

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 bar 'Internet Connection Wizard' and a close button. The main heading is 'Your Name'. Below it, a text box contains 'your name'. To the right of the text box is a mouse cursor icon. Below the text box, there is a small text box with 'your name' and a label 'Display name:' to its left. Below that, it says 'For example: John Smith'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Internet Connection Wizard

Your Name

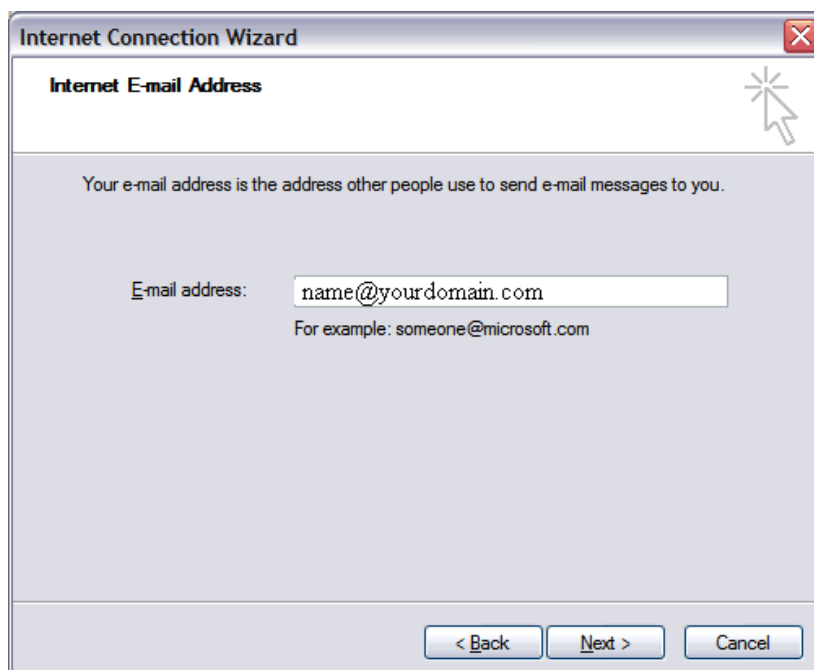
When you send e-mail, your name will appear in the From field of the outgoing message.
Type your name as you would like it to appear.

Display name:

For example: John Smith

< Back Next > Cancel

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



The screenshot shows the 'Internet Connection Wizard' dialog box with the title bar 'Internet Connection Wizard' and a close button. The main heading is 'Internet E-mail Address'. Below it, a text box contains 'name@yourdomain.com'. To the right of the text box is a mouse cursor icon. Below the text box, there is a small text box with 'name@yourdomain.com' and a label 'E-mail address:' to its left. Below that, it says 'For example: someone@microsoft.com'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Internet Connection Wizard

Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: someone@microsoft.com

< Back Next > Cancel

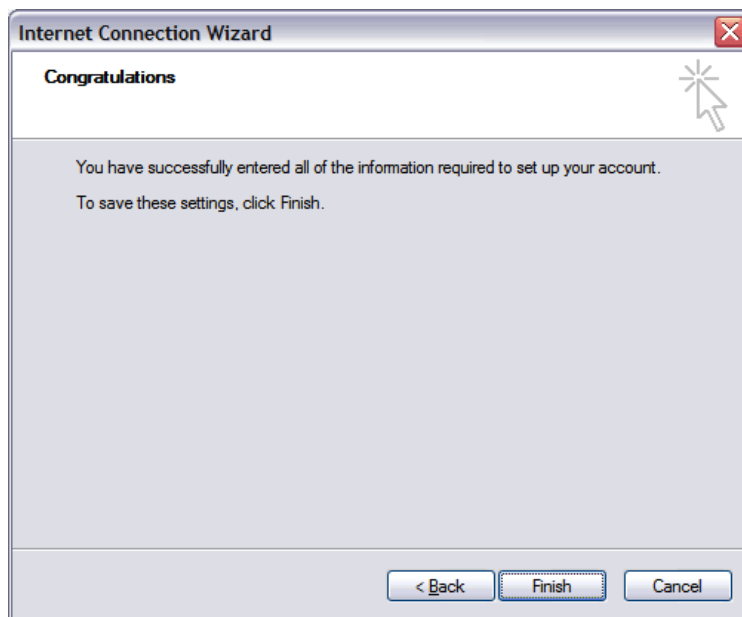
4. Select "POP3" in the field of "My incoming mail", then enter **pop.ee.domain.hk** in "Incoming mail (POP3) server"; enter our smtp server name **smtp.ee.domain.hk** in "Outgoing mail - SMTP", and then click "Next"

