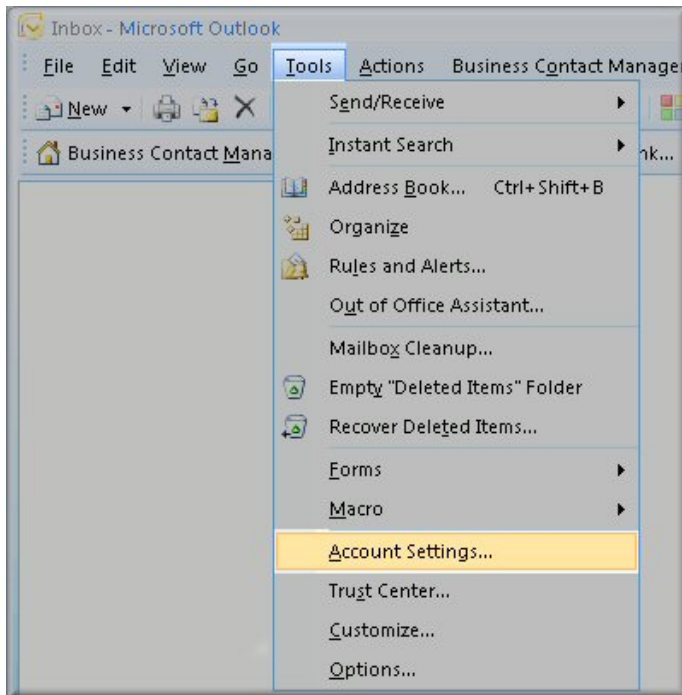


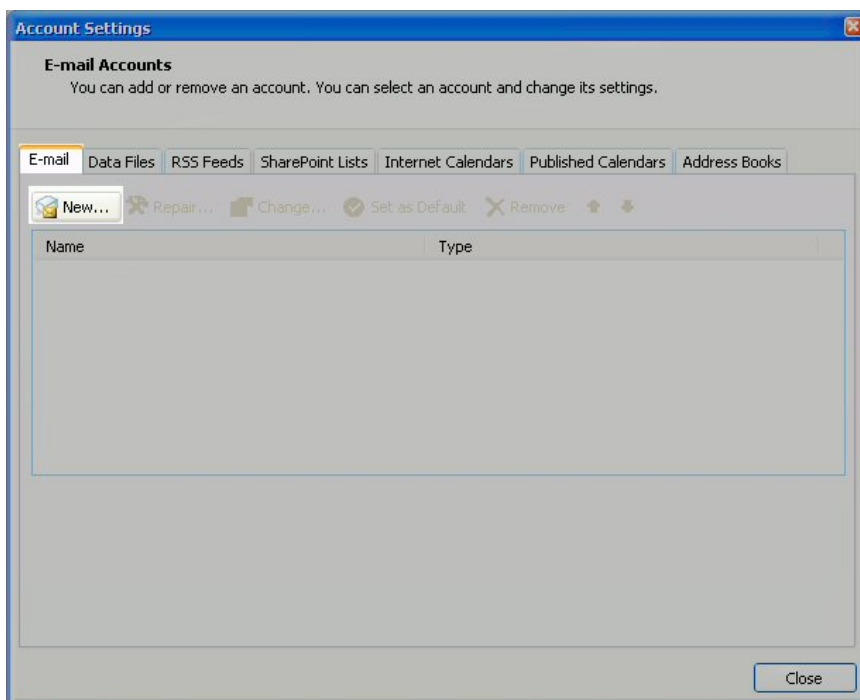
Note : The procedures and pictures is used as a reference only. Users should have the knowledge and skill in email setup. Or you should find an experienced technical man to help.

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.



