

TÀI LIỆU HƯỚNG DẪN
KHAI BÁO THAY ĐỔI CẤU HÌNH SỬ DỤNG
HỆ THỐNG EMAIL MỚI TRÊN OUTLOOK

1. Kiểu tài khoản trước đây khai báo là POP/IMAP (Trang 2)
2. Kiểu tài khoản trước đây khai báo MS Exchange (Trang 9)

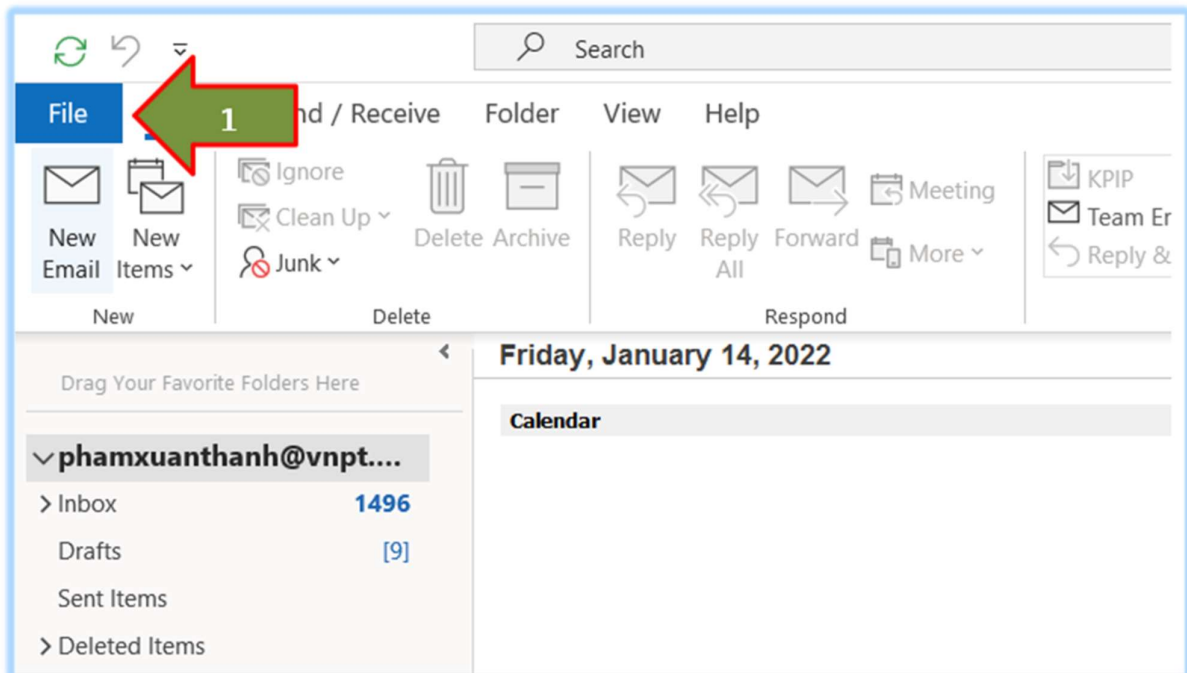
**1. Nếu tài khoản @vnpt.vn trước đây khai kết nối kiểu POP/IMAP
(như hình dưới đây)**

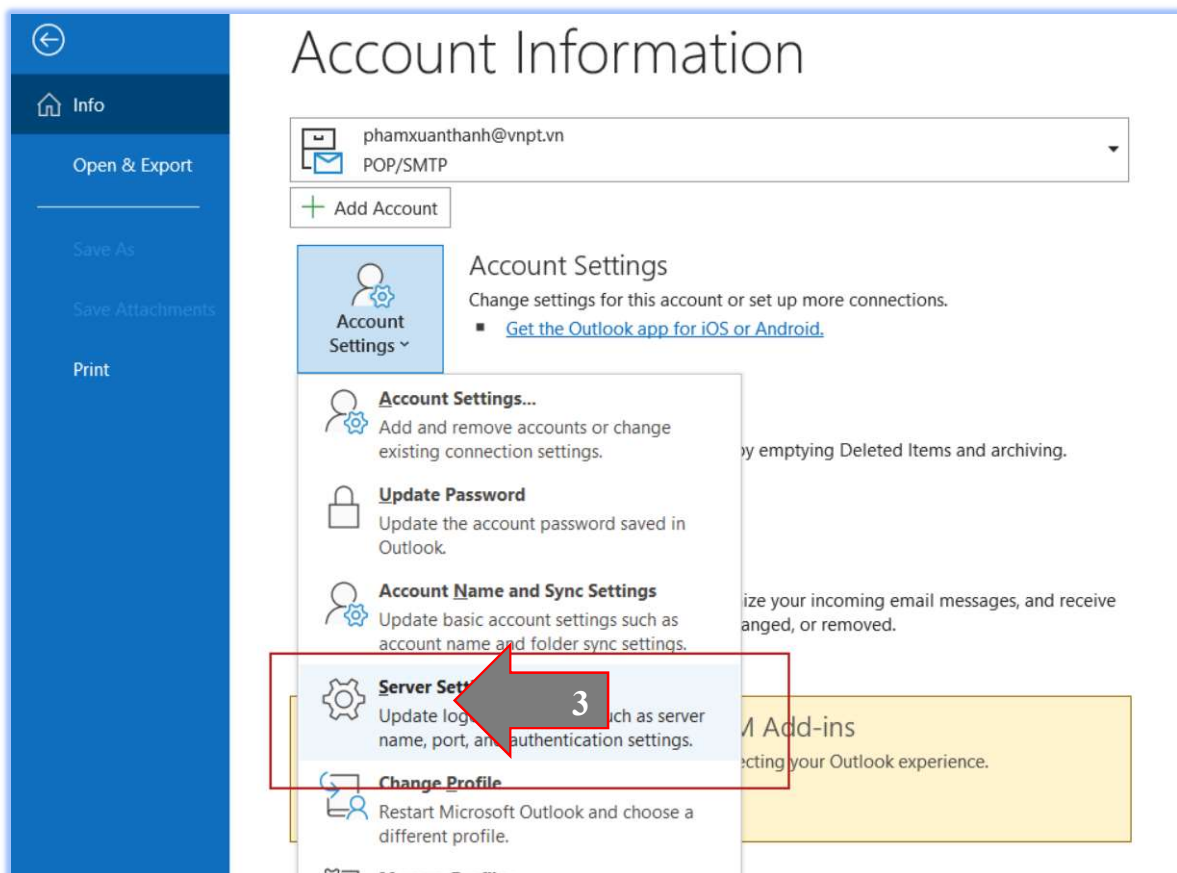
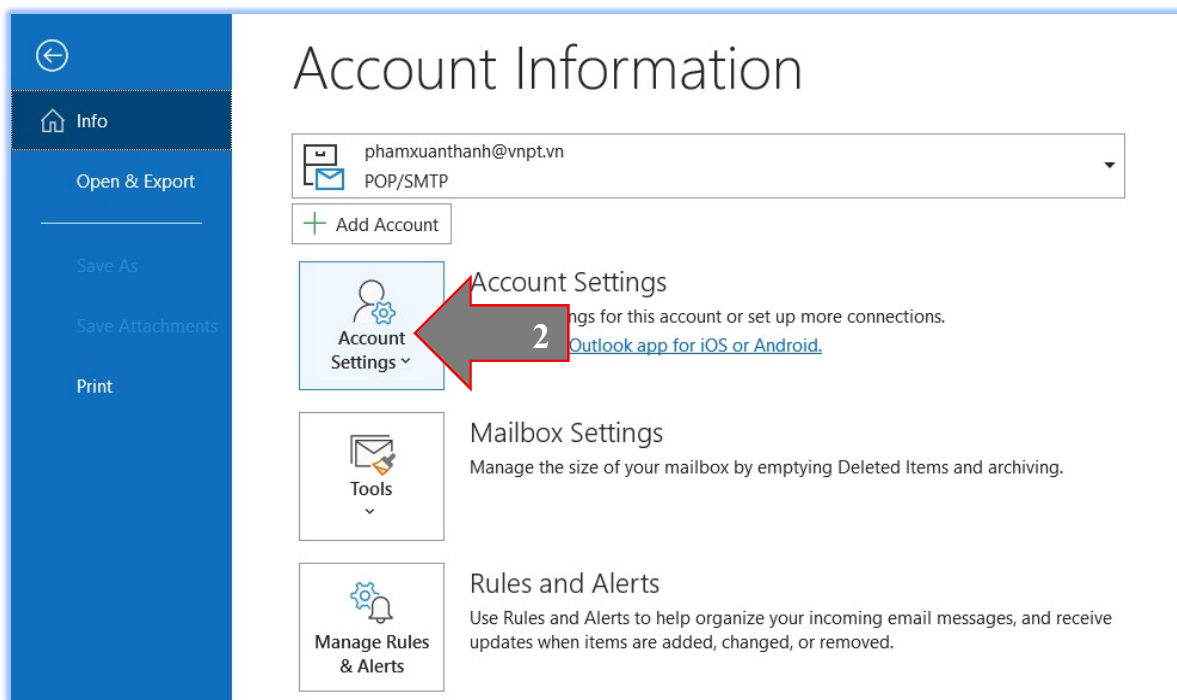
Account Information



