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.

Setup Email Account in Outlook 2007

- 1. Open Outlook 2007
- 2. Click the Tools menu, and select Account Settings.



3. Click on the Email tab and click on the New... button.

nail C	ata Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books
New	X R					
Vame				Туре		

4. Next select Microsoft Exchange, POP3, <u>IMAP</u> or HTTP and click Next.



5. On the Auto Account Setup window check the Manually configure server settings or additional server types and click Next.

Add New E-mail Accour Auto Account Setu	nt D	×
Manually configure s	erver settings or additional server types < <u>Back</u> <u>N</u> ext >	Cancel

6. Select Internet E-mail option and click Next.

Add New E-mail Account	
Choose E-mail Service	×
Internet E-mail Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.	
Microsoft Exchange Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice ma Other Connect to a server type shown below. Outbook Mobile Service (Text Messaging)	sil.
< Back Next >	Cancel

- 7. Fill in the following fields:
- Enter your name as you want to appear
- Enter your full name email address, e.g. info@yourdomain.com in the Email address field
- Select **POP3**
- Enter **pop.domain.com.hk** in the Incoming mail server field
- Check with your internet / broadband company and **the smtp server is provided by your local internet service provider**, then key in the Outgoing mail server (SMTP) field
- Enter mailbox login id, e.g. user01 in the User Name field
- Enter your email password: **wxyz01** in the Password field

User Information		Test Account Settings
<u>/</u> our Name:	your name	After filling out the information on this screen, we
E-mail Address:	name@yourdomain.com	button below. (Requires network connection)
Server Information		
Account Type:	POP3	Lest Account Settings
(ncoming mail server:	pop.domain.com.hk	
Outgoing mail server (SMTP):	your broadband smtp server	
ogon Information		
Jser Name:	mailbox id	
Password:	mailbox password	
	Remember password	

8. Click on More Settings..., Go to tag <Advanced>, tick <Leave a copy of messages on the server> and < Remove from server after _____ days> and then input how many days that you want. Click <OK> to confirm

nternet E-m	ail Settings
General Ou	tgoing Server Connection Advanced
Server Port I Incoming s Dutgoing s	Jumbers erver (POP3): 110 Use Defaults server requires an encrypted connection (SSL) erver (SMTP): 25 server requires an encrypted connection (SSL)
Short Delivery Leave a	Long 1 minute copy of messages on the server nove from server after 10 📚 days
Rer	iove from server when deleted from 'Deleted Items'
	OK Cancel