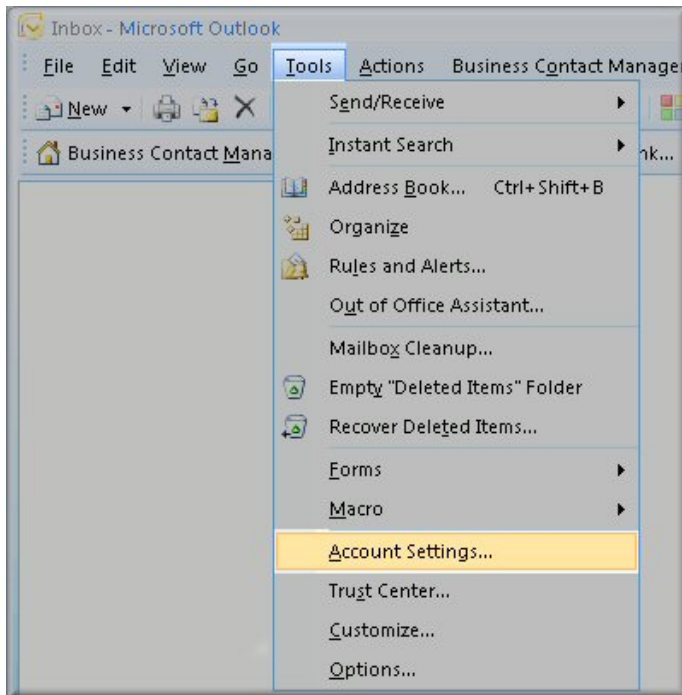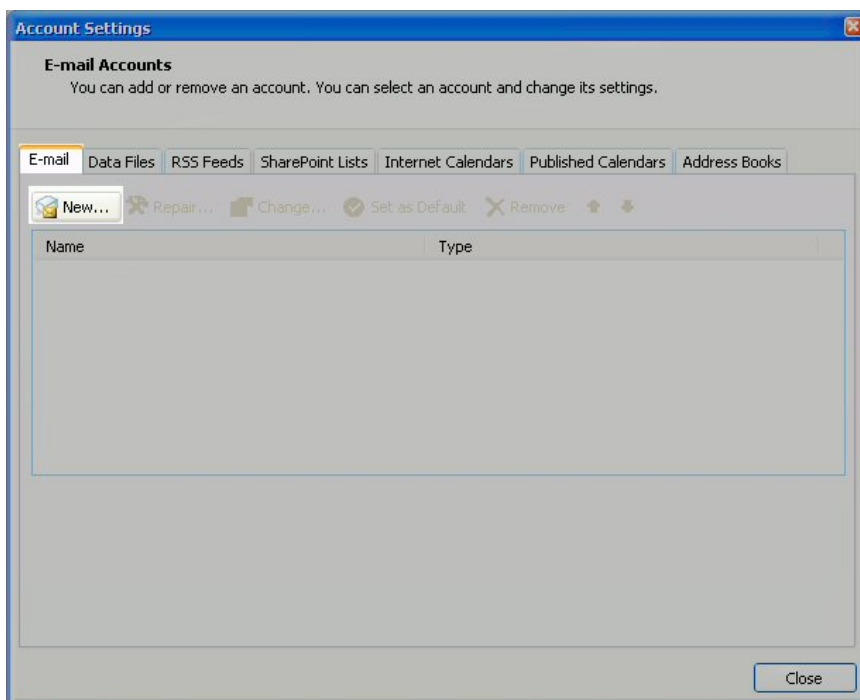**Note : The procedures and pictures is used as a reference only. Users should have the knowledge and skill in email setup. Or you should find an experienced technical man to help.**

Setup Email Account in Outlook 2007

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

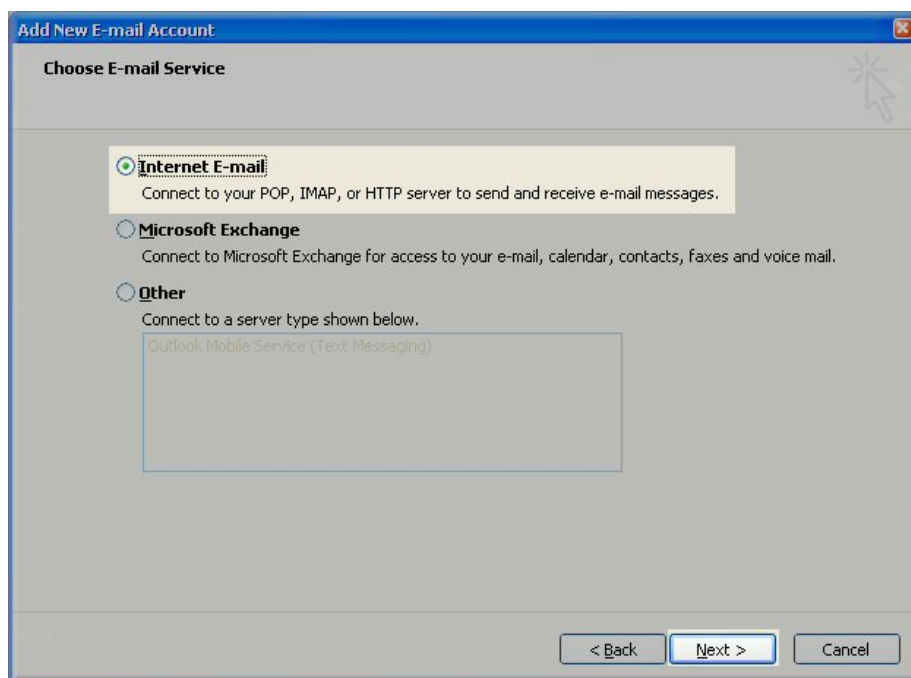
3. Click on the Email tab and click on the New... button.

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, **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
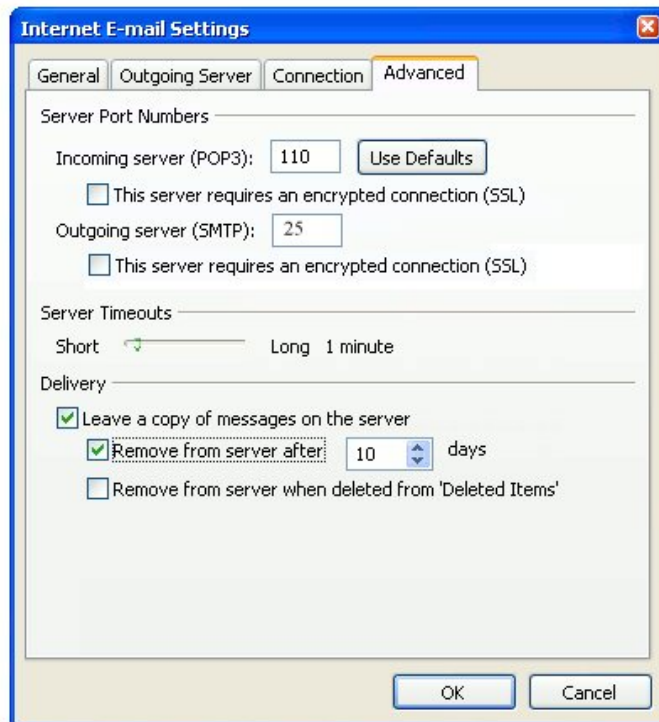- Enter your email password: **wxyz01** in the Password field

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.