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.

Account	: Settings						8
	ail Account 'ou can add c	73. C	account. You can	select an account and	f change its settings.		
E-mail	Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books	
Sa Ne	ew 📯 R						
Nam	e			Туре			
						Close	

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

Add New E-mail Account	8
Choose E-mail Service	×
Microsoft Exchange, POP3, IMAP, or HTTP Connect to an e-mail account at your Internet service provider (ISP) or your organization's Microsoft Exchange server.	
Other	
Connect to a server type shown below.	
< Back Nex	kt > Cancel

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

Add New E-mail Accou	nt	×
Auto Account Setu		
Manually configure s	erver settings or additional server types	
	< <u>B</u> ack Next >	Cancel

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

Add New E-mail Account	
Choose E-mail Service	21/2
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 mail.     Other     Connect to a server type shown below.     Outlook Mobile Service (Text Messaging)	
< <u>Back</u> <u>N</u> ext > Canc	el

- 7. Fill in the following fields:
- Enter your name as you want to appear
- Enter your full name email address, **info@yourdomain.com** in the Email address field
- Select POP3
- Enter **pop.ee.domain.hk** in the Incoming mail server field
- Enter **smtp.ee.domain.hk** 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>Y</u> our Name:	your name	After filling out the information on this screen, we recommend you test your account by clicking the
E-mail Address:	name@yourdomain.com	button below. (Requires network connection)
Server Information		
Account Type:	POP3	Test Account Settings
Incoming mail server:	pop.ee.domain.hk	
Outgoing mail server (SMTP):	smtp.ee.domain.hk	
Logon Information		
Jser Name:	mailbox id	
Password:	mailbox password	
<b>₩</b> F	Remember password	

Perform the following steps:

- Click on More Settings...
- Click on the Outgoing Server tab
- Check My outgoing server (SMTP) Requires Authentication
- Select and check Log on using field, enter SMTP user name (user id), i.e. **my\_smtp\_id**, and smtp password : **wxyz00**
- Click on OK.

General	Outgoing S	Server	Connection	Advanced		
🔽 My o	utgoing serv	er (SM	TP) requires a	uthentication		
OL	lse same set	tings a	s my incoming	mail server		
🖲 L	og on using					
L	Jser Name:	my_s	smtp_id			
E	Password:	smtp	password			
		Re	member passv	vord		
[	Require S	ecure P	assword Auth	nentication (SPA)		
	<u>_</u>		hail server bef			
				27		

 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.

General	Outgoing Server Connection Advanced
Server P Incomi Outgoi	Port Numbers ing server (POP3): 110 Use Defaults This server requires an encrypted connection (SSL) ing server (SMTP): 25 This server requires an encrypted connection (SSL) Timeouts Long 1 minute
~	ave a copy of messages on the server Remove from server after 10 文 days Remove from server when deleted from 'Deleted Items'

 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.

General	Outgoing Server Connection Advanced
Server P	Port Numbers
Incomi	ing server (POP3): 110 Use Defaults
	This server requires an encrypted connection (SSL)
Outgoi	ing server (SMTP): 1025
	This server requires an encrypted connection (SSL)
	ave a copy of messages on the server Remove from server after 10 😂 days
	Remove from server when deleted from 'Deleted Items'