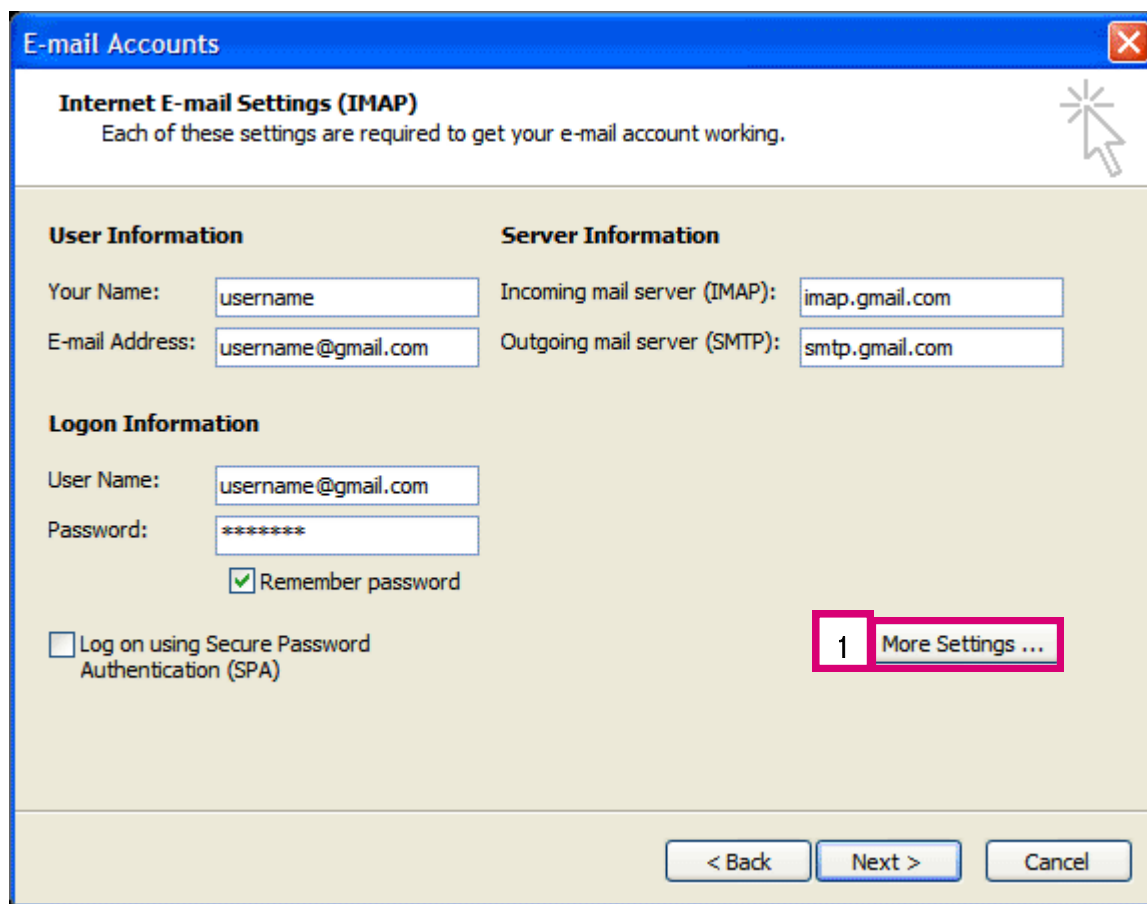
- Zatim odabirete **IMAP** (broj 1) te nakon toga kliknete na **Next** (broj 2).





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)



E-mail Accounts

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

User Information	Server Information
Your Name: username	Incoming mail server (IMAP): imap.gmail.com
E-mail Address: username@gmail.com	Outgoing mail server (SMTP): smtp.gmail.com

Logon Information

User Name:

Password:

☒ Remember password

☐ Log on using Secure Password Authentication (SPA)

