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.
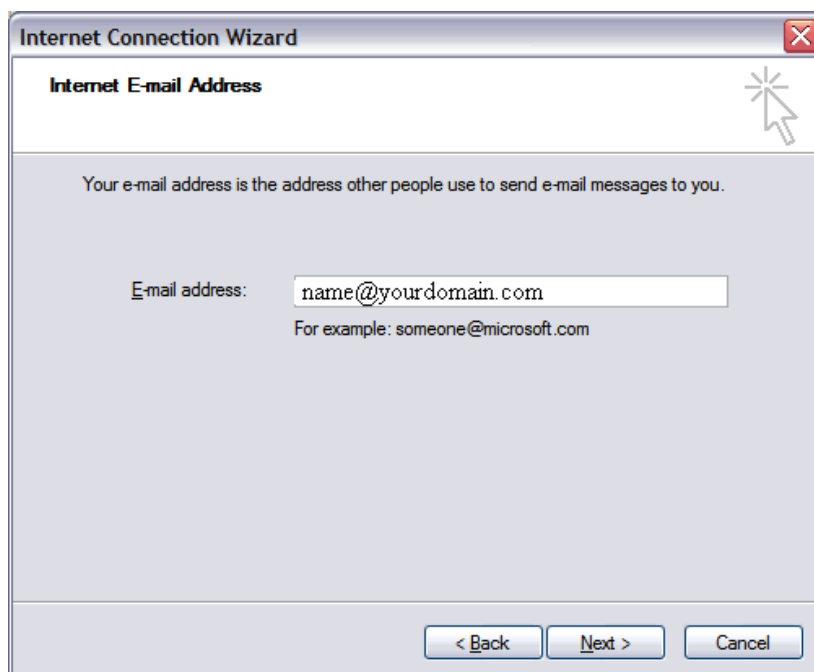
How to setup an email account in Outlook Express

1. Open Windows，open "Outlook Express"

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

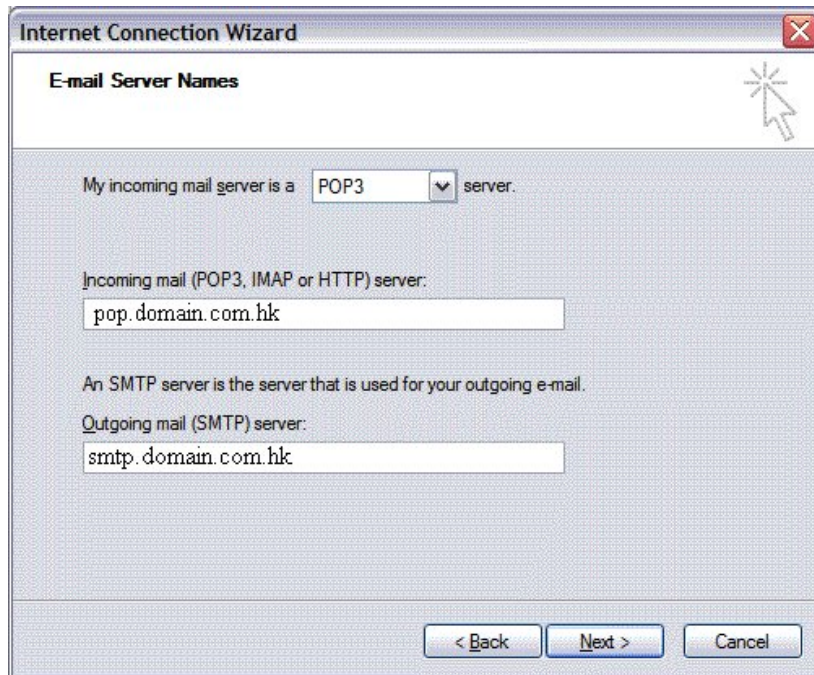3. Enter your email address，then click〝Next〞

