

Handleiding One.com Outlook Email Instellingen

Versie 1.0 – november 2022





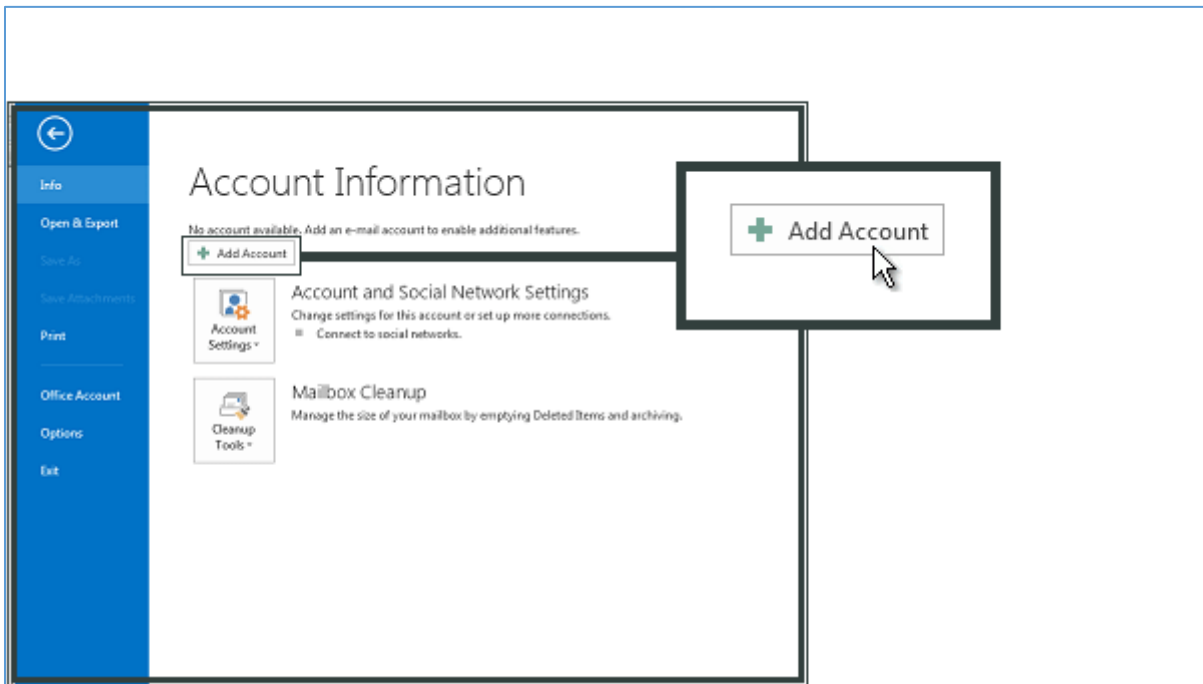
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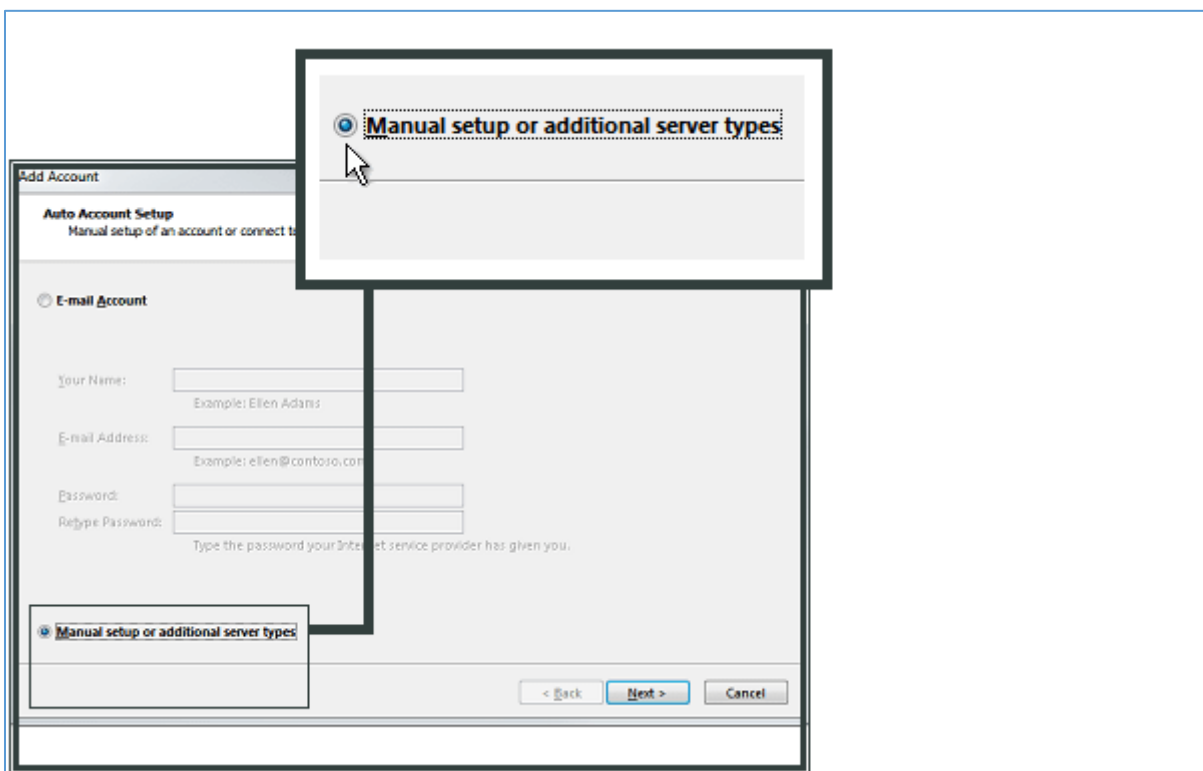
1.2 Add Account

