# TÀI LIỆU HƯỚNG DẪN KHAI BÁO THAY ĐỔI CẦU 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

- pham	uanthanh@vnpt.vn	12217
POP/S	ИТР	•

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:

8 9 🛓		Q	Search			
File	1 nd / Receive	Folder	View	Help		
New New Email Items ~	Clean Up ~ Delet	e Archive	Reply	Reply All	Forward	KPIP Team Er
New	Delete			F	Respond	
Drag Vour Found	K Taldara Uara	Frida	y, Janua	ry 14, :	2022	
Drag Your Favor	ite Folders Here	Calon	dar			
$\sim$ phamxuant	hanh@vnpt	Calen	uai			
> Inbox	1496					
Drafts	[9]					
Sent Items						
> Deleted Items						

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



e	Account Information
டி Info	
Open & Export	phamxuanthanh@vnpt.vn     POP/SMTP
	Account Settings
	Account Settings ~ Get the Outlook app for iOS or Android.
Print	Account Settings Add and remove accounts or change existing connection settings. Update Password Update the account password saved in Outlook.
	Account Name and Sync Settings Update basic account settings such as account name and folder sync settings.
	Server Sett Update log name, port, an authentication settings.
	Change Profile      Restart Microsoft Outlook and choose a     different profile.

POP Account S phamxuanthanh@	ettings vnpt.vn			POP Account Settings phamxuanthanh@vnpt.vn	
Incoming mail A User name Password	phamxuanthanh@vnpt.vn ********	d		Incoming mail   Outgoing mail   Server email.vnpt.vn  Encryption method STARTTLS	Port 587
Server email	I.vnpt.vn requires an encrypted co gon using Secure Passwor	Port	995 (SSL/ tication	Server timeouts ☐ Require logon using Secure Pas (SPA) ✓ My outgoing (SMTP) server req	ssword Authentication uires authentication accoming mail server nd password erver before sending mail Ne

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

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

Incoming mail	•
User name	phamxuanthanh@vnpt.vn
Password	****
	Remember password
Server em	ail.vnpt.vn Port 9
Encryption r	method SSL/TLS 🔻
Require	logon using Secure Password Authentica
(SPA)	
Outgoing mail	4

Outgoing mail 🔺
Server email.vnpt.vn Port 587
Encryption method STARTTLS -
Server timeouts
Require logon using Secure Password Authenticatio (SPA)
✓ My outgoing (SMTP) server requires authentication
<ul> <li>Use same settings as my incoming mail server</li> </ul>
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

$\odot$	Account Information
û Info	
Open & Export	POP/SMTP
	+ Add Account
Save As	Account Settings
Save Attachments	Account Settings ~
Print	stangs

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

	Outlook	
phamxuan	s thanh@vnpt vn	
	Advanced options	
	✓ Let me set up my account manually	
ar T	Connect	
		_

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

0 Outlook				>
Advanced setup				
Microsoft 365	Outlook.com	Exchange	Google	
POP	IMAP	Exchange 2013 or earlier		

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

POP: Nhận thư (Incomming mail)

ncoming mail 🔺				
User name	phamxuanthanh@vnpt.vn			
Password	****			
	Remember password	ł		
Server ema	il.vnpt.vn	Port	995	
✓ This serve TLS)	r requires an encrypted cor	nnection (	(SSL/	
Require Ic (SPA)	gon using Secure Password	d Authent	tication	
Jutacing mail				

POP: Gửi thư: (Outgoing mail)

	$\times$
POP Account Settings	
phamxuanthanh@vnpt.vn	
Incoming mail 👻	
Outgoing mail A	
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	
INEAL	

Bước 4: Nếu chọn IMAP, cấu hình như sau

IMAP: Nhận thư (Incomming mail)

Incoming mail		
User name	phamxuanthanh@vnpt.vn	
Password		rd
Server em	ail.vnpt.vn	Port 993
Encryption r	nethod SSL/TLS 🔻	
Require I	ogon using Secure Passwo	rd Authentication

IMAP: Giri thu: (Outgoing mail): STARTTLS Port 587

Server email.vnpt.vn	Port 587
Encryption method STARTTLS -	
Server timeouts 🚽	
Require logon using Secure Passwo (SPA)	ord Authentication
My outgoing (SMTP) server requires	s authentication
Use same settings as my incom	ning mail server
O Log on using user name and pa	assword