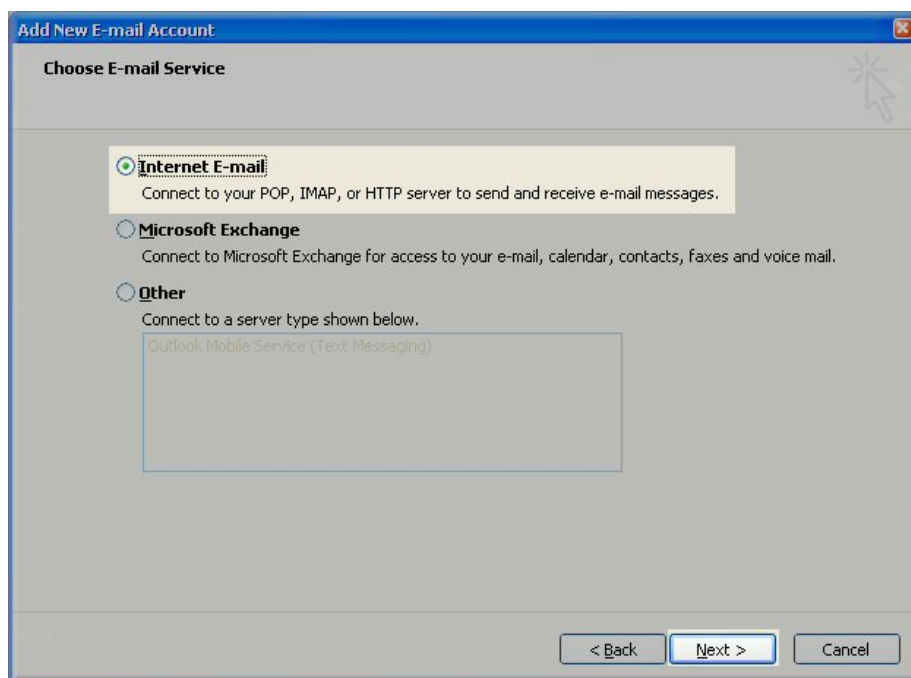
4. Next select Microsoft Exchange, POP3, [IMAP](#) or HTTP and click Next.

The screenshot shows the 'Add New E-mail Account' window with the title bar 'Add New E-mail Account'. The main heading is 'Choose E-mail Service'. There are two radio button options: 'Microsoft Exchange, POP3, IMAP, or HTTP' (which is selected) and 'Other'. Below the 'Other' option, there is a text box containing 'Outlook Mobile Service (Text Messaging)'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a blue border.

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

The screenshot shows the 'Add New E-mail Account' window with the title bar 'Add New E-mail Account'. The main heading is 'Auto Account Setup'. There are four text input fields: 'Your Name:' (with example 'Barbara Sankovic'), 'E-mail Address:' (with example 'barbara@contoso.com'), 'Password:', and 'Retype Password:' (with instruction 'Type the password your Internet service provider has given you'). At the bottom left, there is a checkbox labeled 'Manually configure server settings or additional server types:' which is checked. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a blue border.

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, **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

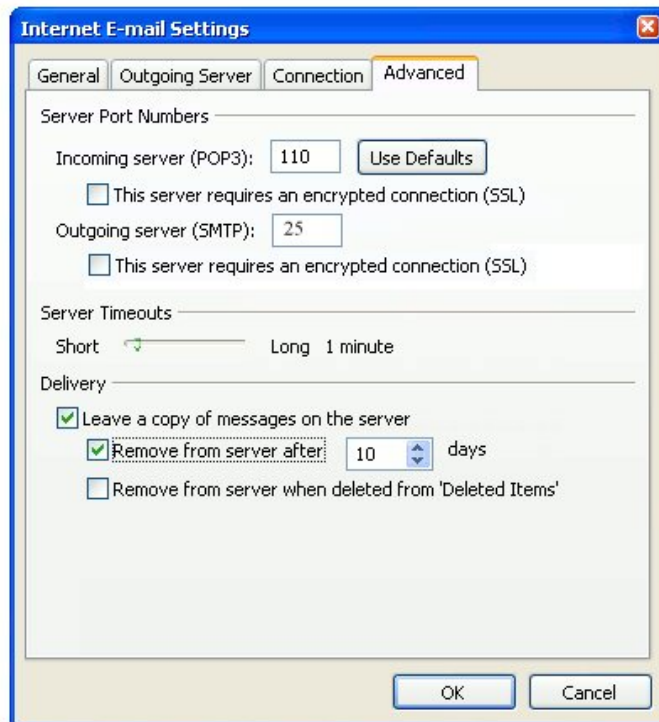


Perform the following steps:

- 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.



8. 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.



9. 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.

