

Configuración correo Outlook

En esta presentación daremos a conocer la configuración correcta del correo electrónico de Outlook, un instructivo básico requerido para personal autorizado de ZTE Corporation Sucursal Colombia y ZTE S.A.S.

Después de tener el correo y la contraseña que le fueron asignados por parte de la compañía, lo siguiente es la configuración que mostraremos a continuación-



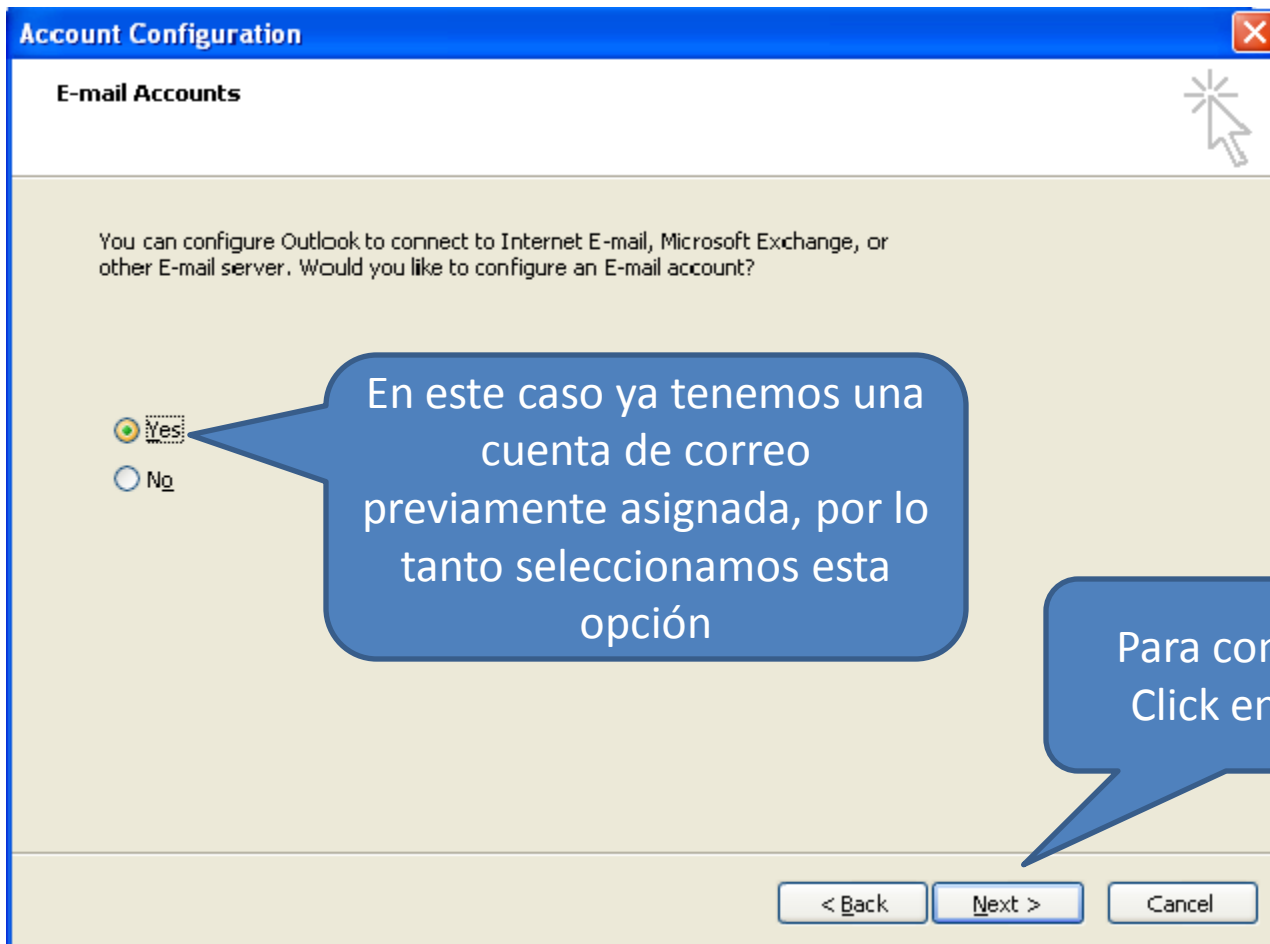
Paso 1 (Configuración inicial)

Al abrir el correo de Outlook, encontraran la siguiente imagen.



Paso 2 (Cuenta de Correo)

Este paso nos pregunta si ya contamos con un correo que podamos configurar con Outlook.



Paso 3.1 (Configuración Manual de la Cuenta)

Aparecerá una pantalla de configuración automática.

Add New E-mail Account

Auto Account Setup
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

Your Name:
Example: Barbara Sankovic

E-mail Address:
Example: barbara@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.


Manually configure server settings or additional server types

< Back Next > Cancel

Para Configurar la cuenta es necesario habilitar esta casilla.