Có 2 cách để sử dụng. Hoặc thay đổi cấu hình thông tin tài khoản hiện thời hoặc khai thêm tài khoản @vnpt.vn với máy chủ email mới.

1.1. Trường hợp người dùng muốn cập nhật lại cấu hình tài khoản, thực hiện như sau:





1.1.a/ Nếu tài khoản Outlook dùng POP, đổi lại như sau:

POP Account Settings
phamxuanthanh@vnpt.vn

Incoming mail ▲

User name phamxuanthanh@vnpt.vn

Password *****

Remember password

Server email.vnpt.vn Port 995

This server requires an encrypted connection (SSL/TLS)

Require logon using Secure Password Authentication (SPA)

Outgoing mail ▼

Next

POP Account Settings
phamxuanthanh@vnpt.vn

Incoming mail ▼

Outgoing mail ▲

Server email.vnpt.vn Port 587

Encryption method STARTTLS ▼

Server timeouts —

Require logon using Secure Password Authentication (SPA)

My outgoing (SMTP) server requires authentication

Use same settings as my incoming mail server

Log on using user name and password

Log on to incoming mail server before sending mail

Next

1.1.b. Nếu tài khoản Outlook dùng IMAP, thiết lập lại như sau:

IMAP Account Settings
vn

Incoming mail ▲

User name phamxuanthanh@vnpt.vn

Password *****

Remember password

Server email.vnpt.vn Port 993

Encryption method SSL/TLS ▼

Require logon using Secure Password Authentication (SPA)

Outgoing mail ▼

Outgoing mail ▲

Server email.vnpt.vn Port 587

Encryption method STARTTLS ▼

Server timeouts —

Require logon using Secure Password Authentication (SPA)

My outgoing (SMTP) server requires authentication

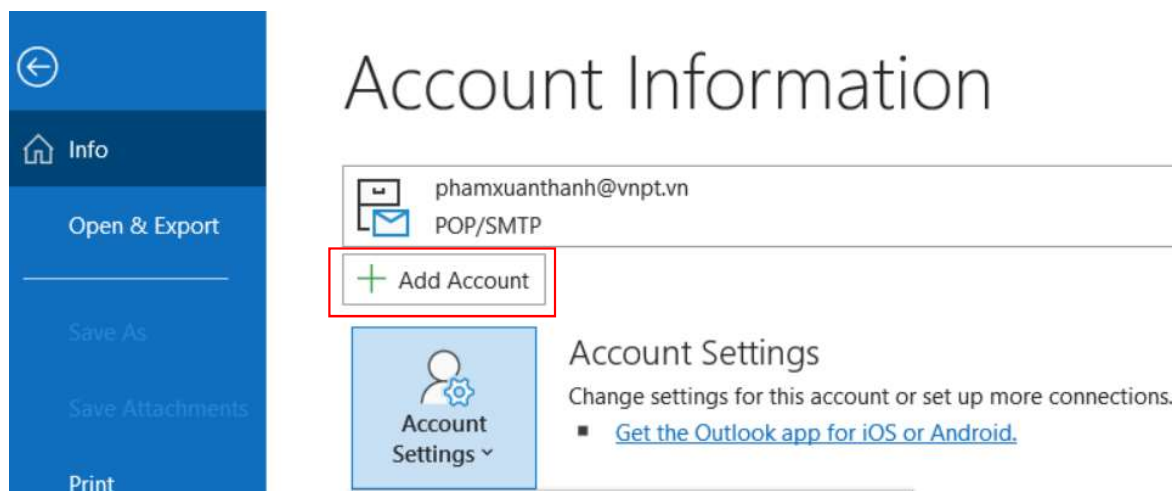
Use same settings as my incoming mail server

