Цахим шуудангийн үйлчилгээг ашиглах заавар

МУИС-ийн багш, ажилчдын албан ёсны цахим шуудангийн серверийг Microsoft Office 365 үйлчилгээнд шилжүүллээ. Та тус үйлчилгээг ашигласнаар 50GB хүртэлх хэмжээний цахим шуудан, 1TB өгөгдөл хадгалах боломжтой бөгөөд бусад олон талын үйлчилгээг ашиглаж болох юм.

Цахим шуудангийн сервер өөрчлөгдсөн хэдий ч таны хаяг, нууц үг болон шуудангийн хайрцагт хадгалагдаж байсан захианууд хэвээрээ байх болно. Цахим шуудангийн үйлчилгээг ашиглах заавартай танилцна уу.

Цахим шуудангийн үйлчилгээнд нэвтрэх

1. Та цахим шуудангийн үйлчилгээнд нэвтрэхийн тулд доорх холбоос дээр дарна уу.

https://portal.office.com

2. Нэвтрэх хуудас гарч ирсний дараа цахим шуудангийн хаягаа **бүтнээр** нь, мөн нууц үгээ оруулна. Таны өмнө ашиглаж байсан цахим шуудангийн хаяг болон нууц үг хэвээрээ байна.

Sign in to Office 365
oyunomin@num.edu.mn
Keep me signed in
Sign in Cancel
Can't access your account?

- 3. Нэвтэрсний дараа ашиглах хэл болон цагийн бүсээ сонгоод цааш явна уу.
- 4. Ингэснээр доорх цонх гарч ирнэ. Энд таны ашиглах боломжтой үйлчилгээнүүдийн жагсаалт байрлаж байна.

	Collaborate with Office Online						
Hello, Oyunomin.	Mail	Calendar	People	Newsfeed	OneDrive	Sites	P C
	Tasks	Delve	Word Online	Excel Online	PowerPoint Online	OneNote Online	

5. Та цахим шууданруугаа орохын тулд хамгийн эхний Mail гэсэн товчийг дарна уу.



6. Ингэснээр та захиагаа шалгах, шинээр захиа бичих зэрэг цахим шуудангийн бүхий л үйлчилгээг авах боломжтой болно.



Нууц үг солих

1. Баруун дээд буланд байрлах Office 365 settings цэснээс Options гэсэн сонголтыг хийнэ.



2. Зүүн талд гарч ирсэн тохиргооны хэсгээс **GENERAL** -> **My account** хэсэгт та өөрийн хувийн мэдээллийг оруулахаас гадна баруун доод хэсэгт байрлах **Change your password** холбоосыг даран нууц үгээ солих боломжтой.

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Conversations 19.50 MB used. At 50.00 GB you won't be able to send mail.	Conversations	Mobile phone	19.50 MB used. At 50.00 GB you won't be able to send mail.

Шуудангийн хайрцгийн хэмжээг харах

1. Баруун дээд буланд байрлах Office 365 settings цэснээс Options гэсэн сонголтыг хийнэ.



2. Зүүн талд гарч ирсэн тохиргооны цэснээс **GENERAL** -> **My account** хэсгийн баруун доод буланд байрлах **Mailbox usage** хэсгээс өөрийн шуудангийн хайрцгийн ашиглагдсан хэмжээг харах боломжтой.

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GENERAL		
My account	My account	
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Mobile devices	Oyunomin Baatar	
Offline settings		
Outlook on the web version		
Region and time zone	First name	Street
Text messaging	Oyunomin	
MAII	Initials	
Automatic processing	Mailbox usage	
Automatic replies		
Clutter	Last name	
Inbox rules	19.50 MB used. At 50	.00 GB you won't be able to send mail.
lunk email reporting	Display name *	
Mark as read	Oyunomin Baatar	
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Read receipts	Ovunomin Baatar	
Reply options		
Retention policies	Work phone	Country/Region
Accounts	77307730-1154	Mongolia
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POP and IMAP		Mailbox usage
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