

# Upute za instalaciju i podešavanje desktop verzije Outlooka na računalu

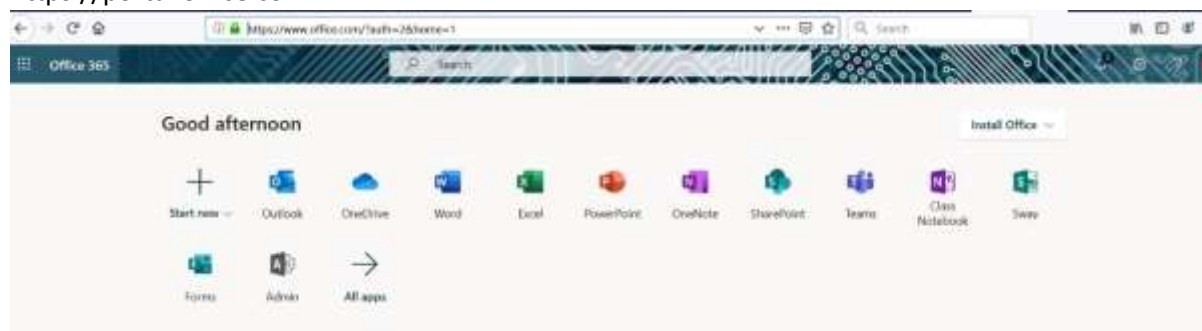
**Postoji mogućnost da već imate instalirano neku stariju verziju Office paketa koju je potrebno maknuti ako to instalacija novog Office paketa zahtjeva.**

Da bi ste instalirali novu desktop verziju Outlooka na računalu

Trebate otići na web stranicu <https://portal.office.com> i ulogirati se sa svojim Carnet AAI korisničkim računom.

Otvoriti će vam se stranica kao koja izgleda ovako

<https://portal.office.com>

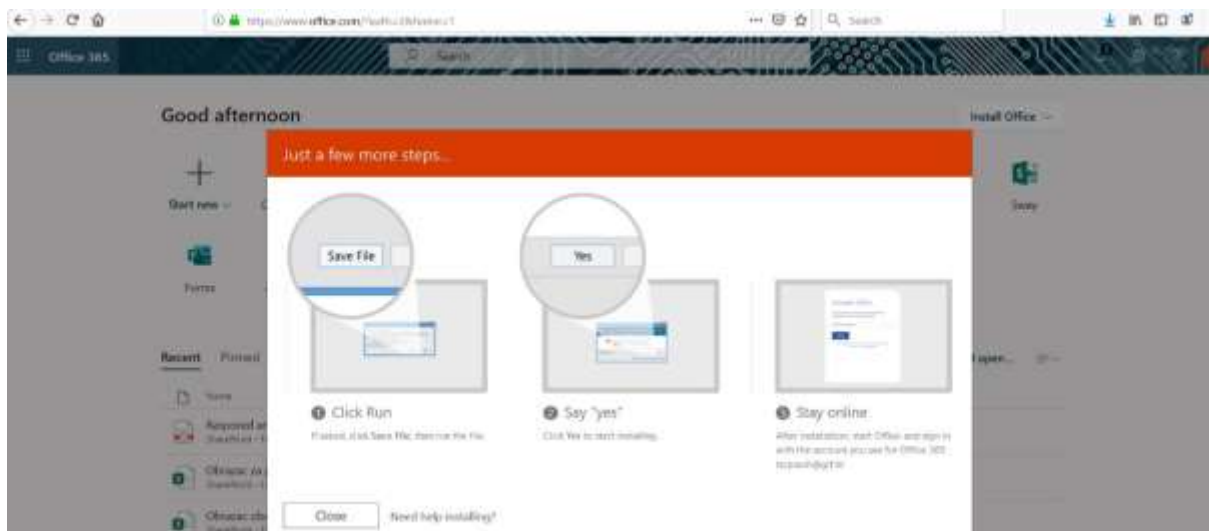


Nakon čega trebate odabrati Install Office.