Hoặc SSL/TLS Port 465 ( ít sử dụng)

Encryption method SSL/TLS -	
Server timeouts -	
Require logon using Secure Password A (SPA)	Authentication
✓ My outgoing (SMTP) server requires au	uthentication
<ul> <li>Use same settings as my incoming</li> </ul>	g mail server
O Log on using user name and passv	word
	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 3/ Chọn Mail Account

Mail	Setup - Outlook	×
Email Ac	counts Setup email accounts and directories.	Email Accounts
Data File	Change settings for the files Outlook uses to store email messages and documents.	Data Files
Profiles	Setup multiple profiles of email accounts and data files. Typically, you only need one.	Show Profiles
		Close





Bước 5/ Chọn Manual setup > Next

Email Account		
Tour Name:		
	Example: Ellen Adams	
Email Address		
	Example: ellen@contoso.com	
Description		
Patrime Decourants		
negge rational [	Type the password your Internet service provider has given you	
Manual setup or ad	filional server types	
manual secup of au	And a server of per-	

Bước 6/	Chọn	POP	or	IMAP
---------	------	-----	----	------

Add Account Choose Your Account Type	باد
O Microsoft 365	
Automatic setup for Microsoft 365 accounts	
Feasil Address	
Example: ellen@contoso.com	
DOD or MARD	
Advanced setup for POP or IMAP email accounts	
O Exchange ActiveSync	
Advanced setup for services that use Exchange ActiveSync	
< Back Nit	ext > Cancel Help

Bước 7/ Tùy vào giao thức IMAP hoặc POP3 để điền thông số cho MS Oulook Bước 7.1: Nếu chọn giao thức IMAP, điền các thông số như hình, sau đó chọn More Settings

Iser Information		Test Account Settings
our Name:	Nguyễn Lương Thiện	We recommend that you test your account to ensure the
mail Address:	thiennl@vnpt.vn	the entries are correct.
erver Information		Tark Sciences Cuttinger
ount Type:	Terr Account settings as	
ncoming mail server:	email.vnpt.vn	Automatically test account settings when Next is clicked
outgoing mail server (SMTP):	email.vnpt.vn	
ogon Information		
Iser Name:	thienni@vnpt.vn	
assword:		Mail to keep offline: All
R	emember password	
Pequire locop using Secu	Recoverd Authentication	

Internet Email Settings ×	Internet Email Settings	Internet Email Settings
General Outgoing Server Advanced	General Outgoing Server Advanced	General Outgoing Server Advanced
Mail Account Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server" [VNPT Mail]	Wy outgoing server (SMTP) requires authentication © Use same settings as my incoming mail server C Log on using User Manee	Server Port Numbers Incoming server (IMAP): 993 Use Defaults Use the following type of encrypted connection: SSU/TLS v
Other User Information Organization: Reply Email:	Password: Require Secure Password Authentication (SPA)	Outgoing server (SMTP): [537] Use the following type of encrypted connection: STARTILS Server Timeouts Short Long 1 minute Folders Root folder path: Sent items Deleted items Mark items for deletion but do not move them automatically Items marked for deletion but do not move them automatically Items marked for deletion but do not move them automatically Items marked for deletion will be permanently deleted when the items in the malibox are purged. Purge items when switching folders while online
OK Cancel	OK Cancel	OK Cancel

#### Điền các thông số như hình -

#### Chọn Next -

-

iser information		Test Account Settings
our Name:	Nguyễn Lương Thiên	We recommend that you test your account to ensure that
mail Address:	thienni@vnpt.vn	the chunes are context.
erver Information		The second second second
ccount Type:	IMAF	Sale working salenda
coming mail served	email.vnpt.vn	<ul> <li>Automatically test account settings when fiest is clicked</li> </ul>
Jutgoing mail server (SMTP):	email.vnpt.vn	
ogon Information		
iser Name:	thienn#@vnpt.vn	and the based services and
assword:	*******	Mas to keep online: All
MR	member password	
ogon Information Iser Name: assword: Re	thienni@vnpt.vn	Mail to keep offline: All

