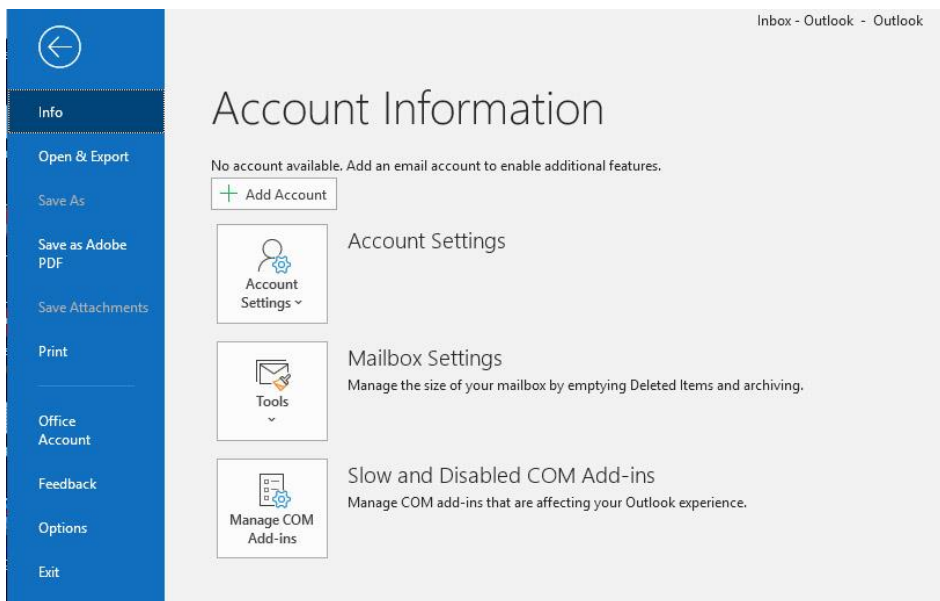


# Setting Up Your E-mail in Microsoft Outlook 365

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 365, 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 365, select **File > Add Accounts**.



2. Enter your email address, Tick the box under **“Advanced option” > Let me set up my account manually** and click **Connect**

