

## UPUTSTVO ZA PRISTUP WEBMAIL-U, PROMJENU LOZINKE I KONFIGURACIJU E-MAIL KLIJENTA

### WEBMAIL PRISTUP

Poštovani Korisnici,

Pristup Inecco webmail-u moguć je kao i do sada putem linka:

<https://webmail.inecco.net>

Za prijavu na webmail potrebno je da unesete Vašu e-mail adresu i lozinku. Pristupni kredencijali su Vam dostavljeni na e-mail sa strane administratora sistema.

# Webmail

Email Address

Password

Log in

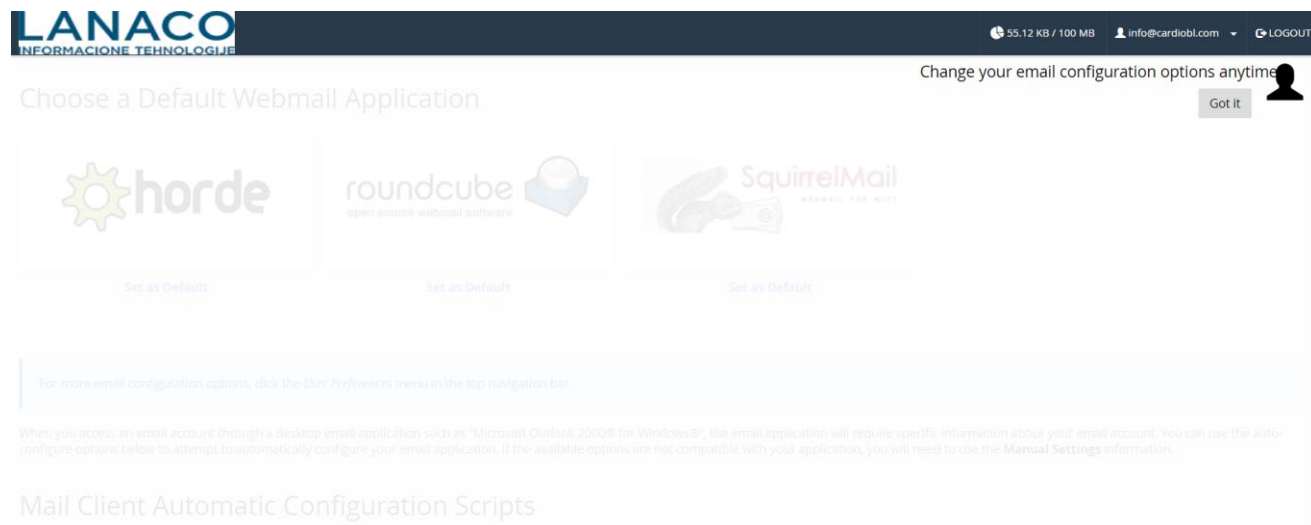
Reset Password

English العربية български čeština dansk Deutsch Ελληνικά español ...

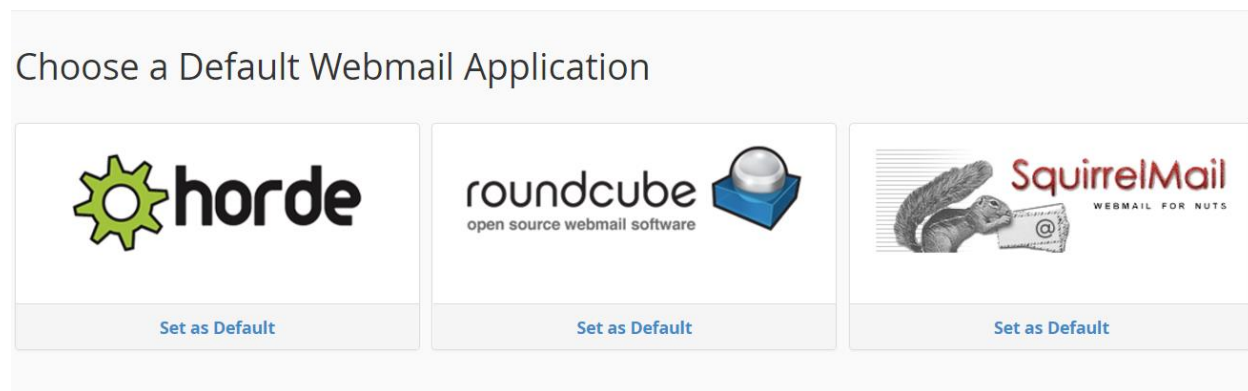


Copyright© 2017 cPanel, Inc.

