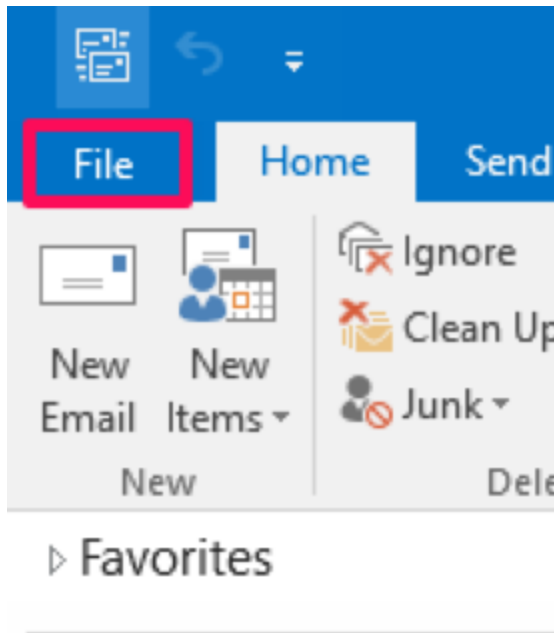
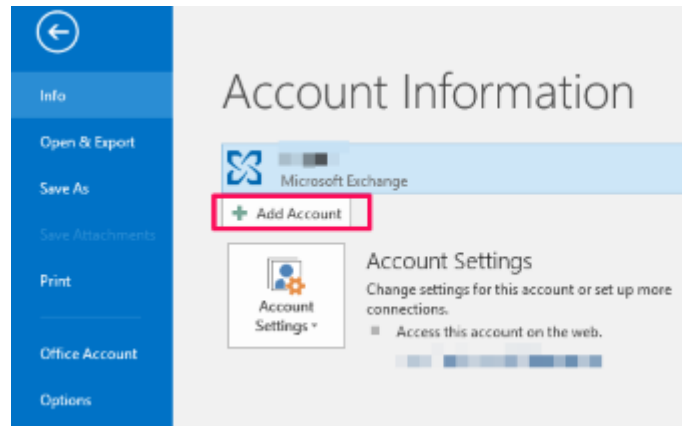


## Outlook 2016

Trýst á **File/filer**



Trýst síðani á **Add Account/Tilføj konto**



Lat prikkinn standa í **Email Account** og skriva síðani navn, teldupost og loyniorð inn í teigarnir. Flyt síðani prikkinn í **Manual Setup** og trýst á **Next**.

Add Account

**Auto Account Setup**

Manual setup of an account or connect to other server types.

**E-mail Account**

Your Name:   
Example: Ellen Adams

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

Password:

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

**Manual setup or additional server types** **2**

Set prikkinn í **POP or IMAP** og trýst á **Next**.

Add Account

**Choose Service**

**Outlook.com or Exchange ActiveSync compatible service**  
Connect to a service such as Outlook.com to access email, calendars, contacts, and more.

**POP or IMAP**  
Connect to a POP or IMAP email account

## IMAP

1. Skriva navnið her
2. Skriva teldupostin her
3. Vel IMAP
4. Skriva **imap.olivant.fo**
5. Skriva **smtp.olivant.fo**
6. Skriva teldupostin her
7. Skriva loyniorðið her

Trýst síðani á **More Settings**

## Trýst á **Advanced**

1. skriva síðani 993 út fyri *Incoming server (IMAP)* og vel **SSL** undir *Use the following type of encrypted connection.*
2. Skriva 465 út fyri *Outgoing server (SMTP)* og vel **SSL** undir *Use the following type of encrypted connection.*

Add Account

POP and IMAP Account Settings  
Enter the mail server settings for your account.

User Information

Your Name:  1

Email Address:  2

Server Information

Account type:  3

Incoming mail server:  4

Outgoing mail server (SMTP):  5

Logon Information

User Name:  6

Password:  7

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

Mail to keep offline: All

More Settings ...

< Back Next > Cancel

Internet E-mail Settings

General Outgoing Server **Advanced**

Server Port Numbers

Incoming server (IMAP):  Use Defaults

Use the following type of encrypted connection:

Outgoing server (SMTP):

Use the following type of encrypted connection:

Server Timeouts

Short  Long 1 minute

Folders

Root folder path:

Sent Items

Do not save copies of sent items

Deleted Items

Mark items for deletion but do not move them automatically  
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.