The screenshot shows the 'Internet Connection Wizard' window with the title bar 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below this, there is a section 'My incoming mail server is a' with a dropdown menu set to 'POP3' and the text 'server.'. Below that is a text box for 'Incoming mail (POP3, IMAP or HTTP) server:' containing 'pop.ee.domain.hk'. Further down is a text box for 'Outgoing mail (SMTP) server:' containing 'smtp.ee.domain.hk'. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

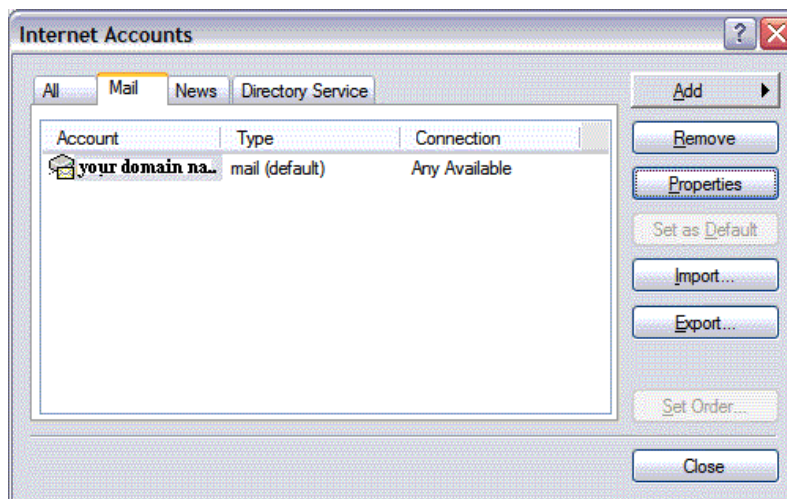
5. Now in the "Internet Mail Logon" screen, enter your mailbox login id in field of "Account name", and also enter your mailbox login password in the field of "Password", then click "Next"

The screenshot shows the 'Internet Connection Wizard' window with the title bar 'Internet Connection Wizard'. The main heading is 'Internet Mail Logon'. Below this is a section 'Type the account name and password your Internet service provider has given you.'. There are two text boxes: 'Account name:' containing 'your mailbox login id' and 'Password:' containing a masked password '.....'. Below the password box is a checked checkbox 'Remember password'. At the bottom, there is a text box for 'Log on using Secure Password Authentication (SPA)' which is unchecked. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