Prvi put kada se logujete neophodno je da kliknete na dugme **Got it** u gornje desnom uglu kao na slici ispod:



Nakon toga izaberite željenu webmail aplikaciju. U ponudi imate 3 različite webmail aplikacije: Horde, Roundcube i SquerrelMail. Izaberite željenu aplikaciju – Vama odgovarajući interfejs, kliknite na dugme **Set as Default** kako bi podesili da bude podrazumijevana svaki idući put.



## PROMJENA LOZINKE

### OBAVEZNO!!!

Prvi korak nakon uspješne prijave na webmail jeste promjena lozinke. Lozinka treba da bude kompleksna – mora da sadrži minimalno 8 karaktera, od kojih su neophodni:

- Veliko slovo
- Malo slovo
- Broj
- Specijalni karakter (&(\$#@ ili neki drugi).

U gornjem desnom uglu kliknite na svoje ime i izaberite opciju Password & Security. Stranica koja će se otvoriti će izgledati kao na narednoj slici.

\*\*\* Password & Security

Enter a new password for this account.

New Password

Confirm New Password

Password Strength ⓘ

Very Weak (0/100)

Password Generator

Save

U prvom polju unesite novu lozinku, a u drugom je ponovite. Kliknite na dugme **Save**. Nakon toga možete krenuti sa korišćenjem webmail-a.

## UPUTSTVO ZA KONFIGURACIJU E-MAIL KLIJENTA

Primarni parametri kod podešavanja Vašeg e-mail klijenta su serveri za primanje i slanje elektronske pošte kao i portovi po kojima će se komunikacija odvijati.

"Incoming mail server" - koristi se za primanje email poruka ( POP3).

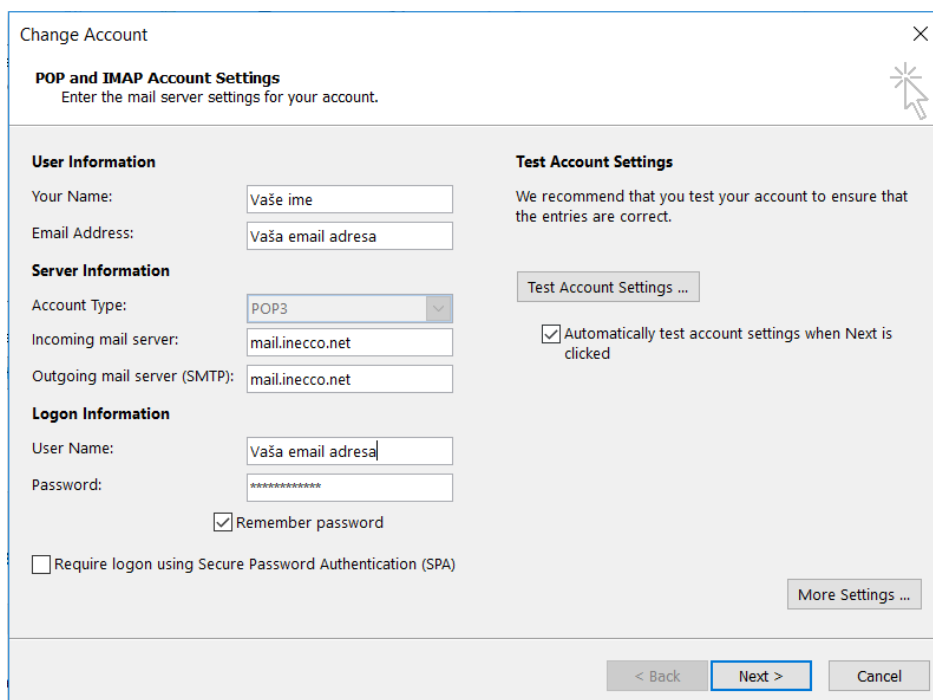
"Outgoing mail server" - koristi se za slanje email poruka ( SMTP).