Paso 3.2 (Configuración Manual de la Cuenta)

Add New E-mail Account ✕

Auto Account Setup 

Your Name:
Example: Barbara Sanikovic

E-mail Address:
Example: barbara@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

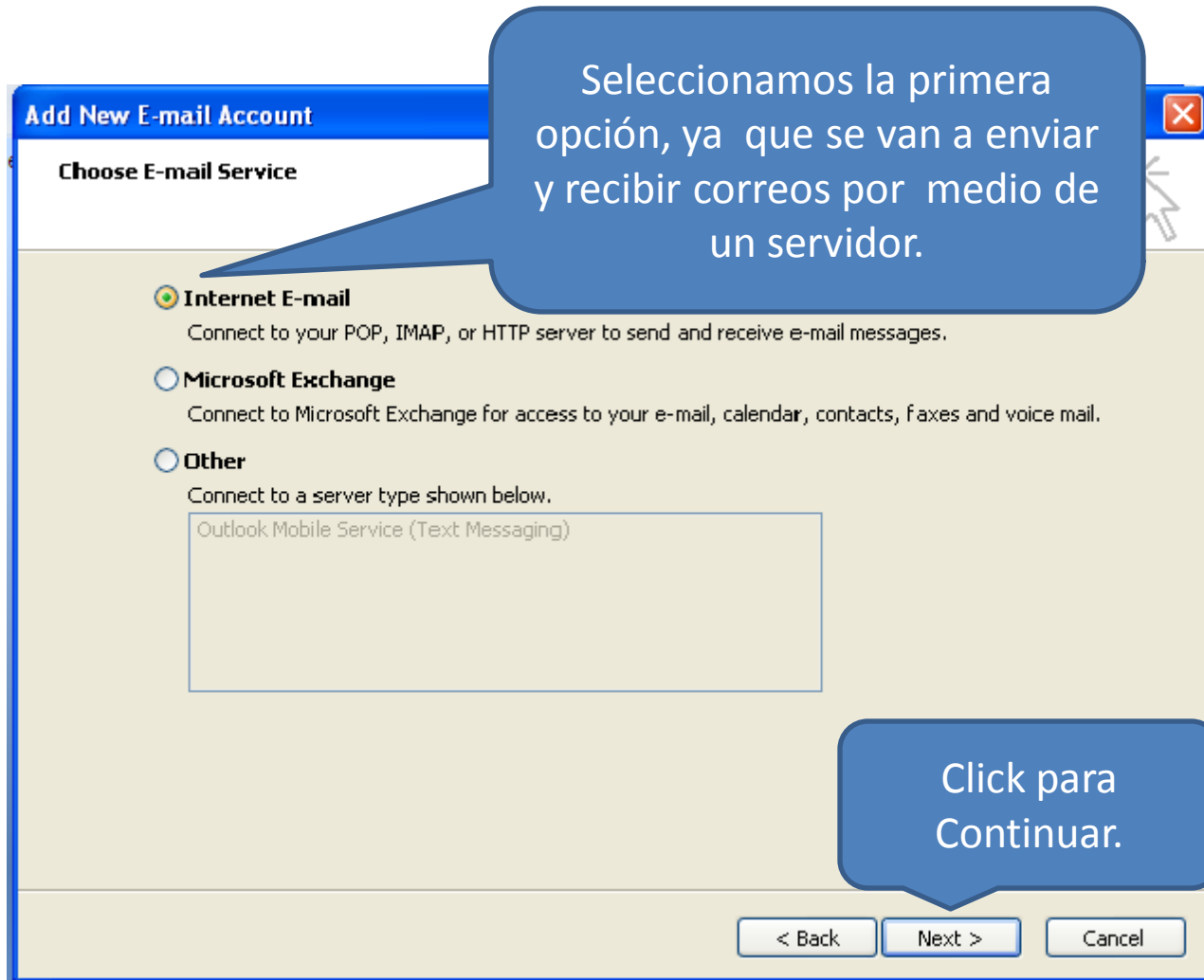
Manually configure server settings or additional server types

< Back Next > Cancel

Casilla habilitada.

Click para
Continuar.

Paso 4 (Selección de Servicio de Correo Electrónico)



Paso 5 (Llenar Información del Correo)

Aparece una tabla de solicitud de datos, la cual se debe llenar de la siguiente manera:

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail 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

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

5.1 (Información del Correo) Nombre del Usuario

En este espacio se coloca el nombre del titular de la cuenta de Outlook.

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail 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

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Se coloca el nombre con el cual será identificado por los demás usuarios.

5.2.1 (Información del Correo)

Cuenta de Correo Asignada

Se agrega la información del correo electrónico que fue proporcionado por la empresa.

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name: Instructivo Outlook

E-mail Address: tlook@ztemobilecolombia.com

Server Information

Account Type: POP3

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name: instructivo.outlook

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

More Settings ...