Otvoriti će vam se padajući izbornik za skidanje instalacijske datoteke

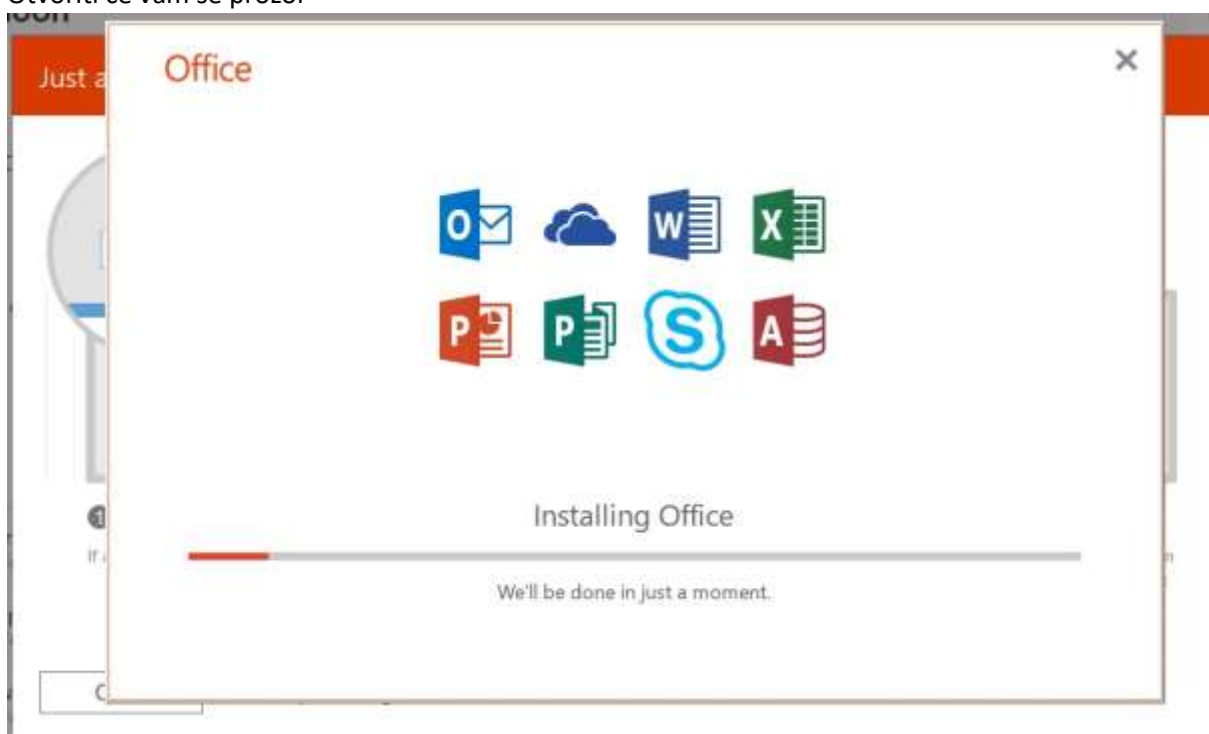


Nakon što ste odabrali Office 365 apps skinula vam se datoteka za instalaciju koju treba pokrenuti.



Nakon što ste pokrenuli file za instalaciju koji najčešće počinje sa nazivom Setup.Def.en-us\_O365ProPlusRetail