Purge items when switching folders while online

OK Cancel

Trýst á **Outgoing Server** og set prikin í *My outgoing server (SMTP) requires authentication* og *Use the same settings as my incoming mail server*.

Trýst so á **OK**.

Internet E-mail Settings

General **Outgoing Server** Advanced

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)

OK Cancel

Trýst á **Next** og bíða eftir at tínar innstillingar verða kannaðar. Um alt er rætt, er telduposturinn nú uppsettur til **IMAP**.

Add Account

POP and IMAP Account Settings

Enter the mail server settings for your account.

User Information

Your Name:

Email 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

We recommend that you test your account to ensure the entries are correct.

Test Account Settings ...

Automatically test account settings when Next is clicked

Mail to keep offline: All

More Settings

< Back **Next >** Ca

## POP

1. Skriva navnið her
2. Skriva teldupostin her
3. Vel POP3
4. Skriva **pop.olivant.fo**
5. Skriva **smtp.olivant.fo**
6. Skriva teldupostin her
7. Skriva loyniorðið her

Trýst síðani á **More Settings**

## Trýst á **Advanced**

1. skriva síðani 995 út fyri *Incoming server (POP)* og vel **SSL** undir *Use the following type of encrypted connection.*
2. Skriva 465 út fyri *Outgoing server (SMTP)* og vel **SSL** undir *Use the following type of encrypted connection.*

POP and IMAP Account Settings  
Enter the mail server settings for your account.

**User Information**

Your Name: Titt navn 1  
Email Address: skrivateldupostin@her.fo 2

**Server Information**

Account Type: POP3 3  
Incoming mail server: pop.olivant.fo 4  
Outgoing mail server (SMTP): smtp.olivant.fo 5

**Logon Information**

User Name: skrivateldupostin@her.fo 6  
Password: \*\*\*\*\* 7  
 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

Deliver new messages to:

New Outlook Data File  
 Existing Outlook Data File

Browse

More Settings ...

< Back Next > Cancel

Internet E-mail Settings

General Outgoing Server Advanced

**Server Port Numbers**

Incoming server (POP3): 995 Use Defaults  
 This server requires an encrypted connection (SSL)  
Outgoing server (SMTP): 465  
Use the following type of encrypted connection: SSL

**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'

OK Cancel

Trýst á **Outgoing Server** og set prikkinn í *My outgoing server (SMTP) requires authentication* og *Use the same settings as my incoming mail server*.

Trýst so á **OK**.

Internet E-mail Settings

General **Outgoing Server** Advanced

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)

OK Cancel

Trýst á **Next** og bíða eftir at tínar innstillingar verða kannaðar. Um alt er rætt, er telduposturinn nú uppsettur til **POP**.

Add Account

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

User Information

Your Name:

Email 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

We recommend that you test your account to ensure the entries are correct.

Test Account Settings ...

Automatically test account settings when Next is clicked

Deliver new messages to:

New Outlook Data File

Existing Outlook Data File

Browse

More Settings

< Back **Next >** Cancel

## POP og IMAP

### IMAP

**IMAP** uppsetanin er í stuttum ein skipan, sum goymir teldupostarnir á servaranum. Tú kanst koma út fyri at skula sletta teldupostar í heilum. . IMAP skipanin er basera uppá at brúka servaran til alt, so teldupostarnir altíð eru tøkir hjá øðrum eindum at taka niður. Hetta er hent um tú ætlar tær at lesa post á fleiri eindum, so sum telefonini og telduni. Trupulleikin við IMAP er at man ofta skal inn á webmailin at strika teldupostar, tí plássið verður uppbrúkt skjótt.

### POP

**POP** er í stuttum tann skipanin, ið ikki krevur at tú skalt inn á webmailin at sletta teldupostar ofta. POP skipanin tekur teldupostarnir niður á telduna, og so hevur tú móguleikan at goyma eitt avrit av teldupostinum á servaranum. POP skipanin er basera uppá at brúka so lítið av plássinum á servaranum, sum gjørligt. Hendan skipanin er sera góð um tú bert skalt lesa teldupost á einari eind - tú kanst tó seta POP skipanina upp til at rigga saman við fleiri eindum, hetta gert tú við at goyma eitt avrit av hvørjum telduposti á servaranum, so aðrar eindir kunnu taka hesar teldupostar niður.