< Back Next > Cancel

Se coloca la cuenta de correo previamente asignada, por lo general terminación (@ztemobilecolombia.com)

5.2.2 (Información de Correo) Tipo de Cuenta

Según el tipo de servidor a utilizar se toma una de las siguientes opciones:

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: Instructivo Outlook
E-mail Address: tlook@ztemobilecolombia.com

Server Information
Account Type: POP3
Incoming mail server: POP3
Outgoing mail server (SMTP): HTTP

Logon Information
User Name: instructivo.outlook
Password:
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...

More Settings ...

< Back Next > Cancel

5.2.3 (Información de Correo) Tipo de Cuenta

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: Instructivo Outlook
E-mail Address: tlook@ztemobilecolombia.com

Server Information
Account Type: POP3
Incoming mail server:
Outgoing mail server (SMTP):

Logon Information
User Name: instructivo.outlook
Password:
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...

More Settings ...

< Back Next > Cancel

Antes de seguir, hay que cerciorarse que quede de la siguiente manera.

5.3.1 (Información de Correo) Servidores de entrada y de salida Servidor de Entrada

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: Instructivo Outlook
E-mail Address: tlook@ztemobilecolombia.com

Server Information
Account Type: POP3
Incoming mail server: mail.ztemobilecolombia.com
Outgoing mail server (SMTP):

Logon Information
User Name: instructivo.outlook
Password:
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...

More Settings ...

< Back Next > Cancel

5.3.2 (Información de Correo) Servidores de entrada y de salida Servidor de Salida

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: Instructivo Outlook
E-mail Address: tlook@ztemobilecolombia.com

Server Information
Account Type: POP3
Incoming mail server: mail.ztemobilecolombia.com
Outgoing mail server (SMTP): mail.ztemobilecolombia.com

Logon Information
User Name: instructivo.outlook
Password:
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...

More Settings ...

< Back Next > Cancel

5.4 (Información de Correo)

Inicio de Sesión

En este caso se colocara la cuenta de correo usada para el Instructivo,
(instructivo.outlook@ztemobilecolombia.com)

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name: Instructivo Outlook

E-mail Address: tlook@ztemobilecolombia.com

Server Information

Account Type: POP3

Incoming mail server: mail.ztemobilecolombia.com

Outgoing mail server (SMTP): mail.ztemobilecolombia.com

Logon Information

User Name: tlook@ztemobilecolombia.com

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

< Back Next > Cancel

En este espacio se coloca nuevamente la cuenta de correo que fue asignada.

5.5 (Información de Correo)

Contraseña

Agregar la contraseña que fue asignada a la cuenta de correo correspondiente.

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: Instructivo Outlook
E-mail Address: tlook@ztemobilecolombia.com

Server Information
Account Type: POP3
Incoming mail server: mail.ztemobilecolombia.com
Outgoing mail server (SMTP): mail.ztemobilecolombia.com

Logon Information
User Name: tlook@ztemobilecolombia.com
Password: *****
 Remember password
 Require logon with Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...

More Settings ...

< Back Next > Cancel

Se coloca la contraseña que viene junto con el correo electrónico.

Se habilita esta casilla para que al ingresar al correo, no se tenga que escribir la contraseña nuevamente.

6.1 (Prueba de Configuración de la Cuenta) Diagnostico de entrada y salida de mensajes

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail 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

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Para verificar la funcionalidad del correo, Click en la siguiente casilla.

6.2 (Prueba de Configuración de la Cuenta) Diagnostico de entrada y salida de mensajes

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: Instructivo Outlook
E-mail Address: tlook@ztemobilecolombia.com

Server Information
Account Type: POP3
Incoming mail server: mail.ztemobilecolombia.com
Outgoing mail server (SMTP): mail.ztemobilecolombia.com

Logon Information
User Name: tlook@ztemobilecolombia.com
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information, we recommend you test your account settings by clicking the Test Account Settings button below. (Requires network access.)

Test Account Settings ...

Test Account Settings
Congratulations! All tests completed successfully. Click Close to continue.

Stop
Close

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

Esta ventana indica la funcionalidad de entrada y salida de correos. debe mostrar estos resultados.

En caso de no ser así, hay que verificar la configuración de la cuenta.

7 (Autenticación de la Cuenta)

Después de comprobar que la entrada y salida de mensajes es correcta, se da por finalizada la configuración de la cuenta de correo Outlook.

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: Instructivo Outlook
E-mail Address: tlook@ztemobilecolombia.com

Server Information
Account Type: POP3
Incoming mail server: mail.ztemobilecolombia.com
Outgoing mail server (SMTP): mail.ztemobilecolombia.com

Logon Information
User Name: tlook@ztemobilecolombia.com
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...

Click para Continuar.

< Back Next > Cancel

8 (Fin de la Configuración)

Esta ventana nos indica que el proceso fue exitoso y ya se dispone de una cuenta de correo completamente funcional.