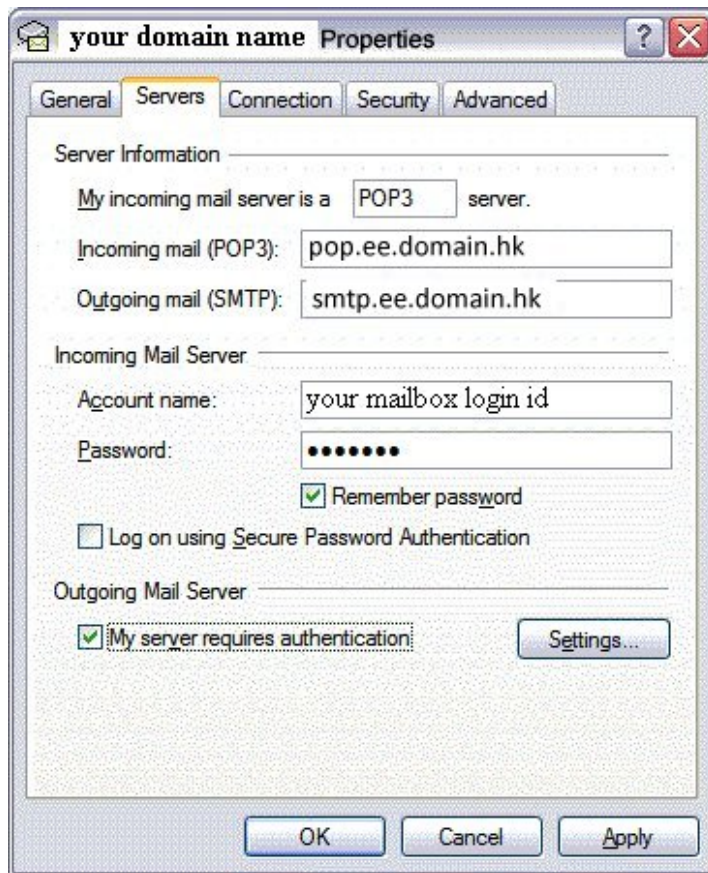
6. Click "Finish" button to complete



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



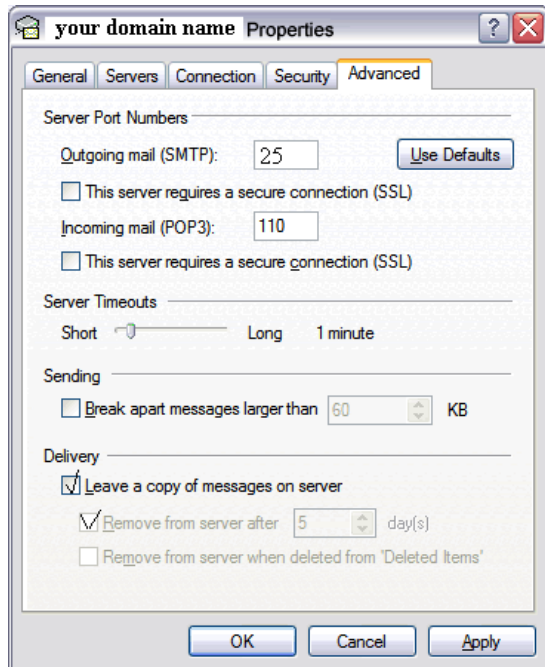
9. Now you are in "Logon Information", then, enable "Log on using" and enter "Account name" with the smtp id provided. Then, enter "Password" as provided. Finally, click "OK" button.



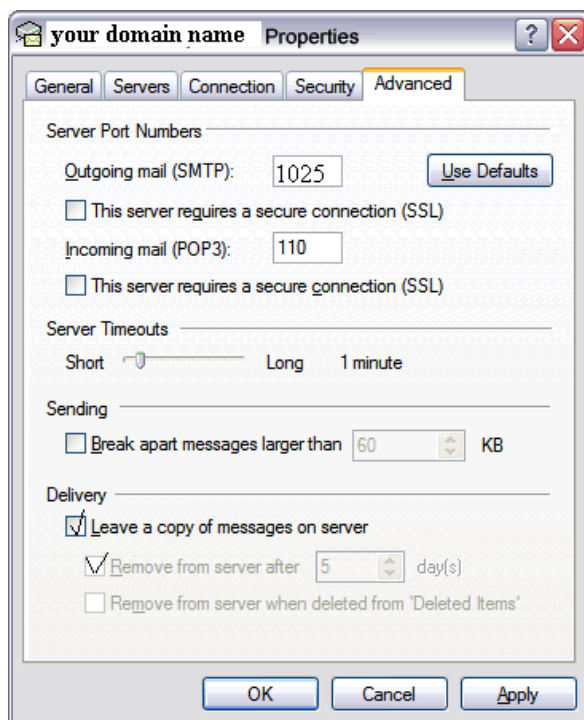
10. Click "OK" button and "Close" button to finish.
11. How to keep copy of emails in the server with Outlook Express

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