

## Uputa za konfiguriranje maila:

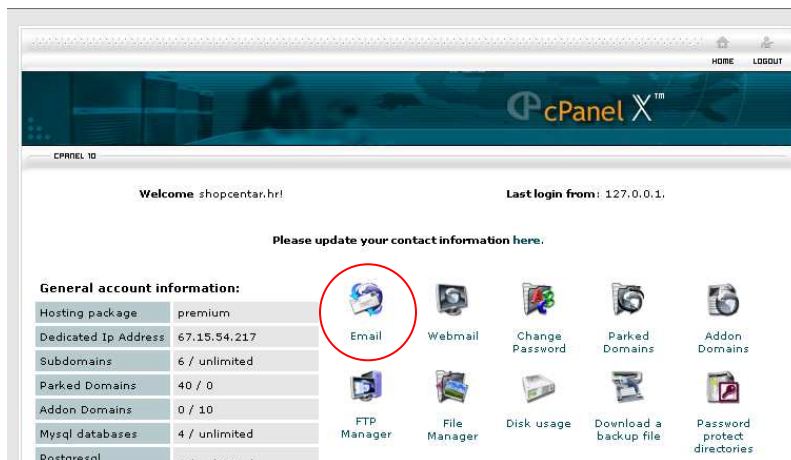
Prije kreiranja maila u Outlook-u potrebno je isti kreirati u Vašem **cPanelu** (opcija **Mail >>>Manage/Add/Remove Accounts >>> Add Account** (nalazi se na dnu ekrana)

Kod prijave i čitanja maila kroz webmail, Outlook, Thunderbird i sl. vrlo je bitno da za LOGIN koristite puni naziv Vašeg maila npr. Ime.prezime@VasaDomena.com a ne username cpanela.

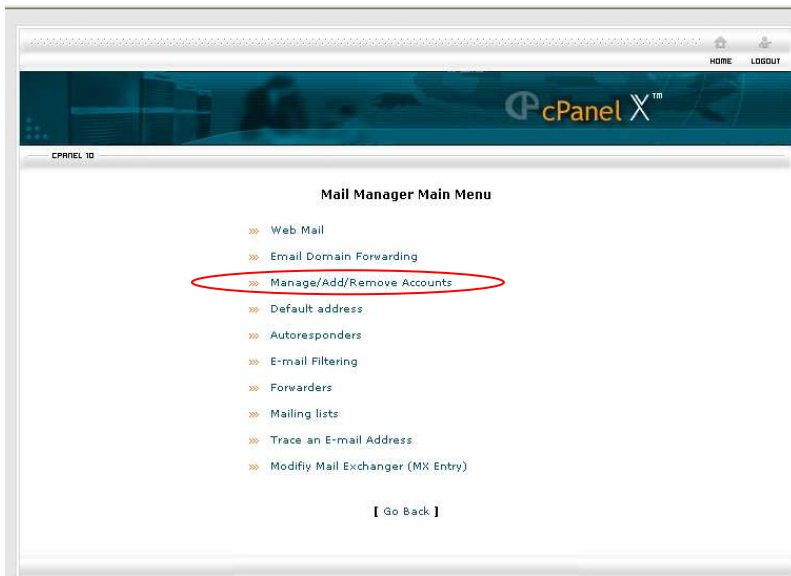
Za OUTGOING mail molimo Vas da koristite OUTGOING mail svog ISPa tj. pružatelja internet Usluga ili mail.Naziv-Vaše-Domene npr.  
T-COM OUTGOING mail je: mail.t-com.hr  
ISKON OUTGOING mail je: mail.iskon.hr  
ili mail.Naziv-Vaše-Domene

1. prijavite se u Vaš cpanel (link Vam je dostavljen u aktivacijskom mailu tj.u privitku maila)  
npr. <http://www.NazivVaseDomene.com/cpanel>

