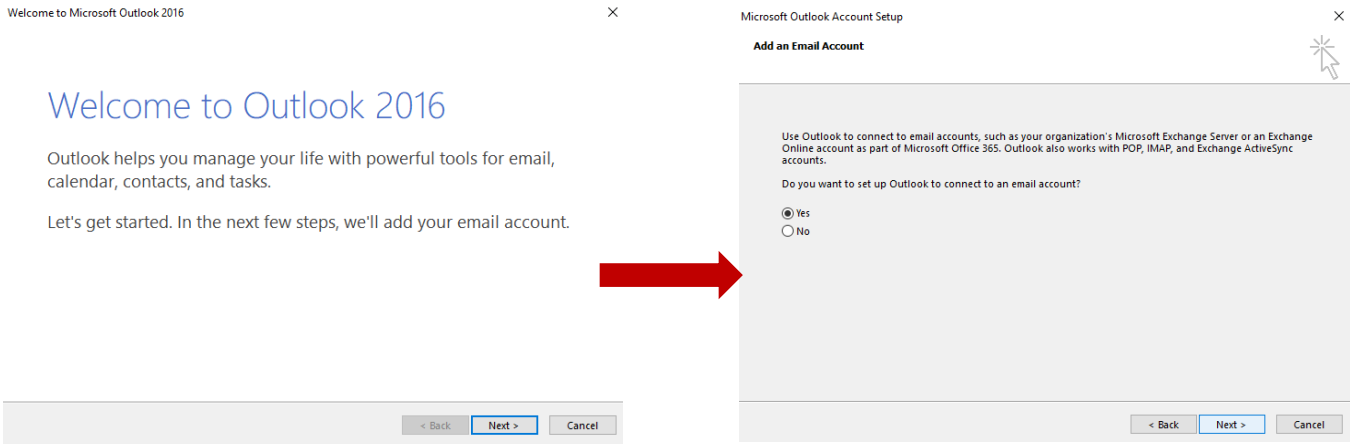
Institute for Advanced Studies
in Basic Sciences
Gava Zang, Zanjan, Iran

User guide for Outlook

To use outlook, first select outlook from the Start menu.



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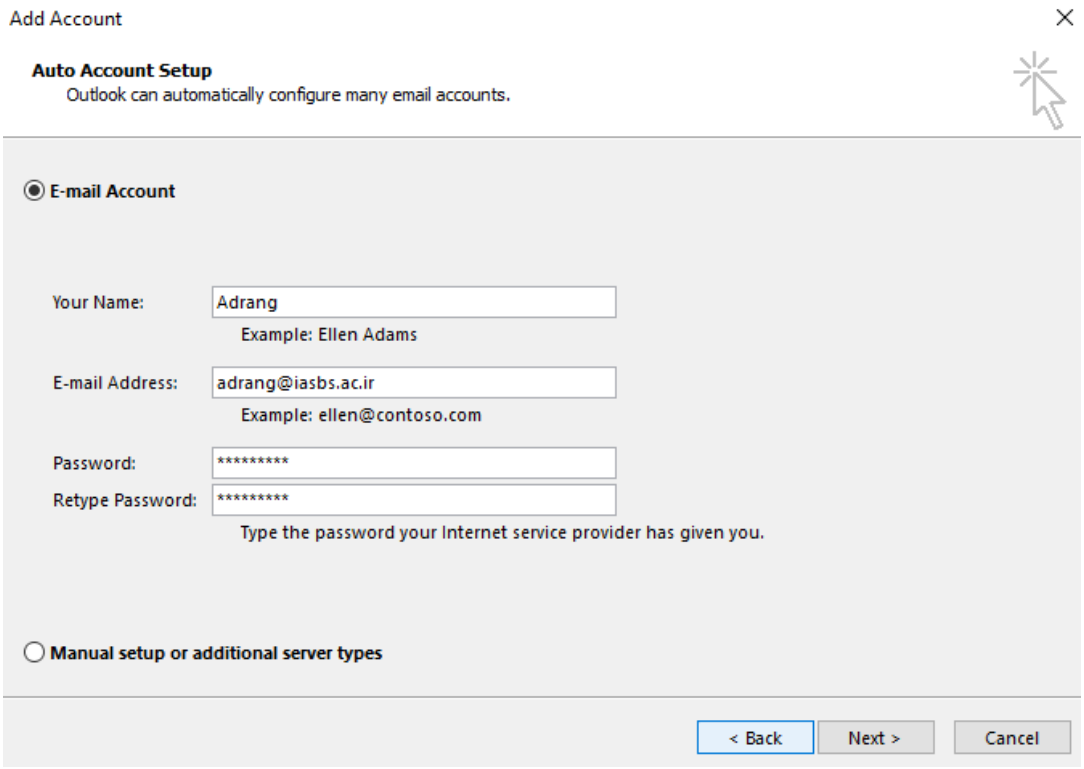
Click Next to enter your information as shown in the example below:



Click on Next.

