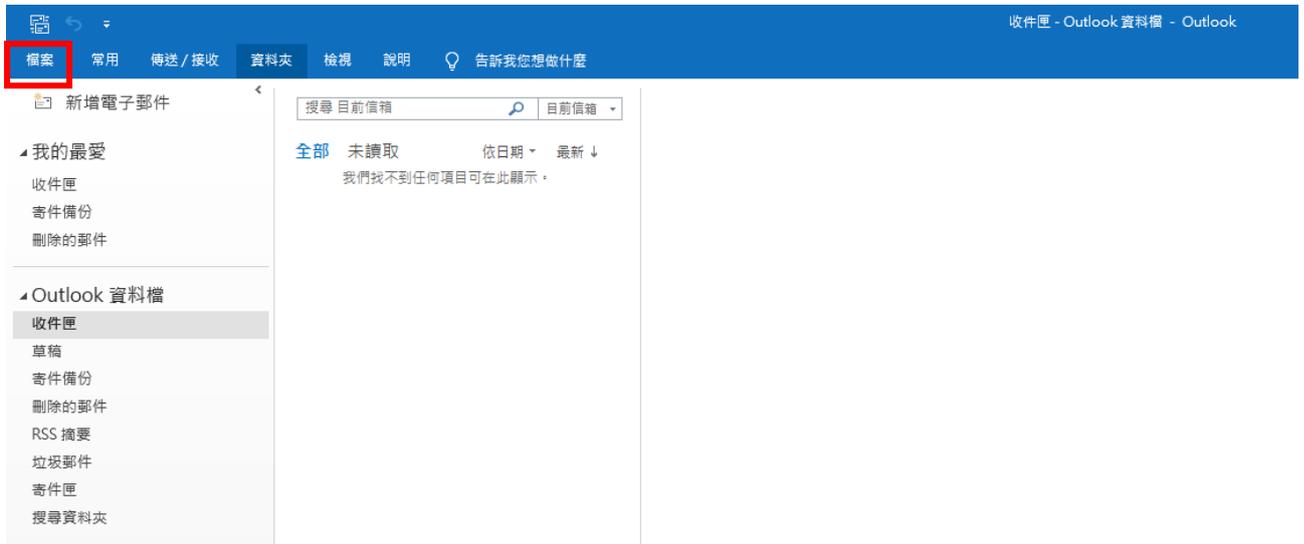


Outlook 無法寄信處理 SOP

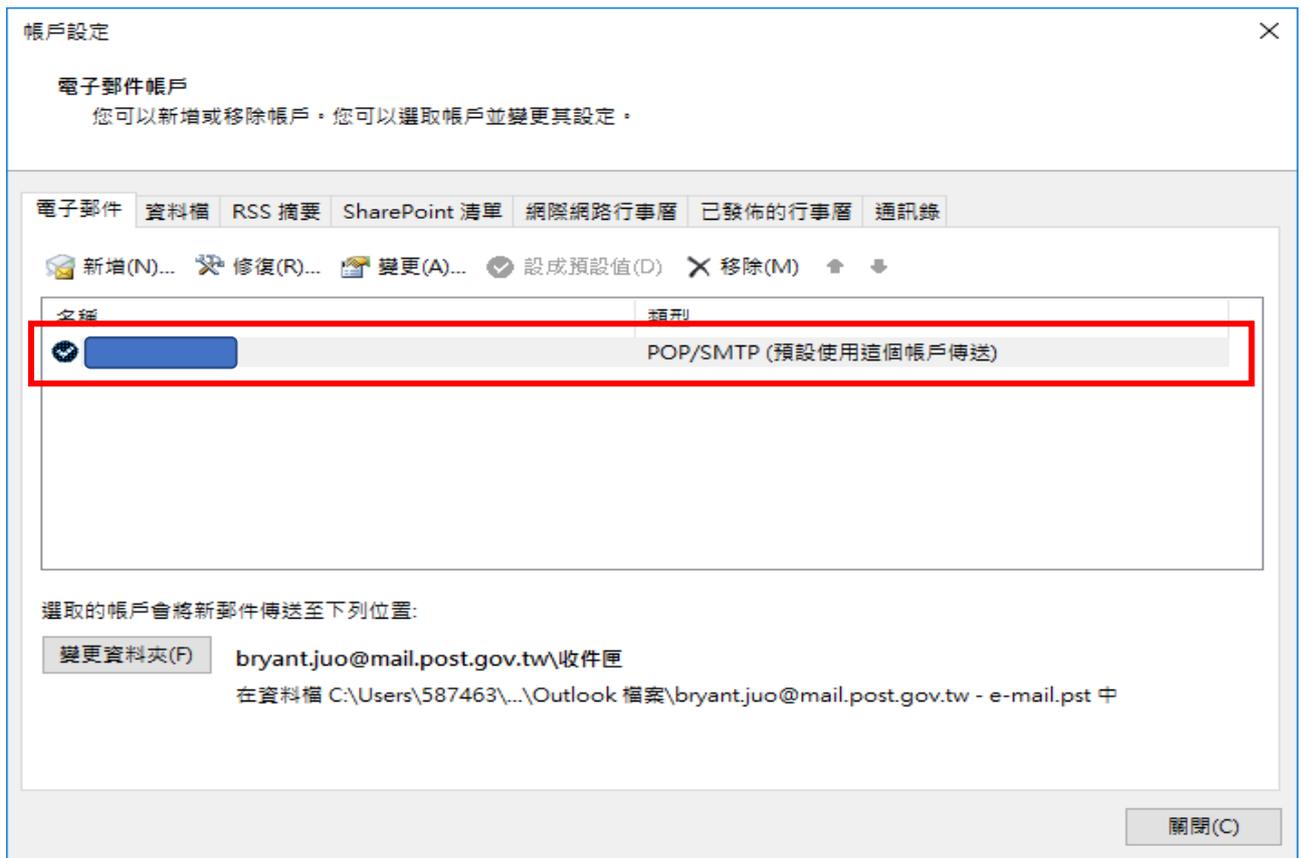
