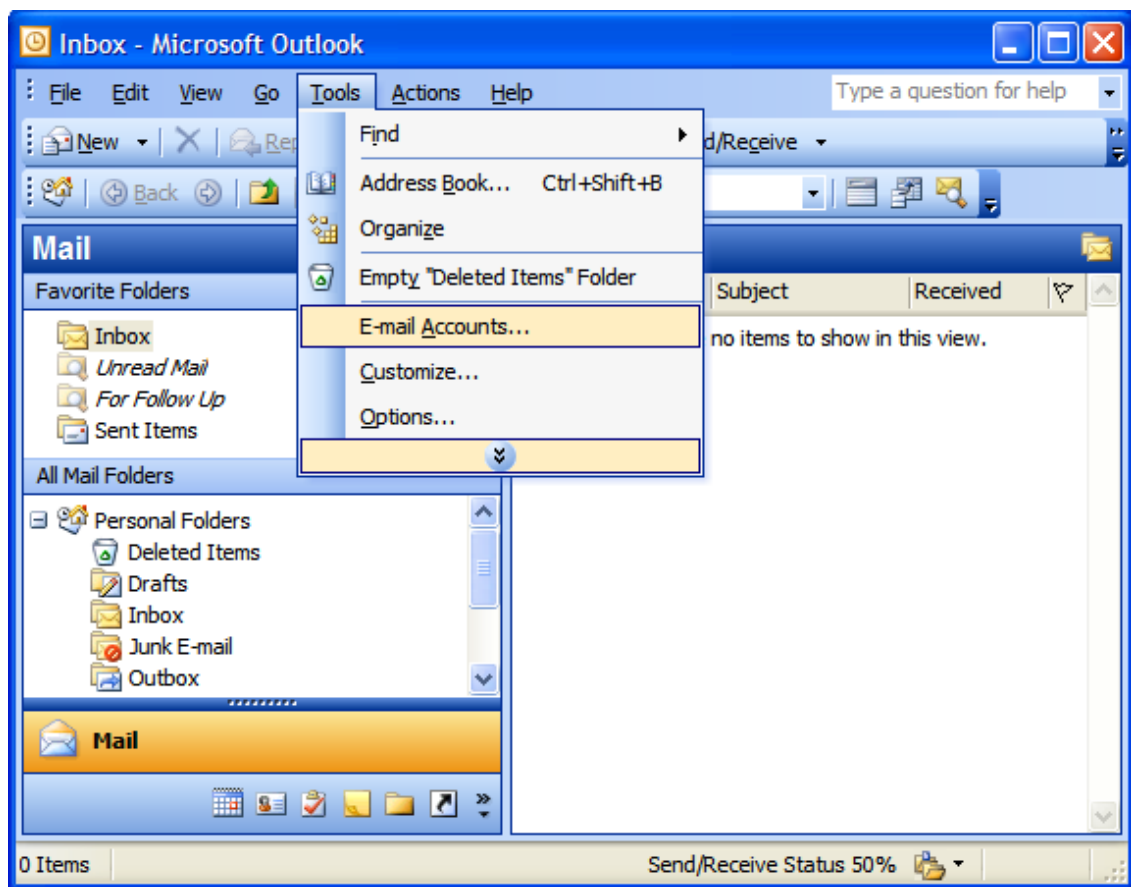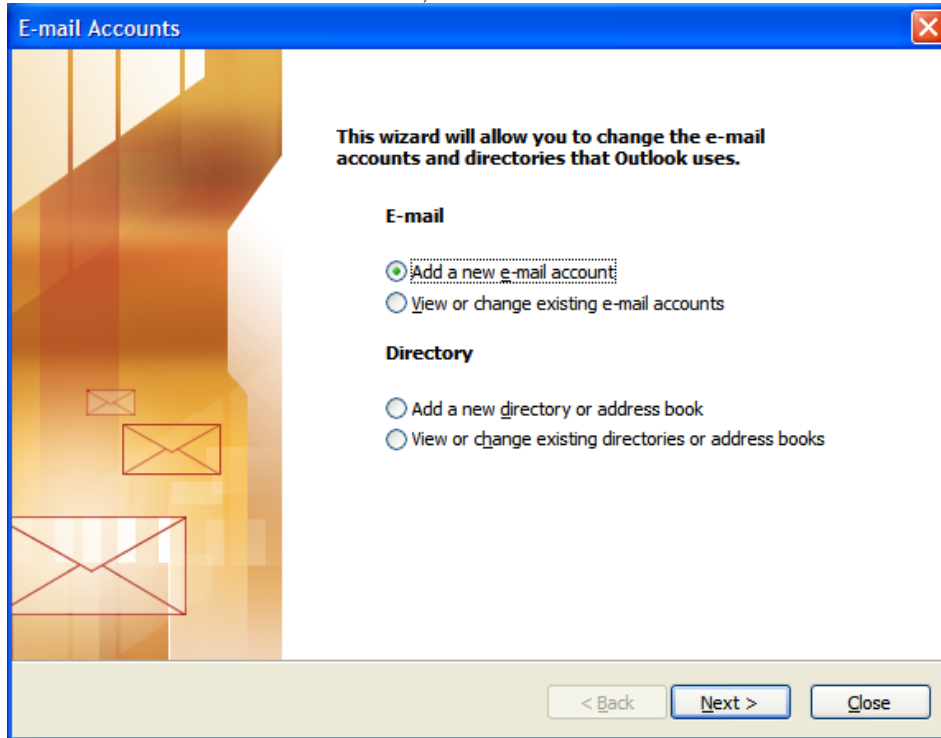# Setting Up Your E-mail in Microsoft Outlook

