

Manual for Configuring DOR Domain Email to Outlook

1. Configure at the first time
2. Add a new email account to the existing outlook

1. Configuration at Outlook

In order to the configuration of outlook setup and installation please follow the steps:

1. Install the software with the link.

https://drive.google.com/file/d/1_ttwJMBYwqjoAwecZkohTDc-47chh_5R/view?usp=sharing

or use this link to download:

<https://www.zimbra.com/downloads/zimbra-connector-for-outlook/>

2. Open Outlook Application from your computer.
3. Type the server name as: `mail.nepal.gov.np`
4. Your email: `pmhpop@dor.gov.np`
5. Your email password:

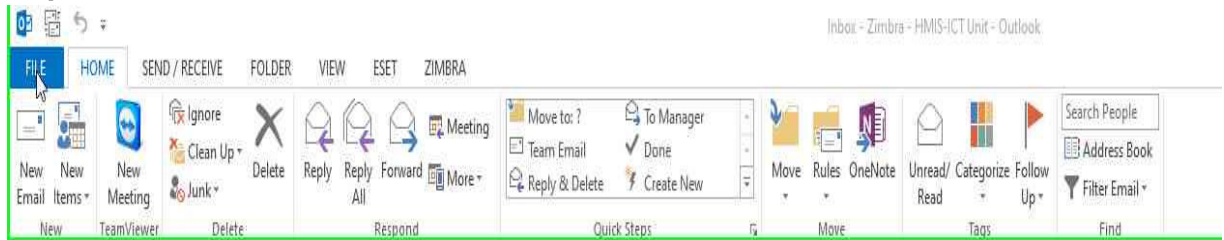
Proceed

The system will automatically install and configure the outlook system.

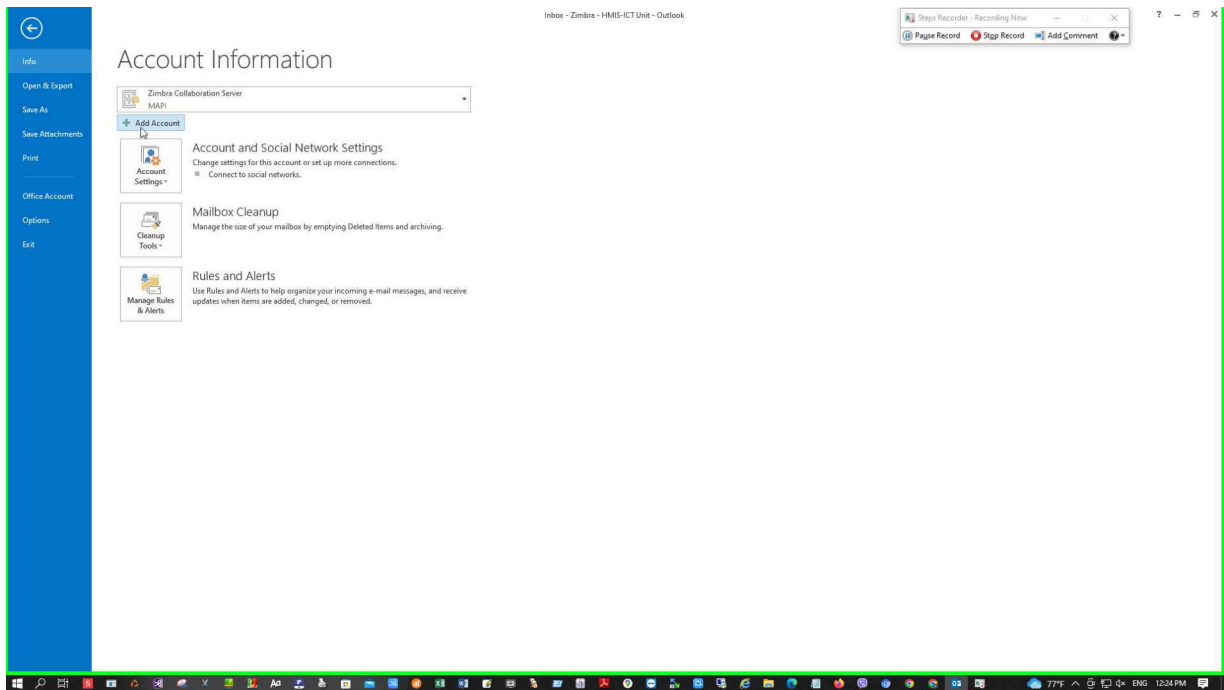
2. Add a new email account to the existing outlook

Please follow the steps Setps

Step 1: L click on "File Tab (Button)" in "Inbox - Zimbra - HMIS-ICT Unit - Outlook"



Step 2: Left click on "Add Account (Button)" in "Inbox - Zimbra - HMIS-ICT Unit - Outlook"



Step 3: Keyboard input on "Your Name: (edit)" in "Add Account" [...]

