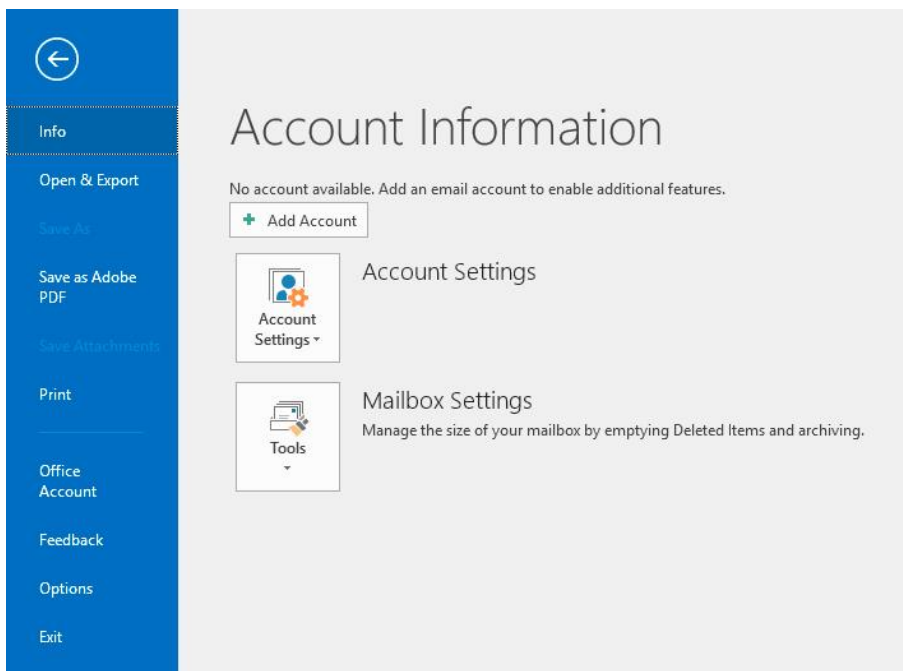


Setting Up Your E-mail in Microsoft Outlook 2016

This tutorial shows you how to set up Microsoft Outlook to work with your e-mail account. This tutorial focuses on setting up Microsoft Outlook 2016, but these settings are similar in other versions of Microsoft Outlook. You can set up previous versions of Microsoft Outlook by using the settings in this tutorial.

To Set Up Your E-mail Account in Microsoft Outlook

1. Open Microsoft Outlook 2016, select **File > Add Accounts**.



2. Enter your email address

Welcome to Outlook
Enter an email address to add your account.

Advanced options ▾

Connect

3. Select “Advanced option” > Let me set up my account manually > click **Connect**

Welcome to Outlook

Enter an email address to add your account.

mobile@webnix.com

Advanced options

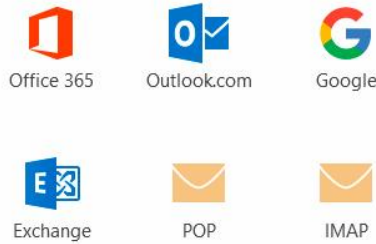
Let me set up my account manually

Connect

4. Select your account type, usually “Pop”



Choose account type



5. On the POP3 Account Settings (POP3) window, enter your information as follows:



POP Account Settings for mobile@webnix.com

[\(Not you?\)](#)

Incoming mail

Server Port

This server requires an encrypted connection (SSL/TLS)

Require logon using Secure Password Authentication (SPA)

Outgoing mail

Server Port

Encryption method

Require logon using Secure Password Authentication (SPA)

Message delivery

Use an existing data file

Incoming mail server (POP3)

Enter qm1.webnix.com or use your provided domain name Pop3 server address for your incoming mail server. (E.g. your domain is abc.com -> Your Pop3 Server: mail.abc.com)

Incoming Port No: 110

Outgoing mail server (SMTP)

Enter your ISP SMTP server or Webnix SMTP server for your outgoing mail server.

a. Hong Kong (ISP) SMTP Server: (Using SMTP Port: 25)

1. Netvigator (smtp.netvigator.com)
2. Biz Netviagtor (corpmail1.netvigator.com)
3. i-cable (smtp.i-cable.com)
4. Hong Kong Boardband (smtp.hkbn.net) or (smtp.bbmail.com.hk)
5. HKNet (smtp.hknet.com)
6. PacificNet (smtp.pacific.net.hk)
7. Hutchcity (smtp.hutchcity.com)
8. Wharf T&T (smtp.wharfthk.com)
9. Pacific One Net (smtp.onebb.net)

b. Webnix SMTP Server : Same as Incoming mail server (E.g. mail.abc.com) (Using SMTP Port: 6025)

POP Account Settings for mobile@webnix.com
(Not you?)