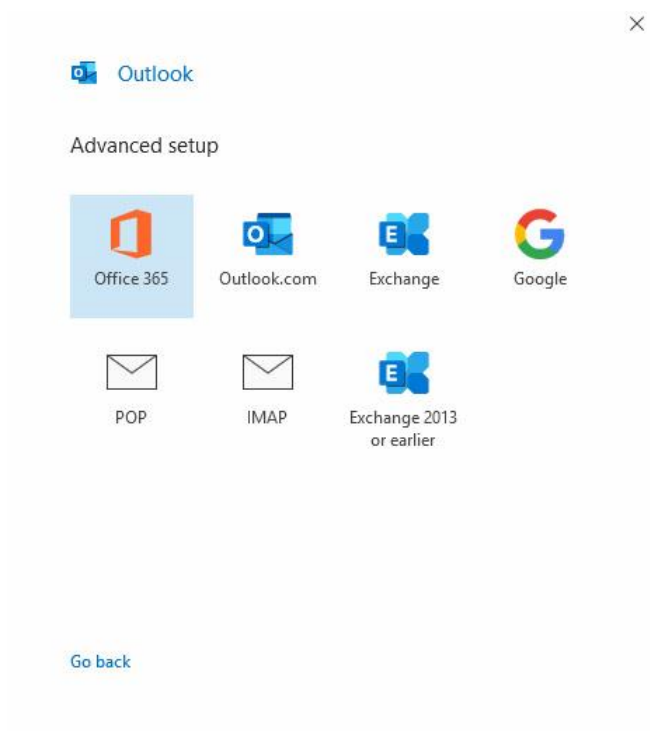
×



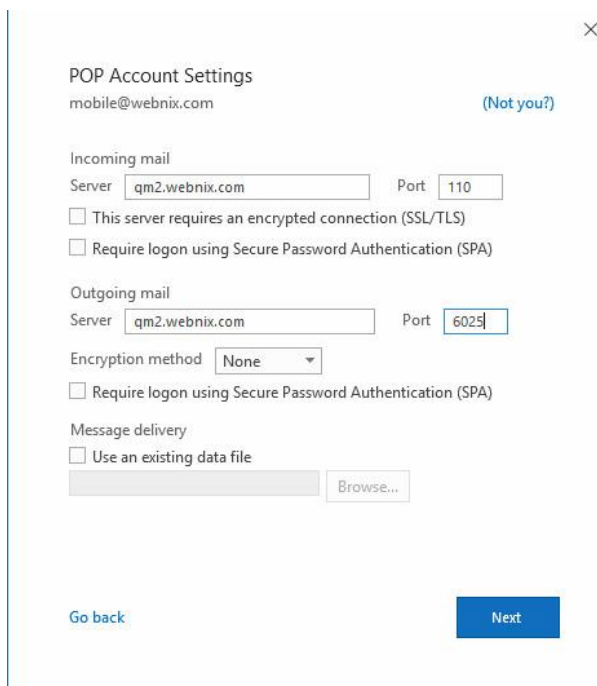
Advanced options ^

 Let me set up my account manually

3. Select your account type, usually “POP”



4. Under the POP Account Settings, enter your information as follows:



**Incoming mail server (POP3)**

Enter your domain name Pop3 server address for your incoming mail server.

(For Example: **your domain is abc.com -> Your Pop3 Server: mail.abc.com**)

Incoming Port No: 110

Untick the box “This server requires an encrypted connection (SSL/TLS) and “Require logon using Secure Password Authentication (SPA)

**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 (smtp2.wtt-mail.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?)

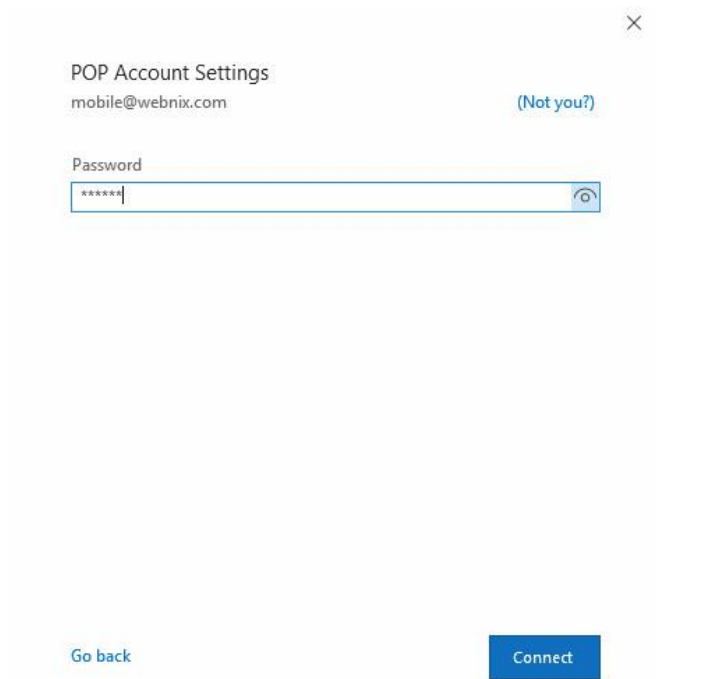
Incoming mail  
Server  Port   
 This server requires an encrypted connection (SSL/TLS)  
 Require logon using Secure Password Authentication (SPA)

Outgoing mail  
Server  Port   
Encryption method   
 Require logon using Secure Password Authentication (SPA)

Message delivery  
 Use an existing data file

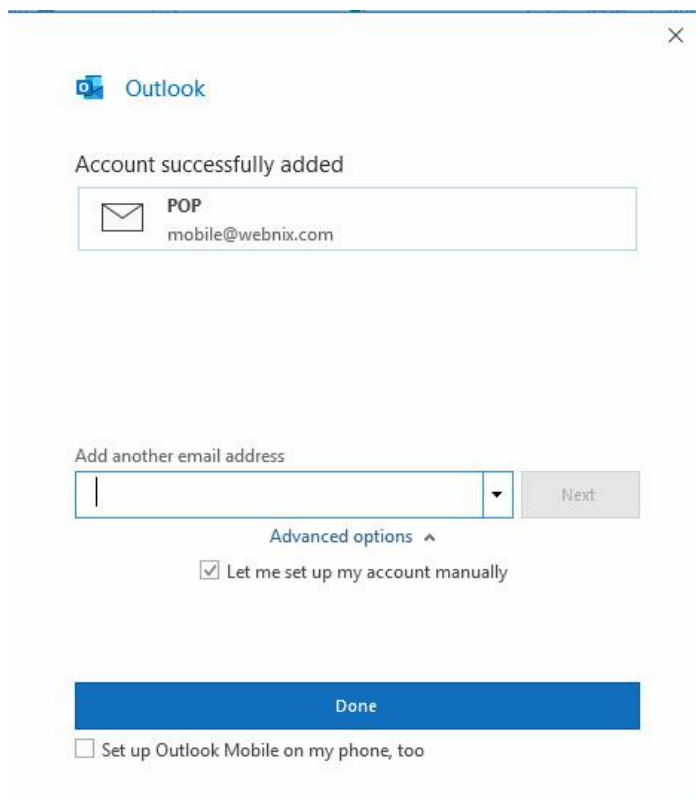
5. Change the "Outgoing mail port from **25** to **6025**.
6. Change Encryption method to "**None**"
7. Un-tick "Require logon using Secure Password Authentication (SPA)"
8. After that, please click "**Connect**."

