



Kreiranje Gmail računa – Microsoft Outlook 2010

Kreiranje Gmail računa pomoću Office Microsoft Outlooka 2010

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 **1** 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

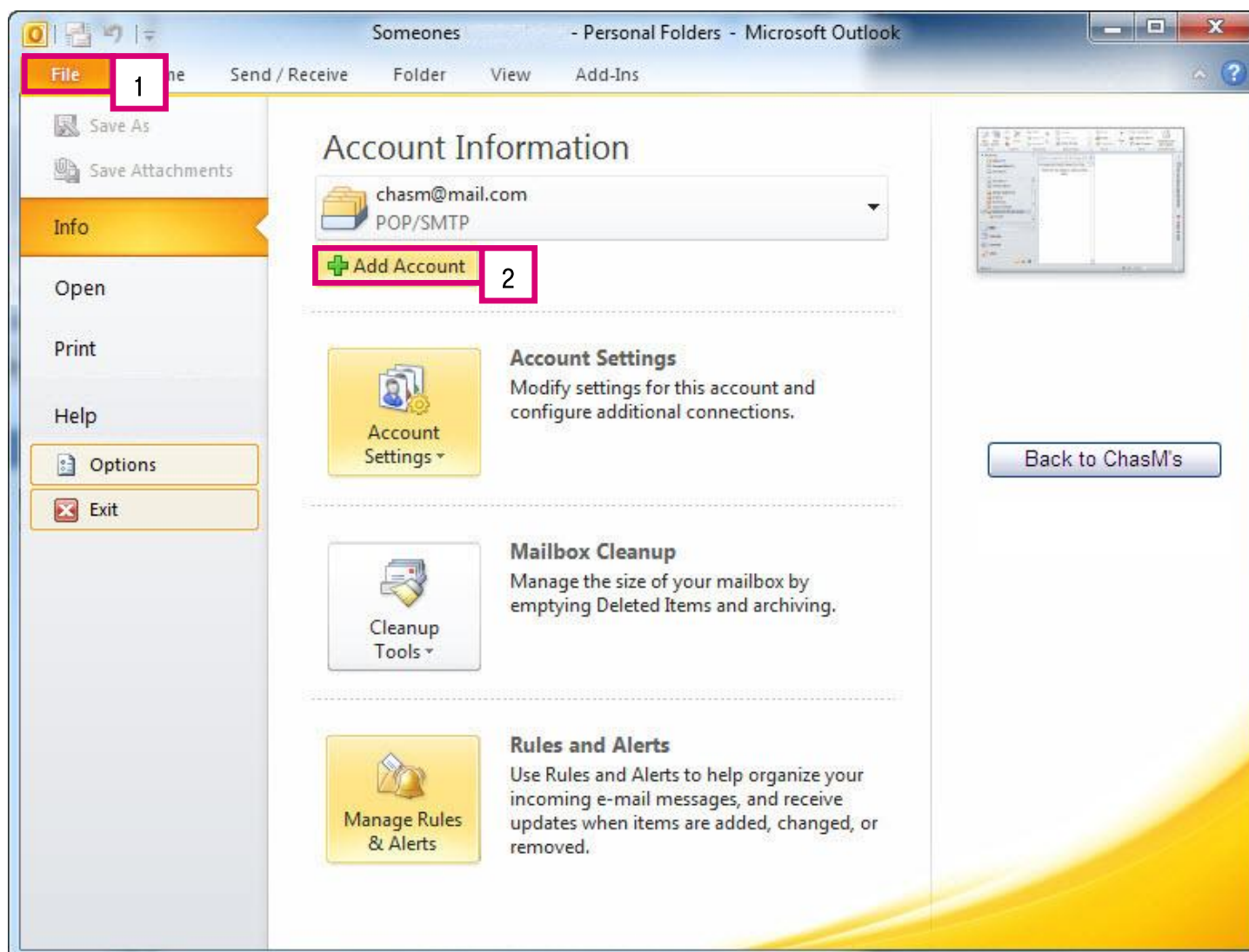
Configure your email client (e.g. Outlook, Thunderbird, iPhone)
[Configuration instructions](#)

3 **Save Changes** Cancel



Podešavanje postavki

- Otvorite Microsoft Outlook 2010 i kliknite na **File** (broj 1) te pod **Info** stavkom odaberite **Add Account** (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 Account

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings.

