

Microsoft Office 365 (O365)

Ghid acces email

Acest ghid conține trei metode de conectare la noua platforma de email Office 365:

1. Prin intermediul unui **browser web** ([Conectarea la contul Outlook din browser](#)).
2. Prin intermediul aplicației **Outlook** instalată în Windows ([Conectarea la contul Outlook din aplicația Outlook \(Windows\)](#)).
3. Prin intermediul unei aplicații de gestionare de email-uri precum **Thunderbird** ([Conectarea la contul Outlook din aplicația Thunderbird](#)).


Conectarea la contul Outlook din browser

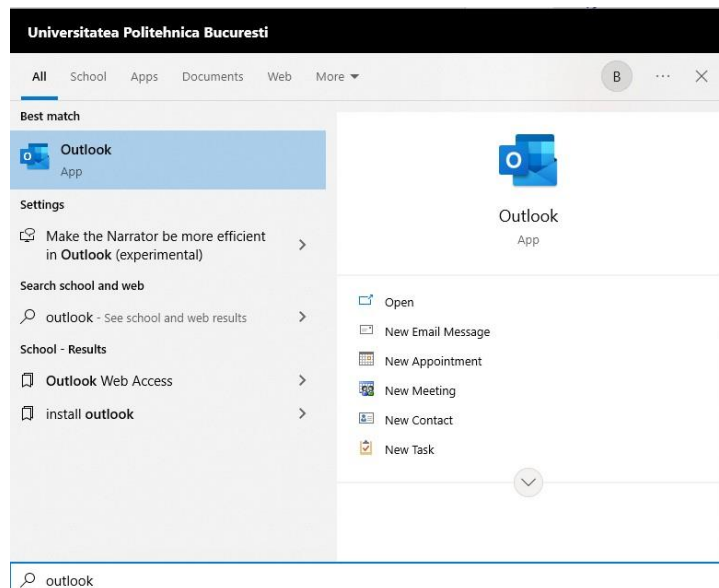
Accesați site-ul : <http://outlook.com>

Se folosește:

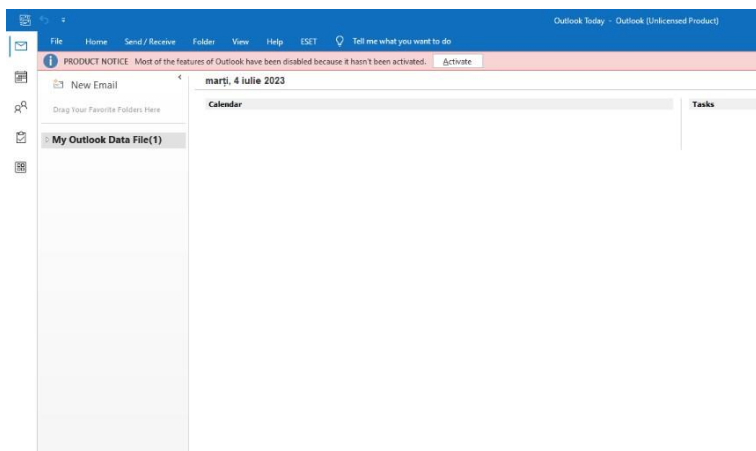
- Ex: utilizator@unmb.ro

Conectarea la contul Outlook din aplicația Outlook (Windows)

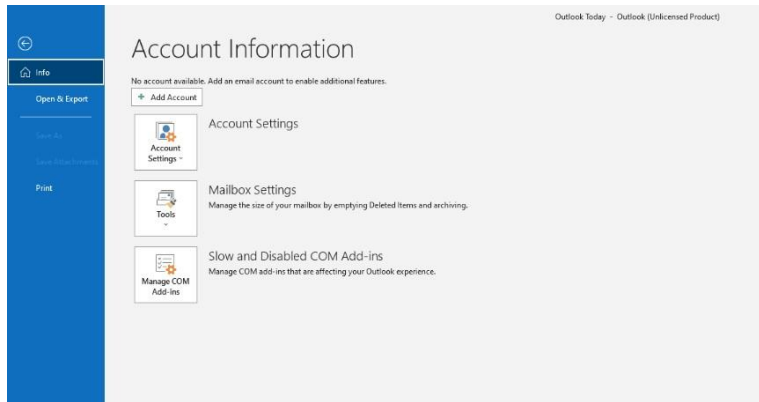
1. Apăsați tasta “Windows”  și tastați „**Outlook**”. Apăsați pe aplicație.