Log on using user name and password

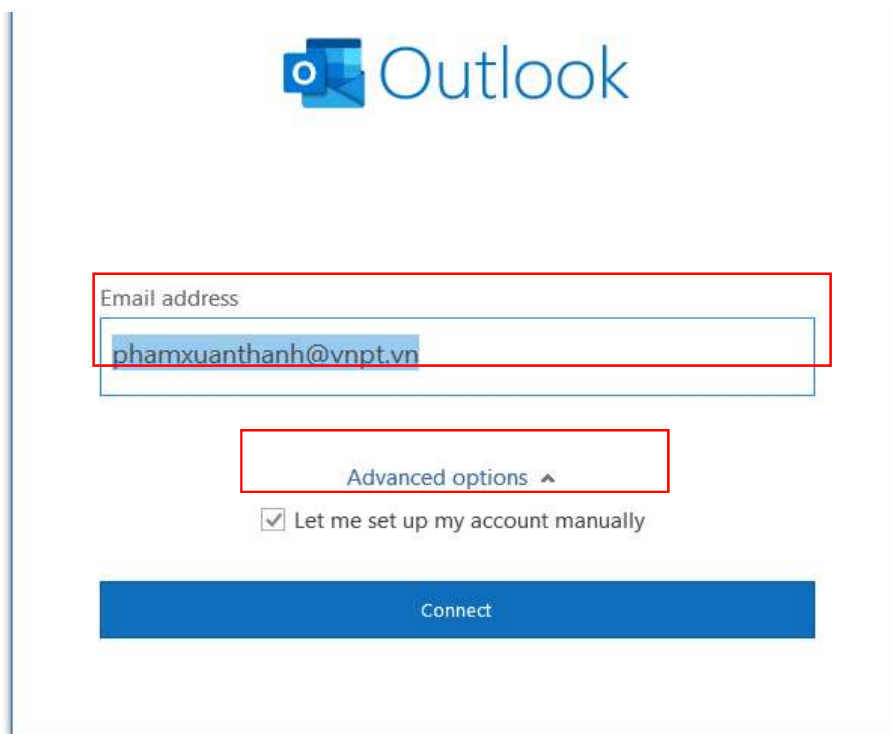
*Hoặc Outgoing mail dùng SSL/TLS
Port 465 (ít sử dụng)*

1.2. Trường hợp người dùng muốn khai báo thêm tài khoản @vnpt.vn mới dùng đồng thời với tài khoản @vnpt.vn trên hệ thống mail cũ, thực hiện như sau:

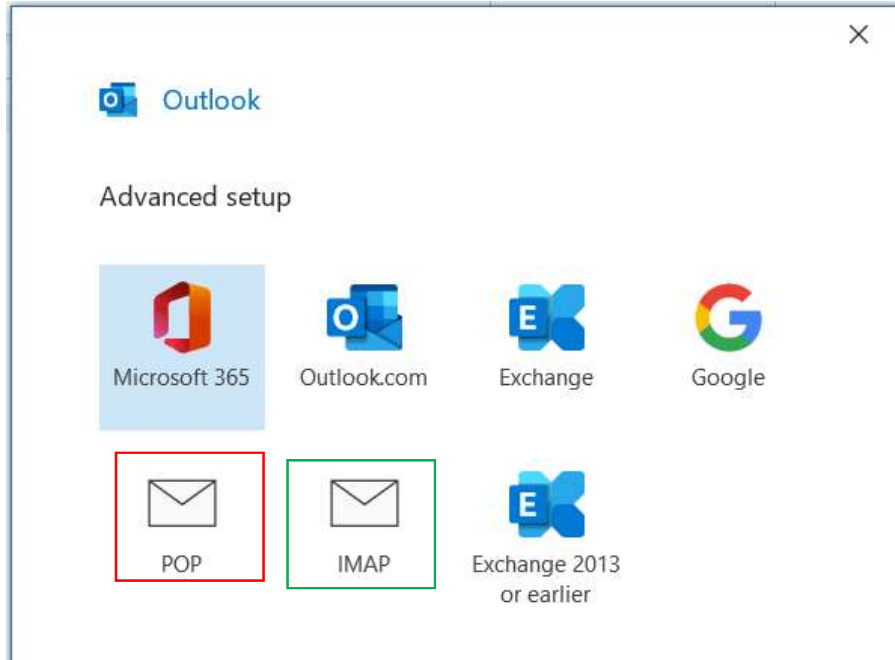
Bước 1: Từ Menu File của Outlook, Chọn + Add Account



Bước 2: Chọn khai báo tài khoản và tích chọn “*Let me setup my account manually*”, xong bấm Connect

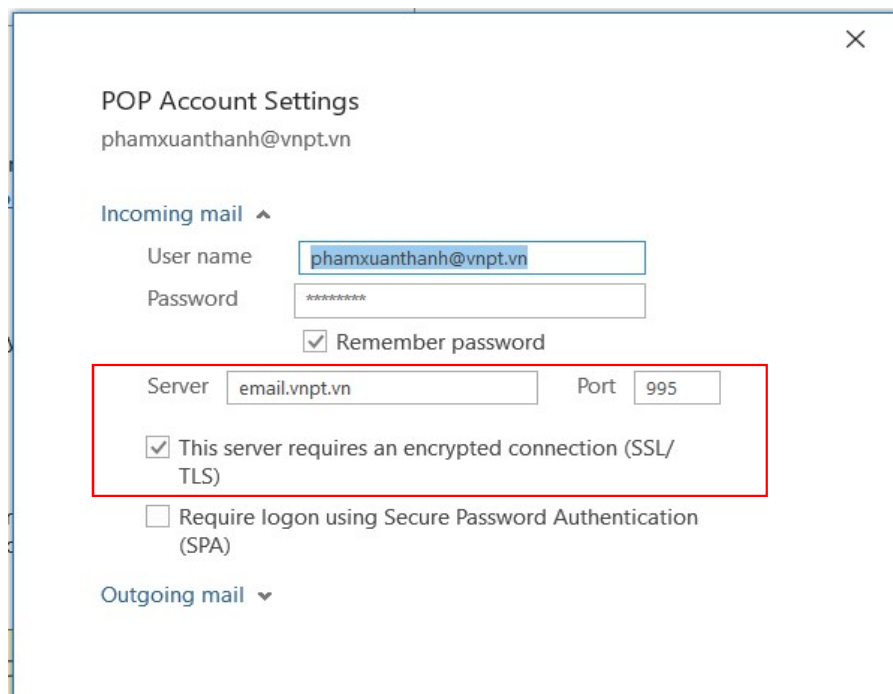


Bước 3: Chọn Internet Mail chuẩn POP hoặc IMAP như hình sau



Bước 4: 2 lựa chọn, nếu chọn POP, cấu hình như sau

POP: Nhận thư (Incoming mail)



POP: Gửi thư: (Outgoing mail)

POP Account Settings
phamxuanthanh@vnpt.vn

Incoming mail ▾
Outgoing mail ▲

Server Port

Encryption method

Server timeouts

Require logon using Secure Password Authentication (SPA)

My outgoing (SMTP) server requires authentication

- Use same settings as my incoming mail server
- Log on using user name and password
- Log on to incoming mail server before sending mail

Bước 4: Nếu chọn IMAP, cấu hình như sau

IMAP: Nhận thư (Incoming mail)

IMAP Account Settings

Incoming mail ▲

User name

Password

Remember password

Server Port

Encryption method

Require logon using Secure Password Authentication (SPA)