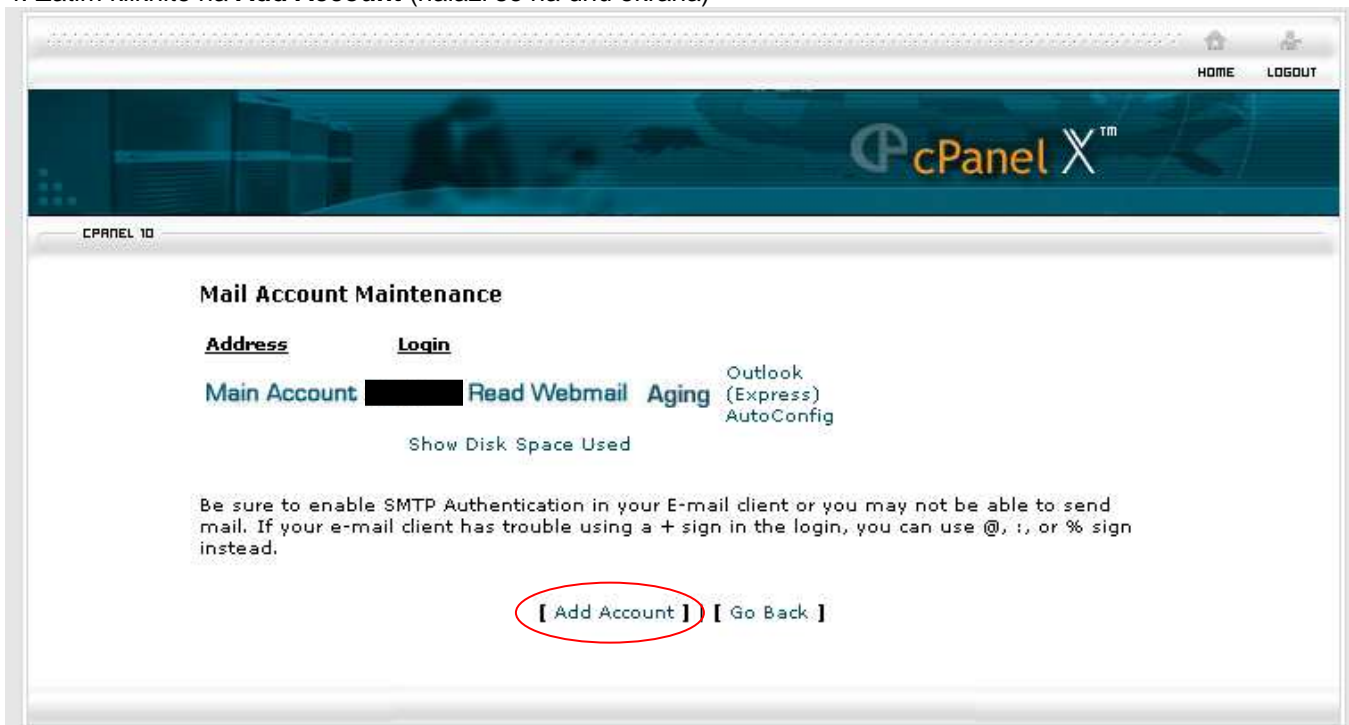
2. zatim kliknite na ikonu **Email** (označeno crvenim)



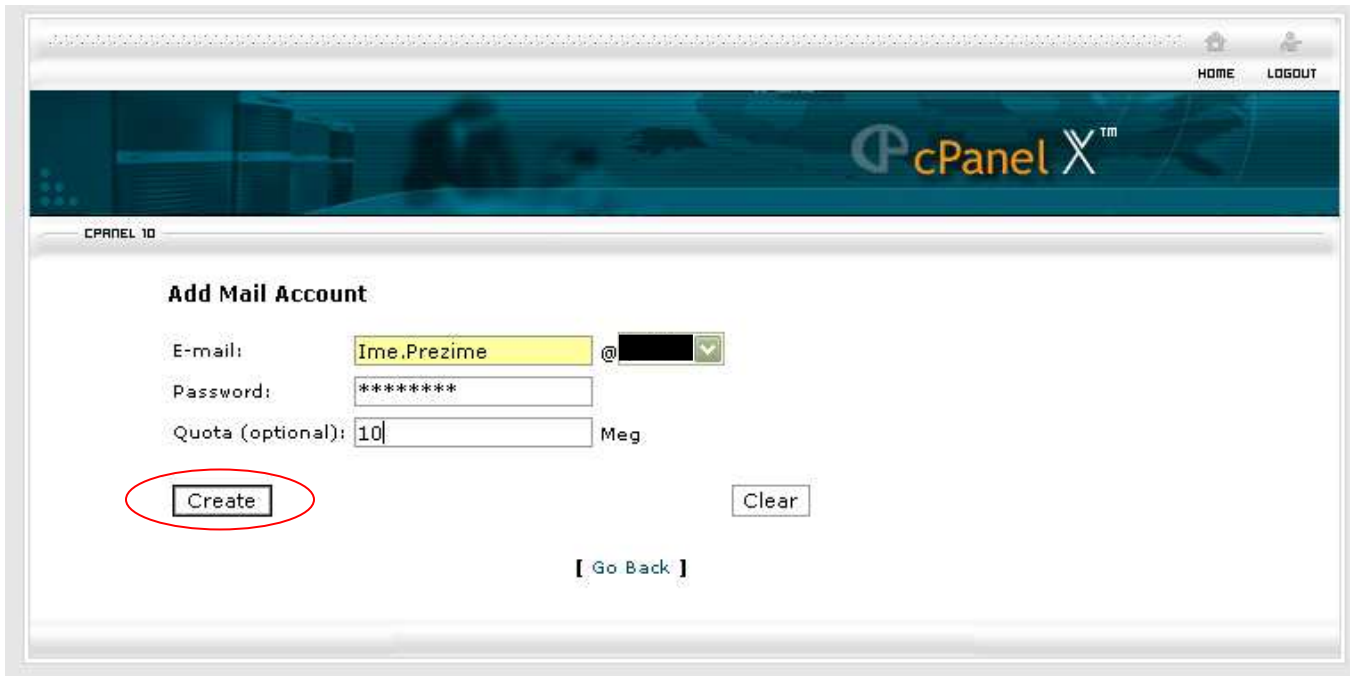
3. Nakon toga kliknite na opciju **Manage/Add/Remove Accounts**