Click **Add Account**.



1.3 Manual Setup

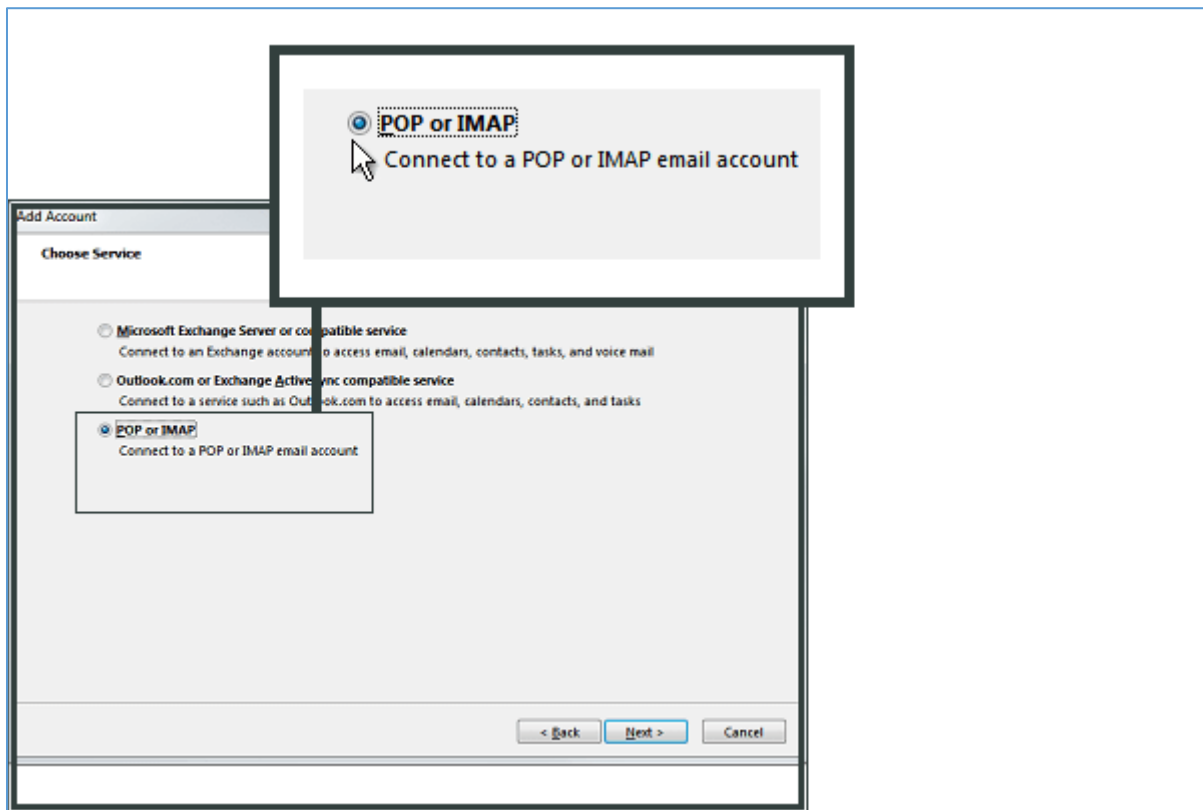
Kies **Manual setup or additional server types** en klik **Next**.





