# Setting Up Your E-mail in Microsoft Outlook 2016

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**.
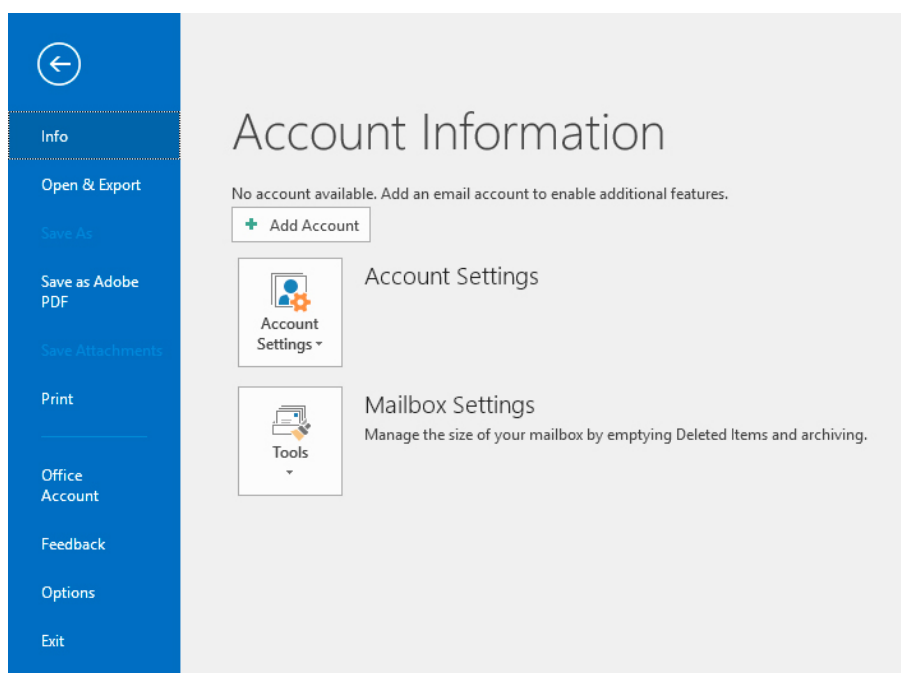


2. Enter your email address

3.   Select  **"Advanced option"** > **Let me set up my account manually** > click **Connect**

# Welcome to Outlook

### Enter an email address to add your account.

mobile@webnix.com

**Advanced options**            ∧

☑ Let me set up my account manually

**Connect**

4.   Select your account type, usually "**Pop**"

← 

# Choose account type

Office 365        Outlook.com        Google

Exchange            POP                IMAP

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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

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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 (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.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**."

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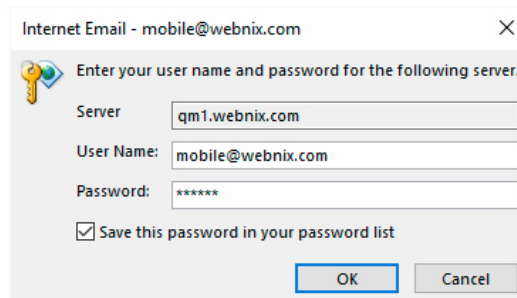Rm 802, 8/F, Koon Fook Center, No.9 Knutsford Terrace, TST, KLN
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9.   Outlook will ask for your password. Please type your email password and tick "Save this password in your password list"