4. Zatim kliknite na **Add Account** (nalazi se na dnu ekrana)

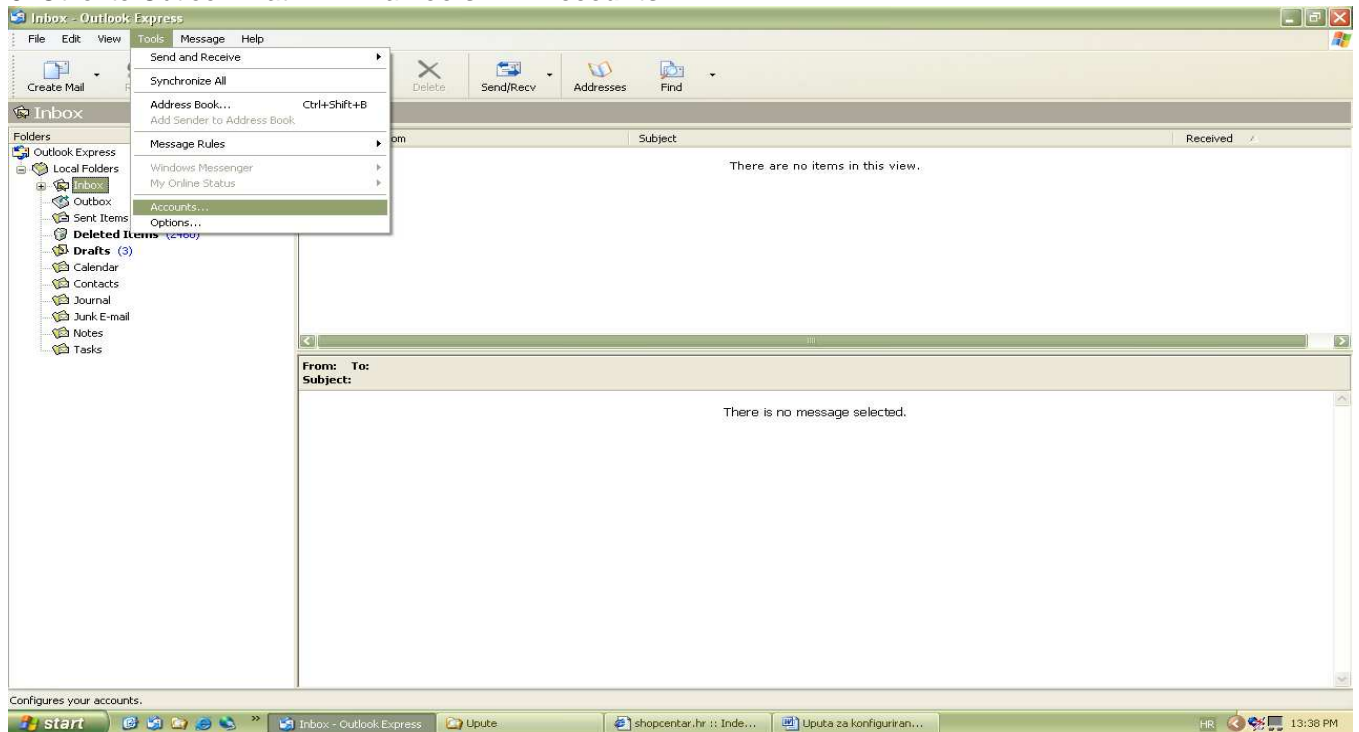


5. Zatim upišite naziv mail adrese npr. **Ime.Prezime** i kliknete na gumbic **Create**

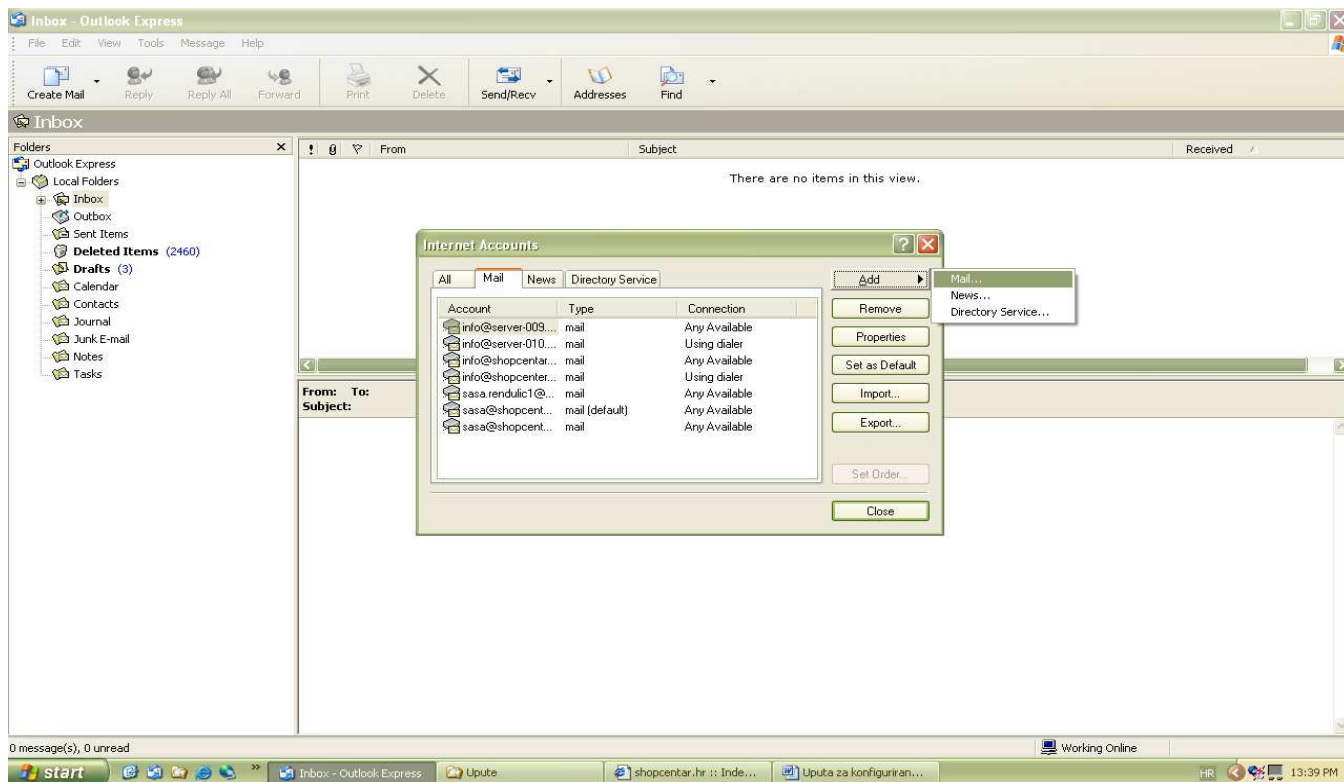


**Napomena:** ukoliko želite imati isti naziv mail-a kao i username cPanel-a tada je potrebno **OBAVEZNO** kreirati mail account kroz cPanel bez obzira što već postoji izlistan u opcijama kreiranih mail-ova.