*Parametri za konfiguraciju su:*

- ✓ Incoming mail server: **mail.inecco.net**
- ✓ Outgoing mail server: **mail.inecco.net**
- ✓ POP3: **995**
- ✓ SMTP: **465**

*Primjer konfiguracije MS Outlook-a 2016 (slično je i sa drugim e-mail klijentima):*

1. Pokrenite vašu email aplikaciju,
2. Kliknite na **File** (u gornjem lijevom uglu),
3. Kliknite na **Account Settings**. Pojavit će se novi prozor Account Settings u kojem treba da selektujete vaš e-mail nalog i kliknete na opciju **Change**. Prozor koji se otvori treba da izgleda kao što je prikazano na sledećoj slici:



The screenshot shows the 'Change Account' dialog box in MS Outlook 2016. The title bar reads 'Change Account' with a close button (X) on the right. Below the title bar, the section is titled 'POP and IMAP Account Settings' with the instruction 'Enter the mail server settings for your account.' There is a help icon (a star with a mouse cursor) on the right side of this section.

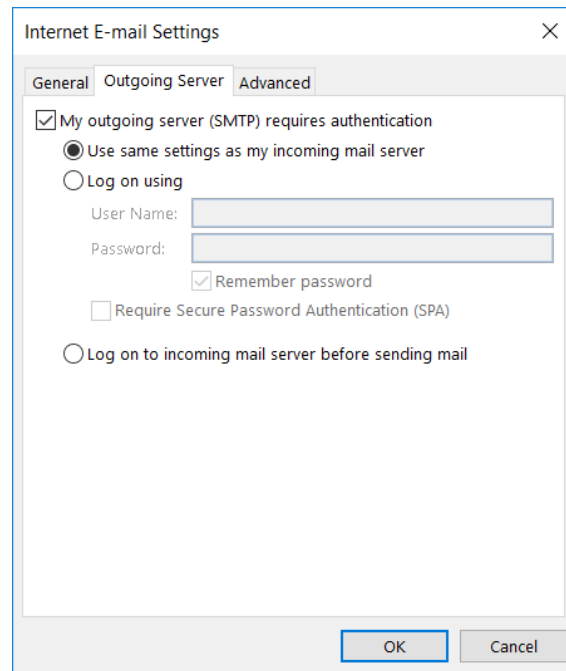
The dialog is divided into several sections:

- User Information:** Includes 'Your Name:' with a text box containing 'Vaše ime' and 'Email Address:' with a text box containing 'Vaša email adresa'.
- Server Information:** Includes 'Account Type:' with a dropdown menu set to 'POP3', 'Incoming mail server:' with a text box containing 'mail.inecco.net', and 'Outgoing mail server (SMTP):' with a text box containing 'mail.inecco.net'.
- Logon Information:** Includes 'User Name:' with a text box containing 'Vaša email adresa', 'Password:' with a masked text box containing '\*\*\*\*\*', and a checked checkbox for 'Remember password'.
- At the bottom of the Logon Information section, there is an unchecked checkbox for 'Require logon using Secure Password Authentication (SPA)'.

On the right side, there is a section titled 'Test Account Settings' with the text 'We recommend that you test your account to ensure that the entries are correct.' Below this text is a 'Test Account Settings ...' button and a checked checkbox for 'Automatically test account settings when Next is clicked'.

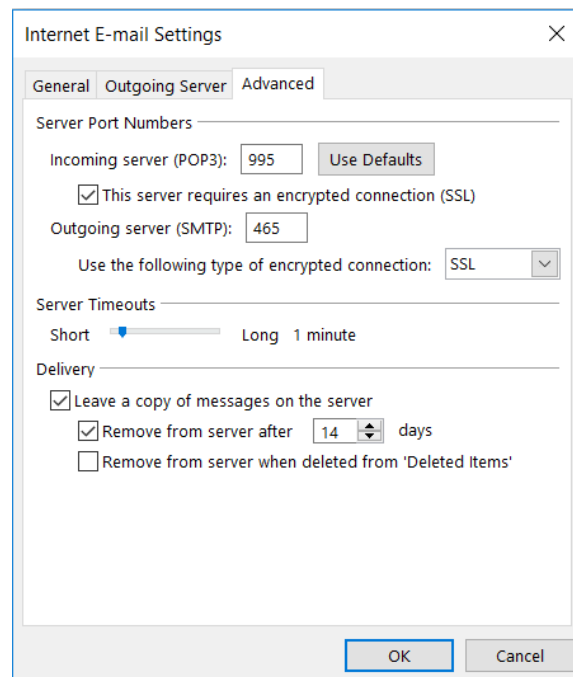
At the bottom right of the dialog, there is a 'More Settings ...' button. At the very bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