Outgoing mail ▾

IMAP: Gửi thư: (Outgoing mail): STARTTLS Port 587

Outgoing mail ^

Server Port

Encryption method

Server timeouts

Require logon using Secure Password Authentication (SPA)

My outgoing (SMTP) server requires authentication

Use same settings as my incoming mail server

Log on using user name and password

Next

Hoặc SSL/TLS Port 465 (ít sử dụng)

Outgoing mail ^

Server Port

Encryption method

Server timeouts

Require logon using Secure Password Authentication (SPA)

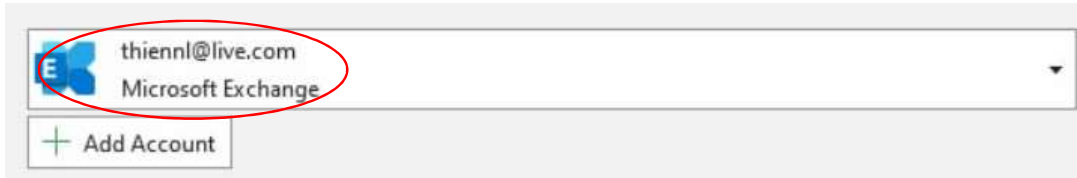
My outgoing (SMTP) server requires authentication

Use same settings as my incoming mail server

Log on using user name and password

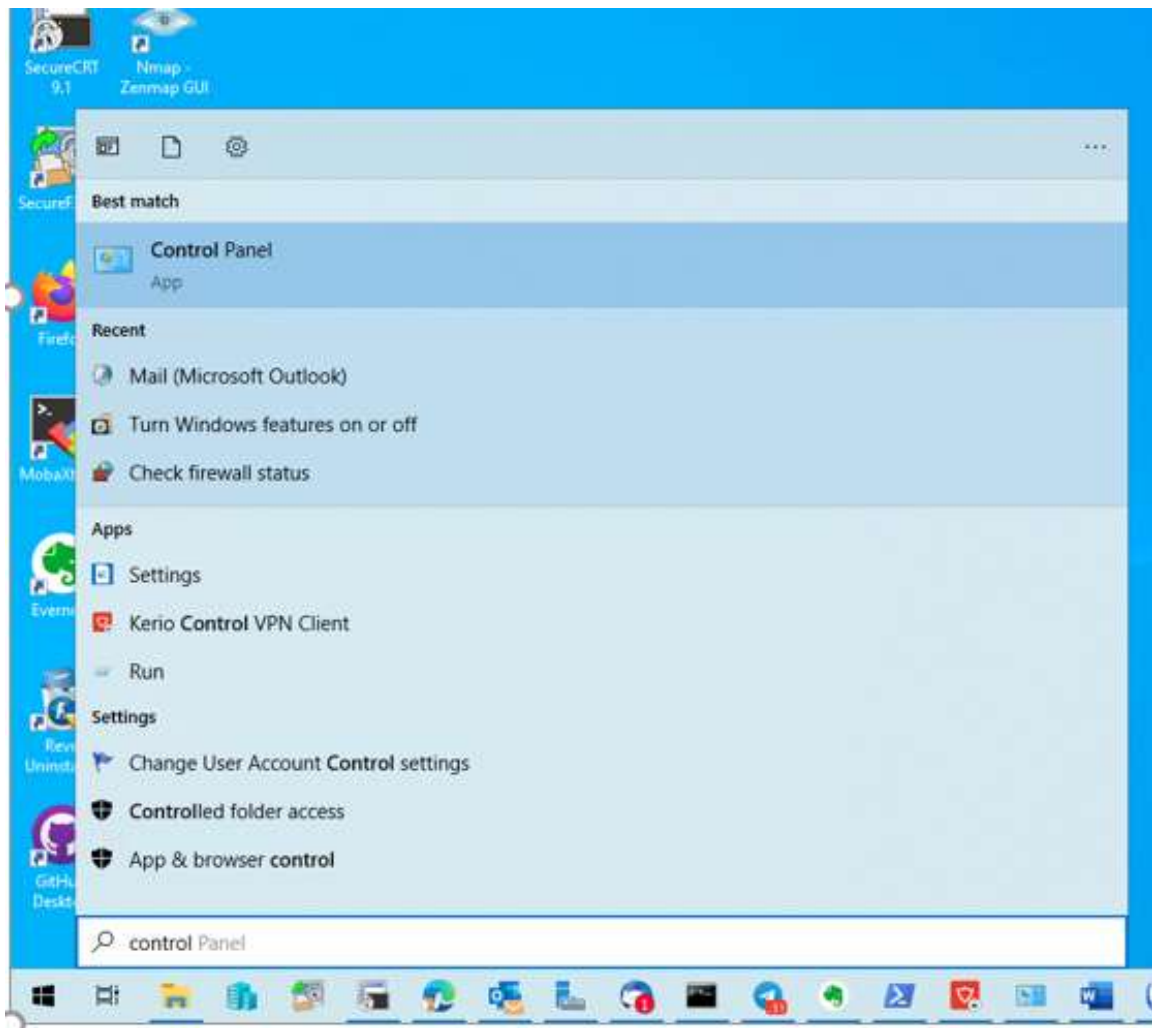
Next

2. Nếu tài khoản @vnpt.vn trước đây khai kết nối kiểu **Microsoft Exchange (như hình dưới)**

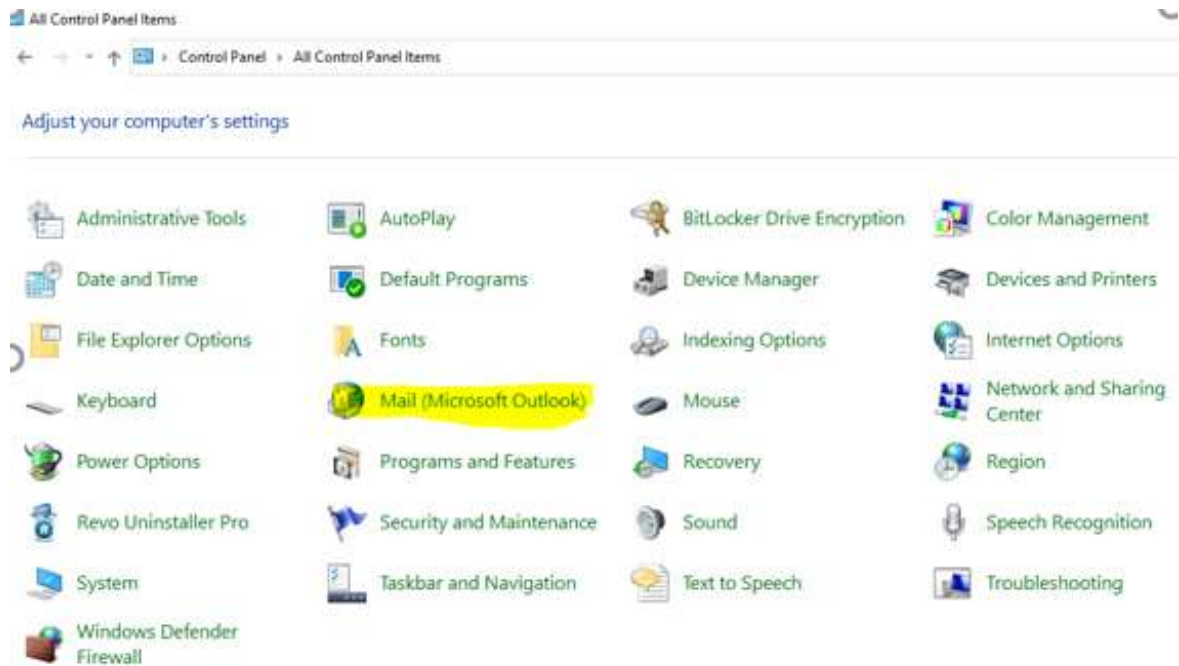


Cần tạo **mới tài khoản @vnpt.vn** (cùng id với mail đã tồn tại trên outlook) sử dụng chuẩn POP/IMAP bằng cách thêm profiles theo hướng dẫn sau:

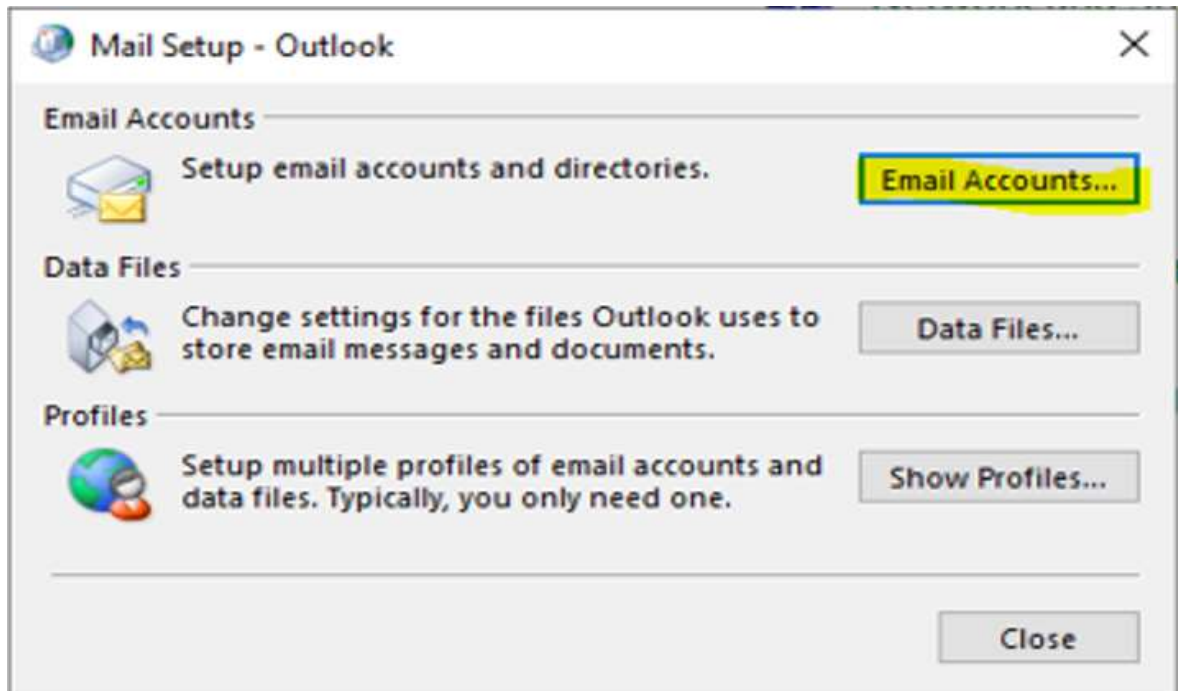
Bước 1/ Vào Control Panel



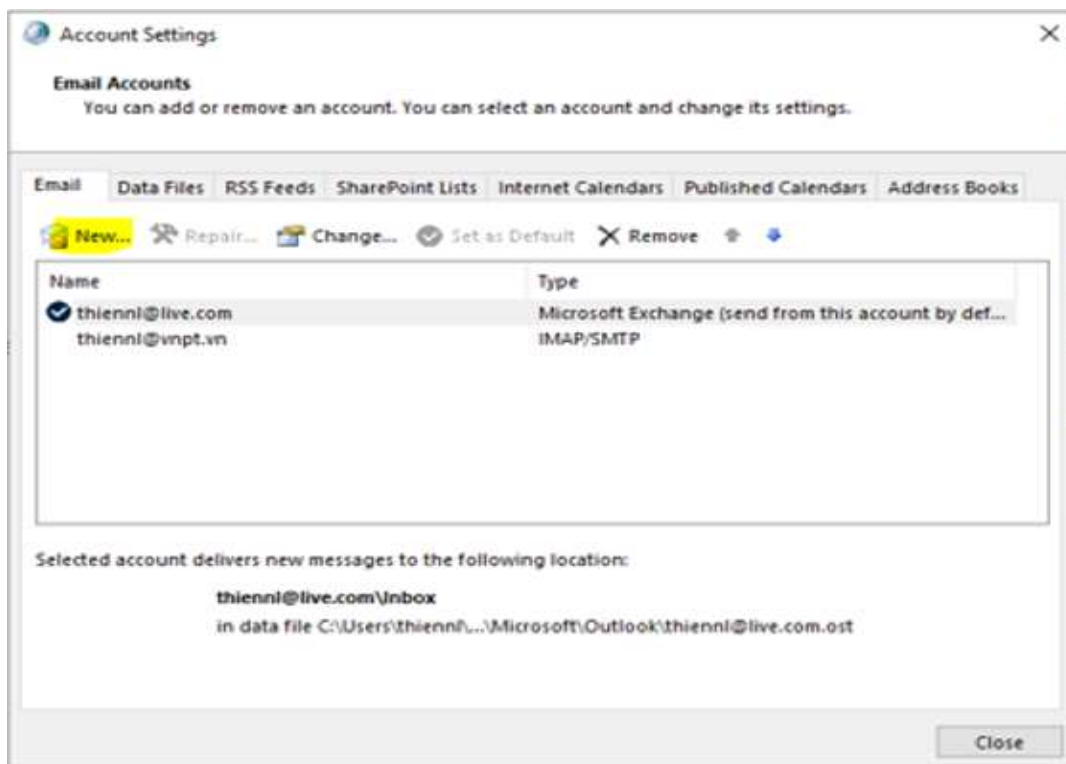
Bước 2/ Vào Mail (Microsoft Outlook)