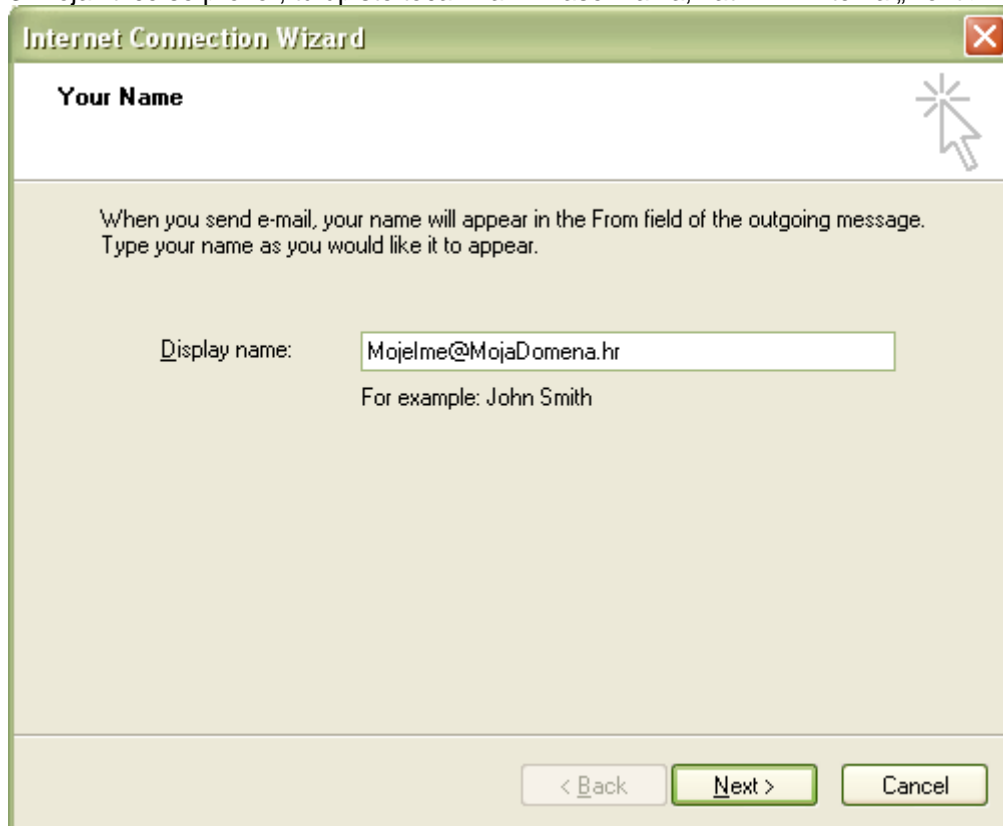
Ukoliko ste završili sa kreiranjem mail-ova kroz cPanel tada možete isti(e) kreirati kroz Vaš **Outlook**  
6. Otvorite Outlook i zatim klik na **Tools >>> Accounts...**