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 2007/2003, 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.

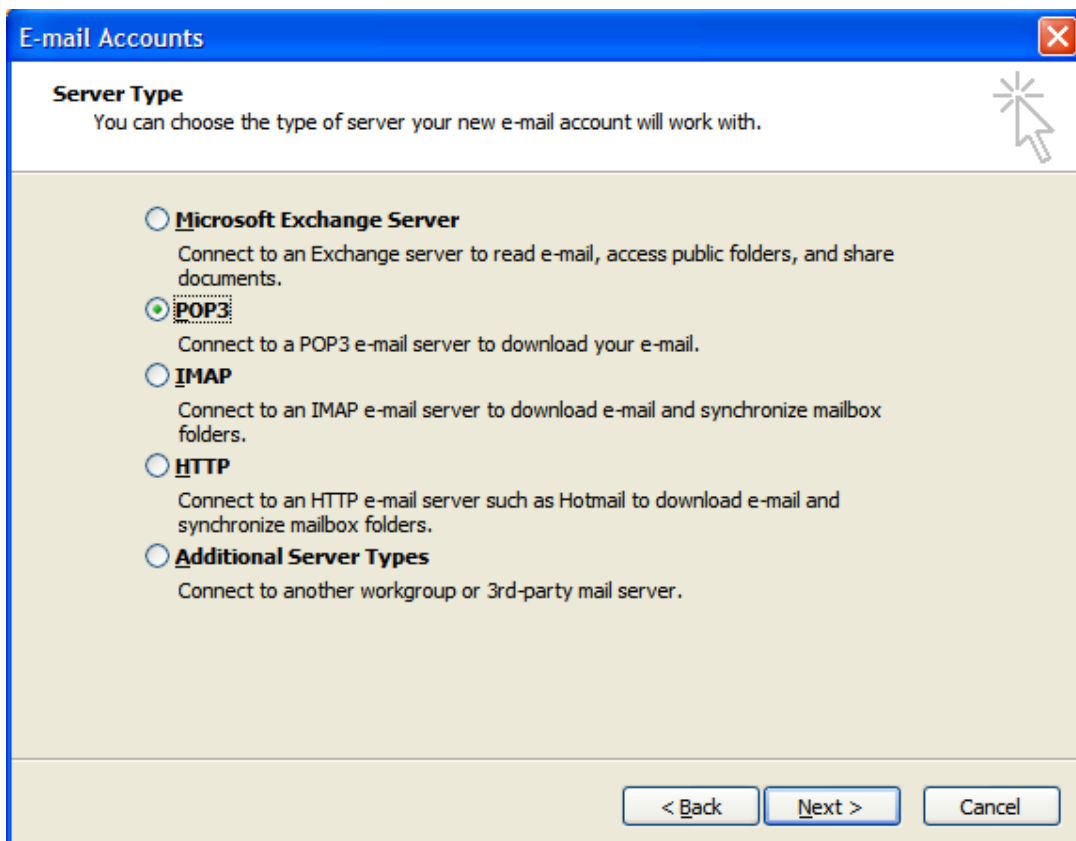**To Set Up Your E-mail Account in Microsoft Outlook**