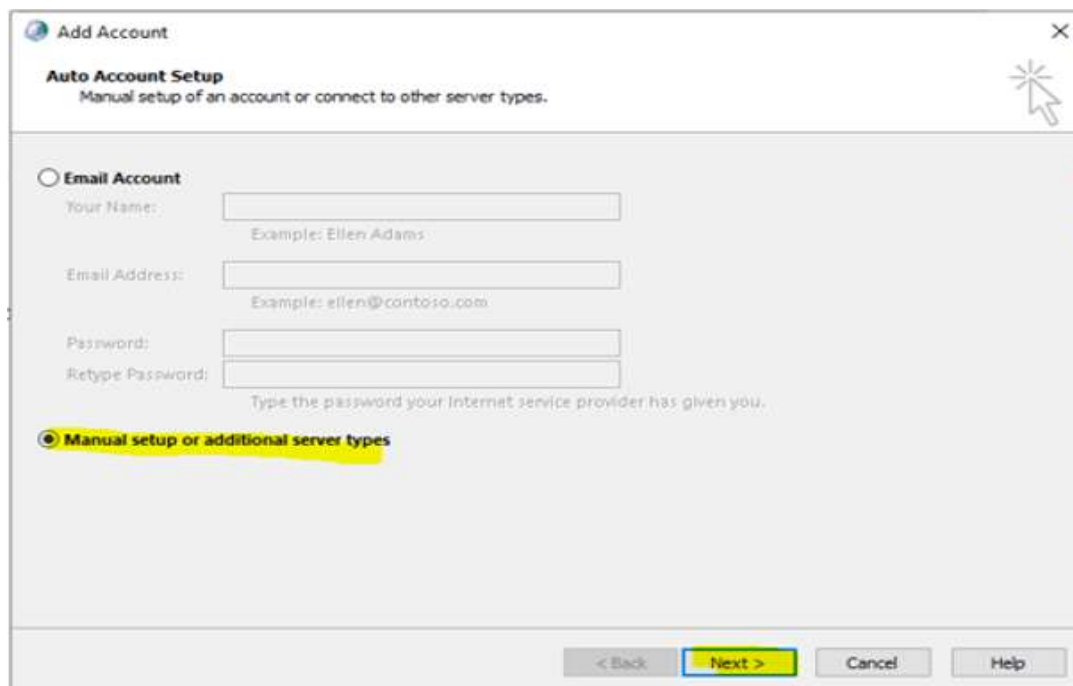
Bước 3/ Chọn Mail Account



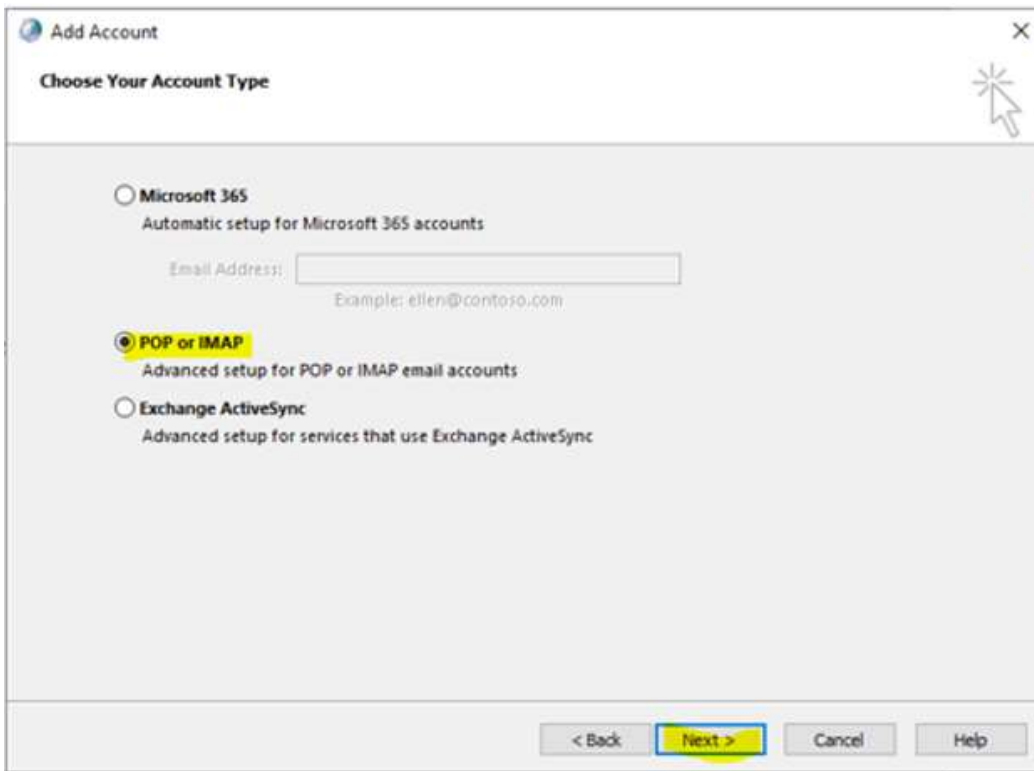
Bước 4/ Chọn New



Bước 5/ Chọn Manual setup > Next

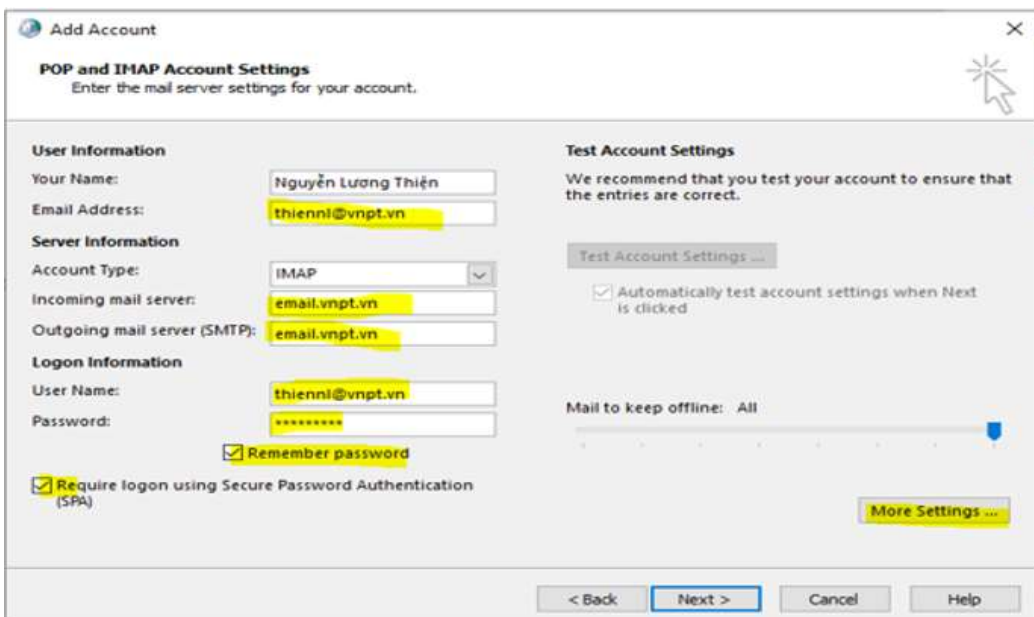


Bước 6/ Chọn POP or IMAP