1.4 POP / IMAP

Kies **POP or IMAP** en klik **Next**





1.4.1 Account Settings

Voer **Your Name** (Technische Commissie) en **E-mail Address** (tc@vve-zuiderduinen.nl) in.
Kies **IMAP** als accountstype.

Voor de **Incoming mail server (IMAP)**, voer **imap.one.com** in.

Voor de **Outgoing mail server (SMTP)**, voer **send.one.com** in.

Voer bij **Logon Information** het **e-mail address** (tc@vve-zuiderduinen.nl) en **password** in dat u in het configuratiescherm heeft aangemaakt.

Klik op **More Settings**.

The screenshot shows the 'Add Account' dialog box in Outlook. The main window is titled 'Add Account' and contains a section for 'POP and IMAP Account Settings'. Below this, there are three sections: 'User Information', 'Server Information', and 'Logon Information'. Each section has input fields for the respective information. A 'Remember password' checkbox is checked. At the bottom right, there is a 'More Settings...' button. The dialog also has navigation buttons: '< Back', 'Next >', and 'Cancel'.

Section	Field	Value
User Information	Your Name	Your Name
	Email Address	mail@example.com
Server Information	Account Type	IMAP
	Incoming mail server	imap.one.com
	Outgoing mail server (SMTP)	send.one.com
Logon Information	User Name	mail@example.com
	Password	*****
	Remember password	<input checked="" type="checkbox"/>



1.5 More Settings: Outgoing Server

Kies **Outgoing Server** en vink **My outgoing server (SMTP) requires authentication** aan.

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The 'My outgoing server (SMTP) requires authentication' checkbox is checked. Below it, the 'Use same settings as my incoming mail server' radio button is selected. The 'Log on using' radio button is unselected. There are input fields for 'User Name:' and 'Password:', and a checked 'Remember password' checkbox. The 'Require Secure Password Authentication (SPA)' checkbox is unselected. 'OK' and 'Cancel' buttons are at the bottom.

Internet E-mail Settings

General Outgoing Server Advanced

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)

OK Cancel



1.6 More Settings: Advanced

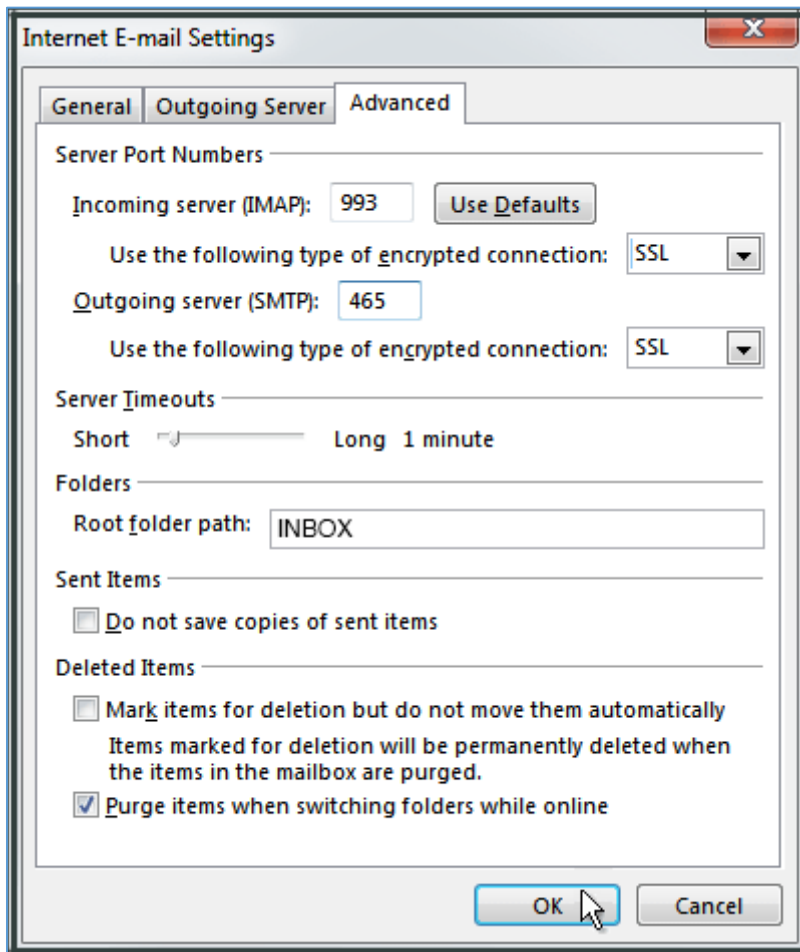
Kies **Advanced**.

Voor **Incoming server (IMAP)** voer **993** in en kies **SSL**.

