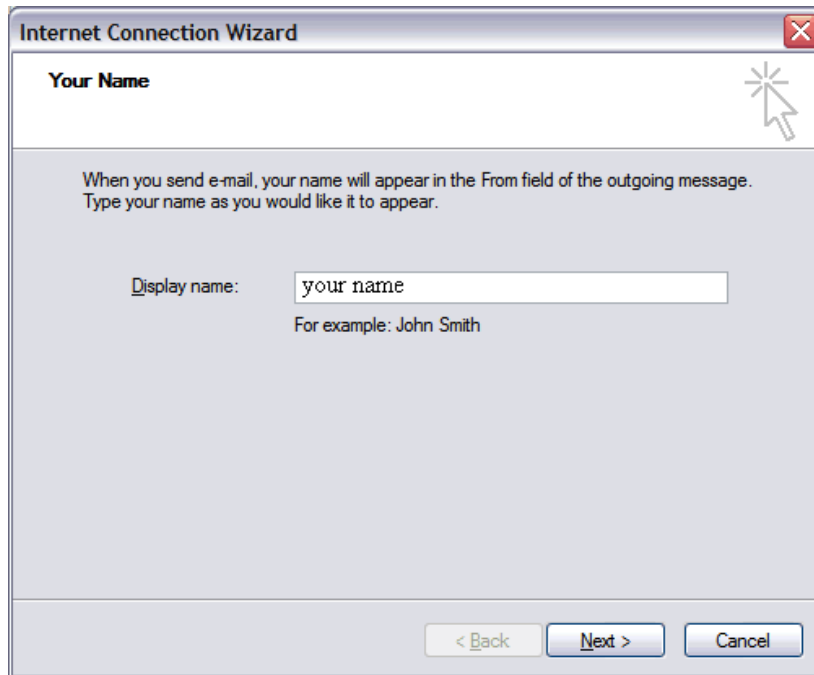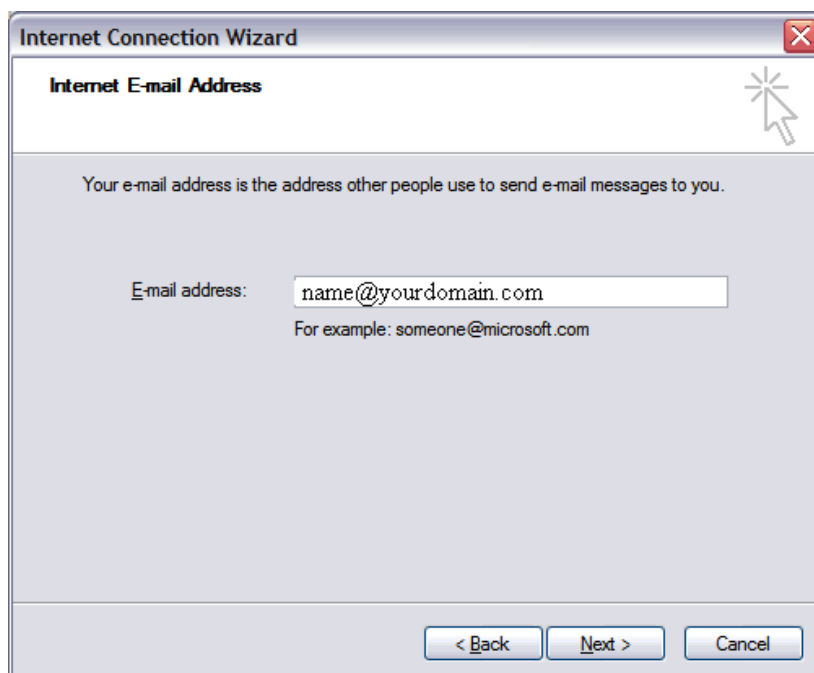**Note : The procedures and pictures is used as a reference only. Users should have the knowledge and skill in email setup. Or you should find an experienced technical man to help.**

