



نحوه تعریف EMAIL دانشگاهی

بر روی

MICROSOFT OUTLOOK

دانشگاه خوارزمی



دانشگاه خوارزمی

مرکز فناوری اطلاعات و ارتباطات

دیماه ۱۳۹۵

تنظیمات Outlook بر روی تلفن همراه:

۱- وارد کردن آدرس ایمیل شخصی

← Add Account

Enter your primary work or personal email address.

Email Address

Username @khu.ac.ir

CONTINUE

Microsoft might email you about the Outlook Mobile App. You can unsubscribe at any time.

[Privacy statement](#)

۲- انتخاب گزینه Exchange به عنوان نحوه اتصال outlook به mailbox

← Choose account type

Microsoft



Office 365



Outlook



Exchange

Other



Yahoo



iCloud



Google

Advanced



IMAP

Need help? Contact support

۳- وارد کردن آدرس ایمیل و آدرس سرور و پسورد

Connect Exchange

Email Address
Username @khu.ac.ir

Server (example: server.domain.com)
mail.khu.ac.ir

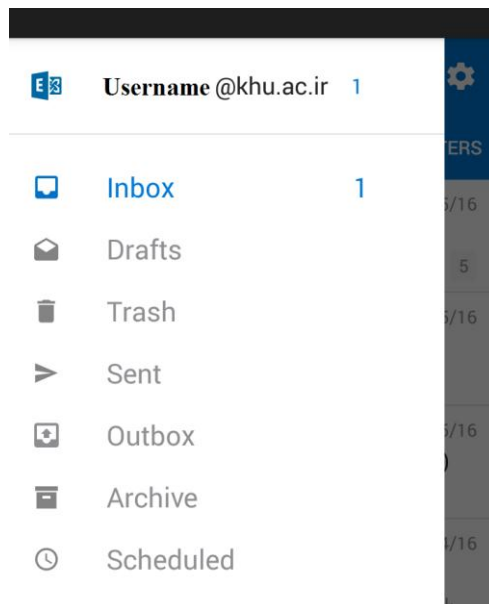
Domain (example: domain.com)

Username (example: mike.rossoft)
Username

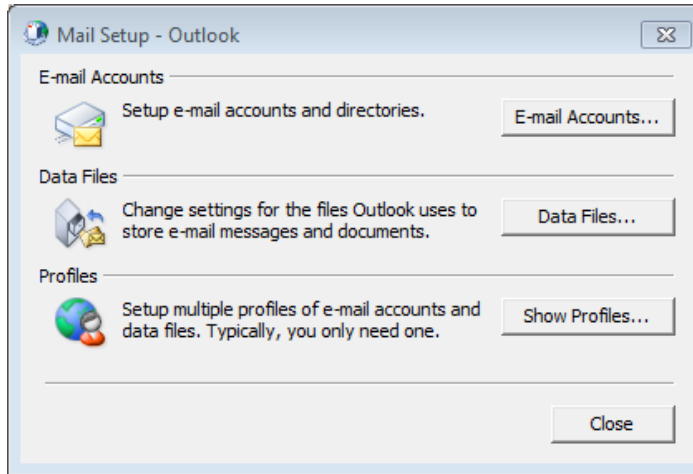
Password
.....