2. Dacă nu sunteți conectați automat la serviciile Microsoft, apăsați „**File**”.



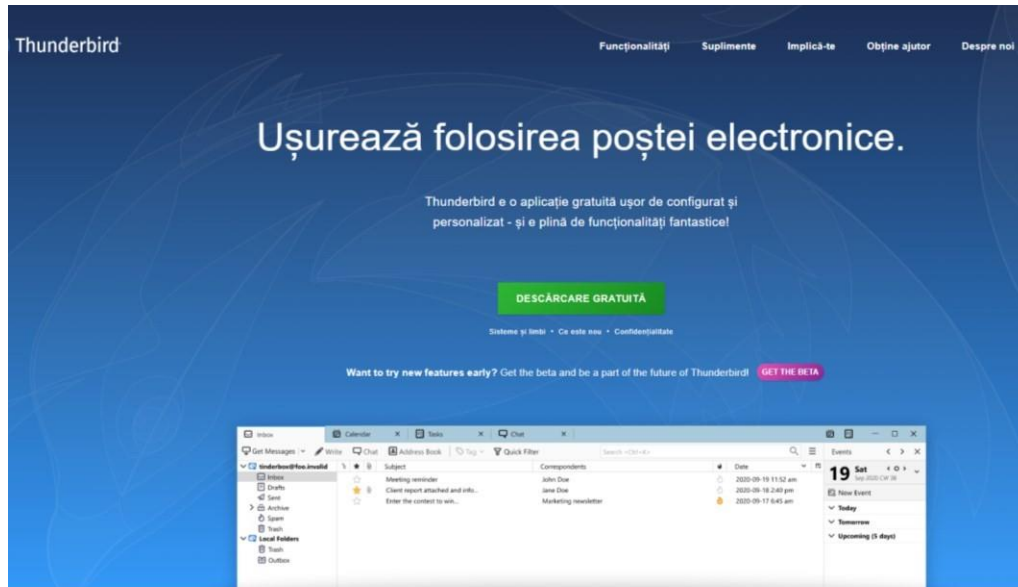
3. Apăsați „**Add Account**”



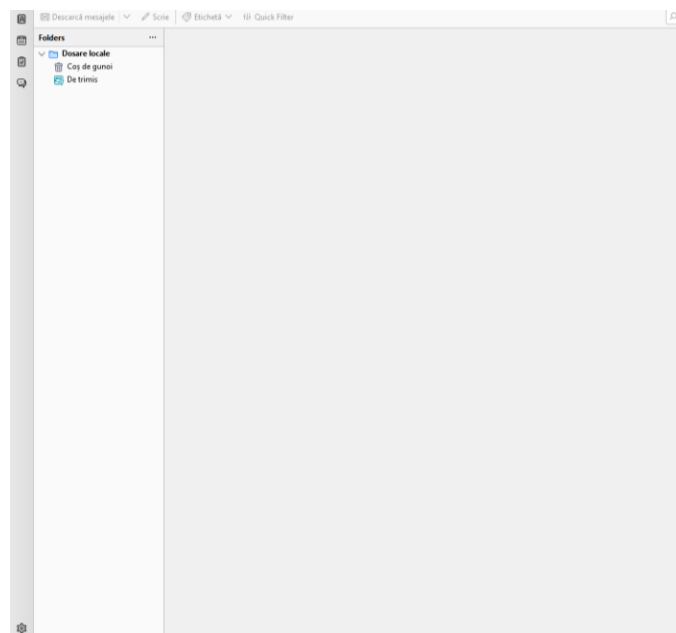
4. Introduceți contul instituțional UNMB (utilizator@unmb.ro) și urmați pașii de autentificare.