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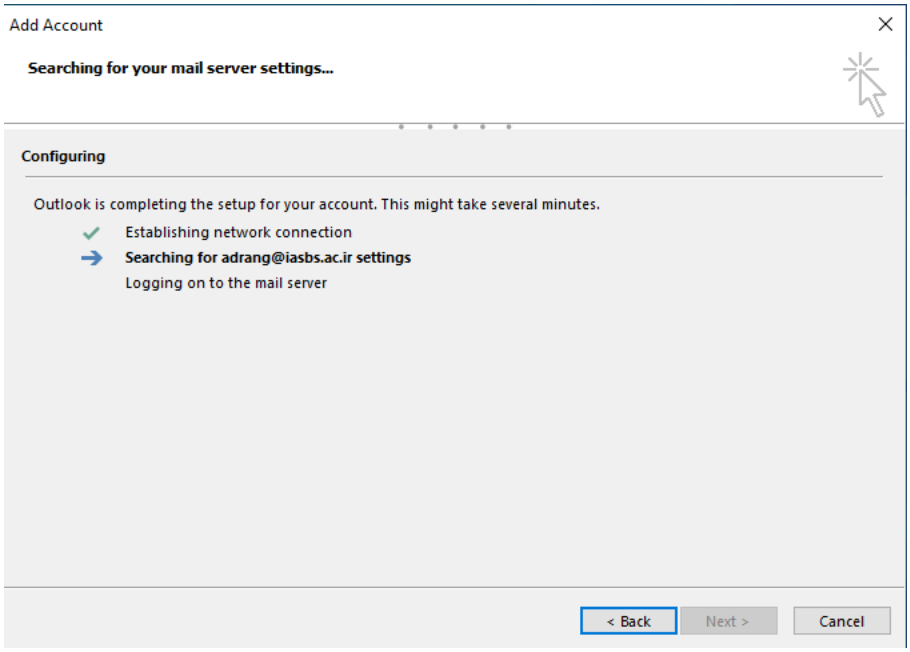