Incoming mail
Server: qm1.webnix.com Port: 110
 This server requires an encrypted connection (SSL/TLS)
 Require logon using Secure Password Authentication (SPA)

Outgoing mail
Server: qm1.webnix.com Port: 6025
Encryption method: None
 Require logon using Secure Password Authentication (SPA)

Message delivery
 Use an existing data file Browse...

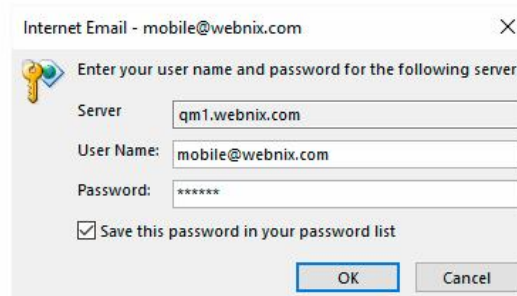
Connect

6. Change the "Outgoing mail port from 25 to 6025.
7. Change Encryption method to "None"
8. After that, please click "Connect."

9. Outlook will ask for your password. Please type your email password and tick "Save this password in your password list"

Adding mobile@webnix.com

We're getting things ready



Internet Email - mobile@webnix.com

Enter your user name and password for the following server.

Server: qm1.webnix.com

User Name: mobile@webnix.com

Password: *****

Save this password in your password list

OK Cancel

10. Outlook may ask for the password again – if so, this is normal, so enter it again.
11. Outlook Setup is complete.

Adding mobile@webnix.com

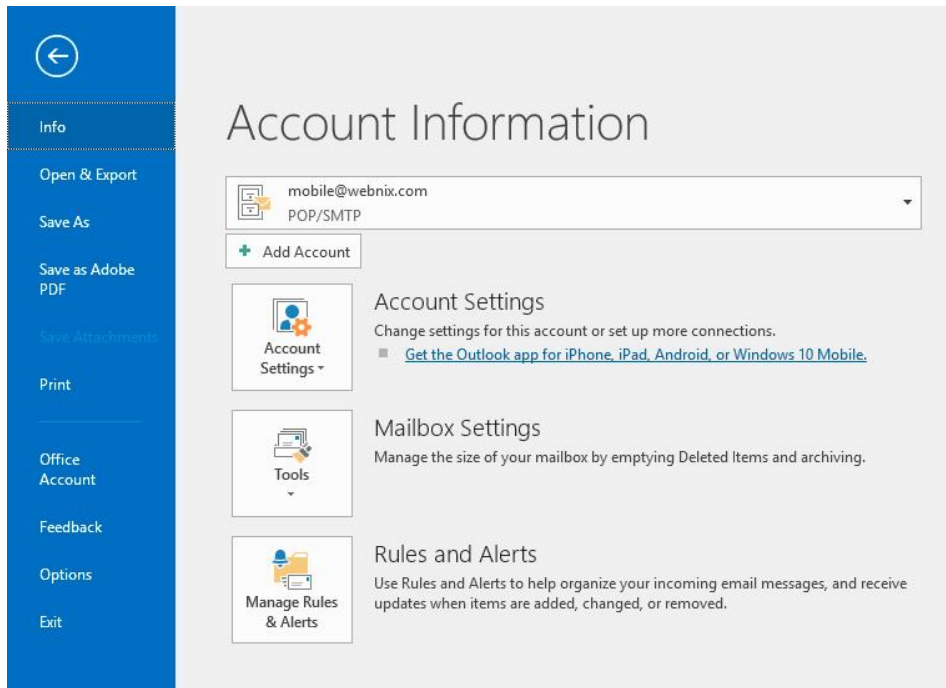
Account setup is complete

OK

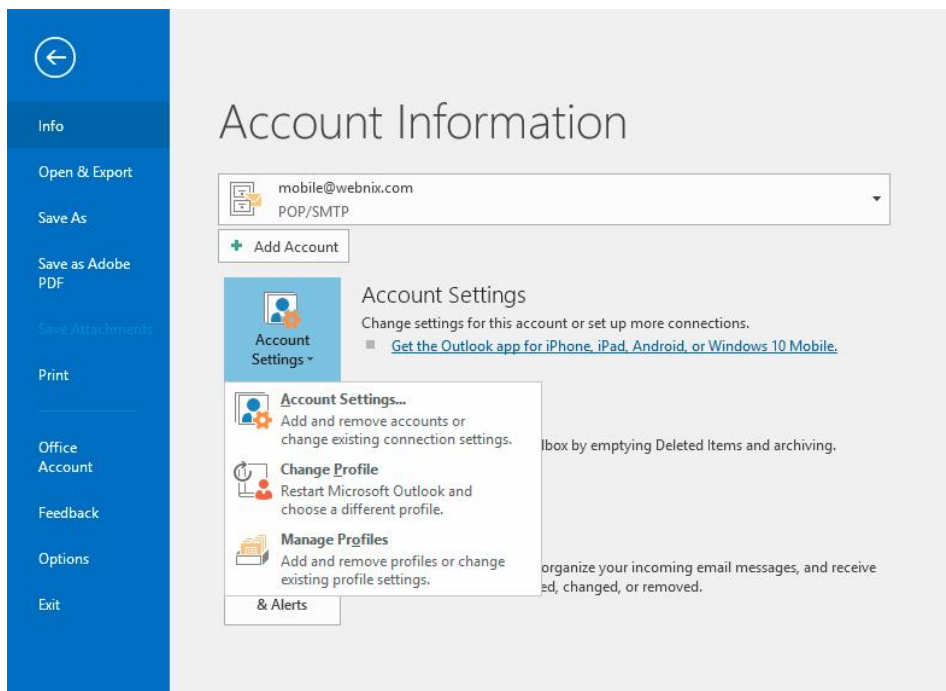
Set up Outlook Mobile on my phone, too

12. Again, please uncheck the "Set up Outlook Mobile on my phone, too" and click "OK"

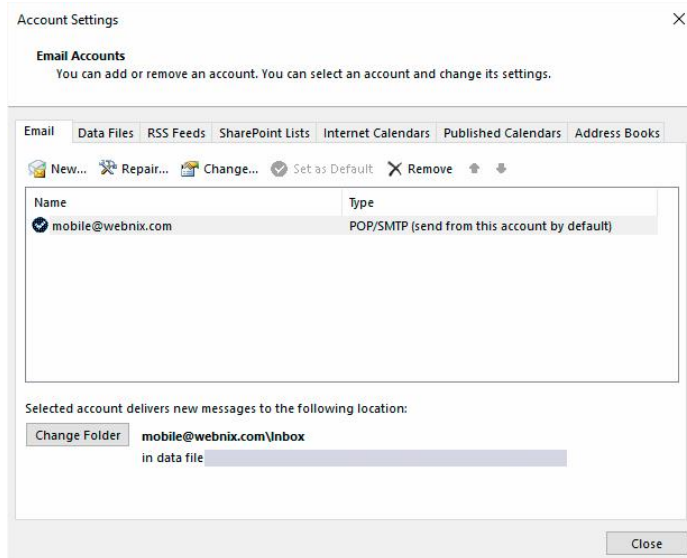
13. To keep email at server site for daily backup, you need to change your account setting again.