10.  Outlook may ask for the password again – if so, this is normal, so enter it again.

11.  Outlook Setup is complete.



12.  Again, please uncheck the "**Set up Outlook Mobile on my phone, too**" and click "**OK**"
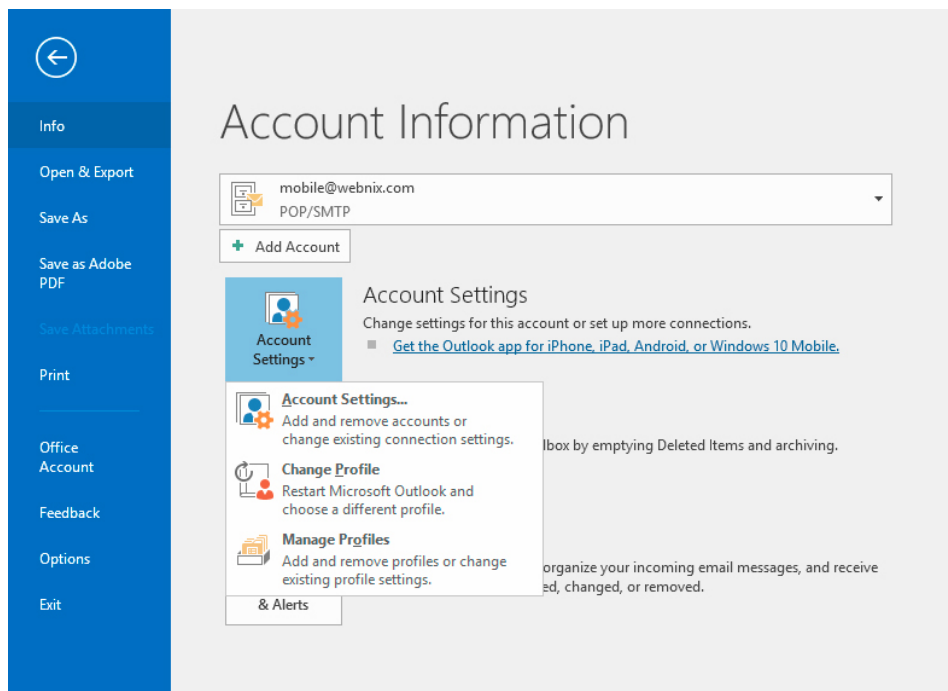
13. To keep email at server site for daily backup, you need to change your account setting again.
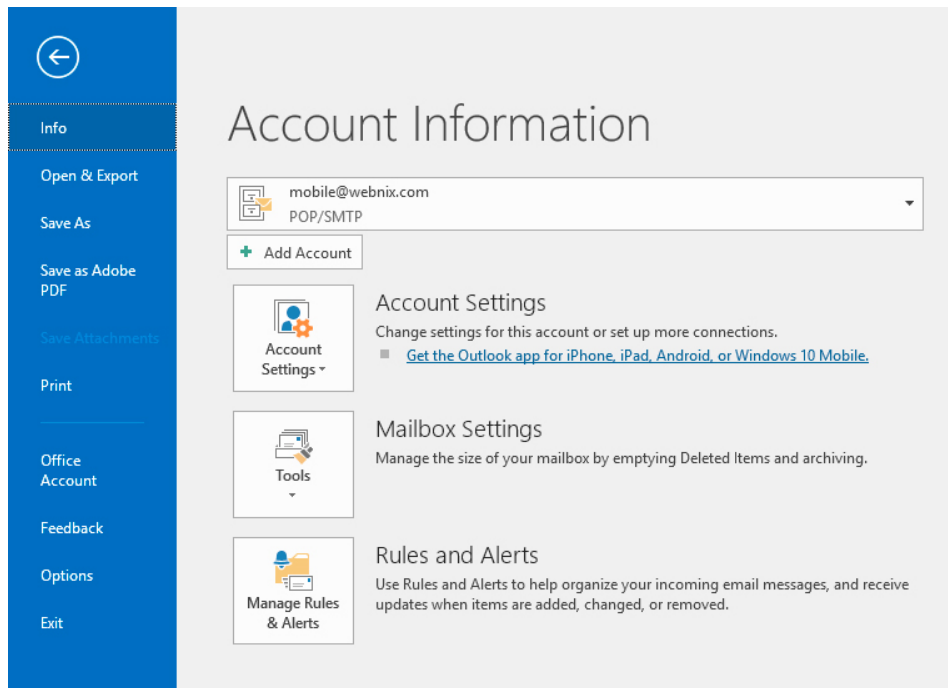


