


**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.**

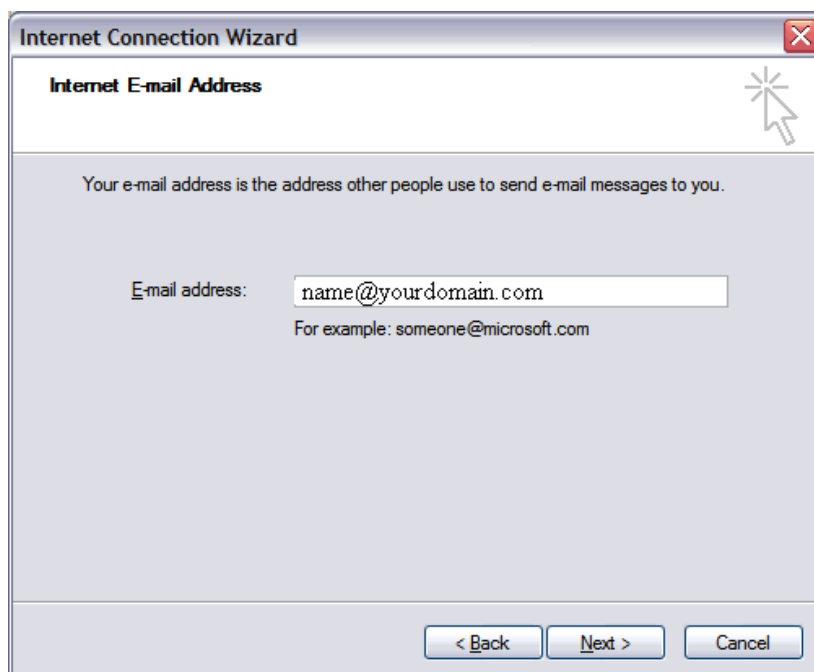
## How to setup an email account in Outlook Express

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



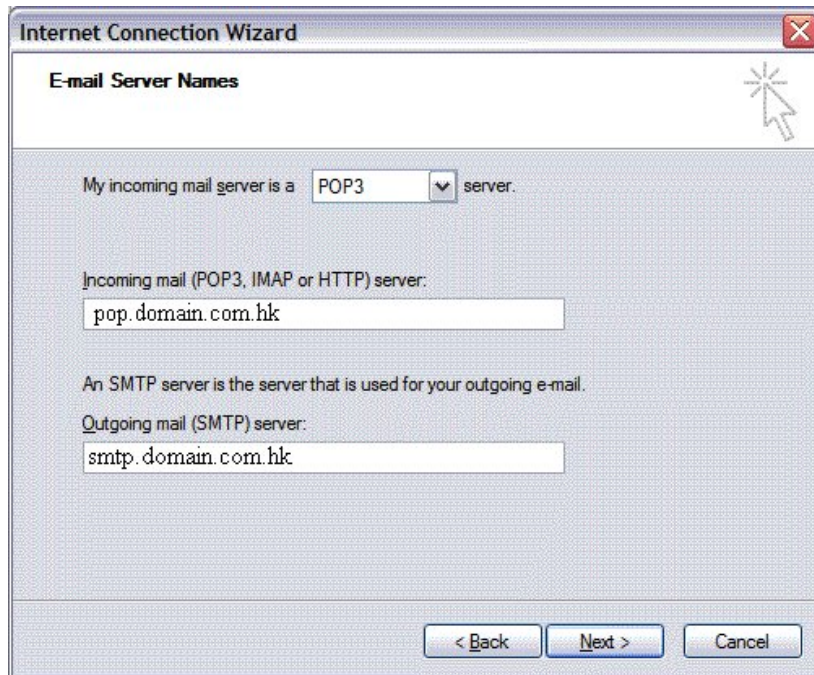
The screenshot shows the 'Internet Connection Wizard' dialog box with the title 'Your Name'. The text inside reads: 'When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.' Below this is a text input field labeled 'Display name:' containing the text 'your name'. Underneath the field is the example text 'For example: John Smith'. At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the top right corner of the dialog box.