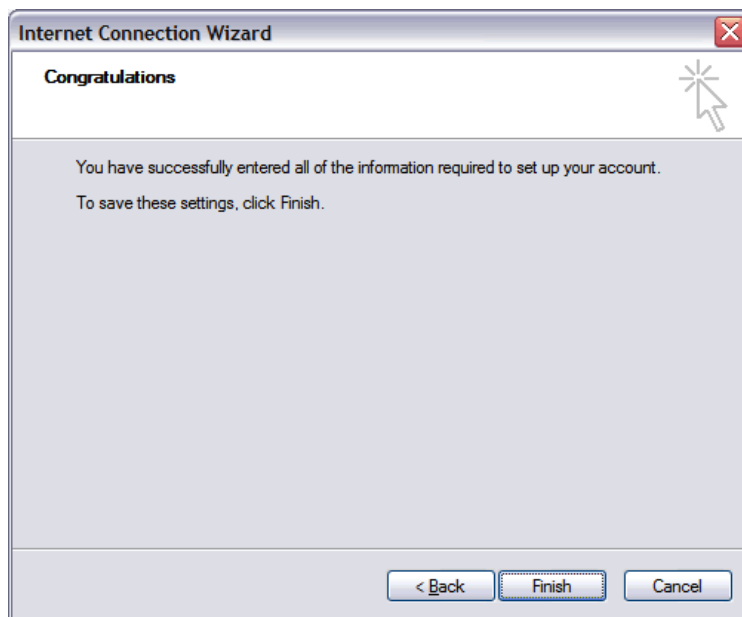4. Select "POP3" in the field of 〝My incoming mail 〞, then enter **pop.domain.com.h**k in 〝Incoming mail (POP3) server〞; enter our smtp server name **smtp.domain.com.hk** in 〝Outgoing mail - SMTP〞, and then click 〝Next〞
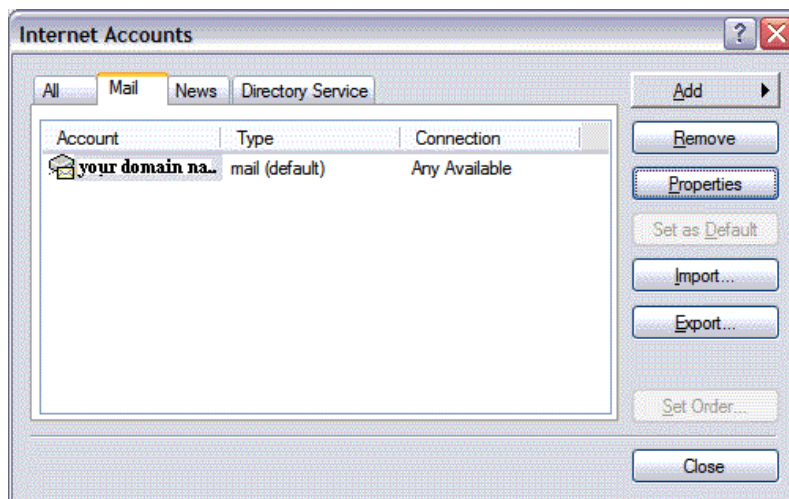

5. Now in the 〝Internet Mail Logon〞 screen, enter your mailbox login id in field of 〝Account name〞, and also enter your mailbox login password in the field of 〝Password〞, then click 〝Next〞
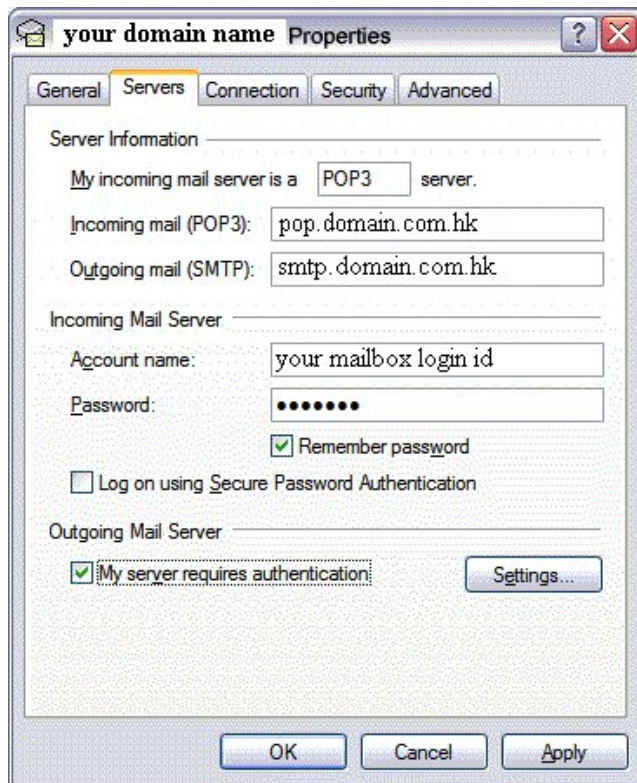
6. Click〝Finish〞button to complete