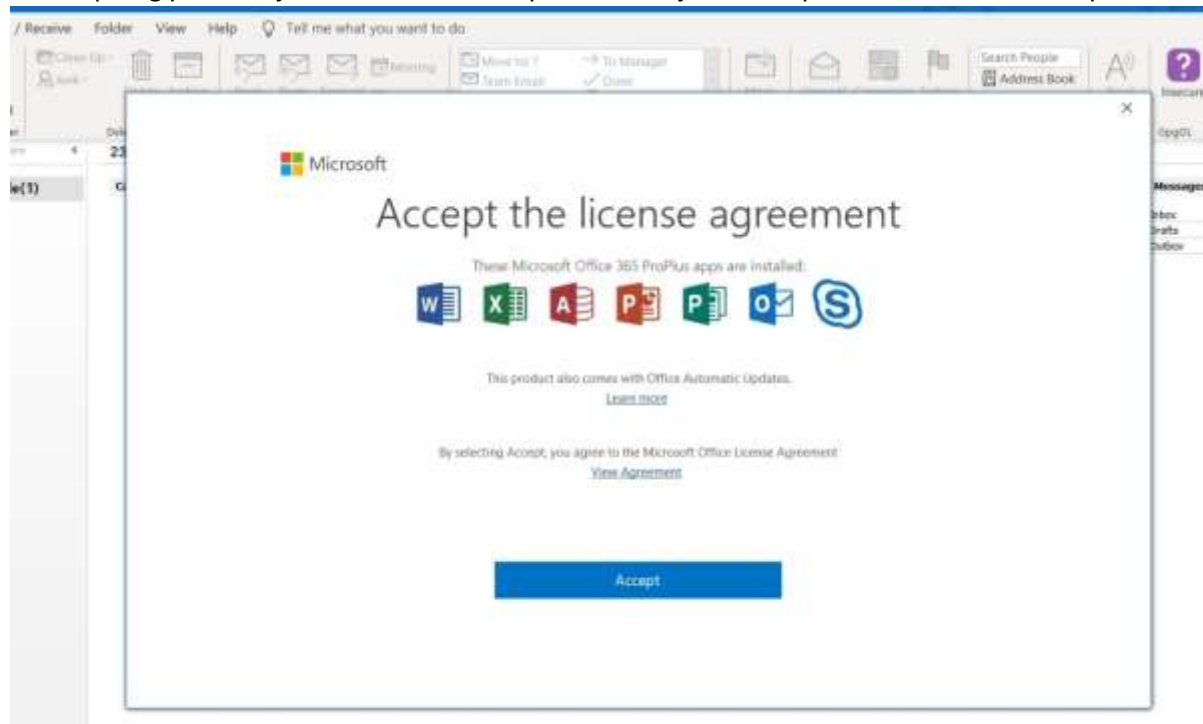
Otvoriti će vam se prozor



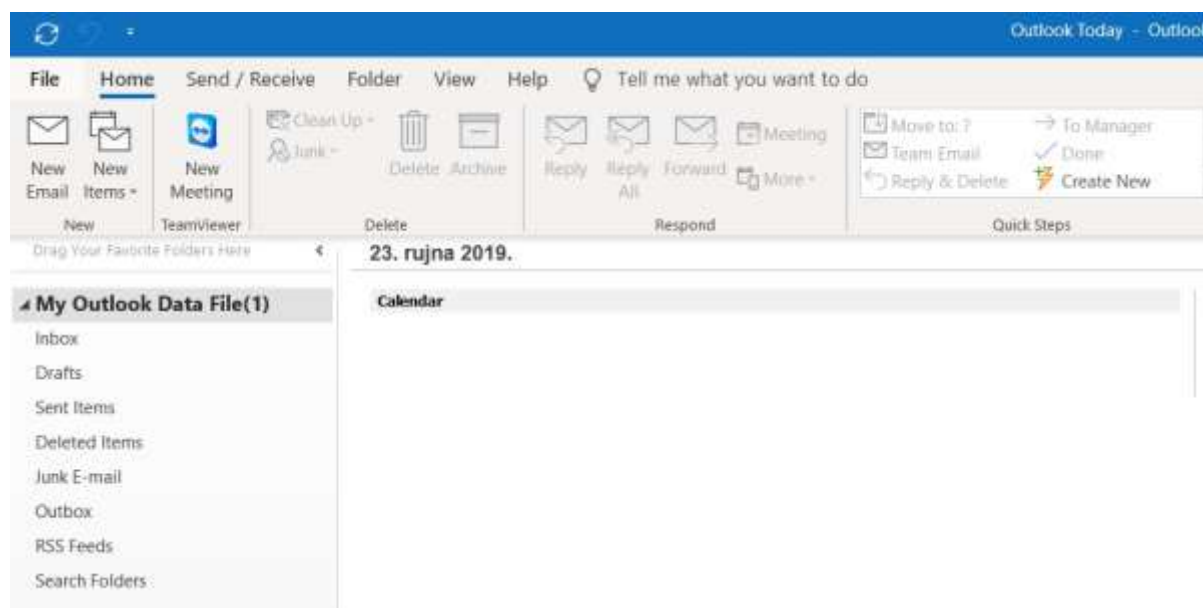
Nakon što instalacija programa završi treba zatvoriti taj prozor.