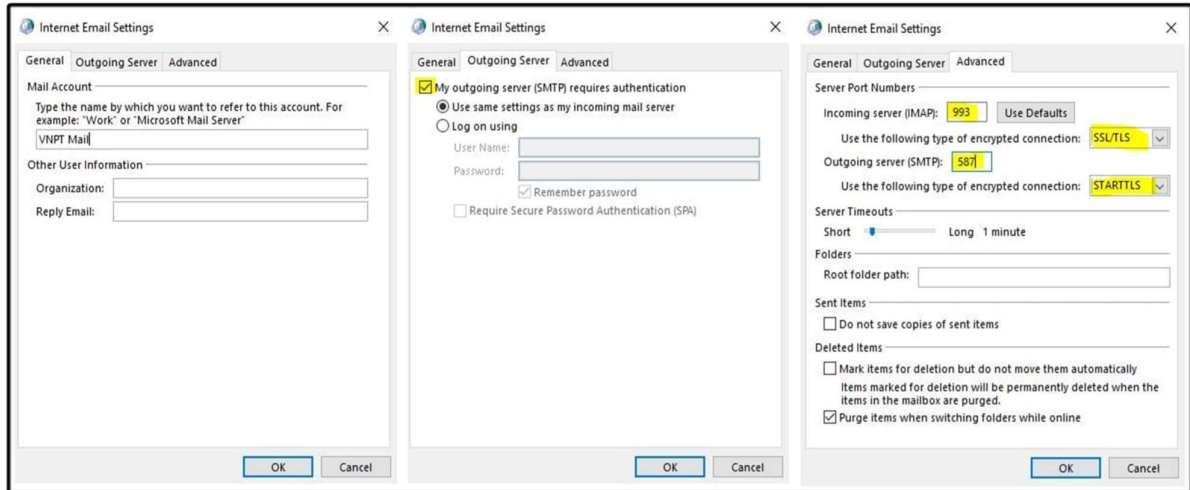


Bước 7/ Tùy vào giao thức IMAP hoặc POP3 để điền thông số cho MS Outlook

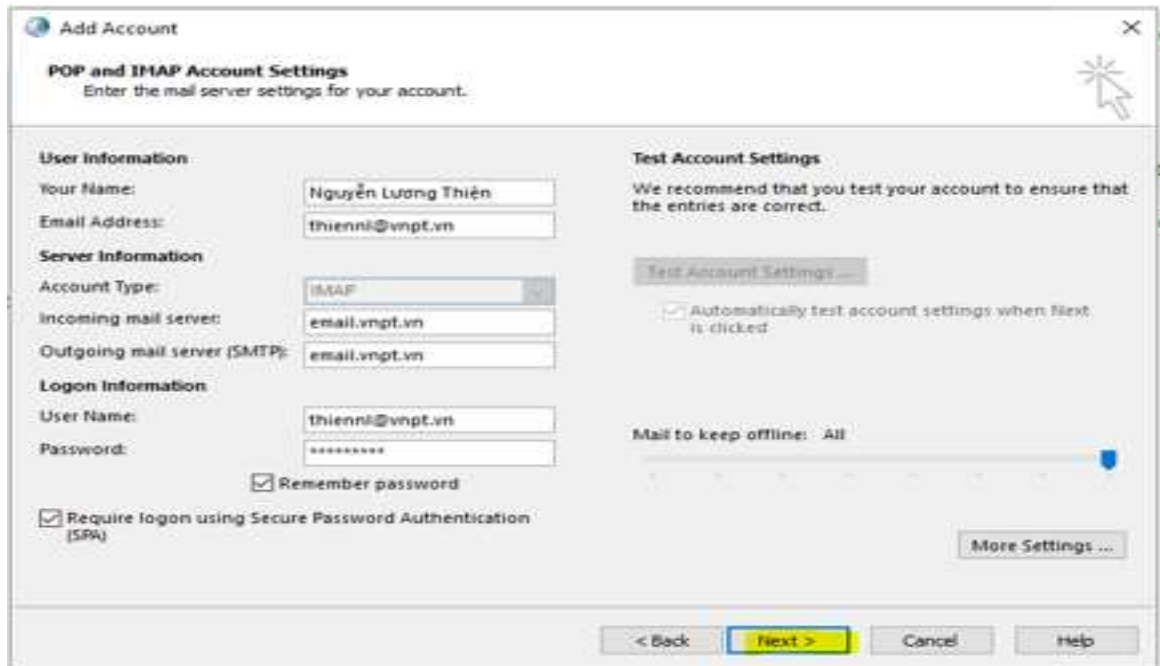
*Bước 7.1: Nếu chọn giao thức **IMAP**, điền các thông số như hình, sau đó chọn **More Settings***



