




## Gelitaanka Iimaylka


Dhammaan ardayda laga diiwaan geliyey Seattle Colleges waxa ay si lacag la'aan ah ku helaan ablikeeshinka Outlook iyo ablikeeshinada kale ee oonleena ah ee Office 365. Ablikeeshinadaan waxaa kamid ah ablikeeshinada lagu isticmaalo kumbuyuutarka sida Word, Excel, iyo PowerPoint. Waxaad sidoo kale isticmaali kartaa ablikeeshinka OneDrive si aad ugu keysato hawlahaada ulana wadaagto dadka kale.

Si aad uhesho iimaylka Outlook, waxaad ubaahan tahay **ciwaankaada iyo baasuweerka/lambar sireedka MySeattleColleges**. Kadib:

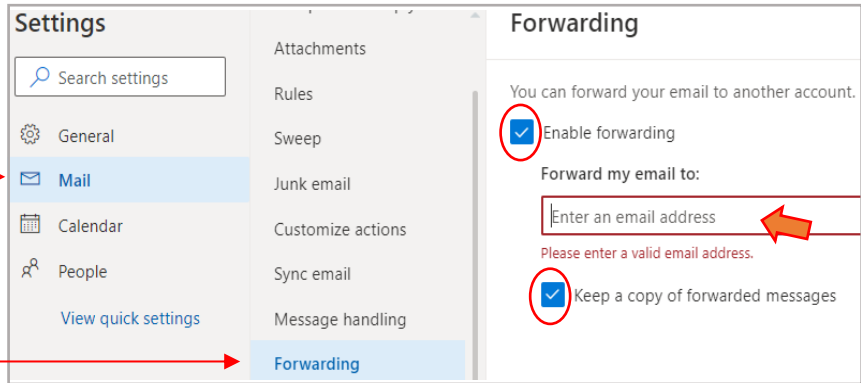
1. Waxaad gashaa webseedka Seattle College Office 365: [office365.seattlecolleges.edu](https://office365.seattlecolleges.edu).
2. Geli Ciwaankaada MySeattleColleges ciwaanka iyo nambor sireedka/baasuweerka kadibna kudhufo **Sign In (Gal)**.
3. Kudhufo **Outlook Email**  Outlook oo kuyaalo dhinaca bidixe, si aad ufurto iimaylka.

## Ugudbinta Iimaylka Outlook Iimaylka Gaarka ah

Ogsoonow: Tani waxaa ay kaliya ka sii gudbineysaa in bokiskaada farriimaha cusub, ma gudbineyso farriimaha kujiro fooldharada hoose.

1. **Fur Iimaylka Outlook** adiga oo dhammeystiraya tallaabooyinka 1 ilaa 3 oo kor lagu soo tusay oo kujirta qeybta Accessing Email (Gelitaanka Iimaylka).
2. Iimaylka Outlook Gudbiisa kudhufo qeybta **Settings (Sitinka)**  qeybta/aykonka ka muuqdo midigta kore.
3. Qeybta hoose Settings (Sitinka), kudhufo **View all Outlook settings (Arag dhammaan settings-ka Outlook)**

4. Kudhufo **"Mail (Maylka)"**
5. Kudhufo **"Forwarding (Sii gudbinta)"**
6. Sax saar **"Enable Forwarding (Oggolow sii gudbinta farriinta)"**
7. Qor ciwaanka farriimaha iimaylka aad rabto inaad usii gudbiso farriinta.
8. Sax saar **Keep a copy of all (Koobi kala har dhammaan) forwarded messages (farriimaha lasii gudbiyo)**
9. Kudhufo **Save (Seefgaree)**



**Xusuusin:** Marki aad sax saarto **Keep a copy of all forwarded messages (Koobi kala har dhammaan arriimaha lasii gudbiyo)**, farriimaha lasii gudbiyey waxa ay sidoo kale kusii jirayaan inbokiskaada SeattleColleges.edu. Tani waxa ay kadhigan tahay inaad farriimaha ku arki doontid labadaada iimayl. Tani waa fikrad fiican sababtoo ah dadka qaarkood ma doonayaan in iimaylkoodu galo ciwaan kale.

Tani waxa ay sidoo kale tahay fikrad fiican sababtoo ah iimaylkaada gaarka ah waxaa laga yaabaa inuusan aqbalin farriimaha lasii gudbiyo sababtoo ah waxa ay noqon karaan iimaylada sida tirada badan la isaga diro (spam) ama kuwa balanqaadka beenta leh (phishing) kuwaas oo loo isticmaalo in lagu aruursado xogtaada gaarka ah.

Wixii caawin ah, fadlan kala xariir Miiska Caawinta IT-ga:  
<https://itservices.seattlecolleges.edu/contact-it-help-desk>

