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.

mobile@webnix.com			
Advanced options v			
	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.

	Advanced options	^
🗸 Let	me set up my account n	nanually

4. Select your account type, usually "Pop"

¢	Choose	e accour	nt type	
	Office 365	Outlook.com	Google	
	E X	РОР	IMAP	



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 110 This server requires an encrypted connection (SSL/TLS) Require logon using Secure Password Authentication (SPA)			
	Outgoing mail Server mail.webnix.com Port 465 Encryption method SSL/TLS  Require logon using Secure Password Authentication (SPA)			
	Message delivery Use an existing data file Browse			
	Connect			

#### 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.wharftthk.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.	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				
		80 0 0		
Interr	iet Email - mo	bile@webnix.com	×	
<b>?</b> >	g server.			
	Server	qm1.webnix.com		
	User Name:	mobile@webnix.com		
	Password:	****		
	Save this	password in your password list		
		ОК Са	ncel	

- 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				
ОК				
Set up Outlook Mobile on my phone, too				
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.

$\leftarrow$	
Info	Account Information
Open & Export	mobile@webnix.com
Save as Adobe	Add Account
PDF Save Attachments	Account Settings Change settings for this account or set up more connections.
Print	Settings*
Office Account	Manage the size of your mailbox by emptying Deleted Items and archiving.
Feedback	Pules and Alarts
Options	KUIES and Alert IS     Use Rules and Alerts to help organize your incoming email messages, and receive     Manage Rules     updates when items are added, changed, or removed.
Exit	& Alerts

14. Click "Account Setting"

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Info	Account Information
Open & Export	mobile@webnix.com     vop/SMTP     vop/SMTP     vop/SMTP
Save As Save as Adobe PDF Save Attachments Brint	<ul> <li>Add Account</li> <li>Account Settings</li> <li>Change settings for this account or set up more connections.</li> <li><u>Get the Outlook app for iPhone, iPad, Android, or Windows 10 Mobile.</u></li> </ul>
Office Account Feedback	Account Settings Add and remove accounts or change existing connection settings. Change Profile Restart Microsoft Outlook and choose a different profile.
Options Exit	Manage Profiles Add and remove profiles or change existing profile settings. ed, changed, or removed.



15. It will pop up your email account list. Please click on your email address and click "Change Account"

Email Accounts You can add or reme	ove an account. You can se	lect an account and	change its settings.	
Email Data Files RSS	Feeds SharePoint Lists	Internet Calendars	Published Calendars	Address Books
🧟 New 🕅 Repair	🚰 Change 📀 Set a:	s Default 🗙 Remo	ove 🛨 🖶	
Name		Туре		
🙄 mobile@webnix.com		POP/SMTP (sen	d from this account by	default)
Selected account delivers	new messages to the follo	wing location:		
Selected account delivers Change Folder mobi	new messages to the follo le@webnix.com\lnbox	wing location:		
Selected account delivers Change Folder mobi in da	new messages to the follo le@webnix.com\lnbox ta file	wing location:		
Selected account delivers Change Folder mobi in da	new messages to the follo le@webnix.com\lnbox ta file	wing location:		

16. It shows your account details below.

User Information		Test Account Settings
Your Name:	mobile@webnix.com	We recommend that you test your account to ensure that
Email Address:	mobile@webnix.com	the entries are correct.
Server Information		Test Assessment Cattioner
Account Type:	POP3 V	lest Account Settings
Incoming mail server:	qm1.webnix.com	Automatically test account settings when Next is clicked
Outgoing mail server (SMTP):	qm1.webnix.com	
Logon Information		
User Name:	mobile@webnix.com	
Password:	*****	
R	emember password	
Require logon using Secu	re Password Authentication	
(SPA)		More Settings



17. Click on "More Setting" Button.

Internet E	mail Settings	$\times$
General	Outgoing Server Advanced	
Mail Acc	ount	- 1
Type th examp	ne name by which you want to refer to this account. For le: "Work" or "Microsoft Mail Server"	
mobil	e@webnix.com	
Other U	ser Information	- 1
Organ	ization:	1
Reply I	Email:	1
		-
	OK Cano	el

- 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.

General	Outgoing Server	Advanced	
My o	utgoing server (SMI	(P) requires authentication	
<u>ں</u> ھ	se same settings as	my incoming mail server	
OL	og on using		
U	lser Name:		
P	assword:		
	✓ Rem	ember password	
	Require Secure Pa	assword Authentication (SPA)	



- 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".

Internet Email Settings	×
General Outgoing Server Advanced	
Server Port Numbers Incoming server (POP3): 110 Use Defaults This server requires an encrypted connection (SSL/TLS) Outgoing server (SMTP): 6025 Use the following time of encrypted connections None	
Server Timeouts Long 1 minute	
Leave a copy of messages on the server     Remove from server after     14      days     Remove from server when deleted from 'Deleted items'	e
	,
ОК	Cancel

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)

Internet Email Settings ×
General Outgoing Server Advanced
Server Port Numbers Incoming server (POP3): 110 Use Defaults This server requires an encrypted connection (SSL/TLS)
Outgoing server (SMTP): 6025 Use the following type of encrypted connection: None v Server Timeouts
Delivery
OK Cancel



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

Test Acc	ount Settings		
Congratu continue	Stop Close		
Tasks	Errors		
Tasks		Status	
V Log	g onto incoming mail server (POP3)	Completed	
Ser Ser	nd test email message	Completed	

25. Click Finish.

Change Account	×
You're all set!	
We have all the information we need to set up your account.	
< Back Finish	Help

