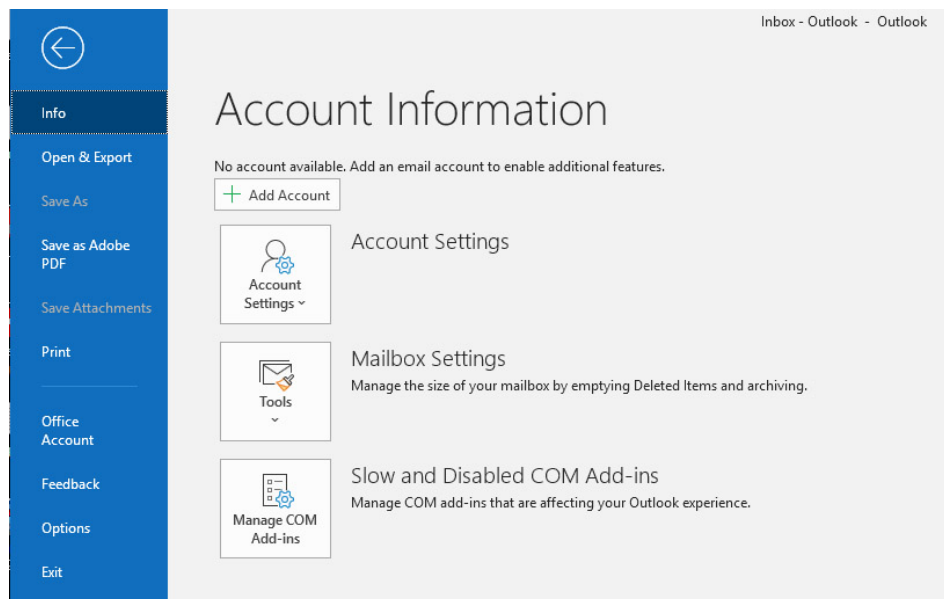


Setting Up Your E-mail in Microsoft Outlook 365

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**

mobile@webnix.com

Advanced options ^

Let me set up my account manually

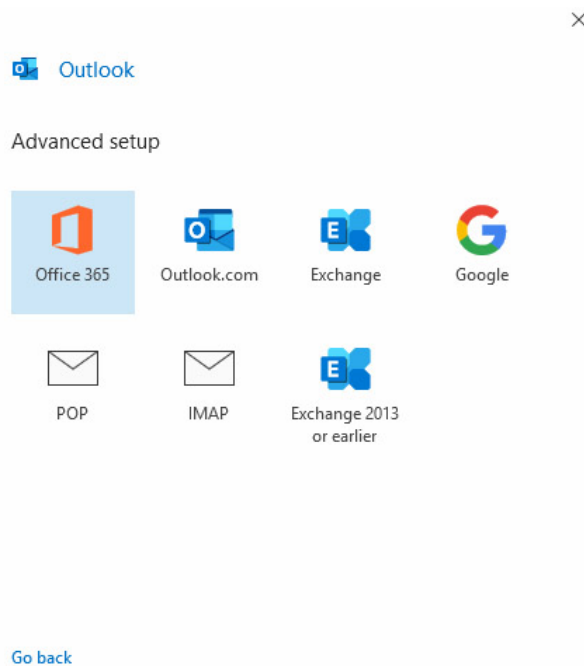
Connect

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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)”

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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)

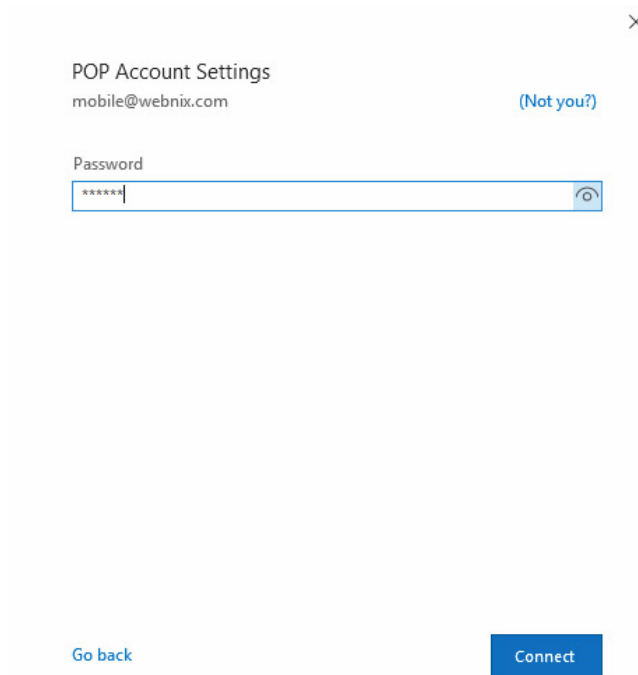
5. Change the "Outgoing mail port from **25** to **6025**.
6. Change Encryption method to "**None**"
7. Un-tick "Require logon using Secure Password Authentication (SPA)"
8. After that, please click "**Connect**."