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



The screenshot shows the 'Internet Connection Wizard' dialog box with the title 'Internet E-mail Address'. The text inside reads: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this is a text input field labeled 'E-mail address:' containing the text 'name@yourdomain.com'. Underneath the field is the example text 'For example: someone@microsoft.com'. At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the top right corner of the dialog box.

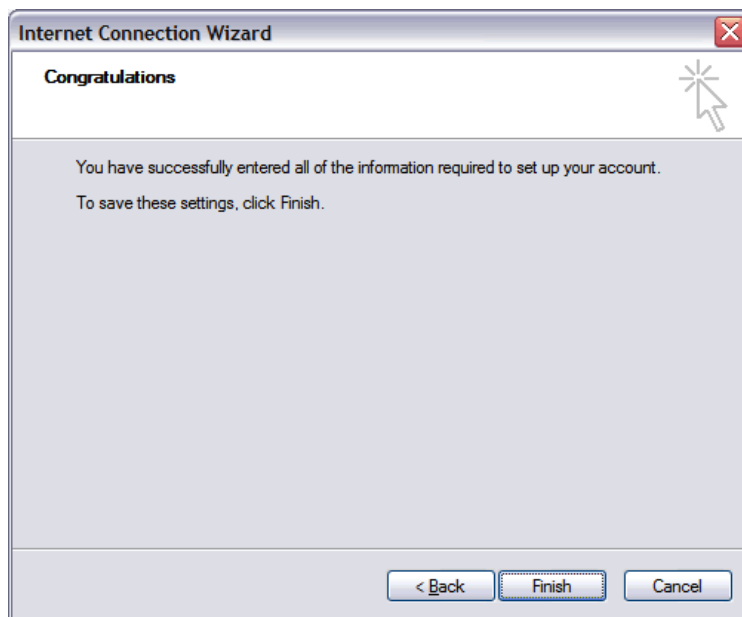
4. Select "POP3" in the field of "My incoming mail", then enter **pop.domain.com.hk** in "Incoming mail (POP3) server"; enter our smtp server name **smtp.domain.com.hk** in "Outgoing mail - SMTP", and then click "Next"



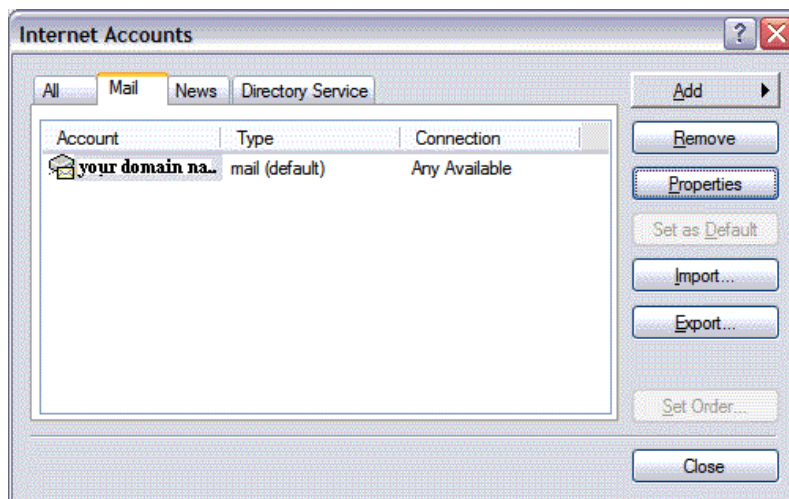
5. Now in the "Internet Mail Logon" screen, enter your mailbox login id in field of "Account name", and also enter your mailbox login password in the field of "Password", then click "Next"