Conectarea la contul Outlook din aplicația Thunderbird

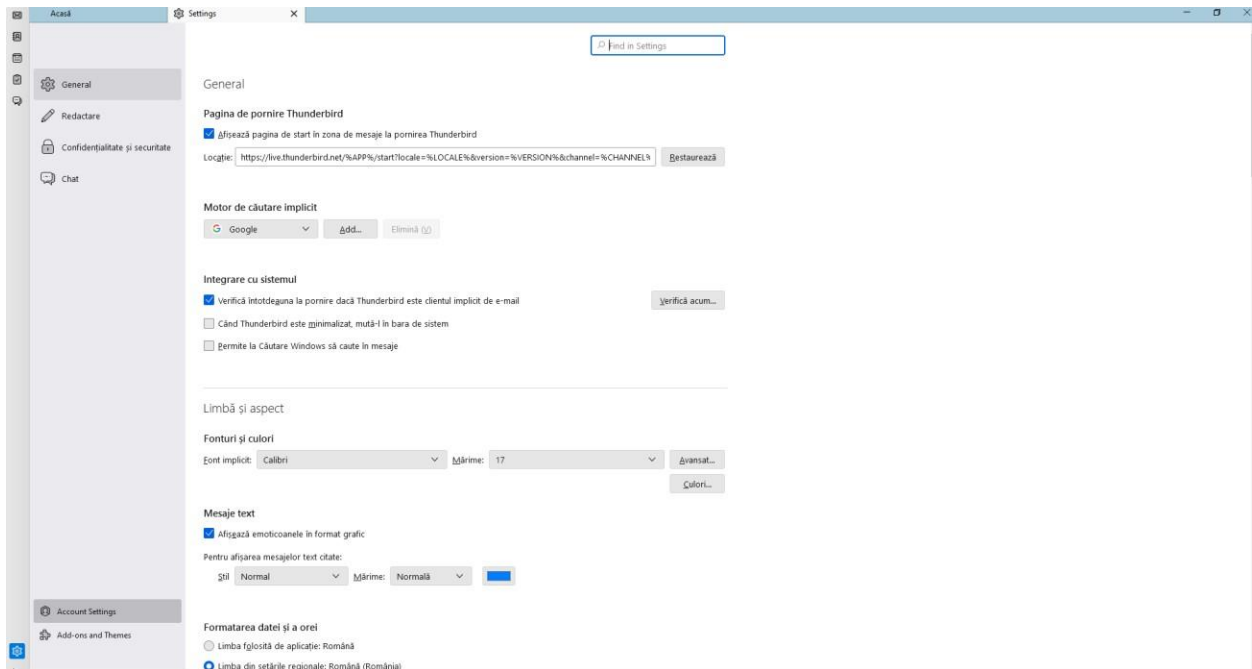
1. Accesați site-ul aplicației **Thunderbird** (ex. <https://www.thunderbird.net/ro/>) -> **Descărcare Gratuită**. Salvați executabilul și instalați aplicația.



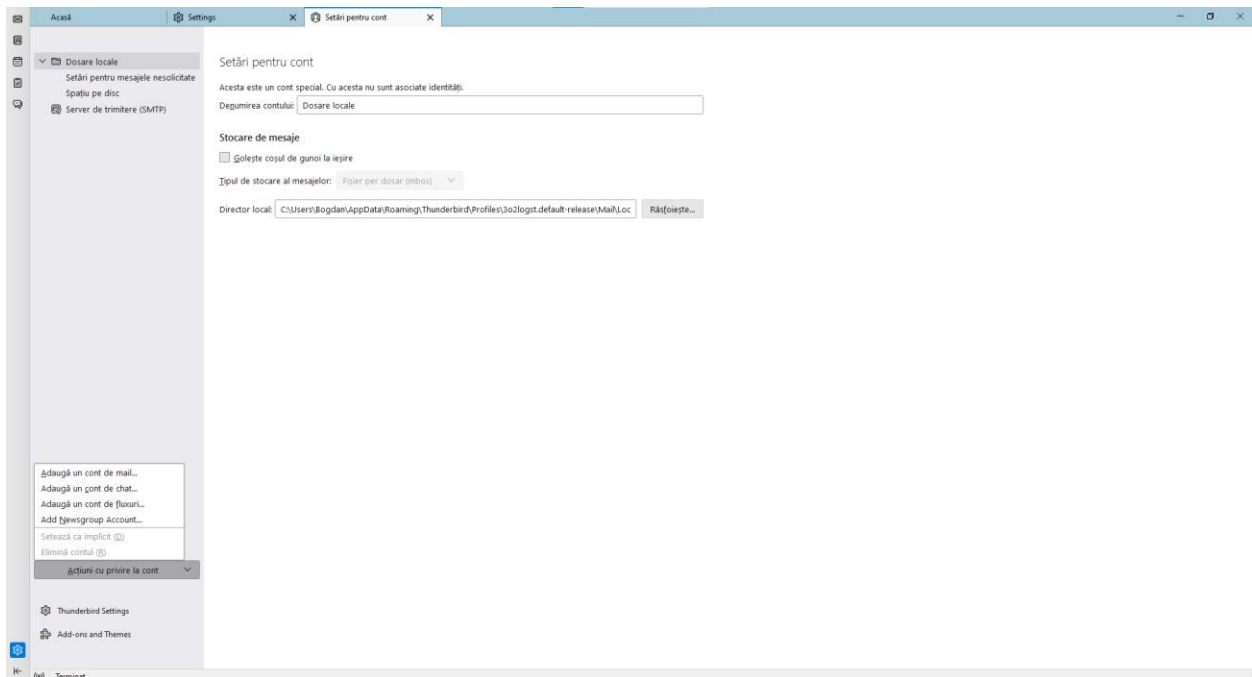
2. Urmăți pașii de instalare a aplicației. Selectați modul „**Standard**” în timpul instalării.
3. După instalare, deschideți aplicația **Thunderbird**.
4. Apăsați pe iconița „**Settings**”, din stanga jos.