# Konfiguracija Outlooka za grf mail

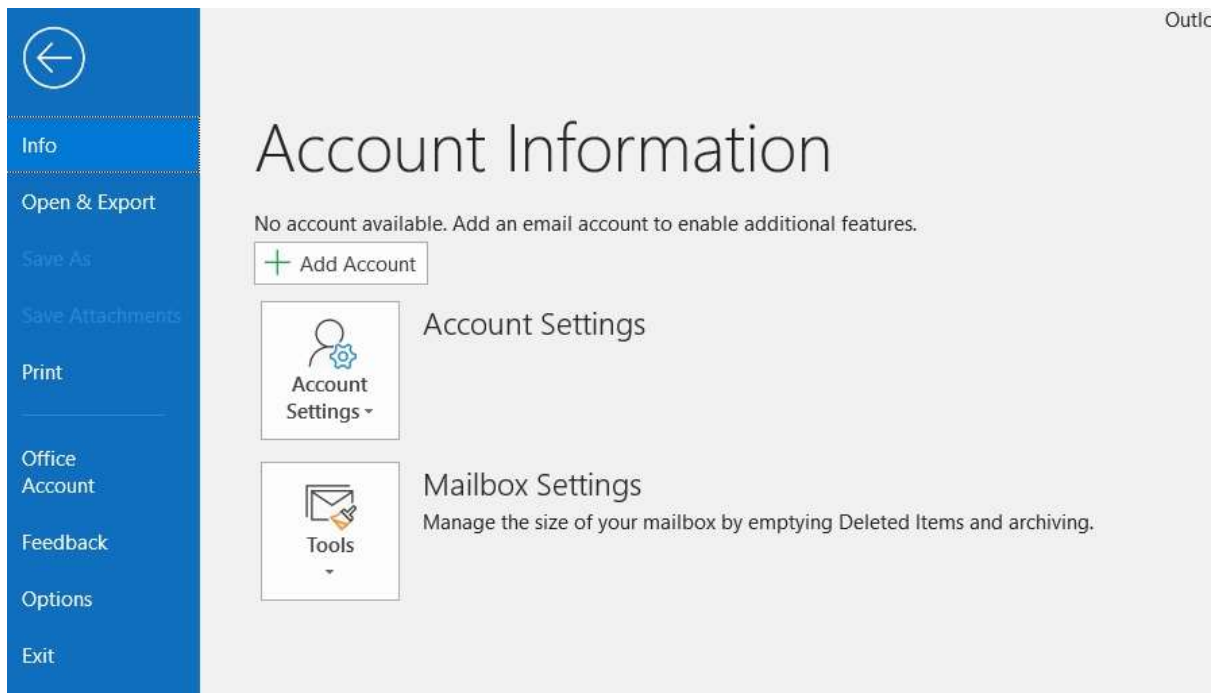
Nakon prvog pokretanja Outlooka otvara se prozor na kojem treba potvrditi licence sa Accept



