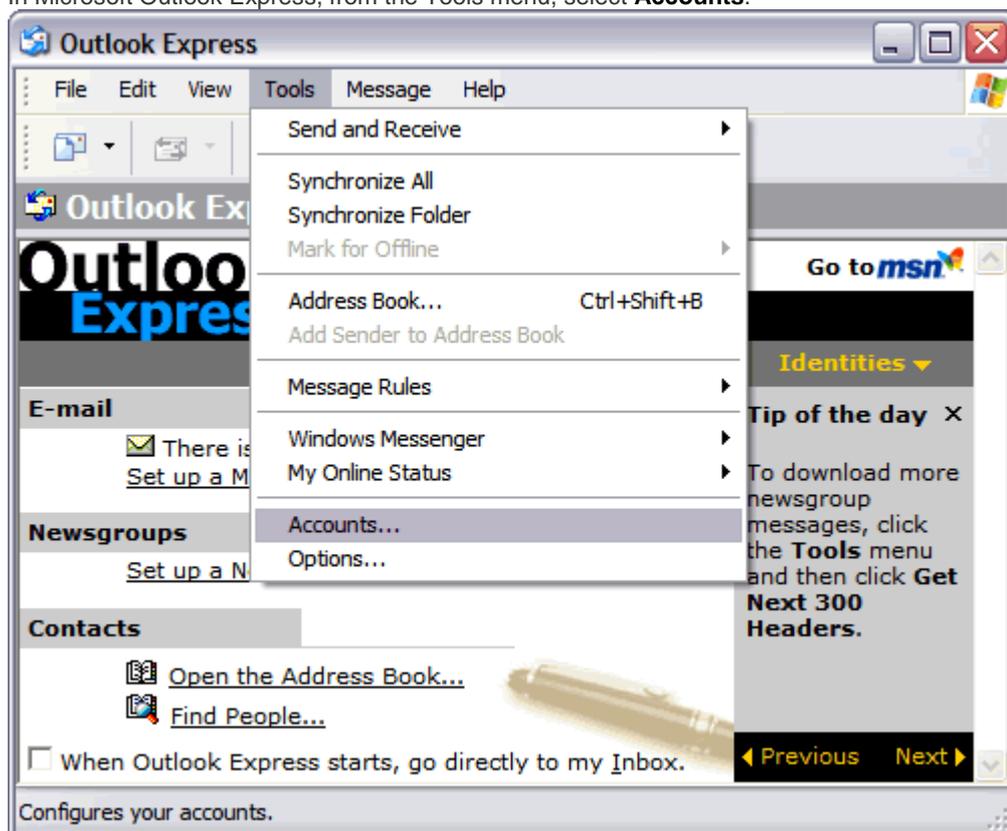


# Setting Up Your E-mail in MS Outlook Express

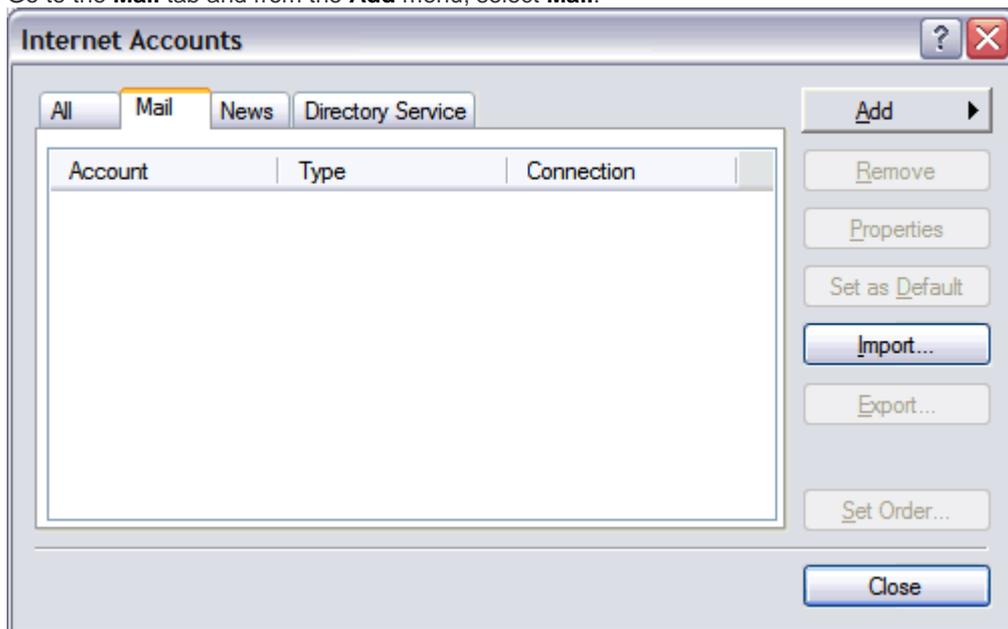
This tutorial shows you how to set up Microsoft Outlook Express 6 to work with your e-mail account. This tutorial focuses on setting up Microsoft Outlook Express 6, but these settings are similar in other versions of Microsoft Outlook Express. You can set up previous versions of Microsoft Outlook Express by using the settings in this tutorial.