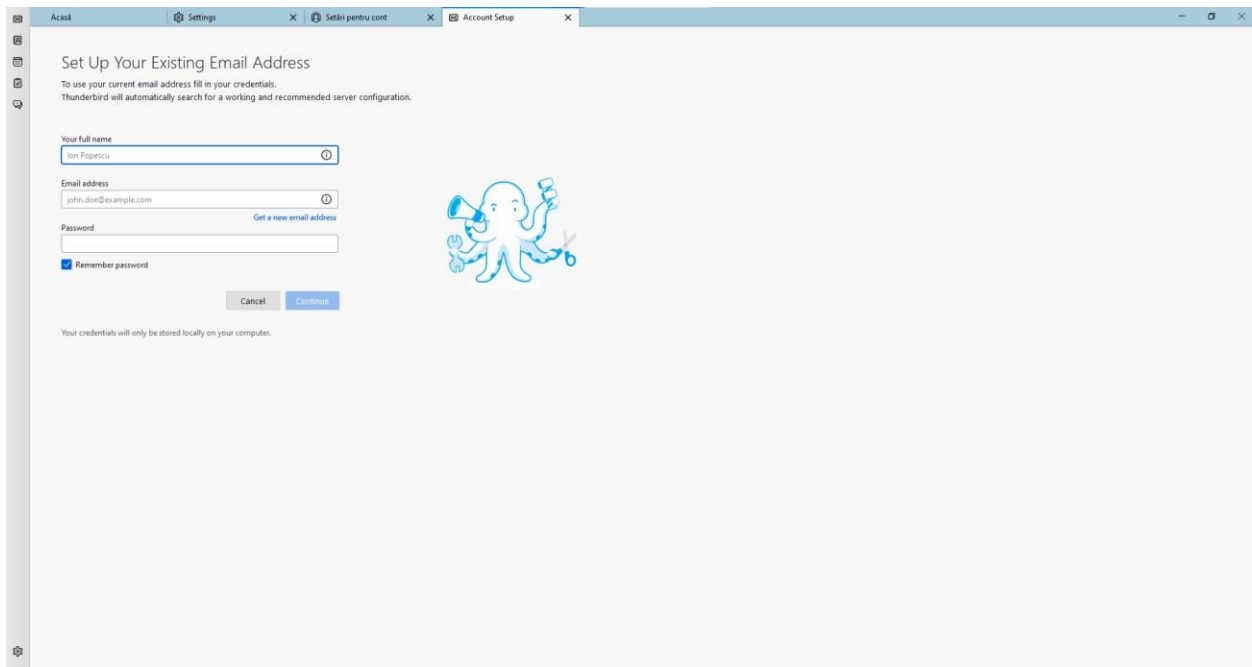
5. Apasați „Account Settings” din stanga jos.