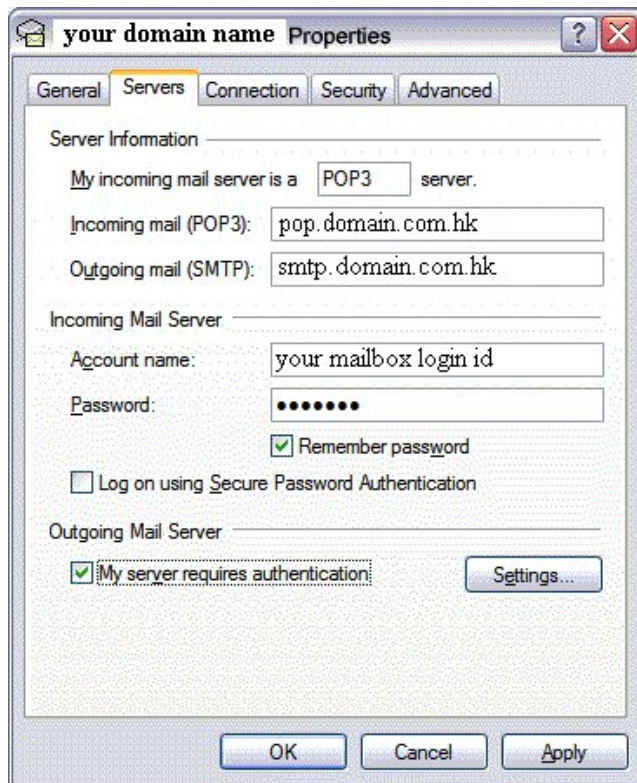
6. Click "Finish" button to complete



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.

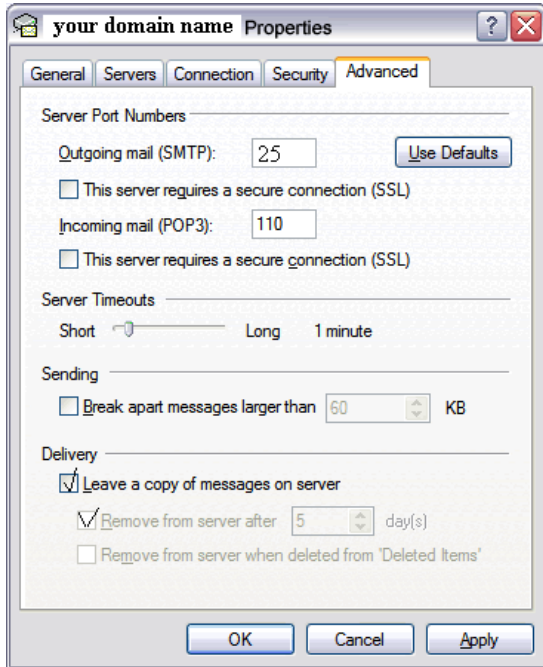


10. Click "OK" button and "Close" button to finish.

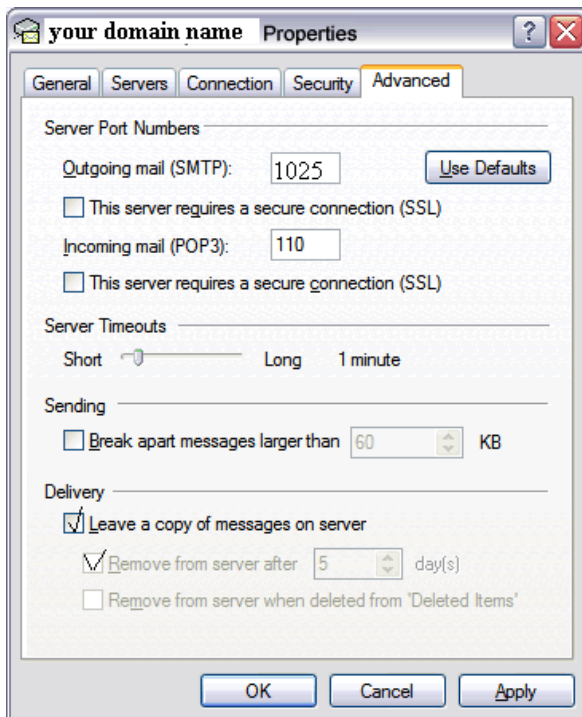
11. How to keep copy of emails in the server with Outlook Express

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