9. Outlook will ask for your password. Please type your email password and click “Connect”



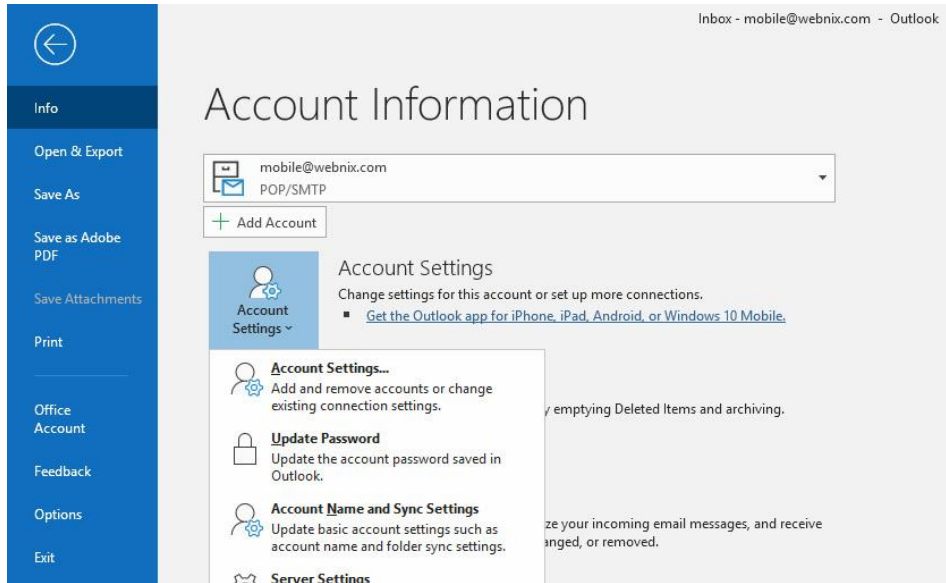
The screenshot shows a dialog box titled "POP Account Settings" with a close button (X) in the top right corner. The email address "mobile@webnix.com" is displayed, with a "(Not you?)" link to its right. Below this is a "Password" field containing several asterisks and a toggle icon for visibility. At the bottom, there are two buttons: "Go back" on the left and "Connect" on the right.

10. Email account is added. Please uncheck the “Set up Outlook Mobile on my phone, too” and click “Done”

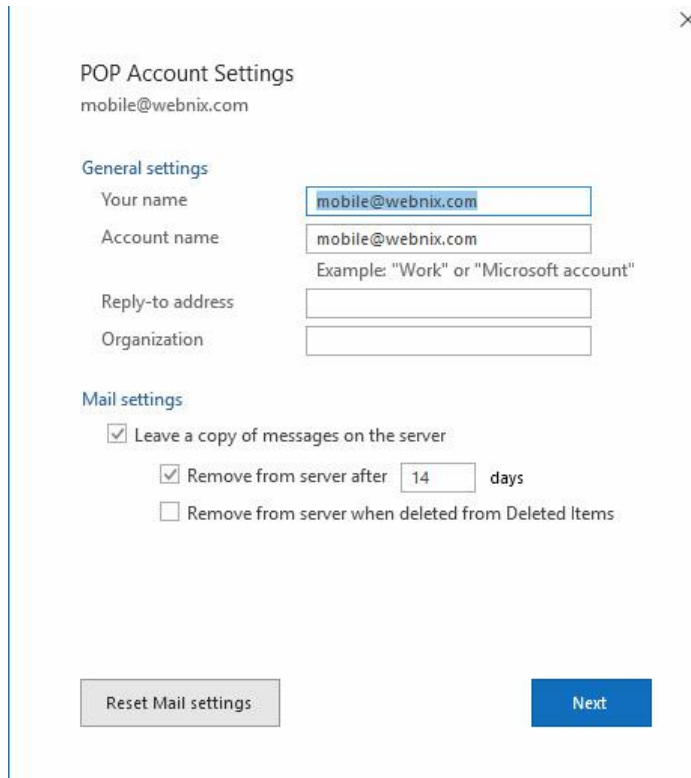


The screenshot shows a dialog box titled "Outlook" with a close button (X) in the top right corner. It displays "Account successfully added" and a card for the "POP" account "mobile@webnix.com". Below this is a section "Add another email address" with an input field and a "Next" button. Underneath is "Advanced options" with a checked checkbox for "Let me set up my account manually". At the bottom, there is a large blue "Done" button and an unchecked checkbox for "Set up Outlook Mobile on my phone, too".