## To Set Up Your E-mail Account in Microsoft Outlook Express

1. In Microsoft Outlook Express, from the Tools menu, select **Accounts**.



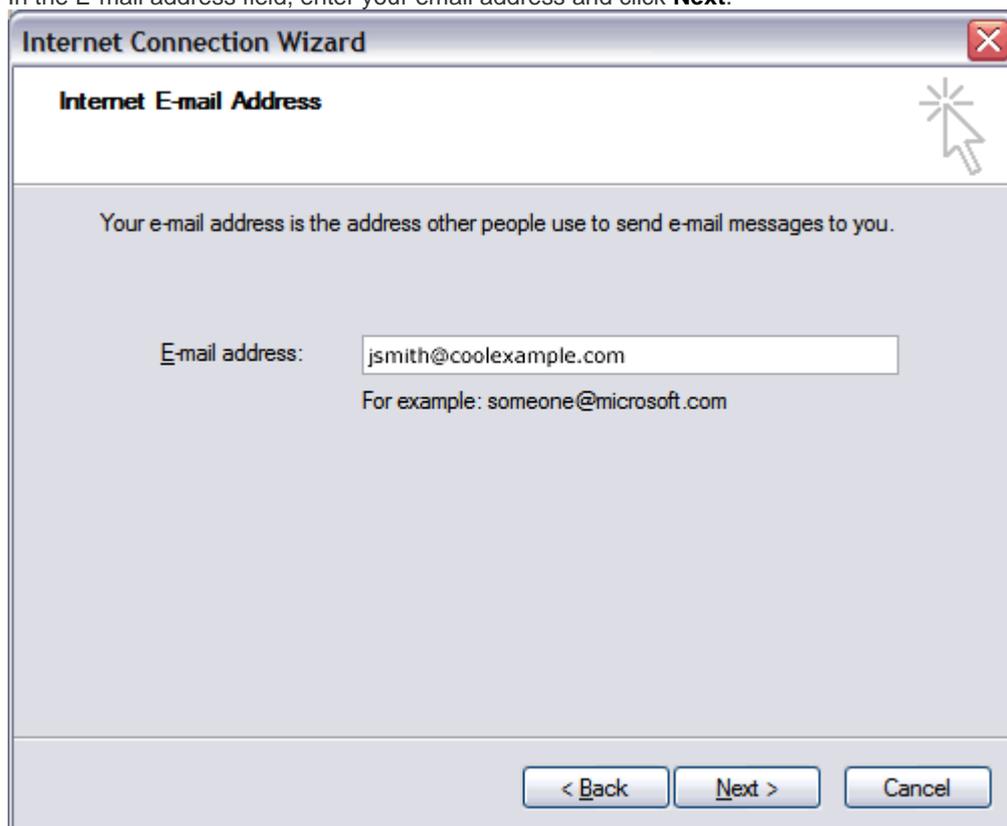
2. Go to the **Mail** tab and from the **Add** menu, select **Mail**.