HIDE ADVANCED SETTINGS

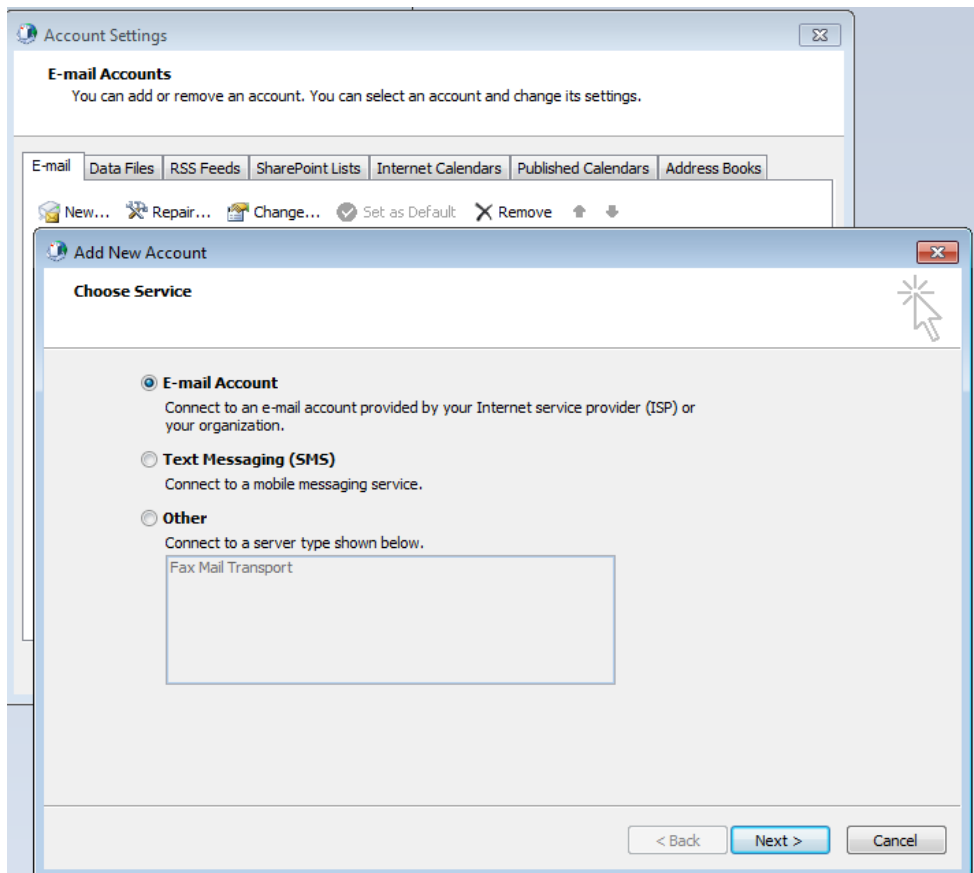
۴- برقراری اتصال mailbox به outlook



۱- باز کردن صفحه تنظیمات outlook



۲- ایجاد account جدید و انتخاب E-mail Account



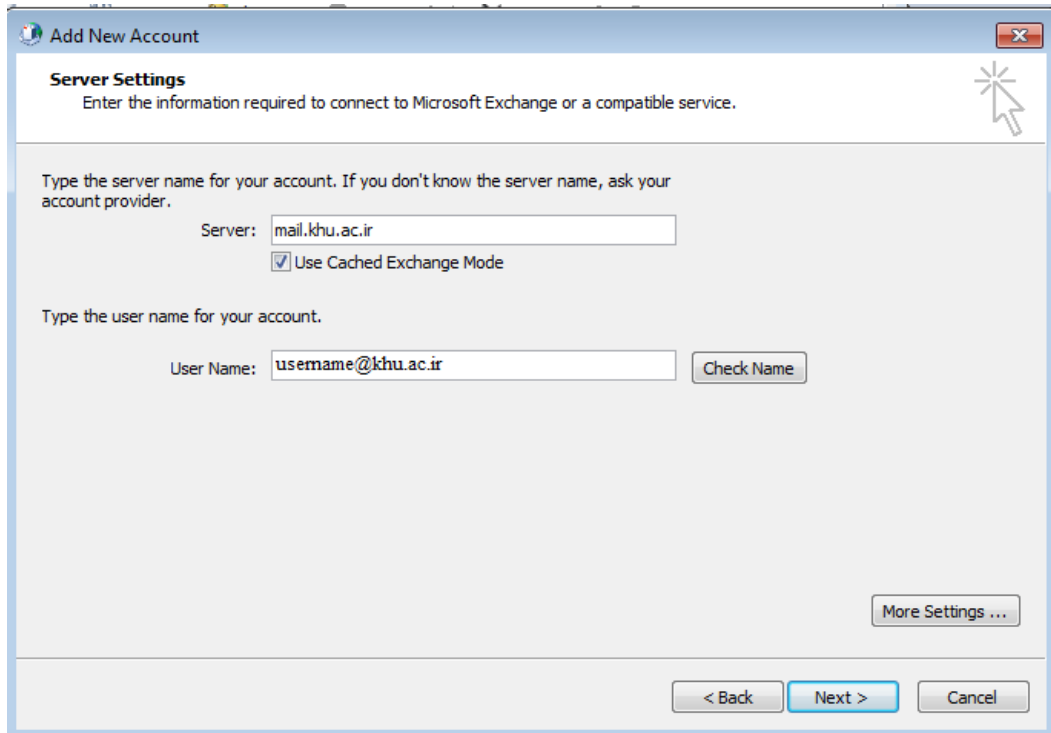
۳- انتخاب گزینه Manually

The screenshot shows the 'Add New Account' dialog box with the 'Auto Account Setup' screen. The title bar reads 'Add New Account' and the subtitle is 'Auto Account Setup' with the instruction 'Connect to other server types.' There are three radio button options: 'E-mail Account', 'Text Messaging (SMS)', and 'Manually configure server settings or additional server types'. The 'Manually configure server settings or additional server types' option is selected. Below the options are input fields for 'Your Name', 'E-mail Address', 'Password', and 'Retype Password'. The 'Your Name' field has an example 'Ellen Adams'. The 'E-mail Address' field has an example 'ellen@contoso.com'. The 'Password' and 'Retype Password' fields have a note: 'Type the password your Internet service provider has given you.' At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

۴- انتخاب گزینه Microsoft Exchange