1. 打開 Outlook，點選「檔案」。



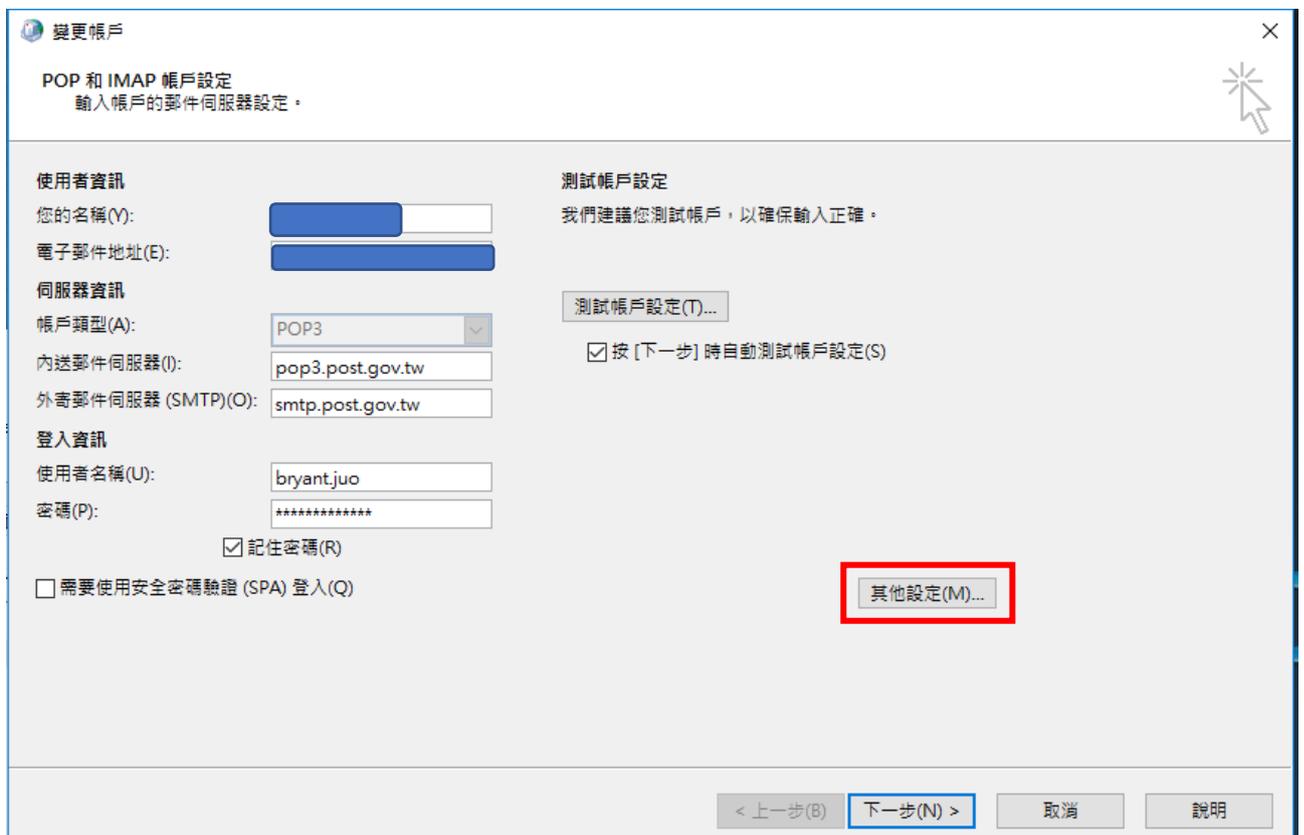
2. 點選「帳戶設定」→ 帳戶設定 (A)