3. In the Display Name field, enter you full name and click **Next**.



4. In the E-mail address field, enter your email address and click **Next**.



The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main title bar is "Internet E-mail Address". Below the title bar, there is a text area with the instruction: "Your e-mail address is the address other people use to send e-mail messages to you." Below this, there is a label "E-mail address:" followed by a text input field containing "jsmith@coolexample.com". Below the input field, there is a hint text: "For example: someone@microsoft.com". At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

5. On the E-mail Server Names page, enter your information as follows:

**My incoming mail server is a**

Select **POP3**.

**Incoming mail (POP3, IMAP or HTTP) server**

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)

**Outgoing mail (SMTP) server**

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

*a. Hong Kong (ISP) SMTP Server:*

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)
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)*

Click **Next**.

**NOTE:** In order to use SMTP server to send e-mails, you must first activate SMTP relay on your e-mail account. Log on to your Manage Email Accounts page to set up SMTP relay. If you do not have SMTP relay set up and your Internet Service Provider (ISP) allows it, you can use the outgoing mail server for your Internet Service Provider. Contact your Internet Service Provider to get this setting.

My incoming mail server is a  server.

Incoming mail (POP3, IMAP or HTTP) server:

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:

< Back    Next >

**Remark: If your domain name is abc.com, please change Incoming mail (Pop3) Server to “mail.abc.com”**

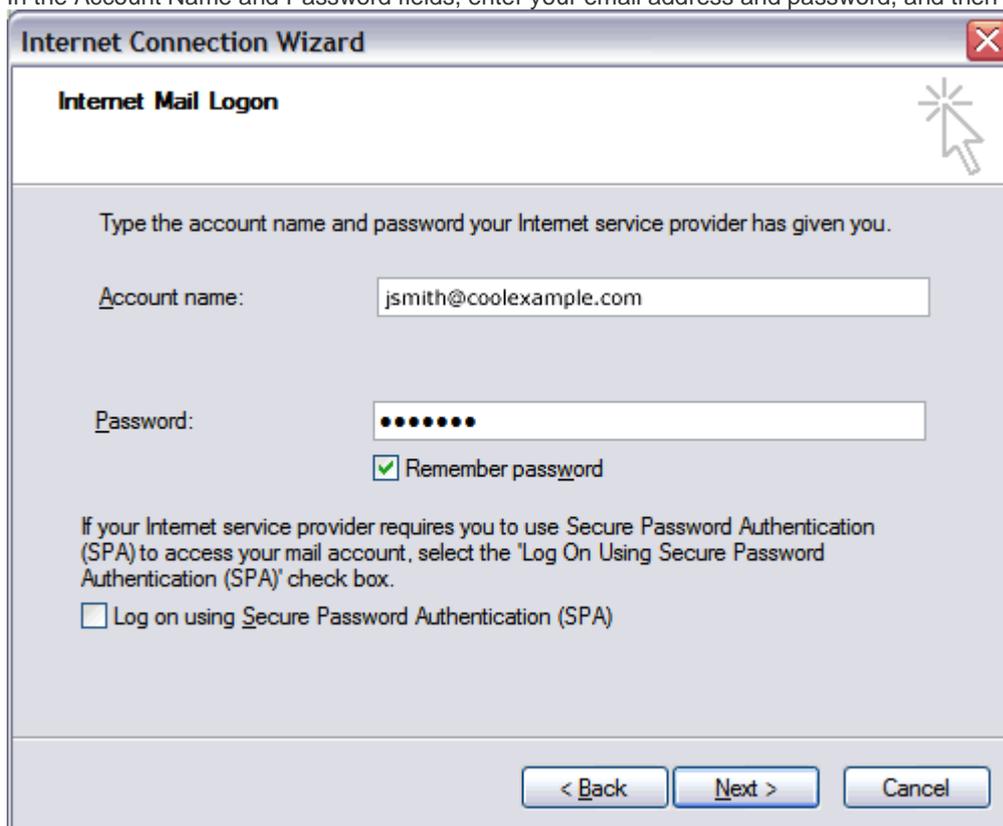
**For outgoing server, please change to your ISP SMTP server or “mail.abc.com”**