1. In Microsoft Outlook, select Tools > E-mail Accounts.

2. On the E-mail Accounts wizard window, select "Add a new e-mail account" and click Next.

3. For your server type, select "POP3" and click Next.

4. On the Internet E-mail Settings (POP3) window, enter your information as follows:

Your Name

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Email: cs@webnix.com
Tel: (852) 2720-8429 Fax:(852)2729-7751

Enter your first and last name.

E-mail Address

Enter your e-mail address.

User Name

Enter your e-mail address, again.

Password

Enter the password you set up for your e-mail account.

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)

Outgoing mail server (SMTP)

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) 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)

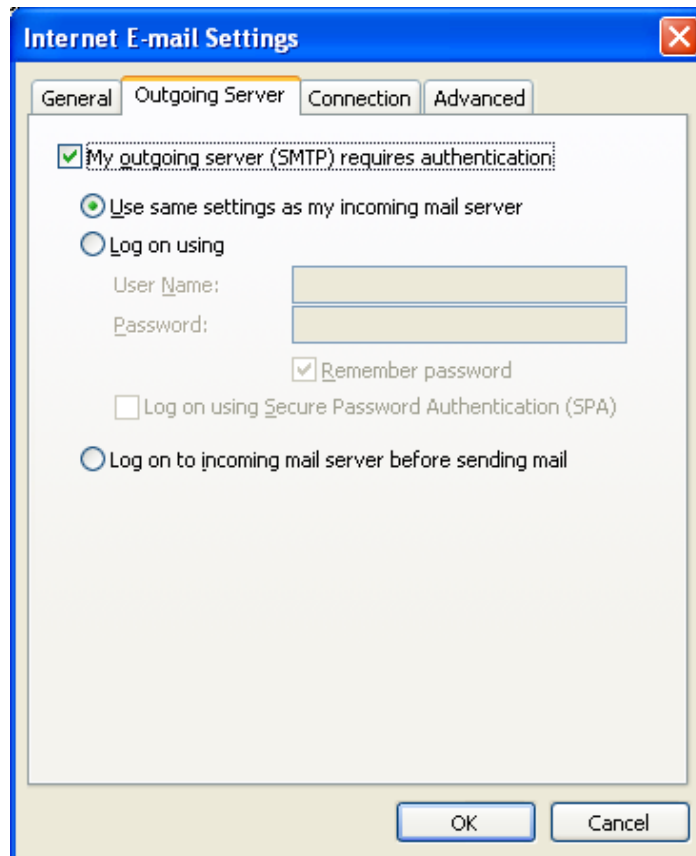**b. Webnix SMTP Server :** Same as Incoming mail server (E.g. mail.abc.com)

Then, please click "More Settings."