7. Select "Tools" , click "Accounts" , then click "Mail" tab, and click "Properties"

8. Select "Servers" tab, then go to "Outgoing Mail Server" at the bottom and check "My server requires authentication". Then, click "Settings.." button

9. Now you are in "Logon Information", then, enable "Log on using" and enter "Account name" with the smtp id provided. Then, enter "Password" as provided. Finally, click "OK" button.
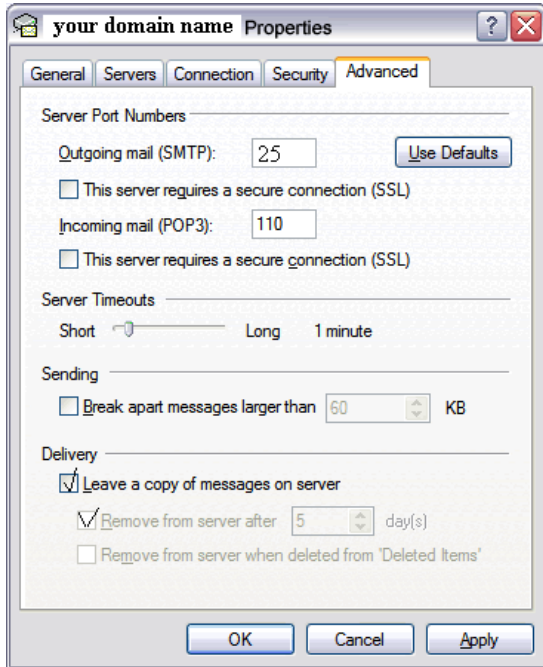

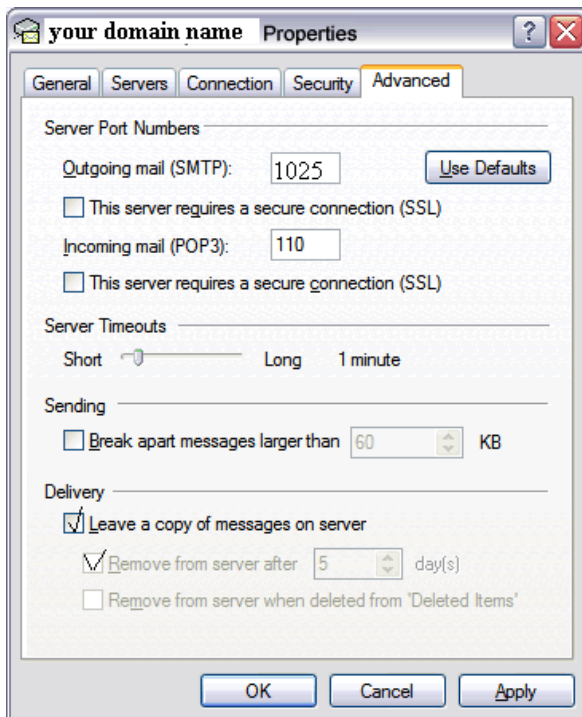10. Click "OK" button and "Close" button to finish.

11. How to keep copy of emails in the server with Outlook Express

11.1 Select〝Tools〞>〝Accounts〞>〝Email〞>〝Properties〞

11.2 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〞

11.3 If you cannot send out email after everything has been setup OK. You may go to tag <Advanced> again, and change the Outgoing server (SMTP) port number from default 25 to 1025. Click <OK> to confirm and try again.

11.4 Click〝Close〞to finish