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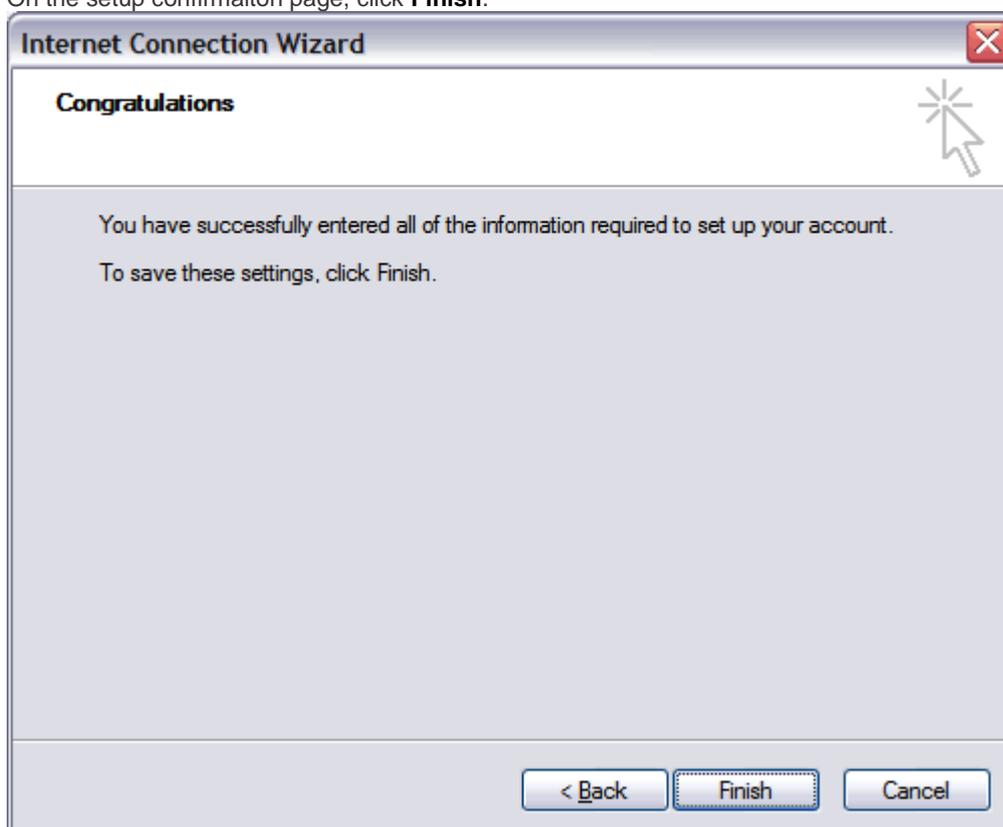


6. In the Account Name and Password fields, enter your email address and password, and then click **Next** .



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Internet Mail Logon". Below the heading is a mouse cursor icon. The main text reads: "Type the account name and password your Internet service provider has given you." There are two input fields: "Account name:" containing "jsmith@coolexample.com" and "Password:" containing a series of dots. Below the password field is a checked checkbox labeled "Remember password". Further down, there is a paragraph: "If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box." Below this is an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