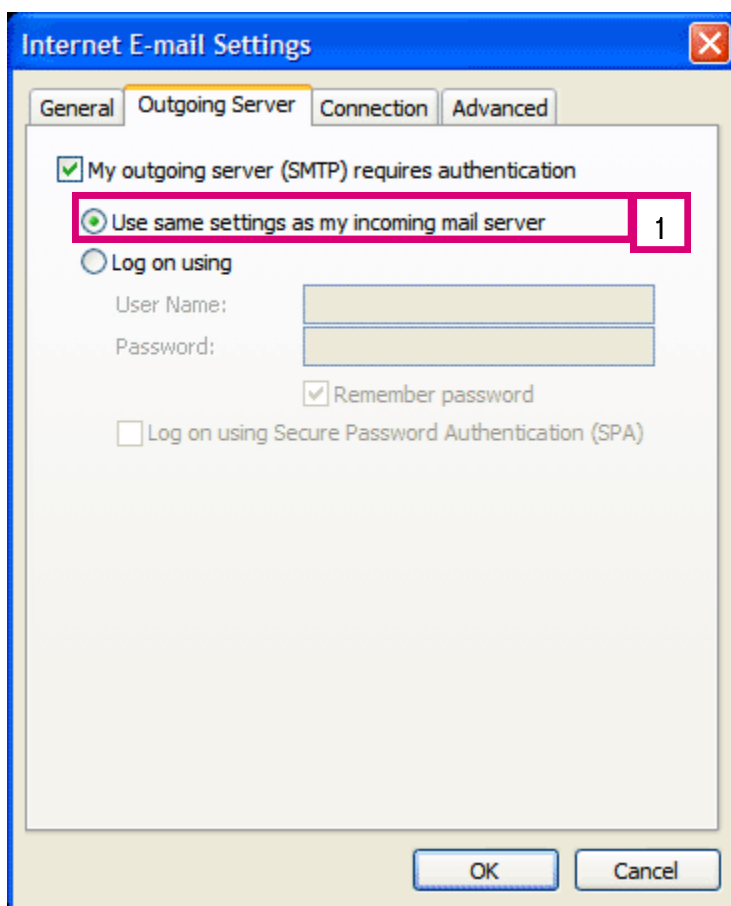
1 [More Settings ...](#)

< Back Next > Cancel



Podešavanje postavki

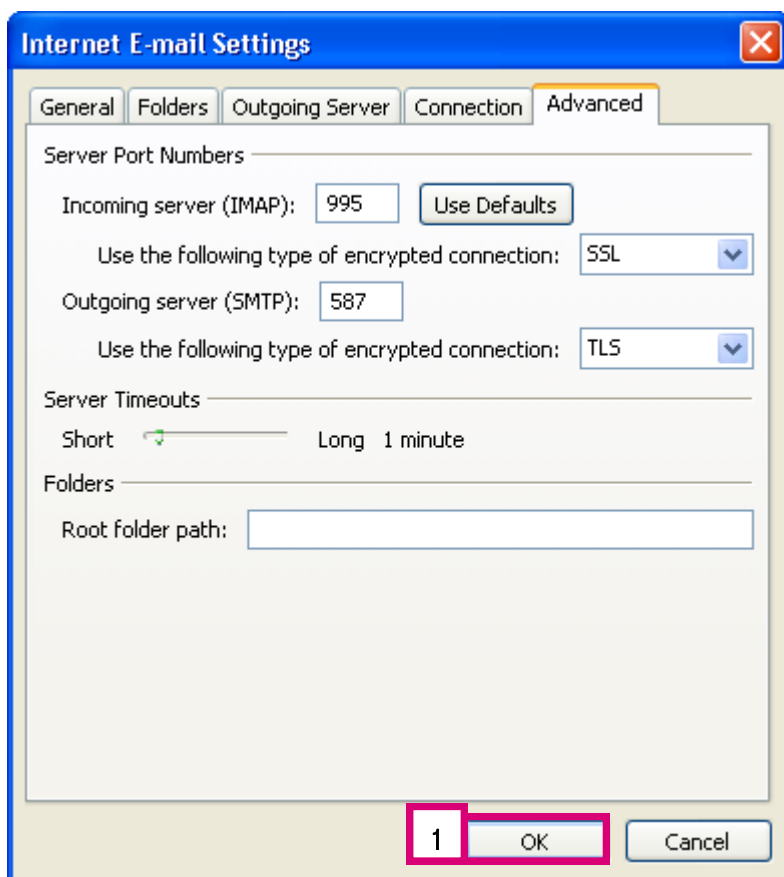
- Otvara se novi prozor, odaberite **Outgoing Server** te odaberite opciju **My outgoing server (SMTP) requires authentication** (broj 1).





Podešavanje postavki

- Nakon toga odaberite karticu **Advanced** te popunite polja s 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) te zatim **Next**



Internet E-mail Settings

General Folders Outgoing Server Connection **Advanced**

Server Port Numbers

Incoming server (IMAP): 995 Use Defaults

Use the following type of encrypted connection: SSL

Outgoing server (SMTP): 587

Use the following type of encrypted connection: TLS

Server Timeouts

Short Long 1 minute

Folders

Root folder path:

1 OK Cancel



Podešavanje postavki

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