Outlook test login thành công

×

Congratulations: All tests c continue.				322
ongratulations! All tests c ontinue.				75
	ompleted successfully. Click (	Close to	Stop	100
			Close	
Tasks Errors			a test your account to ense	ure that
Tasks		Status		
Log onto incoming m	ail server (IMAP) C	ompleted	101	
Send test email mess	ige C	ampieted	t account settings when N	lest
one Information				
User Name:	thisopl@uppt up			
Password	unennigerigt.vn	Mail to keep	offline: All	1000
	20	-		
<u></u>				
		- Hous	Gene a	αφ.
3 9 •	P Search			
le Home Send / Receive	View Help	17		
New Email ~ Delete ~ [	Archive IB Move - 5 Reply	♥) Reply All → Forward	Move to: ?   To Manager  Team Email	* E
Drag Your Favorite Folders Here				
hiennl@live.com				
hiennl@vnpt.vn				
nbox				
Drafts				
Pent Items				
lunk Email				
Outbox				
Surbox				
frash				
Trash Search Folders				
Trash Search Folders				
irash Search Folders <mark>VNPT Mail</mark> nbox				
Search Folders VNPT Mail nbox Dutbox				
irash iearch Folders <mark>/NPT Mail</mark> nbox Jutbox earch Folders				

ser Information		Test Account Settings
our Name:	Nguyễn Lương Thiện	We recommend that you test your account to ensure that
mail Address:	thiennl@vnpt.vn	the entries are correct.
erver Information		
ccount Type:	POP3	Test Account Settings
ncoming mail server:	email.vnpt.vn	Automatically test account settings when Next is clicked
utgoing mail server (SMT	P): email.vnpt.vn	13 CHARCE
ogon Information		
ser Name:	thiennl@vnpt.vn	
assword:	****	
	Remember password	
	and a second second second second	

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

## - Điền các thông số như hình

Internet Email Settings ×	🥥 Internet Email Settings 🛛 🗙 🗙	Internet Email Settings
General Outgoing Server Advanced Mail Account Type the name by which you want to refer to this account. For example: 'Work' or 'Nicrosoft Mail Server' VYNPT Mail Other User Information Organization: Reply Email:	General       Outgoing Server       Advanced         Why outgoing server (SMTP) requires authentication       Use same settings as my incoming mail server         Log on using       User Name:         Passwordt       Remember password         Require Secure Password Authentication (SPA)	General       Outgoing Server       Advanced         Server Port Numbers       Incoming server (POPS):       Display         Incoming server (POPS):       Display       Use Defaults         Image: Server (SMTP):       Server       Display         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         Remove from server when deleted from 'Deleted Items'
OK Cancel	OK Cancel	OK Cancel

- Chọn Next

ings for your account.		
Nguyễn Lương Thiện thiennl@vnpt.vn POP3 email.vnpt.vn email.vnpt.vn thiennl@vnpt.vn ******** emember password re Password Authentication	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	
	Nguyễn Lương Thiện thiennl@vnpt.vn POP3 email.vnpt.vn email.vnpt.vn thiennl@vnpt.vn ******** emember password re Password Authentication	

## - Outlook test login thành công

Test Account Setting	s	
Congratulations! All t continue.	ests completed successfully. Click Close to	Close
Tasks Errors		i test your account to ensure
Tasks     Status       ✓ Log onto incoming mail server (POP3)     Completed       ✓ Send test email message     Completed		s ted ted t account settings when Next
Logon Information		
Logon Information	thiennl@vnpt.vn	
Logon Information User Name: Password:	thiennl@vnpt.vn	
Logon Information User Name: Password:	thiennl@vnpt.vn *******  Remember password	
Logon Information User Name: Password: ☑ Require logon us: (SPA)	thiennl@vnpt.vn  *********  Remember password  ing Secure Password Authentication	More Settings

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

0 9 +	♀ Search
File Home Send / Receive	View Help
New Email - 🗊 Delete -	□ Archive B Move → Reply → Reply All → Forward B Move to: 1 → To Manager
Drag Tour Perorite Folders Here	
> thiennl@live.com	
~thiennl@vnpt.vn	
Inbax	
Drafts	
Sent Items	
Deleted items	
Junk Email	
Outbox	
Trash	
Search Folders	
VNPT Mail	
Inbox	
Outbox	
Search Folders	