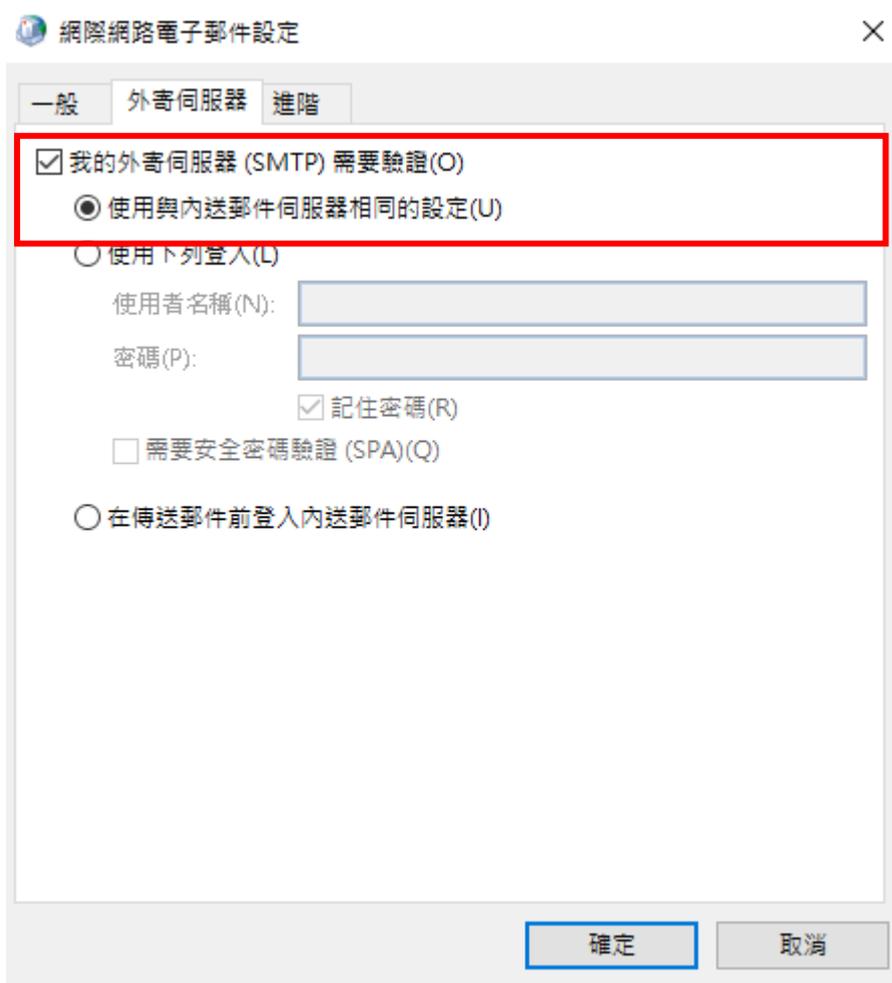
3. 點選電子郵件帳戶名稱



4. 點選「其他設定 (M)」



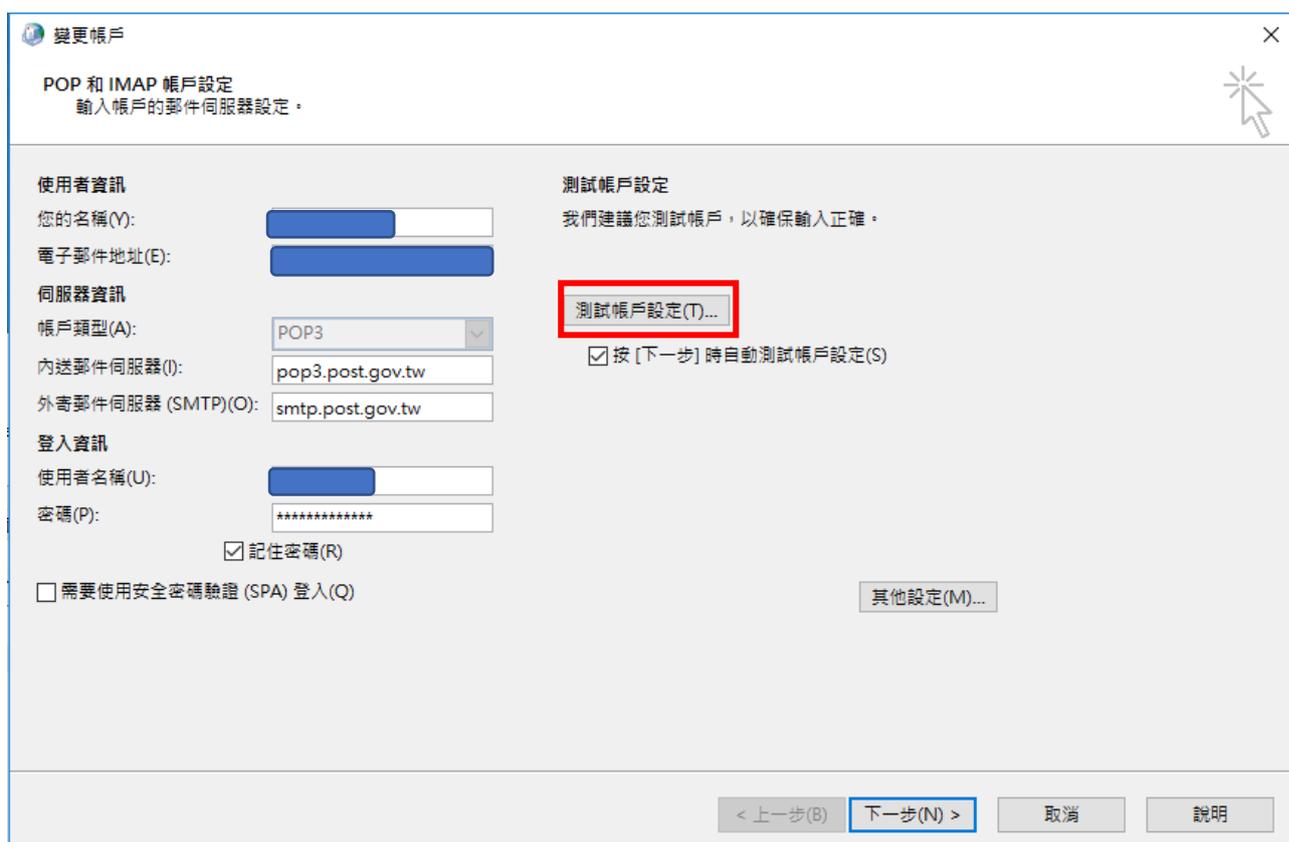
5. 點選「外寄伺服器」，勾選「我的外寄伺服器 (SMTP) 需要驗證 (Q)」，然後按「確定」鈕。



6. 回到「POP 和 IMAP 帳戶設定」畫面，點選「測試帳戶設定 (T)」。

(1) 出現錯誤訊息：重複步驟 4 和 5，檢查是否有勾選「我的外寄伺服器 (SMTP) 需要驗證 (Q)」。

(2) 沒有出現錯誤訊息：點選「下一步 (N)」→ 按「完成」鈕。



The screenshot shows a Windows-style dialog box titled "變更帳戶" (Change Account). The main heading is "POP 和 IMAP 帳戶設定" (POP and IMAP Account Settings) with a subtitle "輸入帳戶的郵件伺服器設定。" (Enter the mail server settings for the account.).

The dialog is divided into two main sections:

- 使用者資訊 (User Information):** Includes fields for "您的名稱(Y):" (Your name), "電子郵件地址(E):" (Email address), "帳戶類型(A):" (Account type) set to "POP3", "內送郵件伺服器(I):" (Incoming mail server) set to "pop3.post.gov.tw", and "外寄郵件伺服器 (SMTP)(O):" (Outgoing mail server (SMTP)) set to "smtp.post.gov.tw".
- 登入資訊 (Login Information):** Includes fields for "使用者名稱(U):" (Username) and "密碼(P):" (Password) with a "記住密碼(R)" (Remember password) checkbox checked.

On the right side, there is a section titled "測試帳戶設定" (Test Account Settings) with the text "我們建議您測試帳戶，以確保輸入正確。" (We recommend you test the account to ensure the input is correct.). A button labeled "測試帳戶設定(T)..." (Test Account Settings (T)...) is highlighted with a red rectangle. Below it is a checkbox "按 [下一步] 時自動測試帳戶設定(S)" (Automatically test account settings when clicking [Next Step]) which is checked.

At the bottom of the dialog, there are four buttons: "< 上一步(B)" (Previous Step (B)), "下一步(N) >" (Next Step (N) >), "取消" (Cancel), and "說明" (Help).