

# Hướng dẫn cách cài đặt Outlook 2013

Authored by: *Thạc Sĩ Nguyễn Đình*

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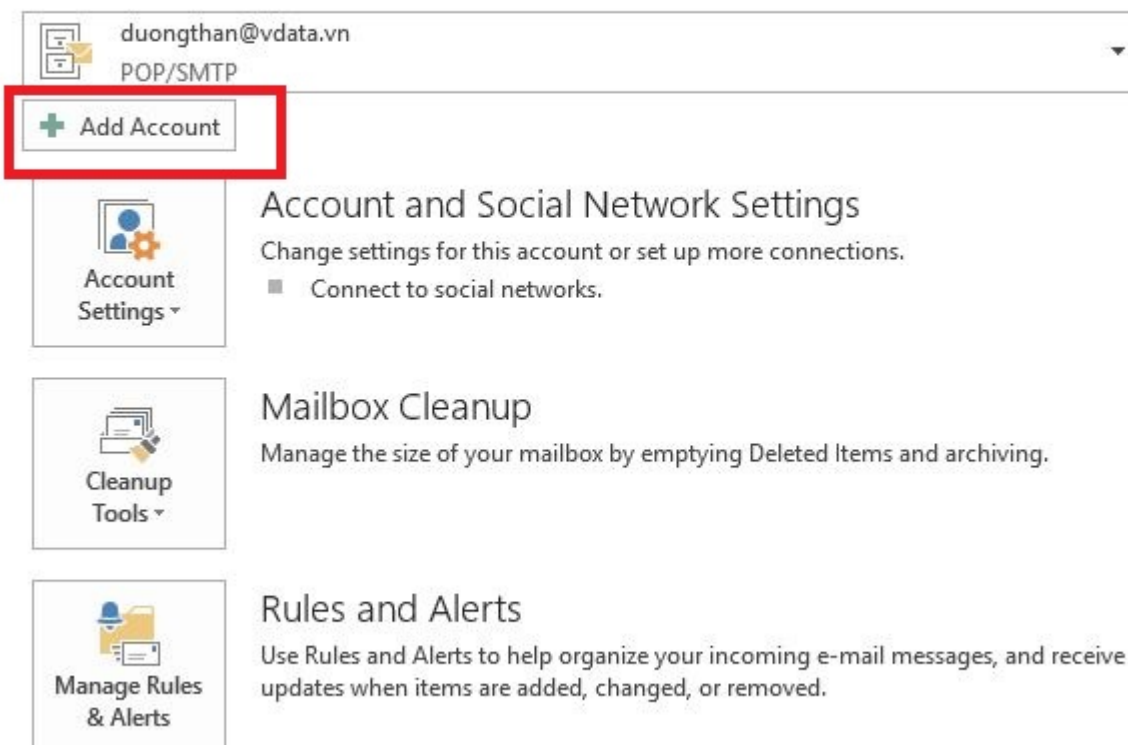
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Bắt đầu Outlook -> chọn "File"



Chọn "Add Account"

## Account Information



Chọn "Manual setup or additional server types"

## Add Account



### Auto Account Setup

Manual setup of an account or connect to other server types.



E-mail Account

## Chọn "POP or IMAP"

Microsoft Exchange Server or compatible service  
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail

Outlook.com or Exchange ActiveSync compatible service  
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

POP or IMAP  
Connect to a POP or IMAP email account

Nhập các thông tin cá nhân email cá nhân của bạn hình -> "More Setting"

P/s) á ý tôi chọn cá nhân của bạn hình POP3

**Change Account**

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**

Your Name:

Email 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**

We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

Check vào "My outgoing..." và "Use same setting..."

