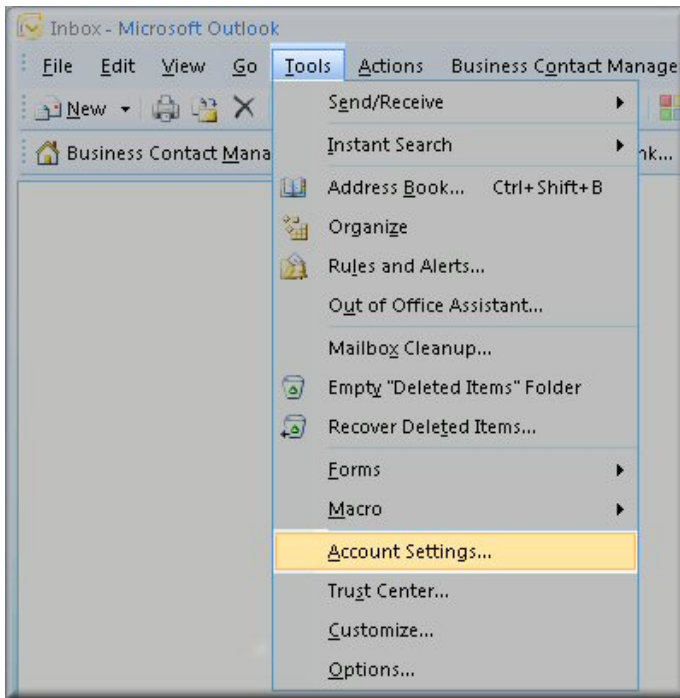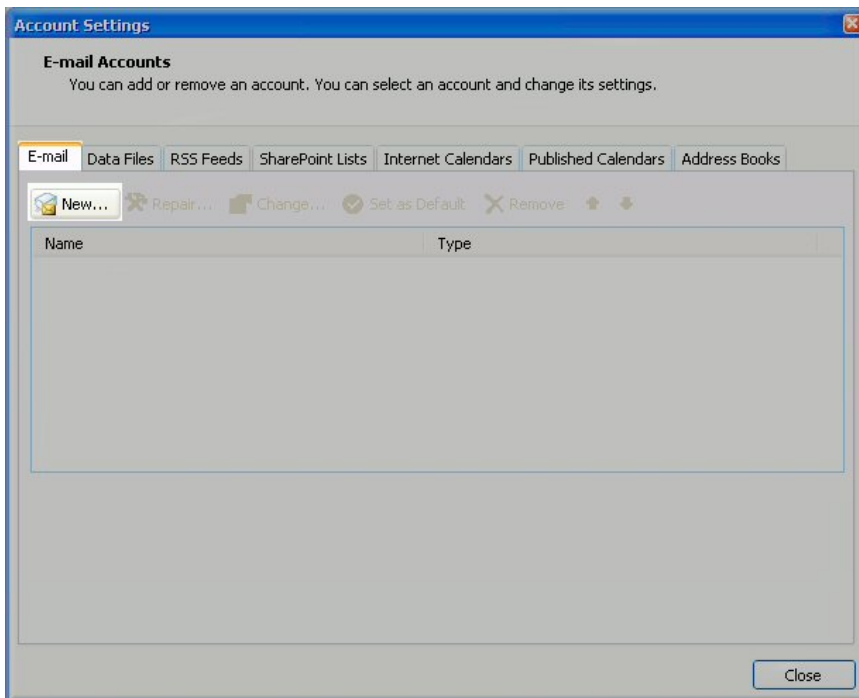**Note : The procedures and pictures is used as a reference only. Users should have the knowledge and skill in email setup. Or you should find an experienced technical man to help.**
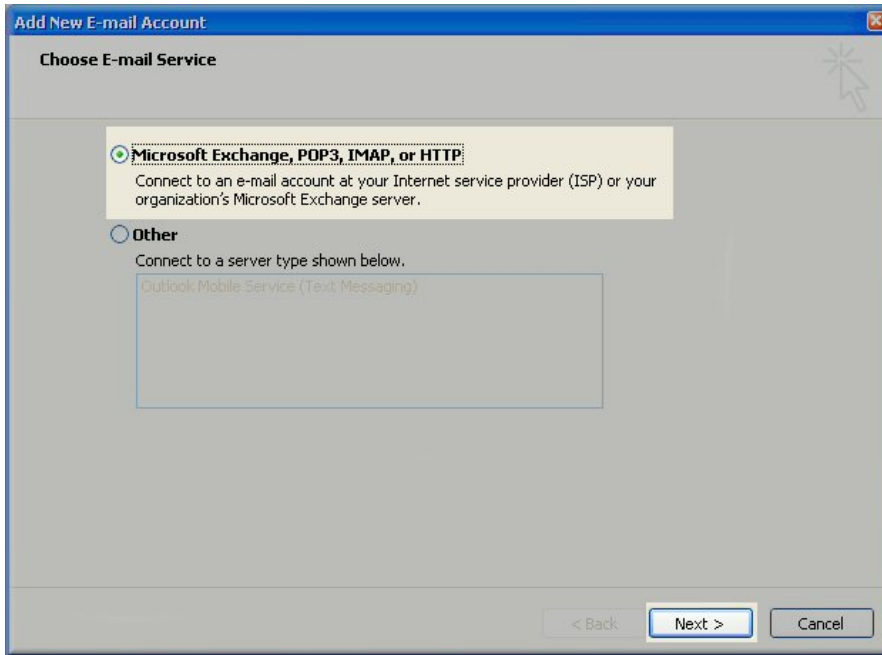
Setup Email Account in Outlook 2007

