Note : The procedures and pictures is used as a reference only. Users should have the knowledge and skill in email setup. Or you should find an experienced technical man to help.

How to setup an email account in Outlook Express

- 1. Open Windows, open "Outlook Express"
- 2. Choose "Tools" > "Accounts" > "Add" > "Mail" > enter your name , click "Next"

Internet Connection Wizard				
Your Name	×.			
When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.				
<u>D</u> isplay name:	your name			
	For example: John Smith			
	< <u>Back</u> <u>N</u> ext > Cancel			

3. Enter your email address , then click "Next"

Internet Connection Wizar	d	
Internet E-mail Address		×
Your e-mail address is the a	address other people use to send e-mail messages to you.	
<u>E</u> -mail address:	name@yourdomain.com	
	For example: someone@microsoft.com	
	< <u>B</u> ack <u>N</u> ext > Ca	ancel

4. Select "POP3" in the field of "My incoming mail ", then enter pop.domain.com.hk in "Incoming mail (POP3) server"; enter your broadband smtp server name in "Outgoing mail -SMTP", and then click "Next"

		7
My incoming mail <u>s</u> erver is a	POP3 server.	
Incoming mail (POP3, IMAP	or HTTP) server:	
pop. domain. com. hk		
An SMTP server is the serve Outgoing mail (SMTP) serve	er that is used for your outgoing e-mail. ar:	
An SMTP server is the serve Outgoing mail (SMTP) serve your internet smtp ser	er that is used for your outgoing e-mail. m rver	
An SMTP server is the serve Outgoing mail (SMTP) serve your internet smtp ser	er that is used for your outgoing e-mail. #: rver	
An SMTP server is the serve Outgoing mail (SMTP) serve your internet smtp ser	er that is used for your outgoing e-mail. r: rver	
An SMTP server is the serve Qutgoing mail (SMTP) serve your internet smtp ser	er that is used for your outgoing e-mail. #: rver	

5. Now in the "Internet Mail Logon" screen , enter your mailbox login id in field of "Account name", and also enter your mailbox login password in the field of "Password", then click "Next"

Internet Connection Wizard	1		
Internet Mail Logon		$\frac{1}{\sqrt{2}}$	
Type the account name and	d password your Internet service provider has given you.		
Account name:	your mailbox login id		
Password:	•••••		
	Remember pass <u>w</u> ord		
If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.			
Log on using <u>S</u> ecure Pass	sword Authentication (SPA)		
	< <u>B</u> ack Next > Ca	ancel	

6. Click "Finish" button to complete



- 7. How to keep copy of emails in the server with Outlook Express
- 7.1 Select "Tools" > "Accounts" > "Email" > "Properties"
- 7.2 Select "Advanced", go to "Delivery", select "Leave a copy of messages on server" Now also check "Remove from server after _____ day(s) "and Specify how long you want messages to be kept at the server. Then click "OK"

😭 your domain name Properties 🔹 👔
General Servers Connection Security Advanced
Server Port Numbers
Outgoing mail (SMTP): 25 Use Defaults
This server reguires a secure connection (SSL)
Incoming mail (POP3): 110
This server requires a secure <u>c</u> onnection (SSL)
Server Timeouts Short Long 1 minute
Sending Break apart messages larger than 60 KB
Delivery
Remove from server after 5 day(s)
Remove from server when deleted from 'Deleted Items'
OK Cancel Apply

7.3 Click "Close" to finish