☐ **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)**

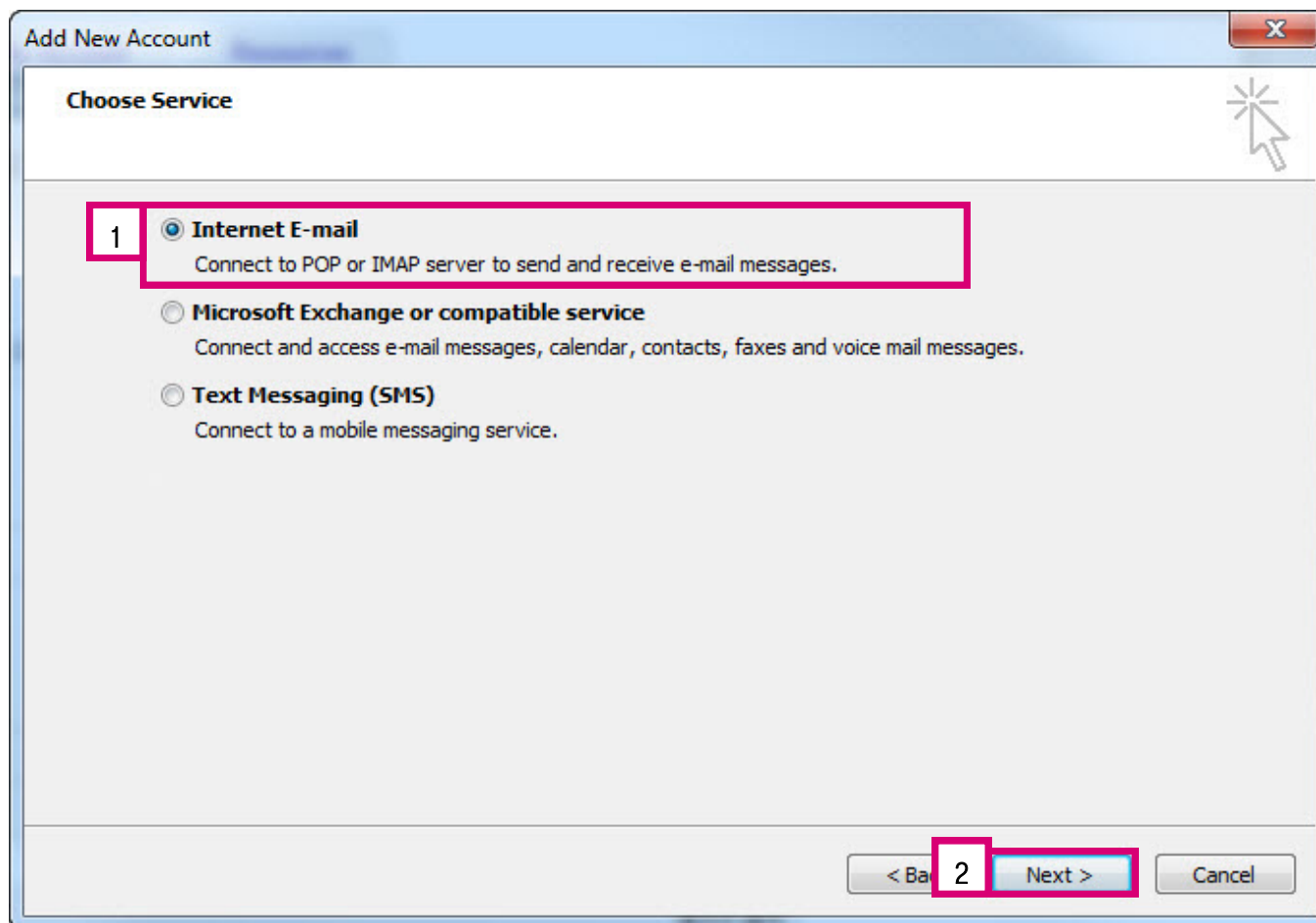
☒ **Manually configure server settings or additional server types** 1

< Back 2 Next > Cancel



Podešavanje postavki

- Zatim odabirete **Internet E-mail** (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).

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:

ImePrezime

E-mail Address:

korisnickoime@gmail.com

Server Information

Account Type:

IMAP

Incoming mail server:

imap.gmail.com

Outgoing mail server (SMTP):

smtp.gmail.com

Logon Information

User Name:

korisnickoime@gmail.com

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 ...

