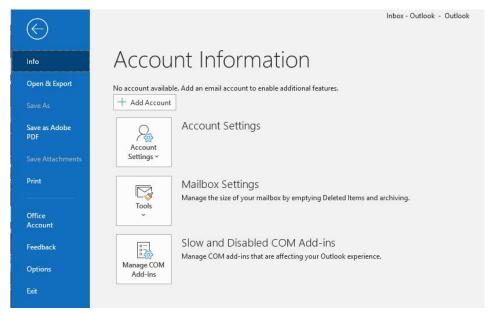
This tutorial shows you how to set up Microsoft Outlook to work with your e-mail account. This tutorial focuses on setting up Microsoft Outlook 365, but these settings are similar in other versions of Microsoft Outlook. You can set up previous versions of Microsoft Outlook by using the settings in this tutorial.

To Set Up Your E-mail Account in Microsoft Outlook

1. Open Microsoft Outlook 365, select File > Add Accounts.



 Enter your email address, Tick the box under "Advanced option" > Let me set up my account manually and click Connect

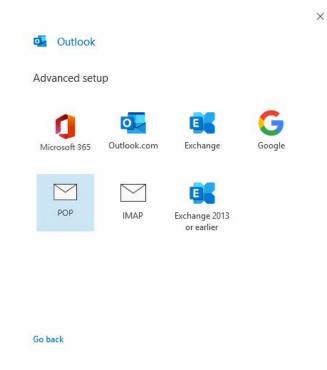
💶 Out	look
	IOOK
mobile@webnix.com	
- Advanced opti	

Webnix Technology Limited Rm 802, 8/F, Koon Fook Center, No.9 Knutsford Terrace, TST, KLN Email: cs@webnix.com Tel: (852) 2720-8429 Fax: (852)2729-7751



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3. Select your account type, usually "POP"



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

	ng mail	10 140 1 CHC			
Server	mail.yourdo		Pa		
		es an encrypted o			
Req	uire logon usi	ng Secure Passw	ord Authentie	cation (SPA)	
Outgoi	ng mail				
Server	mail.yourdo	main.com	P	ort 6025	
Encrypt	tion method	None 🔻			
		ng Secure Passw	ord Authentia	ration (SPA)	
	2	ing occure r assir	ord mathema	unon (on y	
	le delivery	ta fila			
212 C 12 C	an ovicting da	ita me			
212 C 12 C	an existing da		Browse		
212 C 12 C	an existing da		Browse		
essac		ata file			

Incoming mail server (POP3)

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

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

3

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. HKBN (Business) (smtp.bbmail.com.hk)
- 5. HKNet (smtp.hknet.com)
- 6. PacificNet (smtp.pacific.net.hk)
- 7. Hutchcity (smtp.hutchcity.com)
- 8. HKBN (What'f T&T) (smtp.mail.hkbnes.net)
- 9. Pacific One Net (smtp.onebb.net)

b. Webnix SMTP Server : Same as Incoming mail server (E.g. mail.yourdomain.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."



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

mobile@webnix.com	(Not you?)
Password	
*****	0

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

Account succes	sfully added		
POP mobile	@webnix.com		
Add another email	address		
Add another email	address	•	Next
Add another email	address Advanced optic		Next
1		ins 🔺	Next
1	Advanced optic	ins 🔺	Next
1	Advanced optic	ins 🔺	Next



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



X

12. Select "Account Name and Sync Setting"

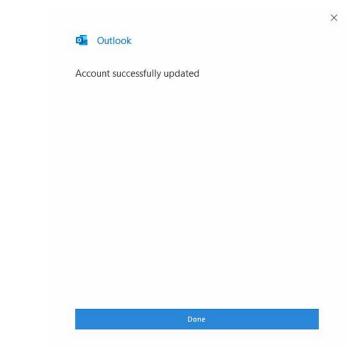
General settings	
Your name	mobile@webnix.com
Account name	mobile@webnix.com
	Example: "Work" or "Microsoft account
Reply-to address	
Organization	
Remove fr	om server after 14 days
	nessages on the server
	om server when deleted from Deleted Items
	on server when deleted nom beleted items



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 "3" or more. (We suggest not to keep more than 7 days or above) and click "Next"

mobile@webnix.com	
General settings	
Your name	mobile@webnix.com
Account name	mobile@webnix.com
	Example: "Work" or "Microsoft account"
Reply-to address	
Organization	
Mail settings ✓ Leave a copy of m	nessages on the server
Leave a copy of m	nessages on the server om server after 3 days om server when deleted from Deleted Items
Leave a copy of m	om server after 3 days

14. It shows your account successfully updated..



15. Click "Done" and Setup is finished.



Form No: H041819