<u>วิธีการตั้งค่าการใช้งานอีเมล์ด้วยโปรแกรม</u>

Microsoft Outlook 2007 & 2010 & 2013

1. เปิดโปรแกรม Microsoft Outlook 2007 หรือ 2010 หรือ 2013



2. กด Yes จากนั้นกดปุ่ม Next>

Account Configuration		×
E-mail Accounts		× ×
You can configure Outlook to connect to Internet E-mail, Microsoft Exchang other E-mail server. Would you like to configure an E-mail account?	je, or	
♥ Yes♥ No		
	< Back Next >	Cancel

 เลือก Manually configure server settings or additional server types จากนั้นกดปุ่ม Next>

dd New Account		
Connect to other s	erver types.	R
🔘 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 (9	M5)	
Manually configure	e server settings or additional server types	
	< Back Next >	Cancel

4. เลือก service เป็น Internet E-mail (Connect to POP or IMAP server to send and receive e-mail messages.) จากนั้นกดปุ่ม Next>

Add New Account	×
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.	
< Back Next >	Cancel

5. ตั้งค่า E-mail Account

- ✔ ใส่ชื่อ E-mail account
- ✔ ใส่ username และ password

✔ ใส่ค่า Incoming mail server และ Outgoing mail server โดยใช้ชื่อแยกตาม
 Domain Email และ Site ในตารางดังนี้

Domain E-mail	Incoming mail	Outgoing mail
doublea1991.com	ttmail.doublea1991.com	smtp.doublea1991.com
mibholding.com	ttmail.mibholding.com	smtp.mibholding.com
npp.co.th	ttmail.npp.co.th	smtp.npp.co.th

จากนั้นกด More Setting...

Add New Account		×
Internet E-mail Settings Each of these settings ar	re required to get your e-mail acco	punt working.
User Information		Test Account Settings
Your Name:	Wirawan B	After filling out the information on this screen, we
E-mail Address:	wirawan_b@npp.co.th	below. (Requires network connection)
Server Information Account Type: Incoming mail server: Outgoing mail server (SMTP): Logon Information User Name: Password:	POP3 ttmail.npp.co.th smtp.npp.co.th wirawan_b ********	Test Account Settings Image: Test Account Settings by clicking the Next button Deliver new messages to: Image: New Outlook Data File Image: Existing Outlook Data File Image: Browse
Remember password Require logon using Secure Password Authentication (SPA) More Settings		
		< Back Next > Cancel

- 6. กดแถบ Outgoing Server
 - 🗸 กดเลือกใช้งาน My outgoing server (SMTP) requires authentication

Internet E-	mail Settings			×
General	Outgoing Serve	Connection	Advanced	
🔽 My ou	utgoing server (S	MTP) requires aut	hentication	
0 U:	se same settings	as my incoming m	ail server	
© Lo	og on using			
U	lser Name:			
P	assword:			
	√ R	emember passwo	ord	
	Require Secure	Password Authe	ntication (SPA)	
© Lo	og on to incoming	mail server befor	re sending mail	
			ОК	Cancel

- 7. กดแถบ Advanced
 - ✔ เปลี่ยน Server Port Numbers ของ Incoming server (POP3): เป็น port 995
 - ✔ เลือกใช้งาน This server requires an encrypted connection (SSL)
 - ✔ เปลี่ยน Server Port Numbers ของ Outgoing server (SMTP): เป็น port 587
 - ✔ เลือกใช้งาน Use the following type of encrypted connection เป็น TLS

Internet E-mail Settings	×
General Outgoing Server Connection Advanced	
Server Port Numbers	
Incoming server (POP3); 995 Use Defaults	
This server requires an encrypted connection (SSL)	
Outgoing server (SMTP): 587	
Use the following type of encrypted connection: TLS	-
Server Timeouts	
Short -J Long 1 minute	
Delivery	
Leave a copy of messages on the server	
📝 Remove from server after 🛛 14 📑 days	
Remove from server when deleted from 'Deleted Items'	
OK Can	rel

8. กด Next เพื่อทำการ Test Account Settings

เมื่อ All tests completed successfully ให้กด close และ กด Finish

Change Account				23
Test Account Settings				*
Congratulations! All tests completed successfully, Click Close to continue.		12		
			Close	
Tasks Errors				tion on this screen, we
Tasks		Status		account by clicking the button connection)
✓ Log onto incoming mail server (POP3) Completed ✓ Send test e-mail message Completed				
				gs by clicking the Next button
Logon Information				-
User Name:	wirawan_b			
Password:	*****			
	📝 Remember password			
🔲 Require logon using	Secure Password Authentication	on (SPA)		More Settings
			< Back	Next > Cancel

Change Account		×
	Congratulations! You have successfully entered all the information required to setup your account. To close the wizard, click Finish.	
	< Back Finish	