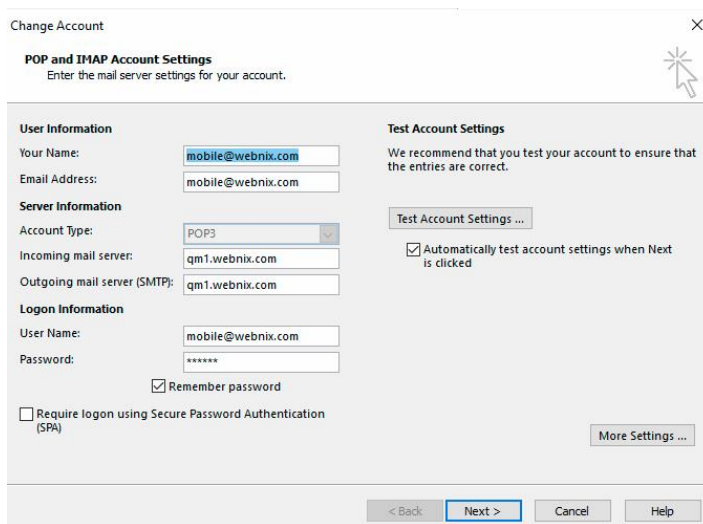
14. Click "Account Setting"



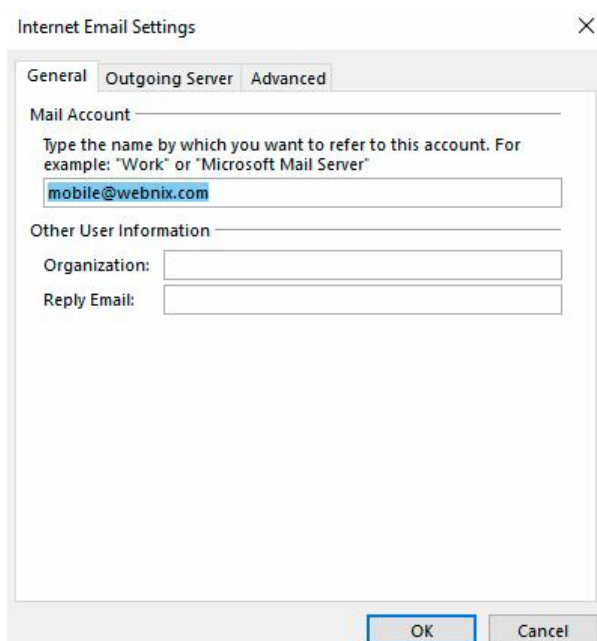
- It will pop up your email account list. Please click on your email address and click “Change Account”



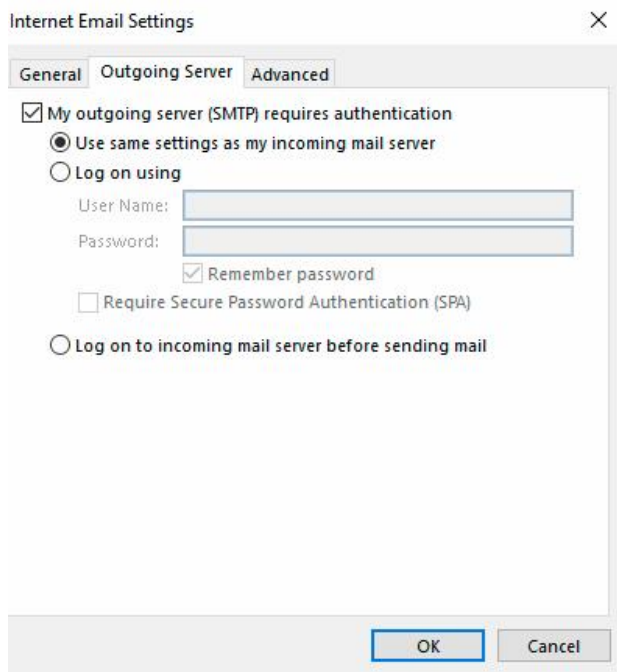
- It shows your account details below.