How to setup an email account in Outlook Express

1. Open Windows，open "Outlook Express"

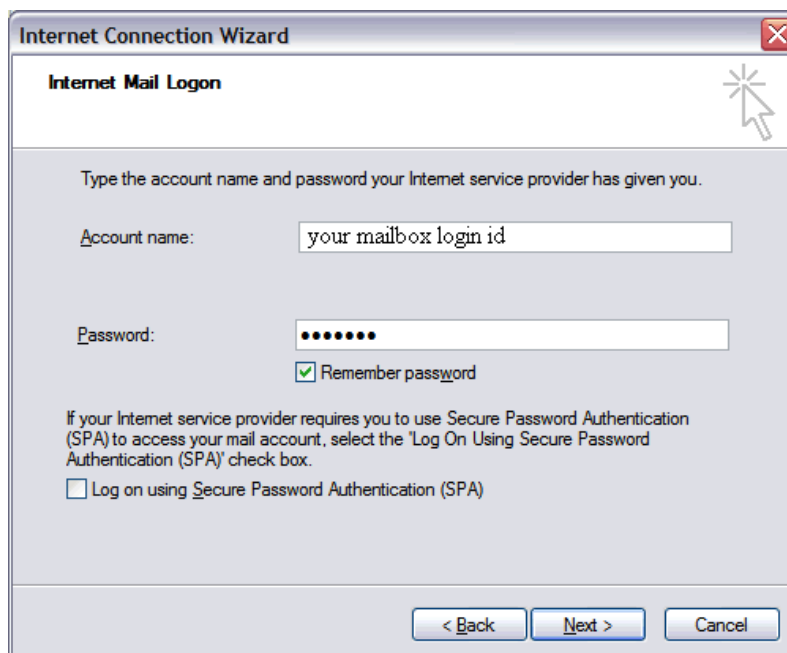2. Choose〝Tools〞>〝Accounts〞>〝Add〞>〝Mail〞> enter your name，click〝Next〞
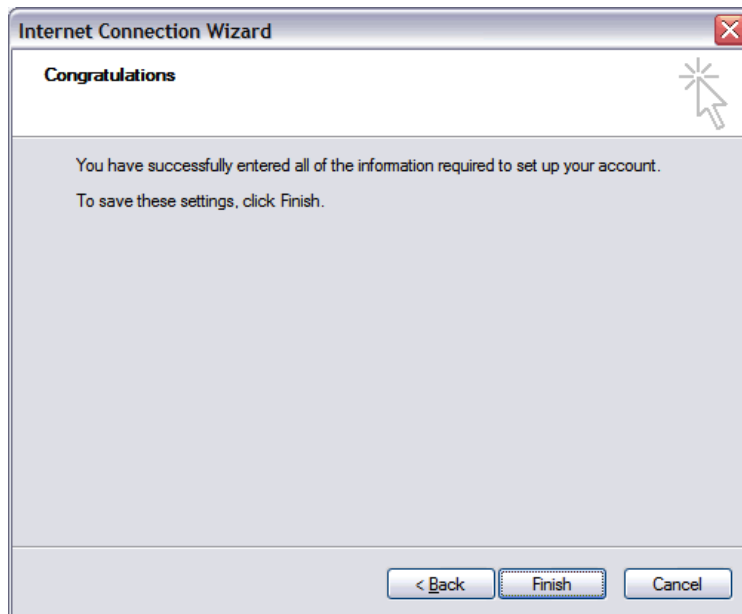

3. Enter your email address，then click〝Next〞

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〞

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〞
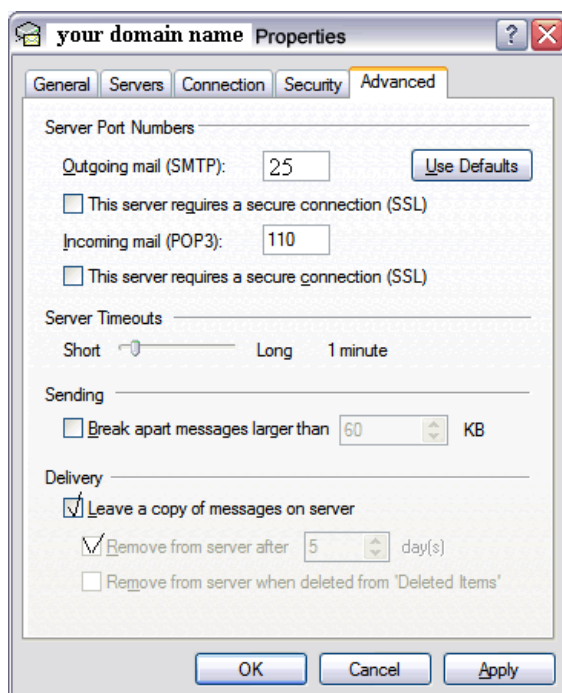
6. Click〝Finish〞button to complete

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〞

7.3 Click〝Close〞to finish