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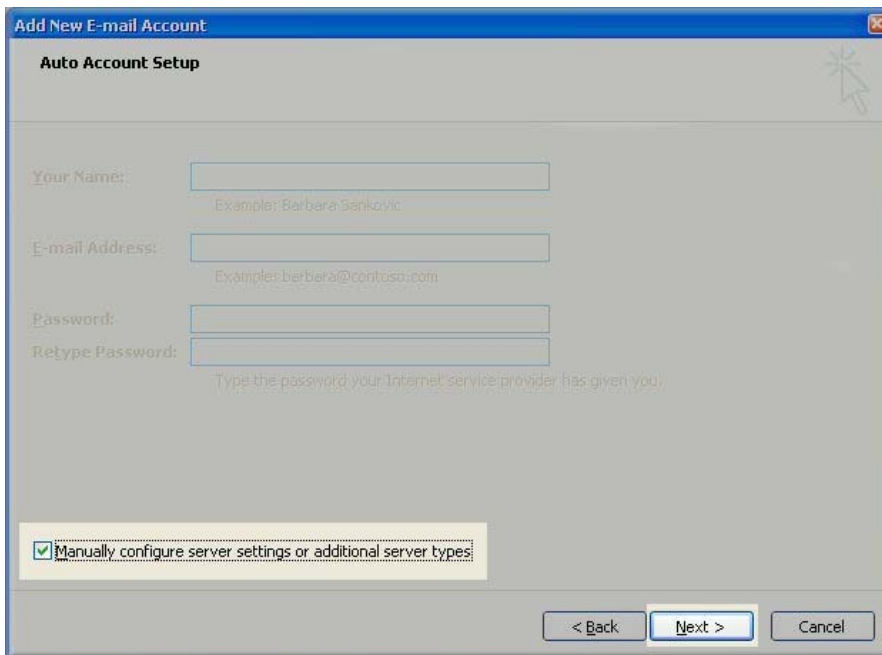2. Click the Tools menu, and select Account Settings.

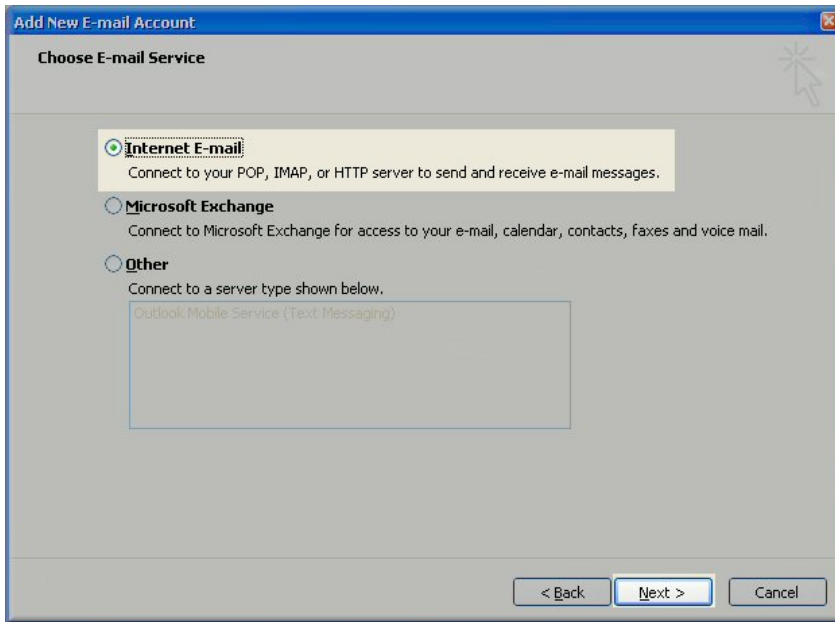3. Click on the Email tab and click on the New... button.

4. Next select Microsoft Exchange, POP3, [IMAP](#) 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.

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

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

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