7. On the setup confirmaiton page, click **Finish**.



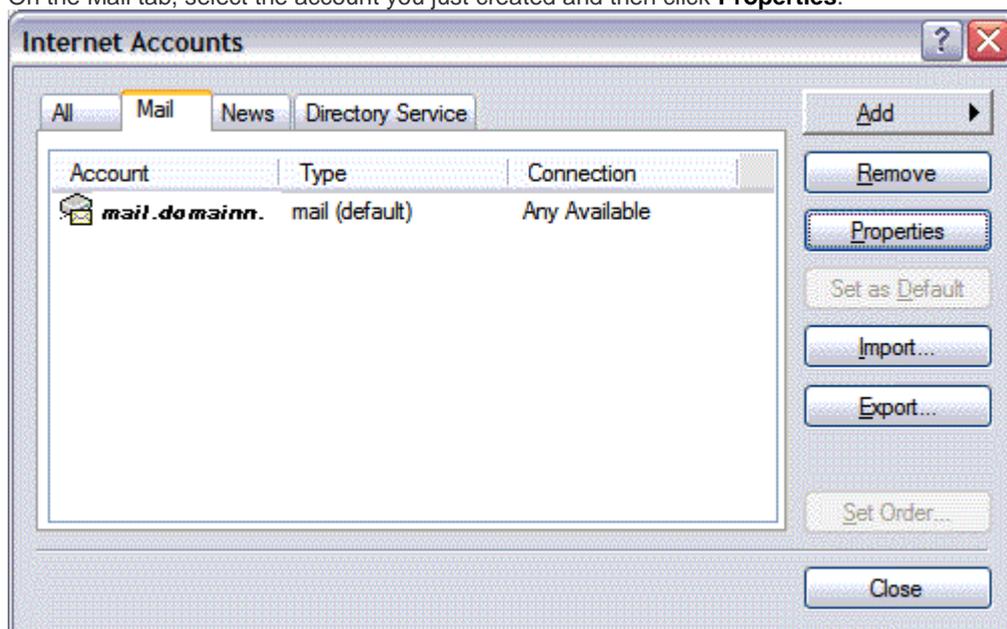
The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Congratulations". Below the heading is a mouse cursor icon. The main text reads: "You have successfully entered all of the information required to set up your account. To save these settings, click Finish." At the bottom of the window are three buttons: "< Back", "Finish", and "Cancel".

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- On the Mail tab, select the account you just created and then click **Properties**.



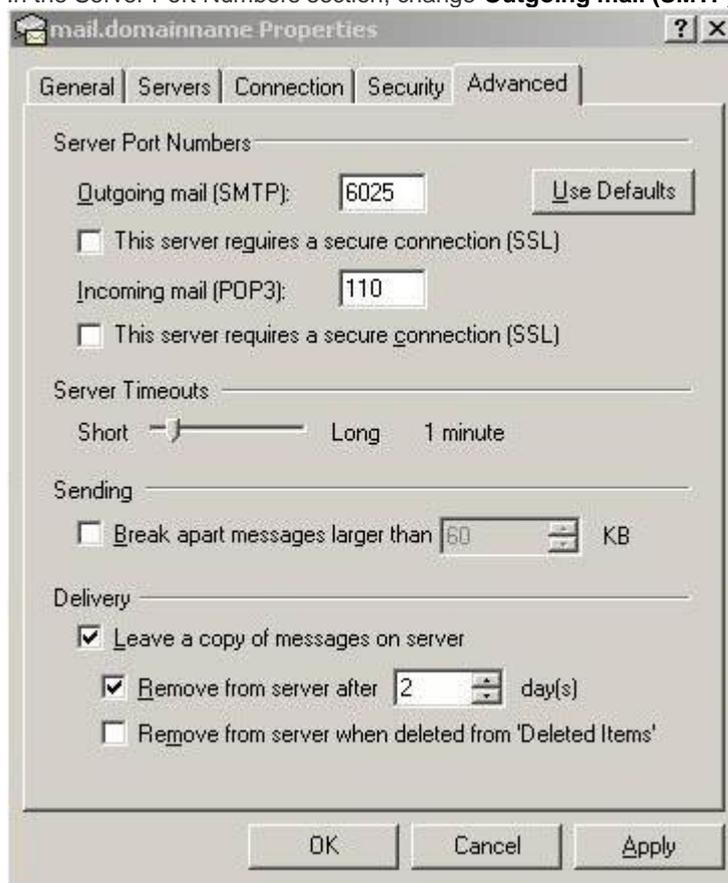
- Go to the **Servers** tab.

The following steps are for using Webnix SMTP server only. If you choose to use your ISP SMTP server, you can skip this part and jump to step 13.

- Select **My server requires authentication**, and then click **Apply**.



11. Go to the **Advanced** tab.
12. In the Server Port Numbers section, change **Outgoing mail (SMTP)** to **6025**, and then click **OK**.



13. (Optional) If you would like to keep a copy of your email messages stored on your email provider's servers, in the Delivery section, select **Leave a copy of messages on server**.
14. Tick the box, "Remove from server after 5 days" and change the day number to "2".

Your Outlook Express account is now set up. Click **Close** to close the Internet Accounts window and return to your Outlook Express.