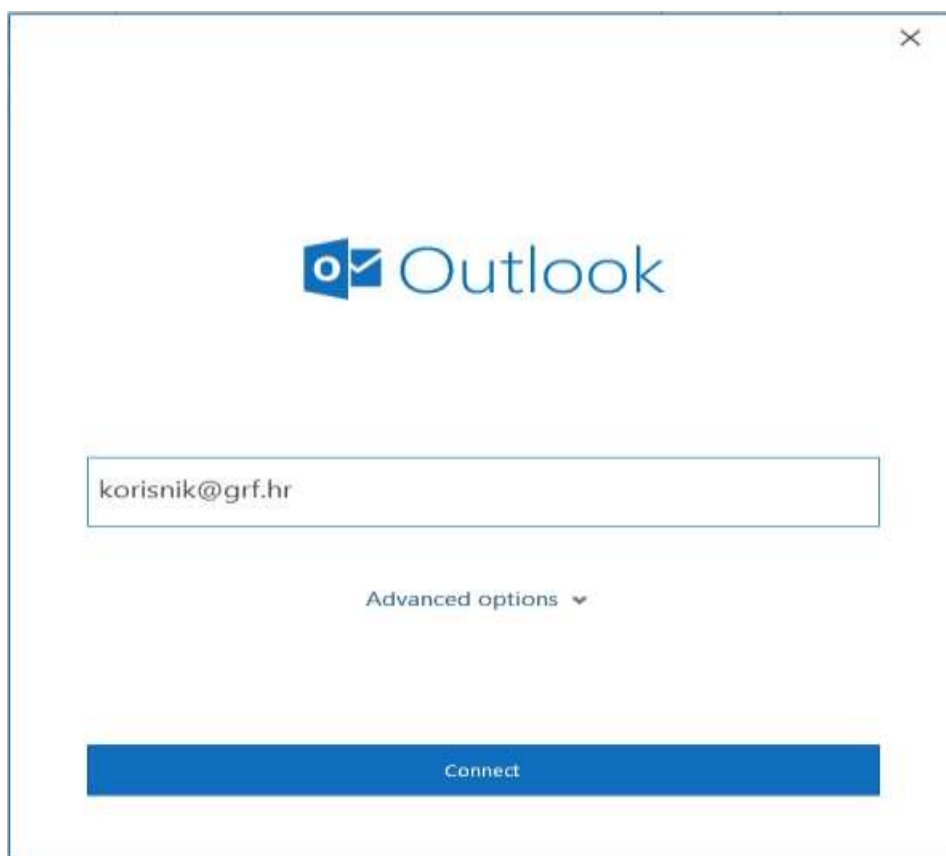
Nakon što otiđete u start meni i pokrenete Outlook trebate u gornjem lijevom uglu odabrati File