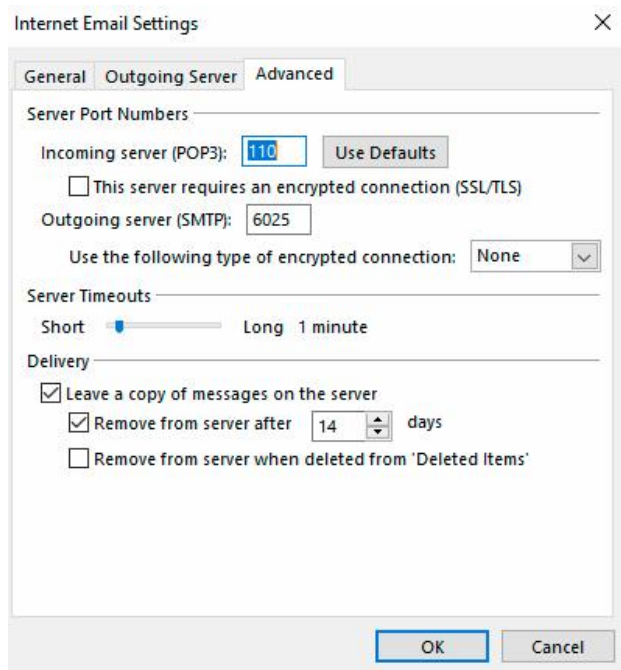
- Click on “More Setting” Button.



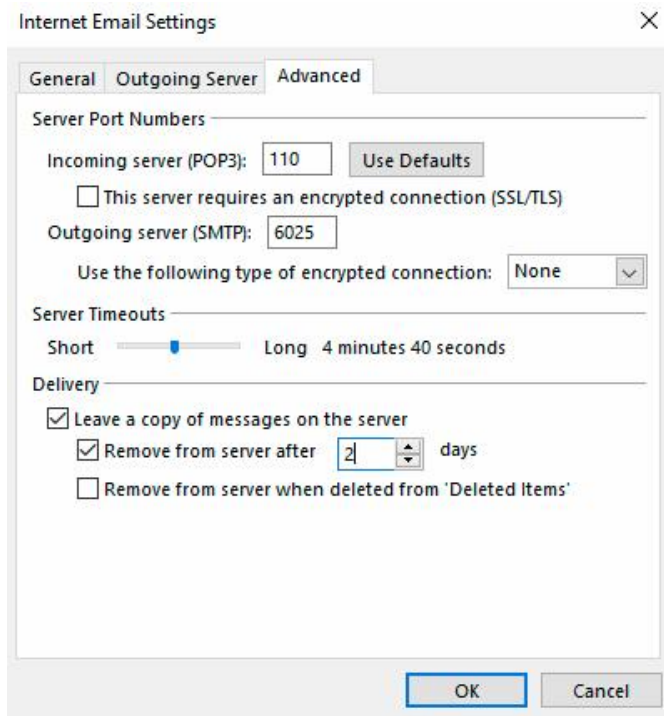
- 18. On the Internet E-mail Settings window, select the "Outgoing Server" tab.
- 19. Select "My outgoing server (SMTP) requires authentication."
- 20. If you did not change the SMTP relay section, select "Use same settings as my incoming mail server". If you changed the user name and password in the SMTP relay section of your Manage Email Accounts page, select "Log on using" and enter the user name and password. The following example assumes you did not change your SMTP relay section in your Manage Email Accounts page.



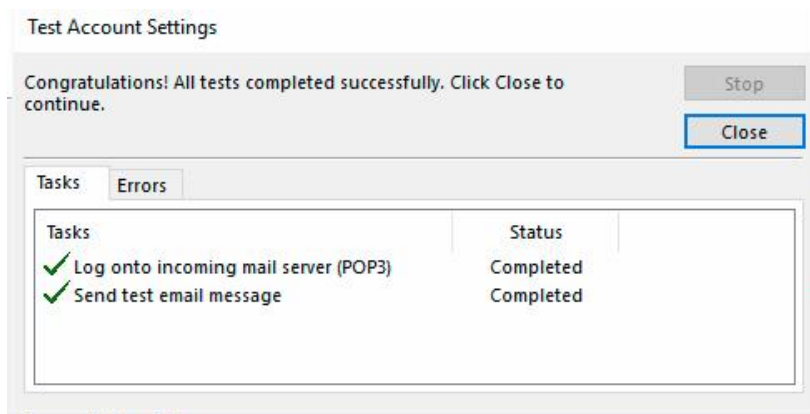
- 21. Select the "Advanced" tab
- 22. To having a email daily backup at our server, please tick the box "Leave a copy of messages on the server".



23. Tick the box, "Remove from server after 14 days" and change the day number to "2". (We suggest not to keep more than 7 days or above)



24. Click **OK**. Outlook will test your account setting again.



25. Click **Finish**.