1 More Settings ...

< Back

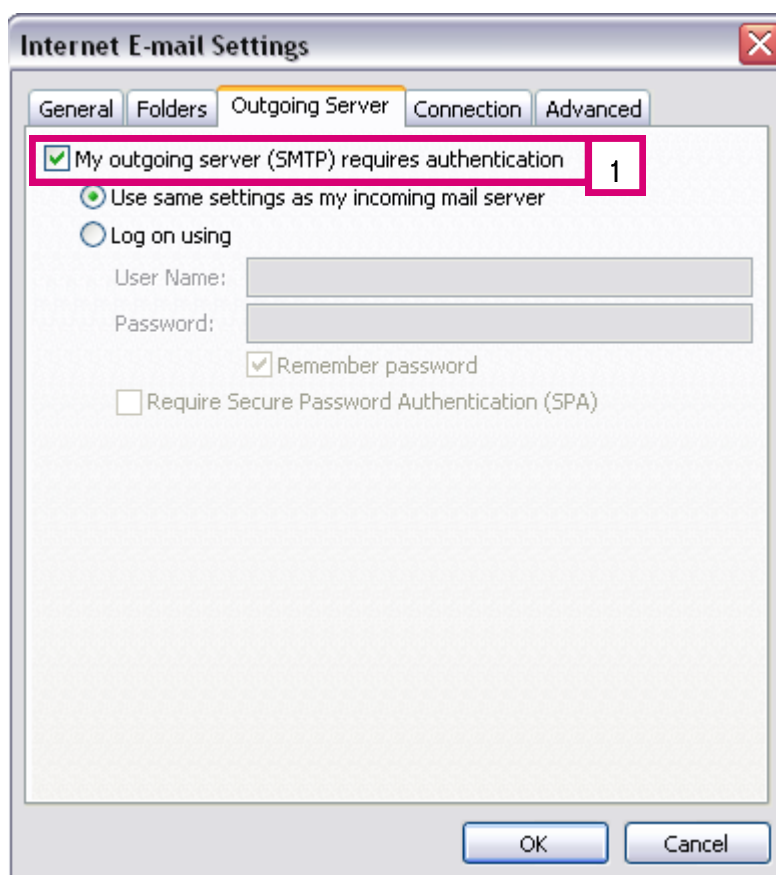
Next >

Cancel



Podešavanje postavki

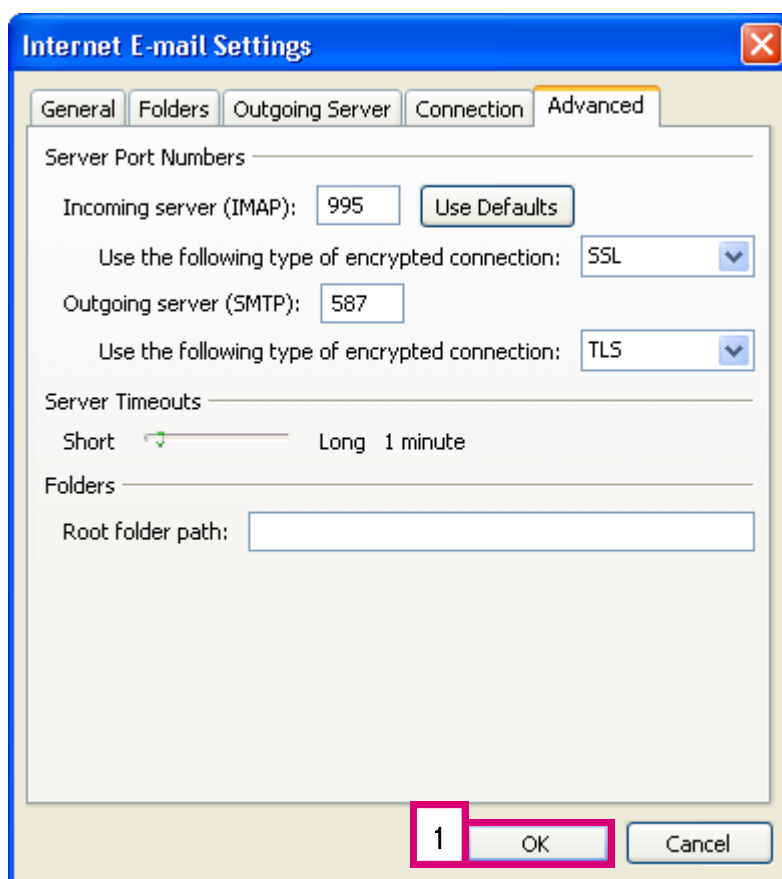
- Otvara se novi prozor odaberite **Outgoing Server** te odaberite opciju **My outgoing server (SMTP) requires authentication** (broj 1).





Podešavanje postavki

- Nakon toga odaberite karticu **Advanced** te popunite polja 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) .





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:

ImePrezime

E-mail Address:

korisnickoime@gmail.com

Server Information

Account Type:

IMAP

Incoming mail server:

imap.gmail.com

Outgoing mail server (SMTP):

smtp.gmail.com

Logon Information

User Name:

korisnickoime@gmail.com

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 ...

More Settings ...

< Back

1

Next >

Cancel



Podešavanje postavki

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