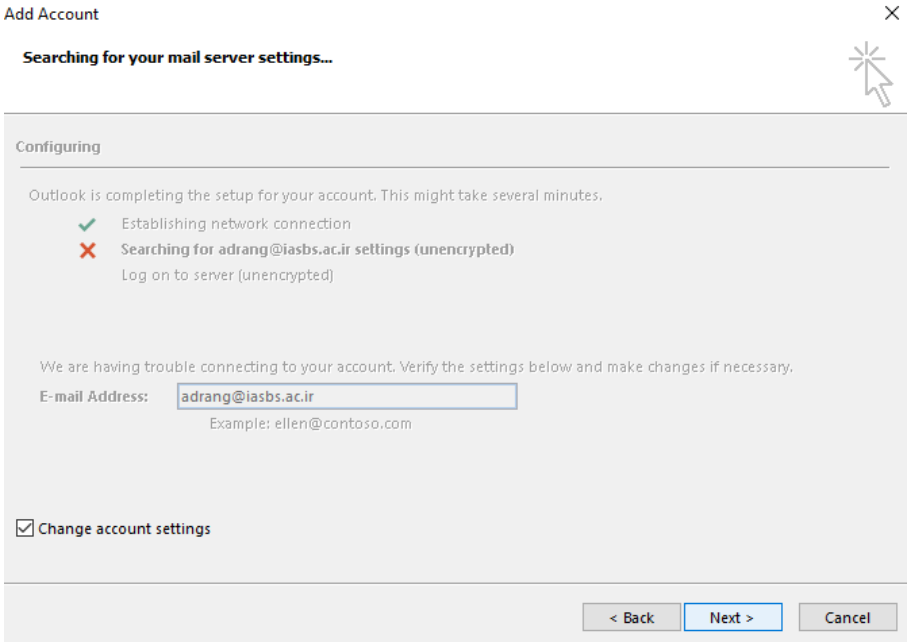

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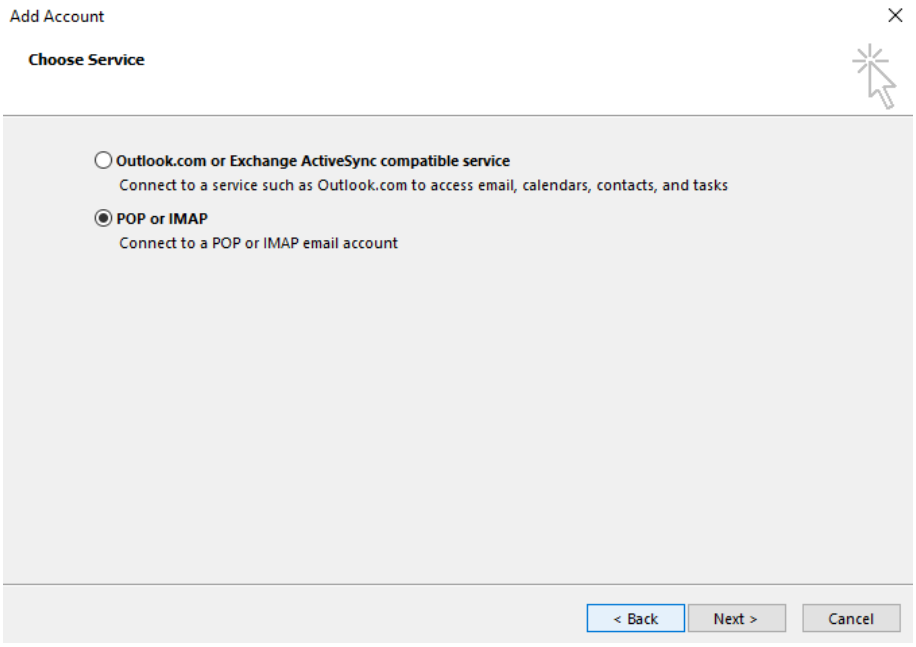
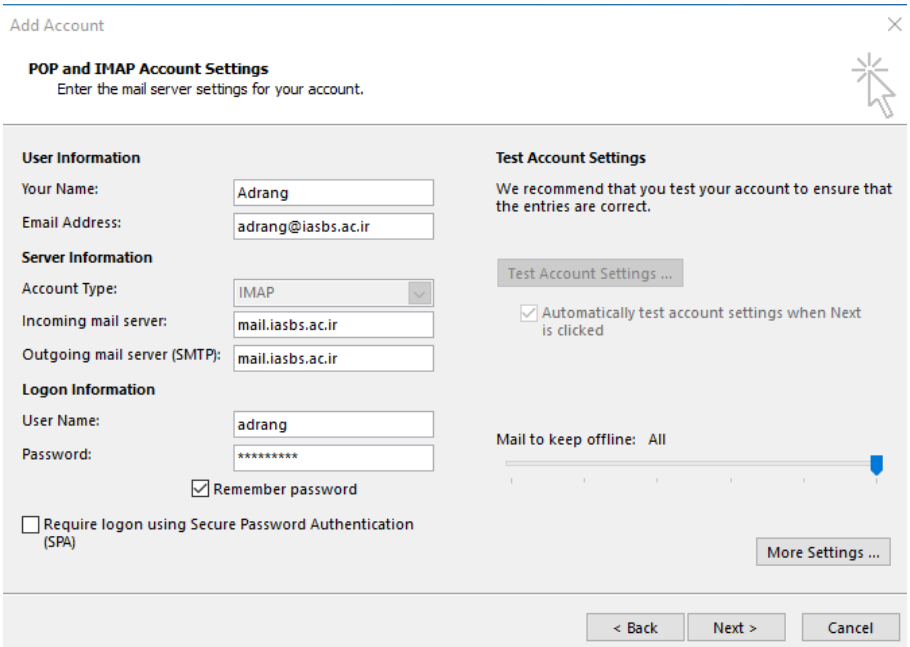
By selecting the Next option, you will enter the next step. In this step, select POP or



IMAP.

Enter your information according to picture below:



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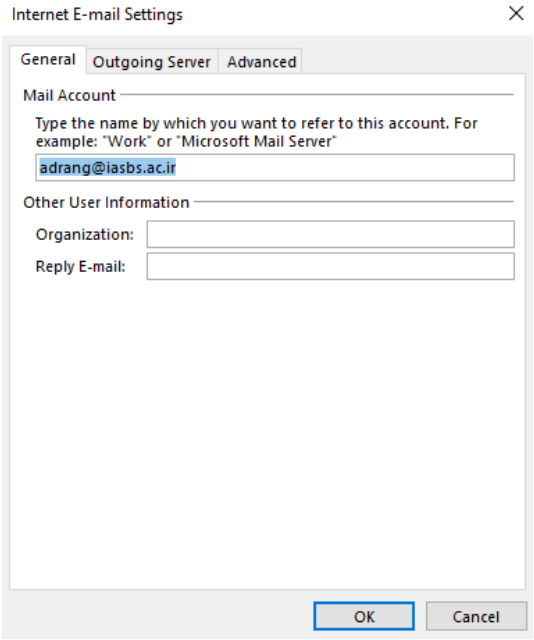
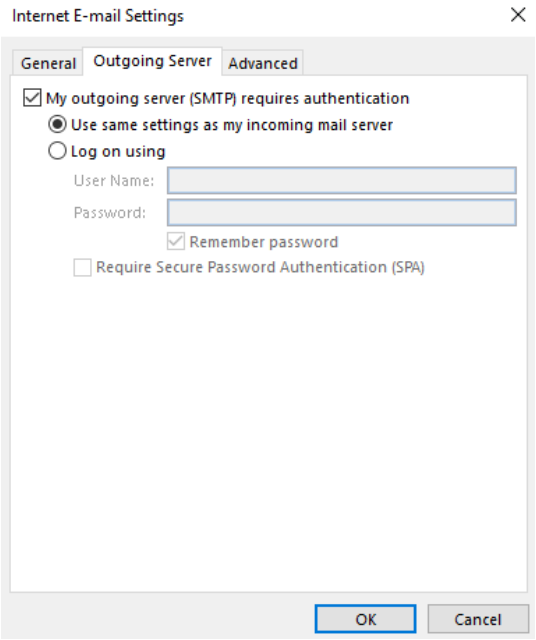
Select More Settings to adjust the settings according to the images. The General section does not need to be changed.





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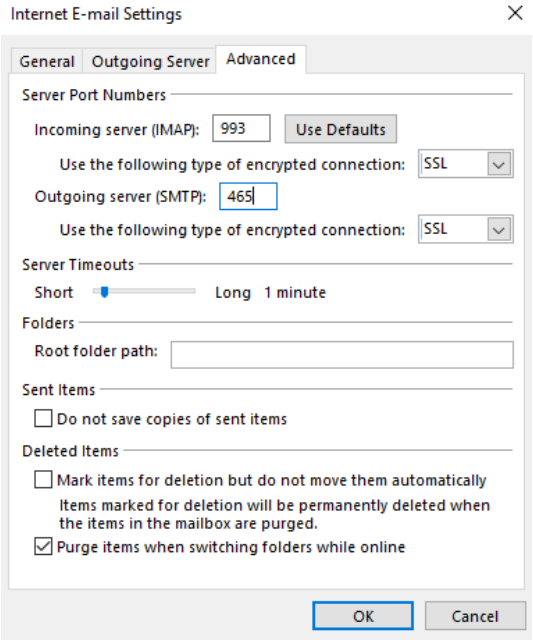
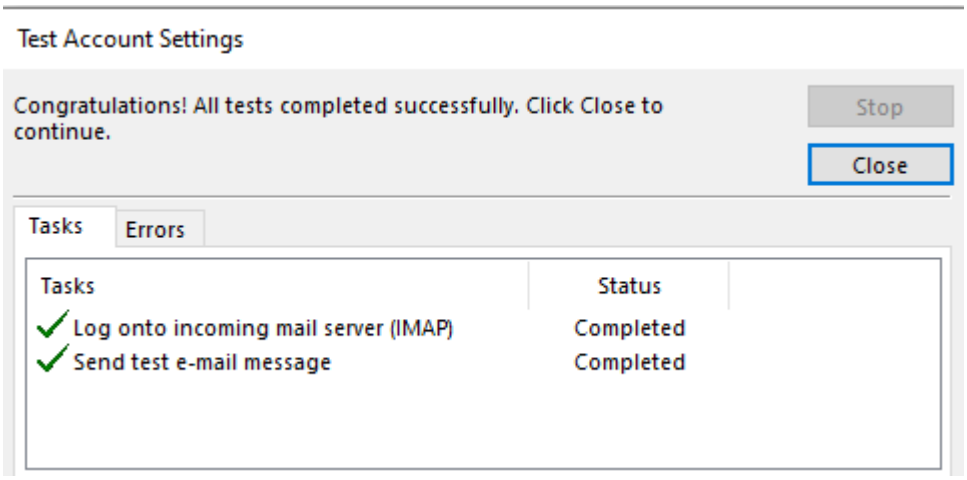
In the Advanced section, be sure to select the connection type SSL.



After making the settings and selecting OK in the three images above, click Next and you will see the following window.



Now you have your E-mail information on Outlook.