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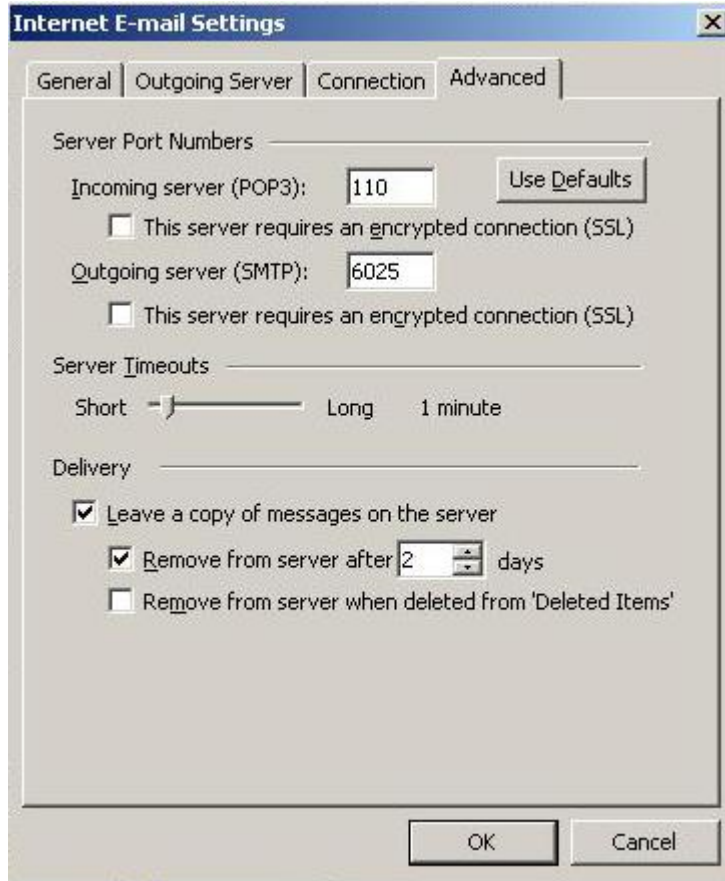Email: cs@webnix.com
Tel: (852) 2720-8429 Fax:(852)2729-7751

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 12.

> **NOTE:** In order to use Webnix 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.
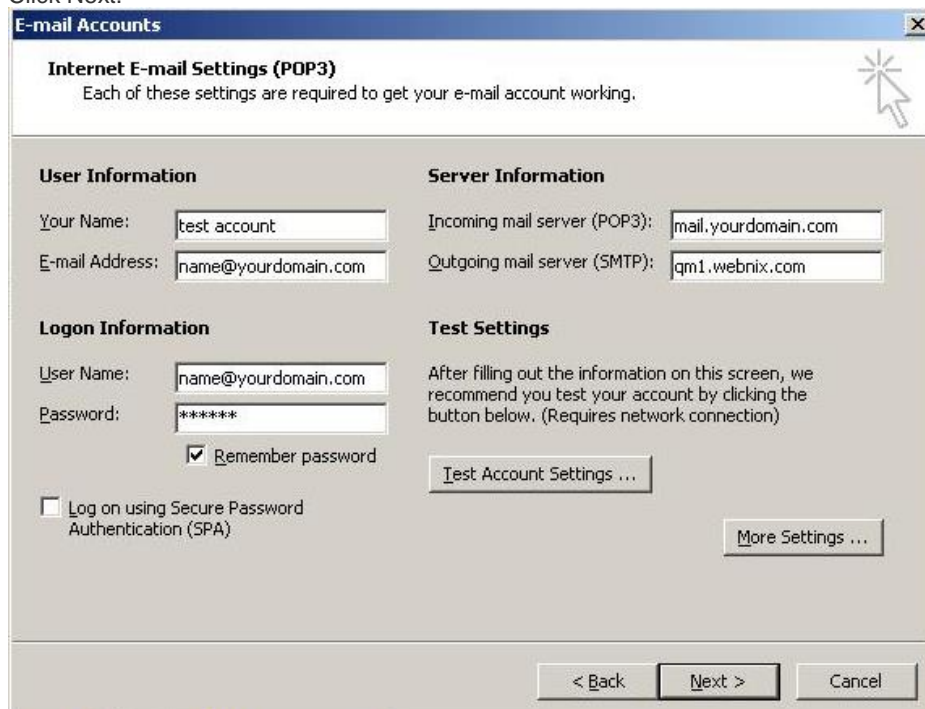
5. On the Internet E-mail Settings window, select the "Outgoing Server" tab.

6. Select "My outgoing server (SMTP) requires authentication."

7. 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.

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8. Select the "Advanced" tab and change the "Outgoing server (SMTP)" port from 25 to 6025.

9. To having a email daily backup at our server, please tick the box "Leave a copy of messages on the server".

10. Tick the box, "Remove from server after 10 days" and change the day number to "2". (We suggest not to keep more than 7 days or above)

11. Click OK.

12. Click Next.

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13. Click Finish.