2. Kliknite na gumbić **Add >>> Mail**

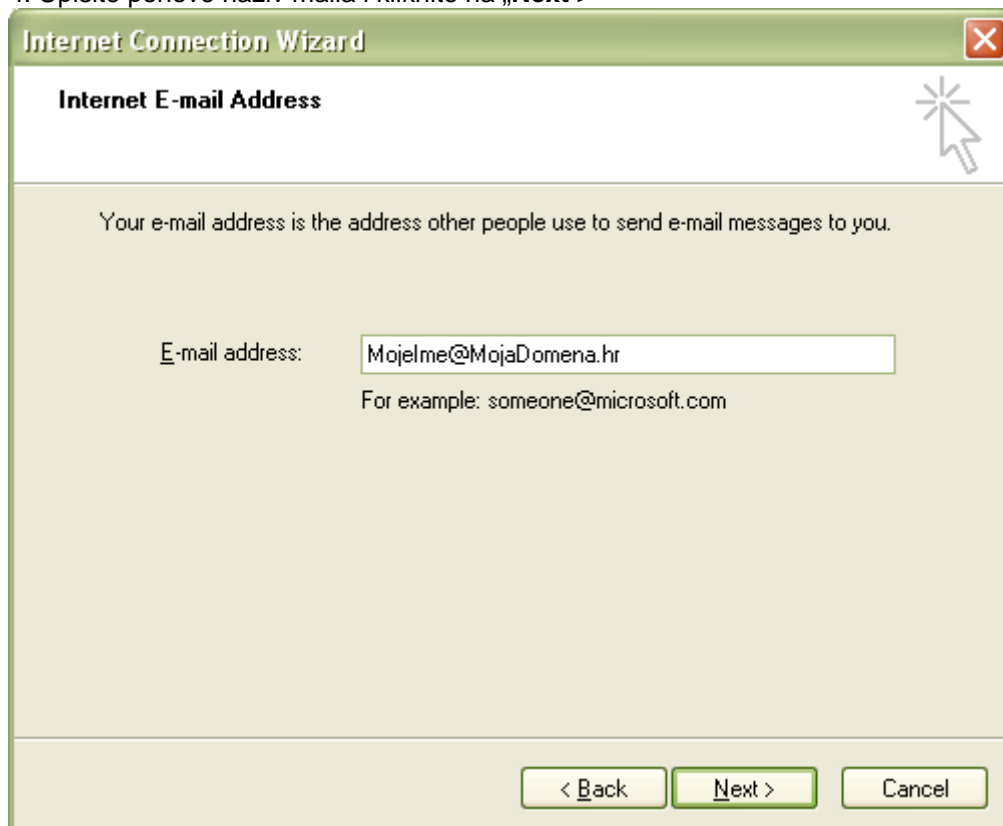


3. Pojaviti će se prozor, tu upišete točan naziv Vaše mail-a, zatim kliknite na „Next >“




The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Your Name". Below the heading, there is a mouse cursor icon. The text reads: "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." There is a text input field labeled "Display name:" containing the text "Mojelme@MojaDomena.hr". Below the input field, it says "For example: John Smith". At the bottom of the window, there are three buttons: "< Back", "Next >" (which is highlighted in green), and "Cancel".

4. Upišite ponovo naziv maila i kliknite na „Next >“



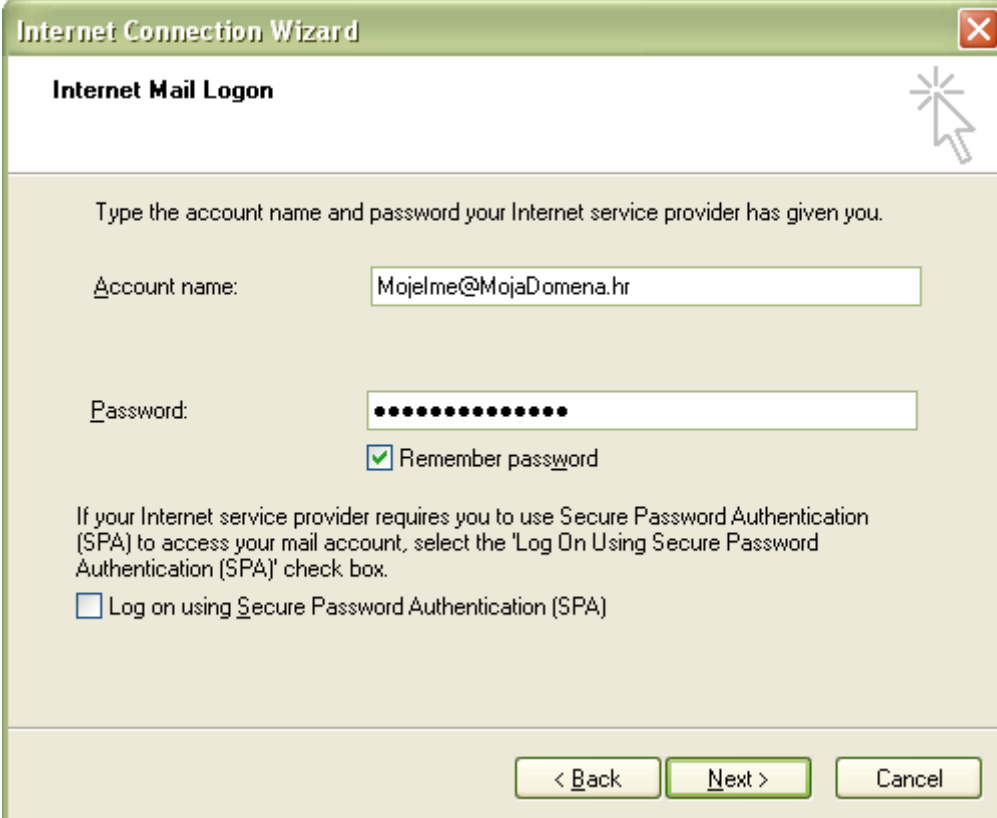
The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Internet E-mail Address". Below the heading, there is a mouse cursor icon. The text reads: "Your e-mail address is the address other people use to send e-mail messages to you." There is a text input field labeled "E-mail address:" containing the text "Mojelme@MojaDomena.hr". Below the input field, it says "For example: someone@microsoft.com". At the bottom of the window, there are three buttons: "< Back", "Next >" (which is highlighted in green), and "Cancel".

5. Upišite naziv domene sa prefixom **mail**. npr. **mail.MojaDomena.hr**



The screenshot shows the 'Internet Connection Wizard' dialog box with the title 'Internet Connection Wizard' and a close button (X) in the top right corner. The main heading is 'E-mail Server Names'. Below this, there is a text field for the incoming mail server type, which is set to 'POP3'. The text reads: 'My incoming mail server is a POP3 server.' Below this, there is a text field for the incoming mail server name, which contains 'mail.MojaDomena.hr'. The text above this field reads: 'Incoming mail (POP3, IMAP or HTTP) server:'. Below this, there is another text field for the outgoing mail server name, which also contains 'mail.MojaDomena.hr'. The text above this field reads: 'An SMTP server is the server that is used for your outgoing e-mail. Outgoing mail (SMTP) server:'. At the bottom of the dialog box, there are three buttons: '< Back', 'Next >', and 'Cancel'.