4. Nakon što popunite tražena polja (**User Information**, **Server Information** i **Logon Information**) kliknite na dugme **More Settings** u donjem desnom uglu. Na formi koja će se otvoriti kliknite na tab **Outgoing Server** i čekirajte opcije prikazane na narednoj slici.



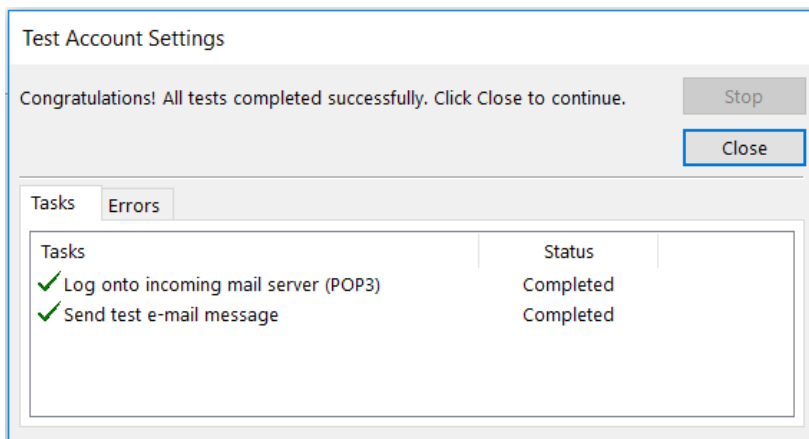
The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The 'General' tab is also visible. The 'Advanced' tab is not yet selected. The 'Outgoing Server' section is checked, and the 'Use same settings as my incoming mail server' radio button is selected. The 'Log on using' section has empty text boxes for 'User Name' and 'Password', and the 'Remember password' checkbox is checked. The 'Require Secure Password Authentication (SPA)' checkbox is unchecked. The 'Log on to incoming mail server before sending mail' radio button is selected. The 'OK' and 'Cancel' buttons are at the bottom right.

5. Nakon toga kliknite na tab **Advanced**, čekirajte prikazane opcije i unesite odgovarajuće brojeve portova:



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Advanced' tab selected. The 'Server Port Numbers' section has 'Incoming server (POP3): 995' and 'Outgoing server (SMTP): 465'. The 'This server requires an encrypted connection (SSL)' checkbox is checked, and the 'Use the following type of encrypted connection:' dropdown is set to 'SSL'. The 'Server Timeouts' section has a slider for 'Short' and 'Long' set to '1 minute'. The 'Delivery' section has the 'Leave a copy of messages on the server' checkbox checked, and the 'Remove from server after' spinner set to '14' days. The 'Remove from server when deleted from 'Deleted Items'' checkbox is unchecked. The 'OK' and 'Cancel' buttons are at the bottom right.

6. Potvrdite sa dugmetom OK i kliknite na Next. Ako su svi parametri unijeti ispravno, pojavit će se sljedeći prozor:



7. Nakon toga možete da kliknete na **Close** i nastavite sa korišćenjem vašeg email-a naloga.

\*\*\*\*\*  
\*\*\*\*\*

Ukoliko imate poteškoća u prethodno navedenim koracima, slobodno se obratite Lanaco ServiceDesku za pomoć, a dostupni su Vam sljedeći kontakti:

Telefon: 051/335-577

Email: [servicedesk@lanaco.com](mailto:servicedesk@lanaco.com)

Podrška je dostupna radnim danima u radno vrijeme (07:30 – 17:00 h)

\*\*\*\*\*  
\*\*\*\*\*

LANACO HOSTING TIM

Decembar 2017. godine