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

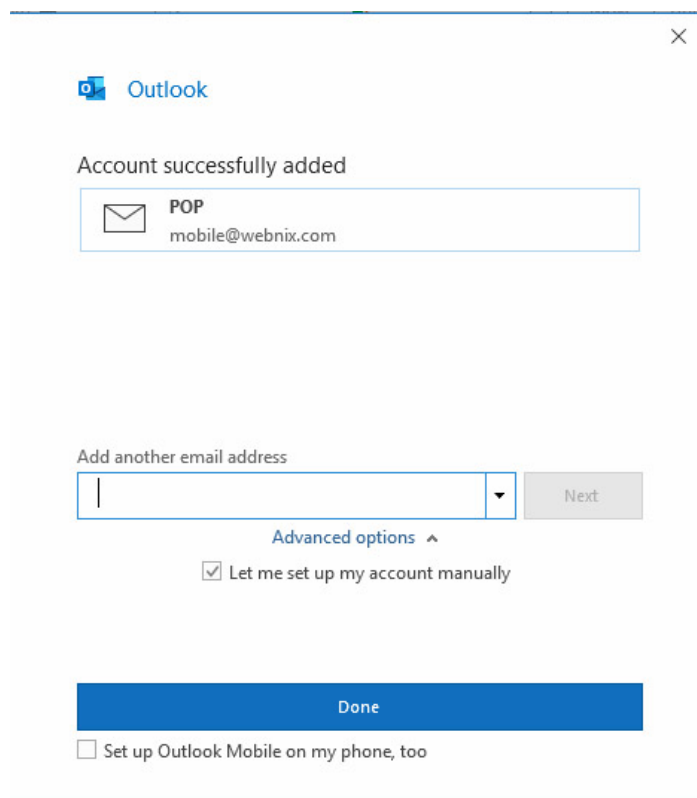


POP Account Settings
mobile@webnix.com (Not you?)

Password

Go back Connect

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



Outlook

Account successfully added

POP
mobile@webnix.com

Add another email address

Next

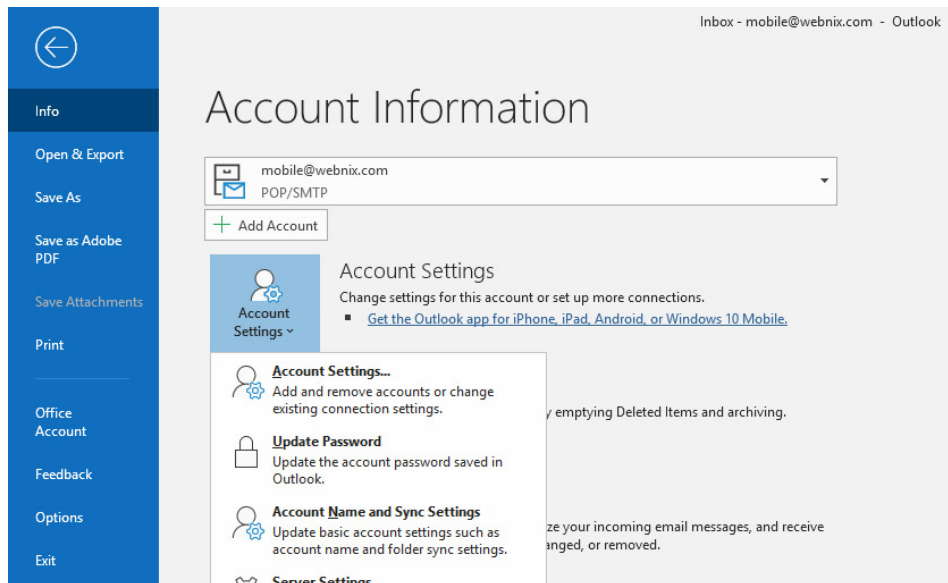
Advanced options ^

Let me set up my account manually

Done

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"

POP Account Settings
mobile@webnix.com

General settings

Your name

Account name
Example: "Work" or "Microsoft account"

Reply-to address

Organization

Mail settings

Leave a copy of messages on the server

Remove from server after days

Remove from server when deleted from Deleted Items

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**"

×

POP Account Settings
mobile@webnix.com

General settings

Your name

Account name
Example: "Work" or "Microsoft account"

Reply-to address

Organization

Mail settings


Leave a copy of messages on the server

Remove from server after days

Remove from server when deleted from Deleted Items

14. It shows your account successfully updated..

×

 Outlook

Account successfully updated

15. Click "**Done**" and Setup is finished.

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