Voor **Outgoing server (SMTP)** voer **465** in en kies **SSL**.

Voor **Root folder path** voer **INBOX** met hoofdletters.

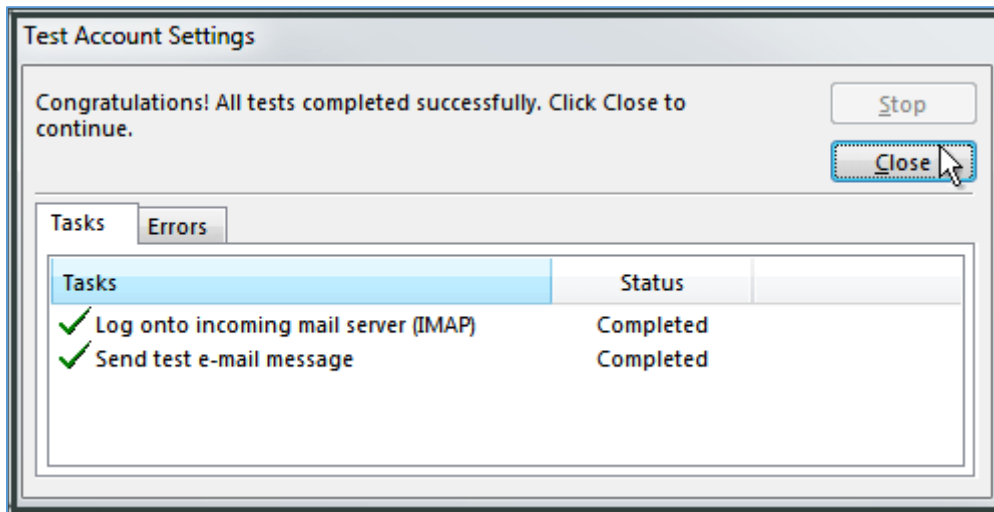
Klik **OK** en vervolgens **Next**.



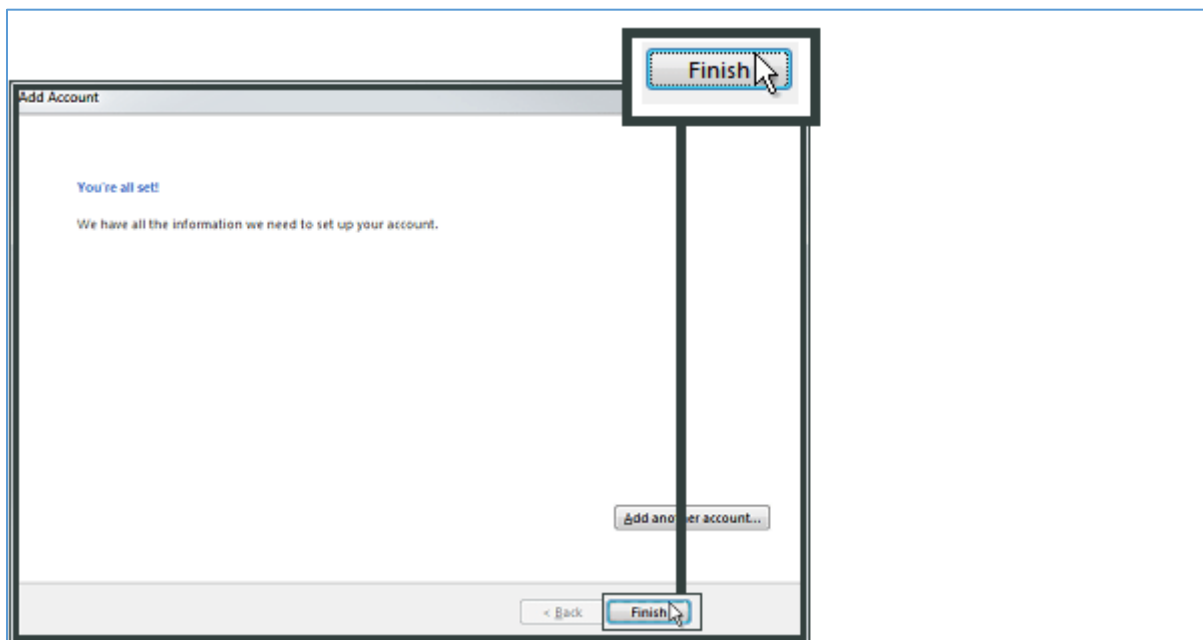


1.7 Close en Finish

Klik **Close**.



U heeft nu u e-mailaccount ingesteld in Microsoft Outlook 2013. Klik **Finish**.





2 Colofon

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