**Outgoing Server**

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

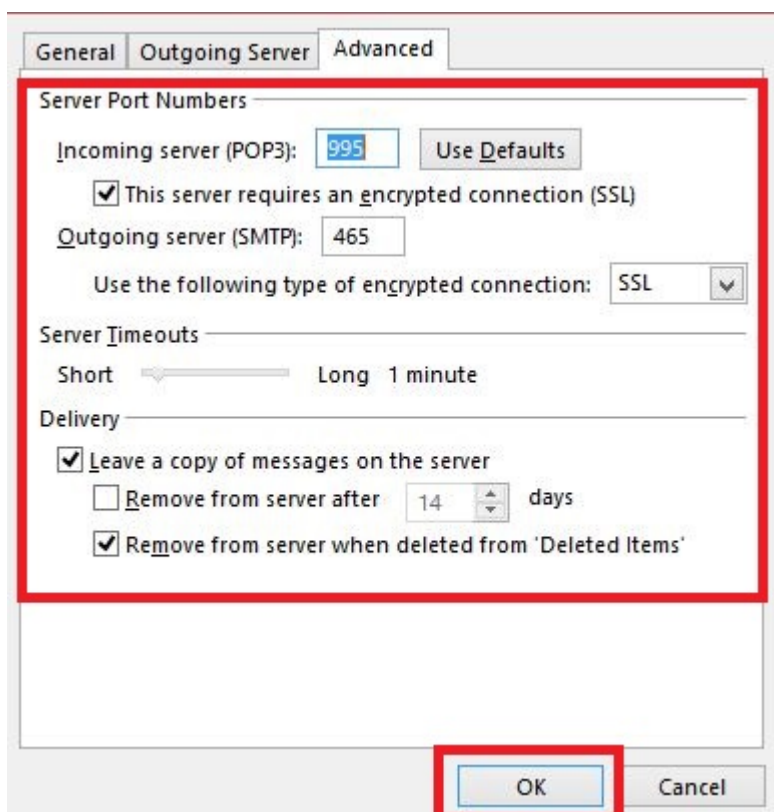
Password:

Remember password

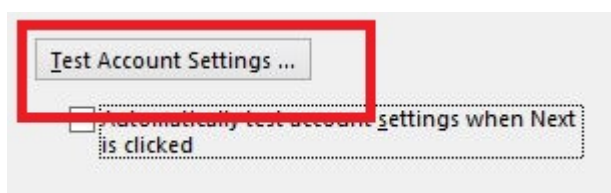
Require Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

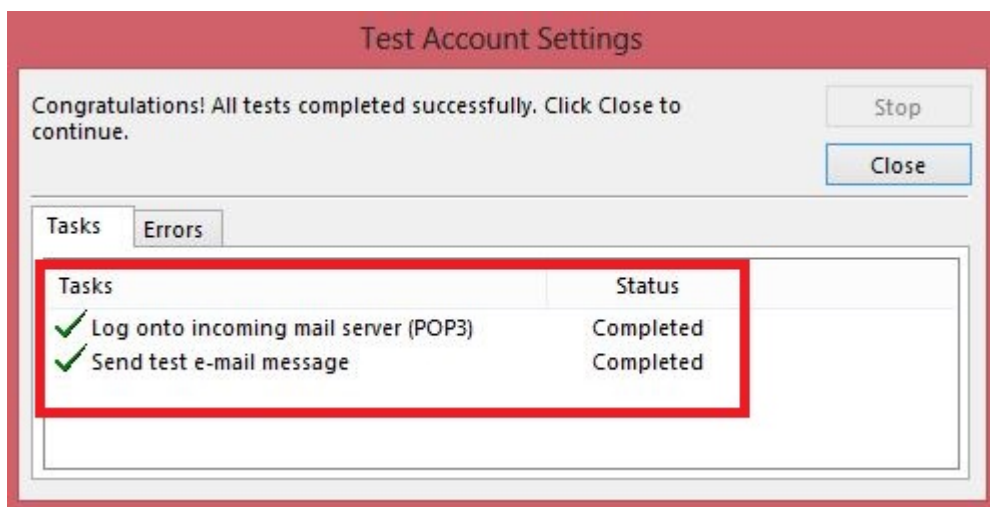
Nhập port mail và chọn vào phần Delivery -> chọn "OK"



Chọn "Test account setting" để kiểm tra cấu hình ứng hay chưa.



Nếu kết quả test như hình sau thì cấu hình đã đúng.



Chọn "Next" -> "Finish"