Add Account ✕

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name: Example: Ellen Adams

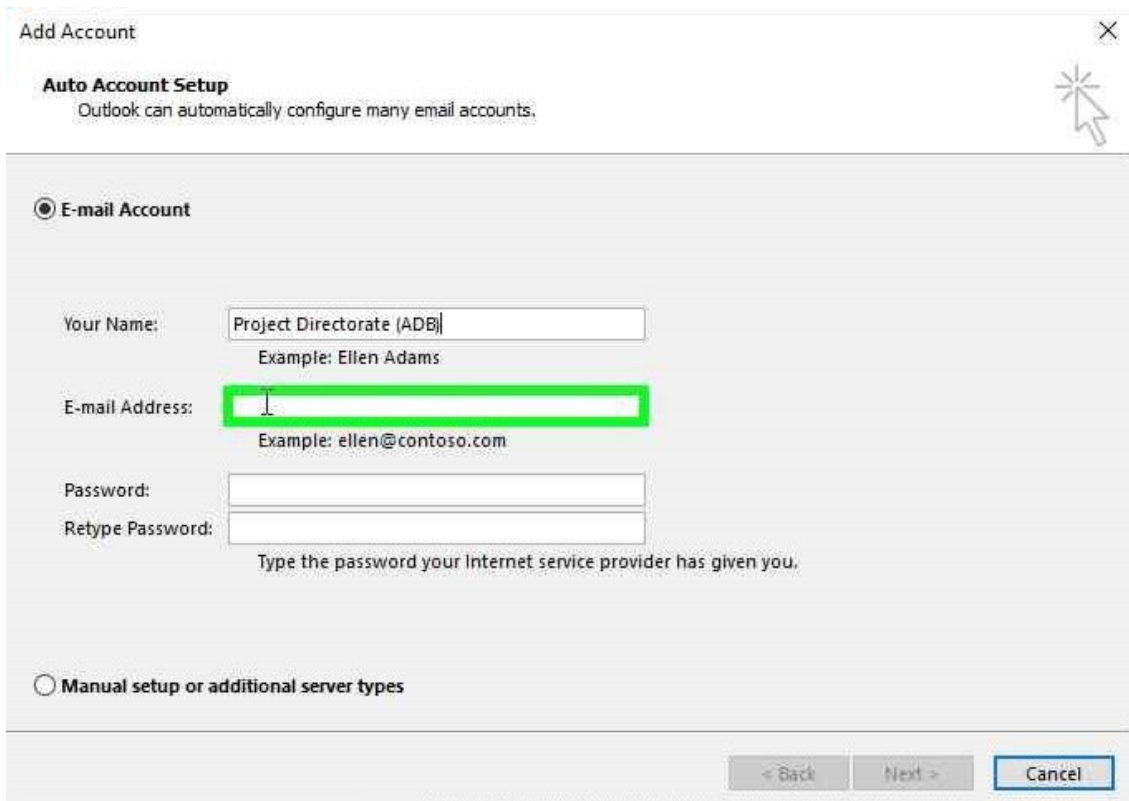
E-mail Address: Example: ellen@contoso.com

Password:

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

Manual setup or additional server types

Step 4: Left click on "E-mail Address: (edit)" in "Add Account"



Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

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

Password:

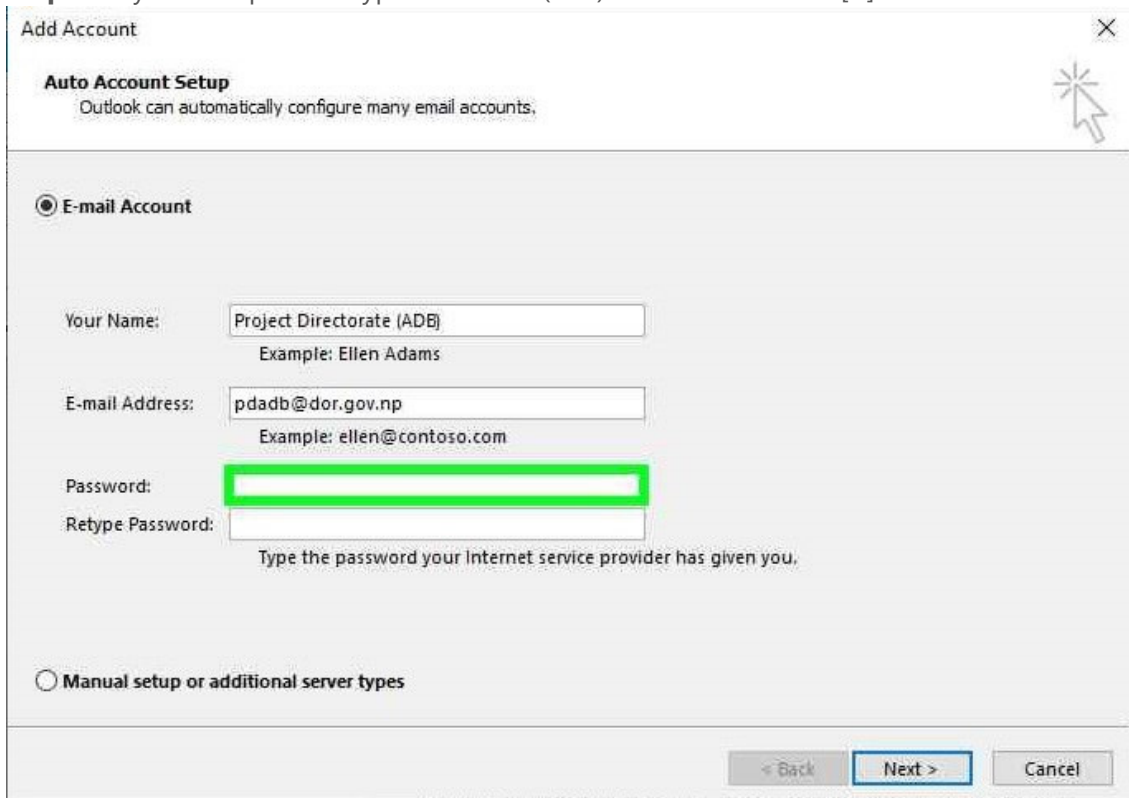
Retype Password:

Type the password your Internet service provider has given you.

Manual setup or additional server types

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Step 5: Keyboard input on "Type Password: (edit)" in "Add Account" [...]



Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

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

Password:

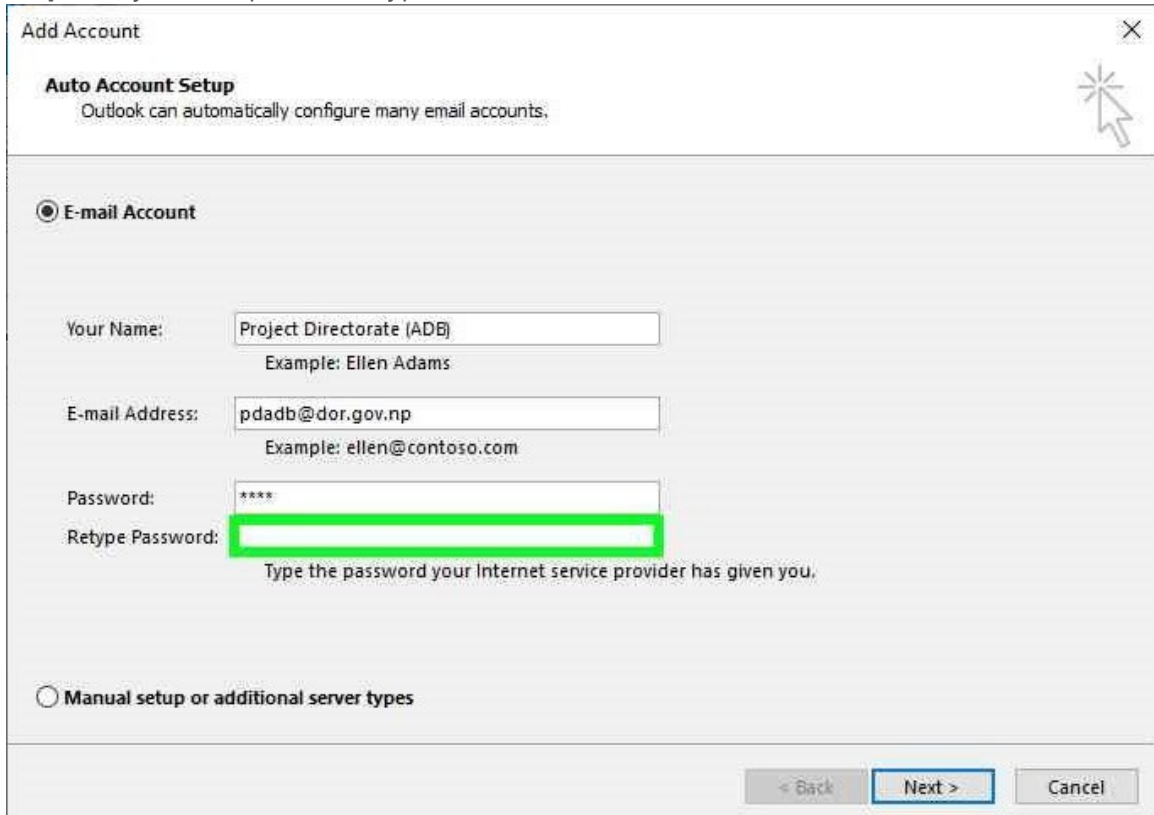
Retype Password:

Type the password your Internet service provider has given you.

Manual setup or additional server types

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Step 6: Keyboard input on "Retype Password: (edit)" in "Add Account" [...]



Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

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

Password:

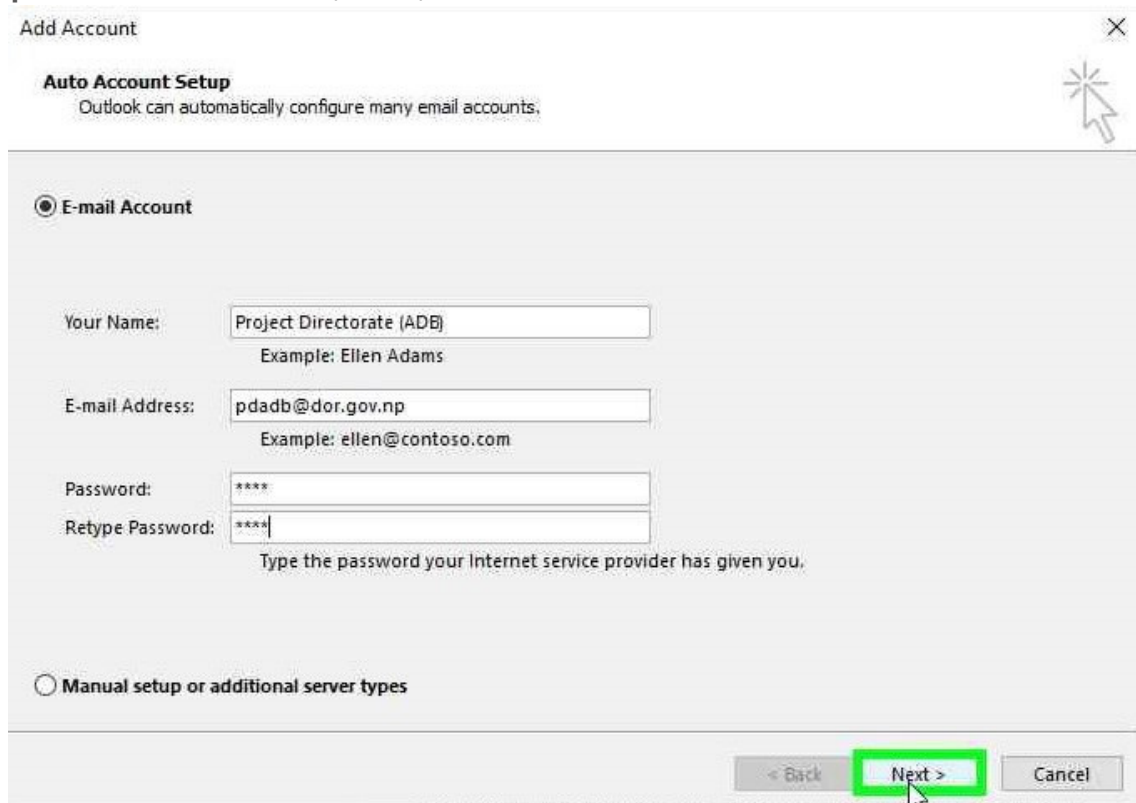
Retype Password:

Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back **Next >** Cancel

Step 7: Left click on "Next > (button)" in "Add Account"



Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

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

< Back **Next >** Cancel