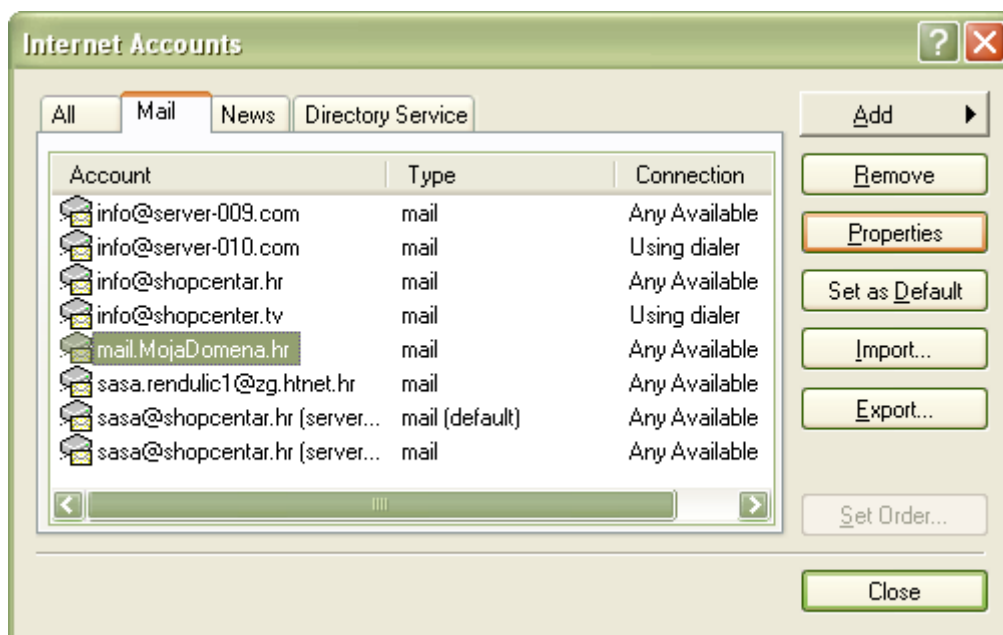
6. U account name: upišite cijeli naziv maila i lozinku. Kliknite na „Next >“ i zatim na „Finish“



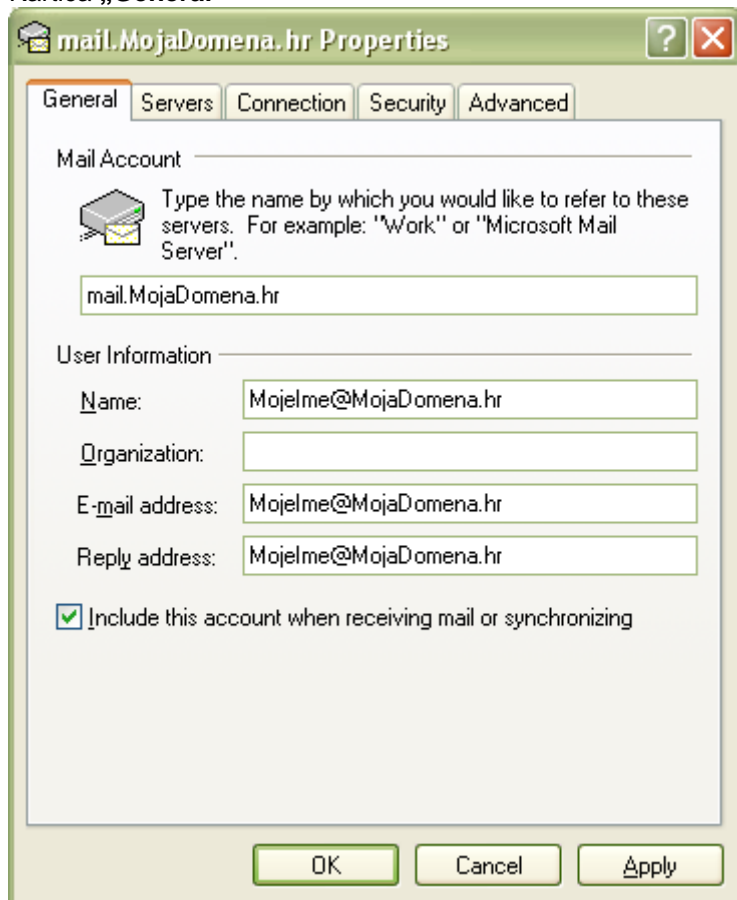
The screenshot shows the 'Internet Connection Wizard' dialog box with the title 'Internet Connection Wizard' and a close button (X) in the top right corner. The main heading is 'Internet Mail Logon'. Below this, there is a text field for the account name, which contains 'Mojelme@MojaDomena.hr'. The text above this field reads: 'Type the account name and password your Internet service provider has given you. Account name:'. Below this, there is a text field for the password, which is filled with dots. The text above this field reads: 'Password:'. Below the password field, there is a checked checkbox labeled 'Remember password'. Below this, there is a text field for the authentication method, which is empty. The text above this field reads: 'If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box. Log on using Secure Password Authentication (SPA)'. At the bottom of the dialog box, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Vaš mail account bi na kraju trebo izgledati ovako:

Izbornik **Tools** >>> **Accounts** >>> Označite kreirani mail >>> klik na **Properties**



Kartica „General“



Kartica „Servers“ (obavezno kliknite i na opciju „My server requires authentication“)

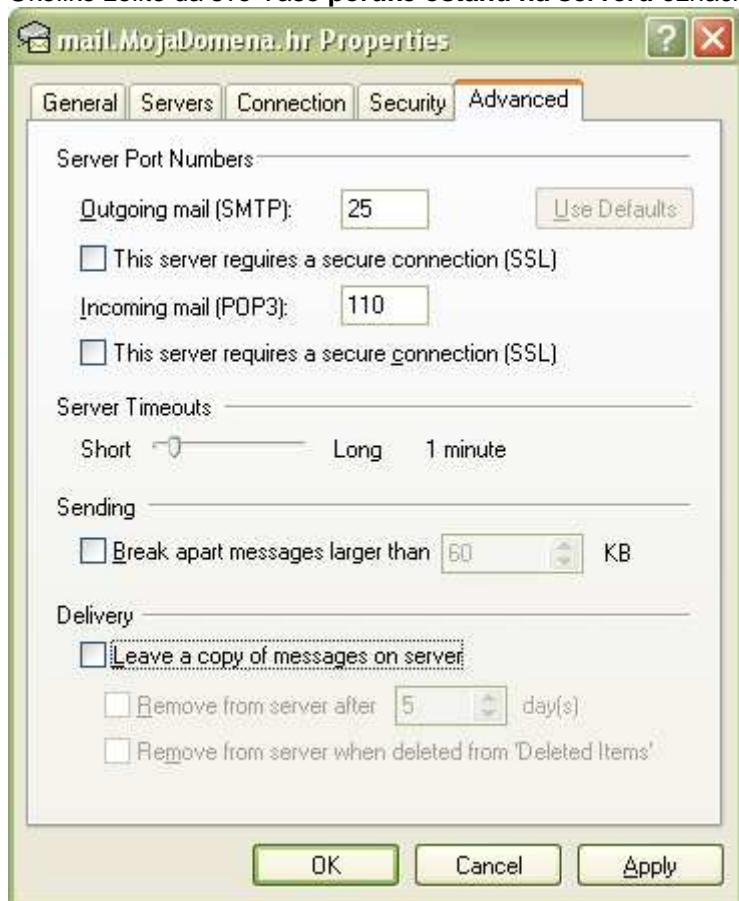
The screenshot shows the 'mail.MojaDomena.hr Properties' dialog box with the 'Servers' tab selected. The dialog is divided into several sections:

- Server Information:** A dropdown menu shows 'POP3' as the selected server type. Below it are text boxes for 'Incoming mail (POP3): mail.MojaDomena.hr' and 'Outgoing mail (SMTP): mail.MojaDomena.hr'.
- Incoming Mail Server:** Includes a text box for 'Account name: MojIme@MojaDomena.hr' and a password field with masked characters. There is a checked checkbox for 'Remember password' and an unchecked checkbox for 'Log on using Secure Password Authentication'.
- Outgoing Mail Server:** Features a checked checkbox for 'My server requires authentication' and a 'Settings...' button.

At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Apply'.

### Kartica „Advanced“

Ukoliko želite da sve Vaše poruke ostanu na serveru označite opciju „Leave a copy of messages on server“



Mi osobno nemamo tu opciju uključenu ali je jako dobra ukoliko želite isti mail pročitati putem webmail-a ili imati backup maila na serveru.