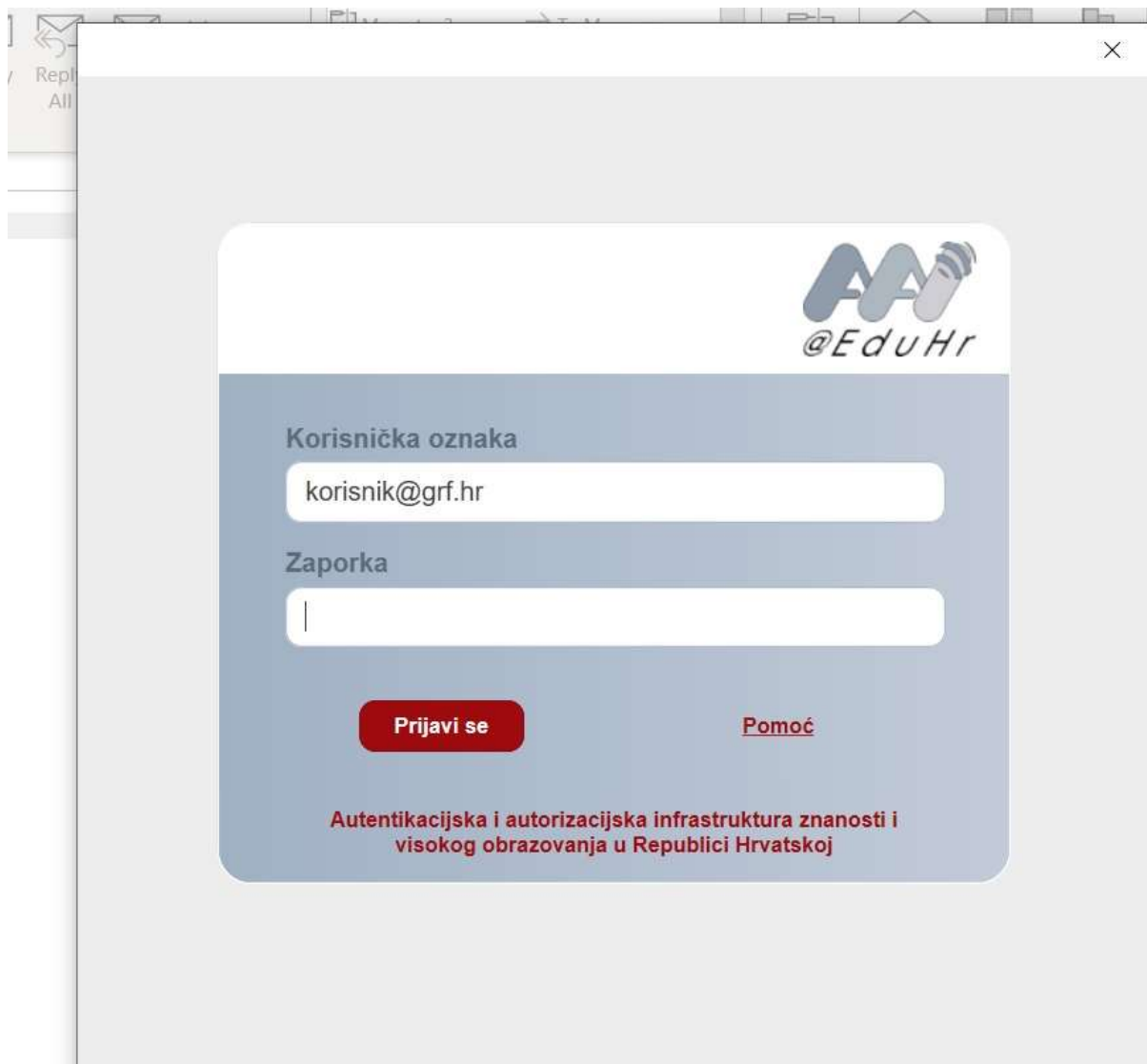
Pa otići na Add Account



Nakon toga u prazno polje upišete svoje Carnet AAI korisničko ime i odaberete Connect



Otvara se prozor za unos AAI podataka



The image shows a screenshot of an email client window. The window title bar includes a close button (X) in the top right corner. On the left side, there is a sidebar with a mail icon and the text 'Repl' and 'All'. The main content area displays a login form for 'AAI@EduHr'. The form has a white header with the logo and text '@EduHr'. Below the header, there are two input fields: 'Korisnička oznaka' (Username) containing 'korisnik@grf.hr' and 'Zaporka' (Password) which is empty. There are two buttons: a red 'Prijavi se' (Login) button and a blue 'Pomoć' (Help) button. At the bottom, there is a red text block: 'Autentikacijska i autorizacijska infrastruktura znanosti i visokog obrazovanja u Republici Hrvatskoj'.

Nakon toga se otvara prozor da je vaš račun uspješno dodan



Outlook



Account successfully added

 **Office 365**  
tscprach@grf.hr

Add another email address

Email address

Advanced options ▼

Set up Outlook Mobile on my phone, too