## For oppsett av Outlook på PC

1. Gå til kontrollpanelet



	Backup and Restore (Windows 7)	RitLocker Drive Encryption 🛛 🛐 Color Management
me	Default Programs	Mail Setup - Outlook X Email Accounts nd Printers
r Options	File History	Setup email accounts and directories. Email Accounts Options
tions	👞 Keyboard	Change settings for the files Outlook uses to Data Files Data Files
Modem	Power Options	Profiles           Setup multiple profiles of email accounts and data files. Typically, you only need one.         Show Profiles
) and Desktop s	Security and Mainte	ecognition
r	System	IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII

- h. Infender
  i. Velg Add profile og lag et nytt beskrivende navn for denne

👂 Mail			2
General			
Dhe followin	g profiles a	ire set up or	n this computer:
Outlook			^
New Profile			×
🜔 Create New	Profile		ОК
Profile Name:			Cancel
When starting Micr Prompt for a p	osoft Outle profile to b	ook, use thi e used	s profile:
Outlook			~
	ОК	Cancel	Apply

j. Legg inn ditt navn, og epostadresse samt det nye passordet ditt

Outlook can auton	natically configure many email accounts.	$\mathbb{R}$
Email Account		
Your Name:	Navn Navnesen	
	Example: Ellen Adams	
Email Address:	navn@edu.nki.no	
	Example: ellen@contoso.com	
Password:	*****	
Retype Password:	*****	
	Type the password your Internet service provider has given you.	
-	dditional server types	
Manual setup or a		
Manual setup or a		
Manual setup or a		5
○ Manual setup or a		5
○ Manual setup or a		NT VT
○ Manual setup or a		

k. Trykk Next

Searching for your mail server settings...



I. Ny konto blir lagt til

m. Slett den gamle profilen ved å trykke "Remove"

	Mail	×
	General	
	The following profiles are set up on this computer:	
	Outlook	
_		
	~	
	Add Demous Dranaties Canu	
	Add Remove Properties Copy	

## Legge til Konto direkte i Outlook:

- 1. Slett den gamle Profilen via kontrollpanel som i steget over
- 2. Åpne Outlook og trykk på Fil

	E 5 -				
	File Home	Send / Receive Folder	View Help	Q Tell me what you	want to do
	New New Email Items ~	Ignore Clean Up ~ Junk ~	Reply Reply For All	orward Eng Meeting	Move to: ? Team Email Reply & Delete
	New	Delete	Res	pond	Quick
3.	<ul> <li>Favorites</li> <li>Velg Add Account</li> </ul>	< Search	n Current Mailbox	Current Mailbox	Ŧ
	e	Account I	nformati	on	Innboks - karlsen.andr
	Open & Export	karlsen.andreas@our Microsoft Exchange	tlook.com		•
	di	+ Add Account			

4. Velg deretter kontoen som du la til via Control Panel i stegene over.

	×	
🚾 Outlook		
Email address	1	
navn@edu.nki.no		
Advanced options 🐱		
Connect		
	-	
		l