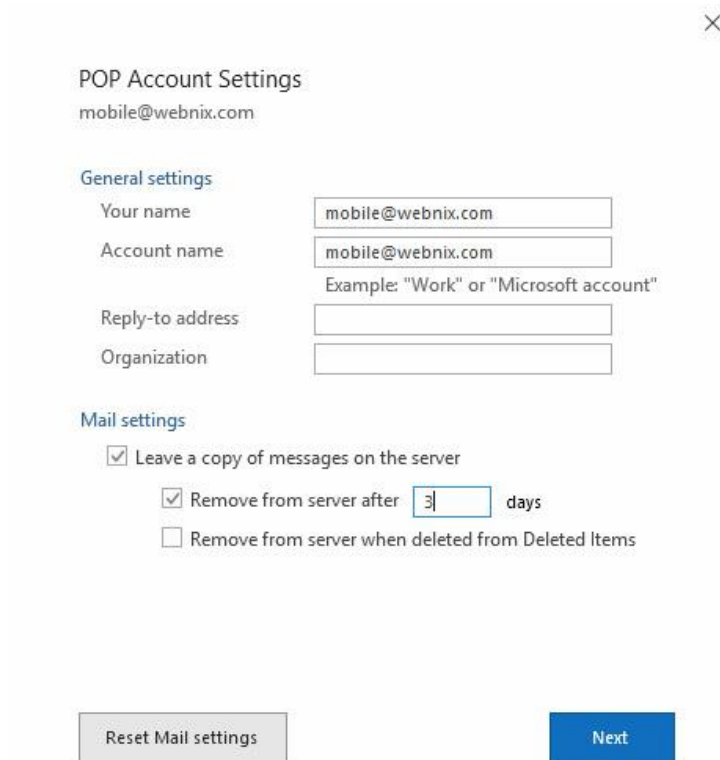
11. To keep email at server site for daily backup, you need to change your account setting again. Click “File” and “Account Setting”



12. Select “Account Name and Sync Setting”

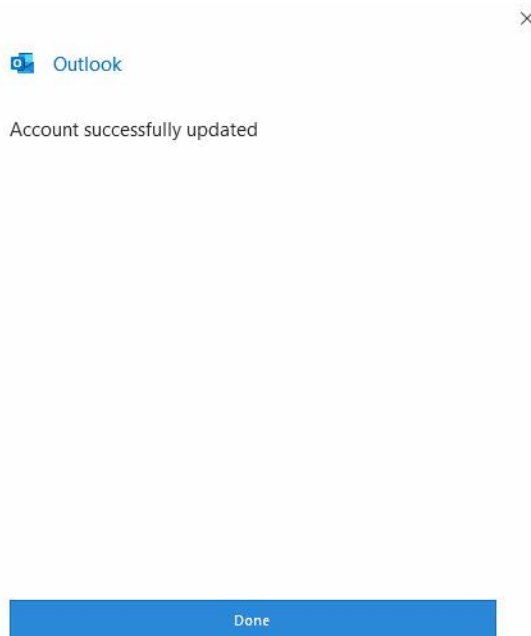


13. Tick the box, "Leave a copy of messages on the server" and "Remove from server after 14 days" . Please change the day number to "2" or more. (We suggest not to keep more than 7 days or above) and click "Next"



The screenshot shows a 'POP Account Settings' dialog box for the email address 'mobile@webnix.com'. It is divided into two sections: 'General settings' and 'Mail settings'. Under 'General settings', there are input fields for 'Your name', 'Account name', 'Reply-to address', and 'Organization', all containing 'mobile@webnix.com'. Below 'Mail settings', there are three checkboxes: 'Leave a copy of messages on the server' (checked), 'Remove from server after 3 days' (checked), and 'Remove from server when deleted from Deleted Items' (unchecked). At the bottom, there are two buttons: 'Reset Mail settings' and 'Next'.

14. It shows your account successfully updated..



The screenshot shows an Outlook confirmation dialog box with the title 'Outlook' and the message 'Account successfully updated'. At the bottom, there is a single blue button labeled 'Done'.

15. Click "Done" and Setup is finished.