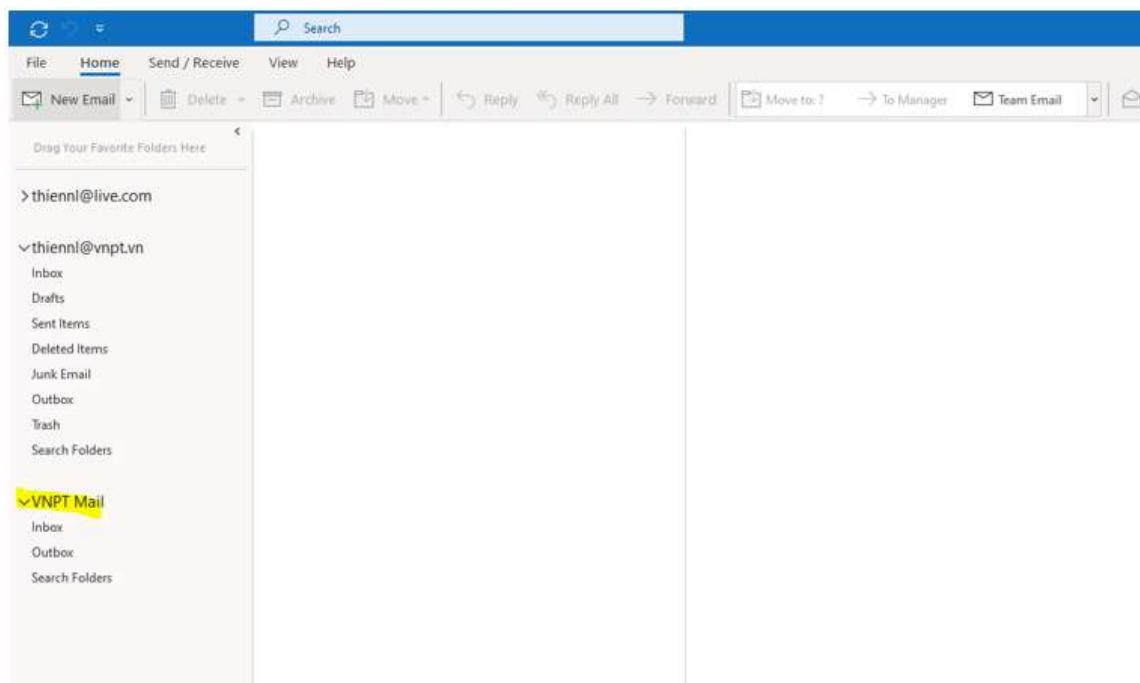
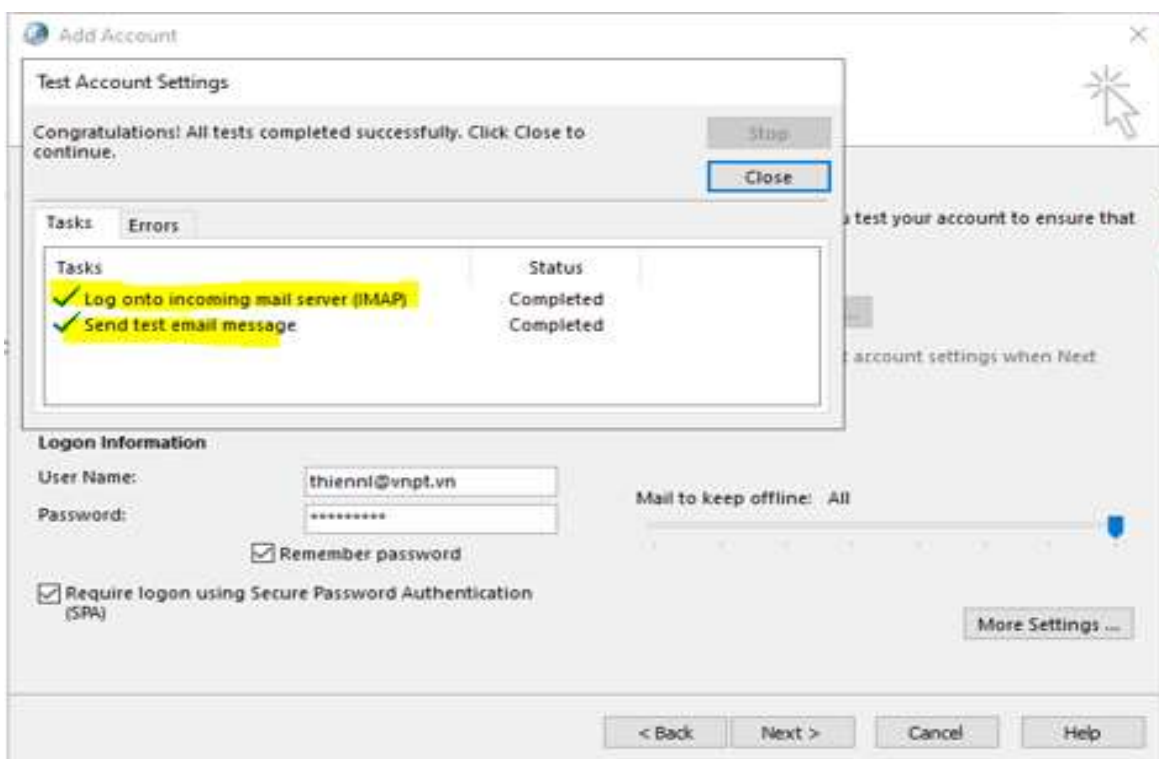
- **Điền các thông số như hình**



- **Chọn Next**



- **Outlook test login thành công**



Bước 7.2. Nếu chọn giao thức **POP**, điền các thông số như hình, sau đó chọn *More Settings*

The screenshot shows the 'Change Account' dialog box with the following fields and options:

- User Information:** Your Name: Nguyễn Lương Thiện; Email Address: thienni@vnpt.vn
- Server Information:** Account Type: POP3; Incoming mail server: email.vnpt.vn; Outgoing mail server (SMTP): email.vnpt.vn
- Logon Information:** User Name: thienni@vnpt.vn; 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. Test Account Settings ...
- Automatically test account settings when Next is clicked
- More Settings ...** button
- Navigation buttons: < Back, Next >, Cancel, Help

- Điền các thông số như hình

The three screenshots show the 'Internet Email Settings' dialog box with the following details:

- General Tab:** Mail Account: VNPT Mail; Other User Information: Organization, Reply Email.
- Outgoing Server Tab:** 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)
- Advanced Tab:** Server Port Numbers: Incoming server (POP3): 995; Outgoing server (SMTP): 587; This server requires an encrypted connection (SSL/TLS); Use the following type of encrypted connection: STARTTLS; Server Timeouts: Short, 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'

- Chọn Next

The screenshot shows the 'Change Account' dialog box with the 'POP and IMAP Account Settings' tab selected. The dialog is titled 'Change Account' and has a subtitle 'POP and IMAP Account Settings' with the instruction 'Enter the mail server settings for your account.' The settings are organized into several sections: 'User Information' (Your Name: Nguyễn Lương Thiện, Email Address: thienni@vnpt.vn), 'Server Information' (Account Type: POP3, Incoming mail server: email.vnpt.vn, Outgoing mail server (SMTP): email.vnpt.vn), and 'Logon Information' (User Name: thienni@vnpt.vn, Password: [masked]). There are also checkboxes for 'Remember password', 'Require logon using Secure Password Authentication (SPA)', and 'Automatically test account settings when Next is clicked'. A 'Test Account Settings ...' button is present. At the bottom, there are buttons for '< Back', 'Next >', 'Cancel', and 'Help'. A 'More Settings ...' button is also visible on the right side.

- Outlook test login thành công

The screenshot shows the 'Change Account' dialog box with the 'Test Account Settings' dialog box overlaid on top. The 'Test Account Settings' dialog box has a title bar and a close button. The main content area displays a message: 'Congratulations! All tests completed successfully. Click Close to continue.' Below this message are two tabs: 'Tasks' and 'Errors'. The 'Tasks' tab is selected, showing a table with two rows of test results:

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test email message	Completed

Below the table, the 'Logon Information' section is visible, showing the same fields as in the previous screenshot: 'User Name: thienni@vnpt.vn', 'Password: [masked]', 'Remember password' (checked), and 'Require logon using Secure Password Authentication (SPA)' (checked). The 'Test Account Settings' dialog box has 'Stop' and 'Close' buttons. The 'Change Account' dialog box has '< Back', 'Next >', 'Cancel', and 'Help' buttons at the bottom.

HƯỚNG DẪN SỬ DỤNG THƯ ĐIỆN TỬ @VNPT.VN MỚI