6. Apăsați „Actiuni cu privire la cont” -> „Aduagă un cont de mail..”

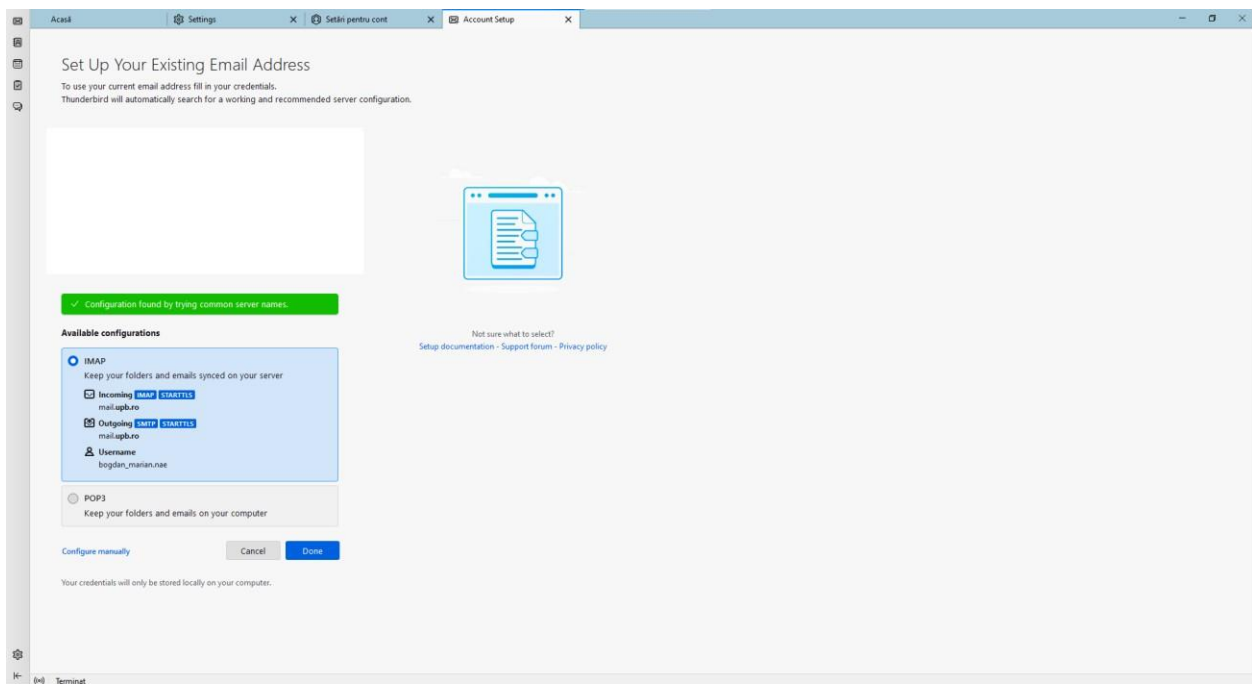


7. Introduceți datele adresei de mail upb.



The screenshot shows the 'Account Setup' window in Thunderbird. The title bar includes 'Acasă', 'Settings', 'Setări pentru cont', and 'Account Setup'. The main heading is 'Set Up Your Existing Email Address'. Below the heading, there is a sub-heading: 'To use your current email address fill in your credentials. Thunderbird will automatically search for a working and recommended server configuration.' The form contains the following fields: 'Your full name' (filled with 'Ion Popescu'), 'Email address' (filled with 'john.doe@example.com'), and 'Password' (empty). There is a 'Remember password' checkbox which is checked. A blue octopus mascot is positioned to the right of the form. At the bottom, there are 'Cancel' and 'Continue' buttons. A note at the bottom states: 'Your credentials will only be stored locally on your computer.'

8. Selectați „IMAP” și apăsați „Done”



The screenshot shows the 'Account Setup' window in Thunderbird, specifically the 'Available configurations' section. The title bar is the same as in the previous screenshot. The main heading is 'Set Up Your Existing Email Address'. Below the heading, there is a sub-heading: 'To use your current email address fill in your credentials. Thunderbird will automatically search for a working and recommended server configuration.' A green banner at the top of the configuration section reads: 'Configuration found by trying common server names.' The 'Available configurations' section lists two options: 'IMAP' (selected) and 'POP3'. The 'IMAP' option is expanded, showing 'Incoming IMAP STARTTLS' with 'mail.upb.ro' and 'Outgoing SMTP STARTTLS' with 'mail.upb.ro'. The 'Username' field is filled with 'logdan_marian.nae'. There are 'Cancel' and 'Done' buttons at the bottom. A note at the bottom states: 'Your credentials will only be stored locally on your computer.' To the right of the configuration section, there is a blue icon of a document with a checkmark and the text: 'Not sure what to select? Setup documentation - Support forum - Privacy policy'.