The screenshot shows the 'Add New Account' dialog box with the 'Choose Service' screen. The title bar reads 'Add New Account' and the subtitle is 'Choose Service'. There are four radio button options: 'Internet E-mail', 'Microsoft Exchange or compatible service', 'Text Messaging (SMS)', and 'Other'. The 'Microsoft Exchange or compatible service' option is selected. Below the options are descriptions for each: '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.), and 'Other' (Connect to a server type shown below.). Under the 'Other' option, there is a text box containing 'Fax Mail Transport'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

۵- وارد کردن آدرس ایمیل سرور و آدرس ایمیل شخصی



Add New Account

Server Settings
Enter the information required to connect to Microsoft Exchange or a compatible service.

Type the server name for your account. If you don't know the server name, ask your account provider.

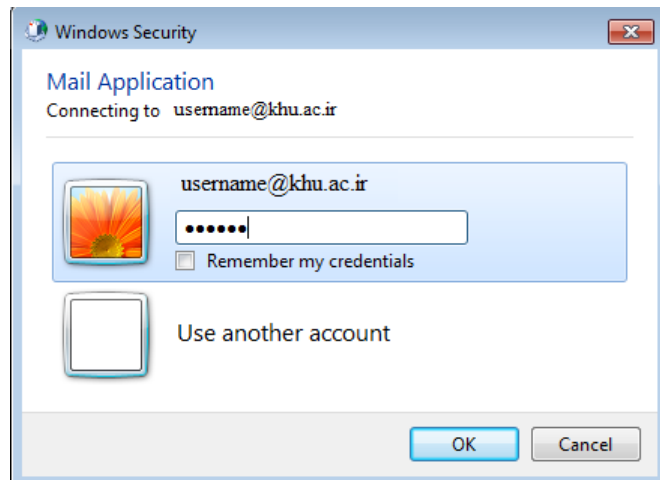
Server:

Use Cached Exchange Mode

Type the user name for your account.

User Name:

۶- وارد کردن پسورد ایمیل



Windows Security

Mail Application
Connecting to username@khu.ac.ir

Remember my credentials

۷- برقراری اتصال به outlook