14. Click "**Account Setting**"



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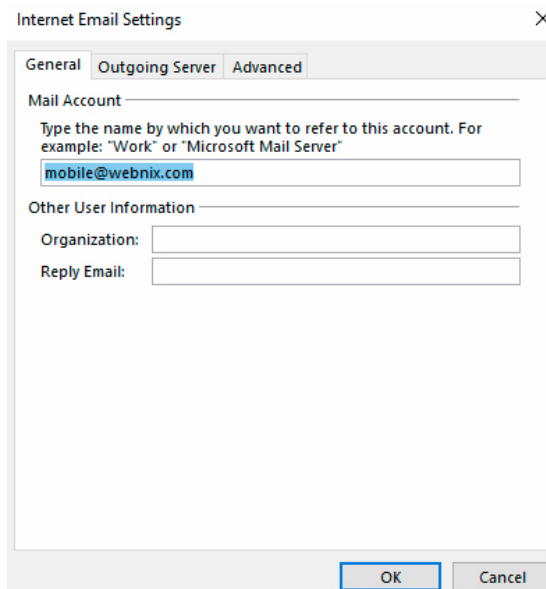Tel: (852) 2720-8429  Fax: (852)2729-7751

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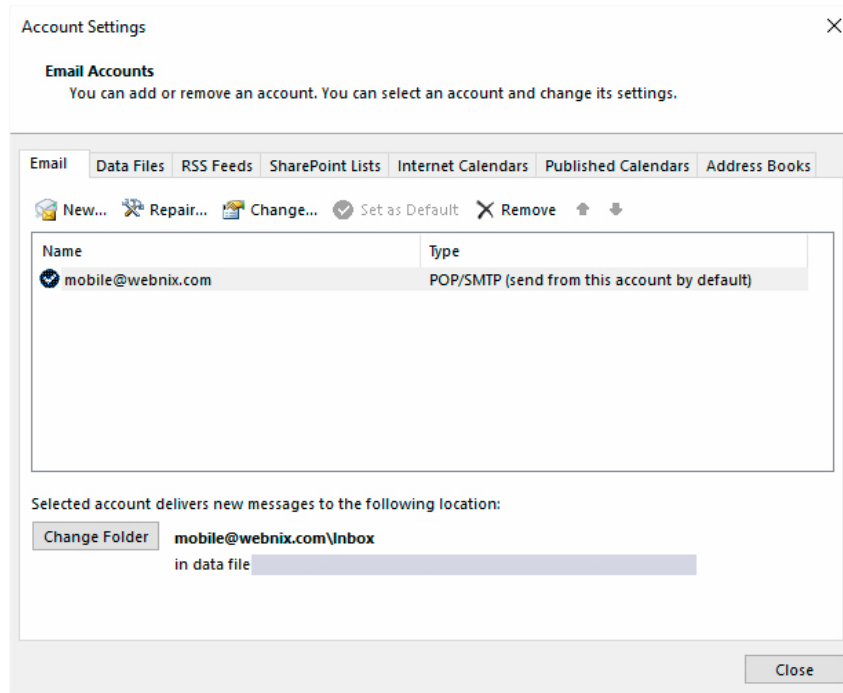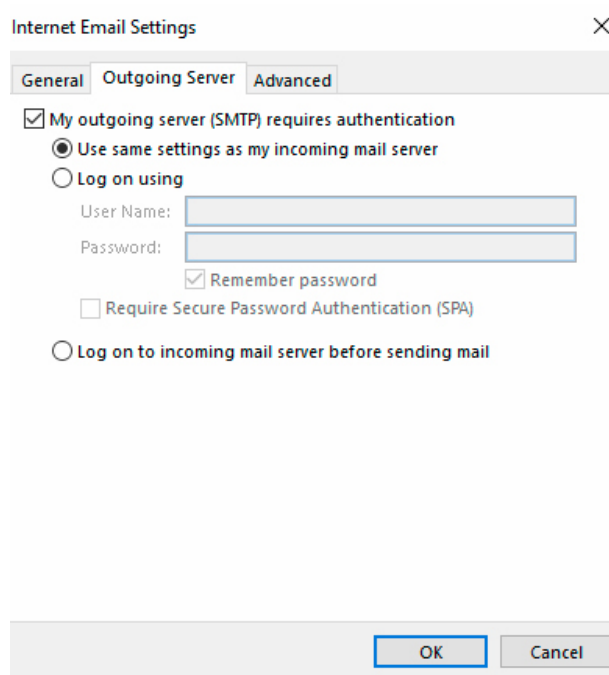


16. It shows your account details below.
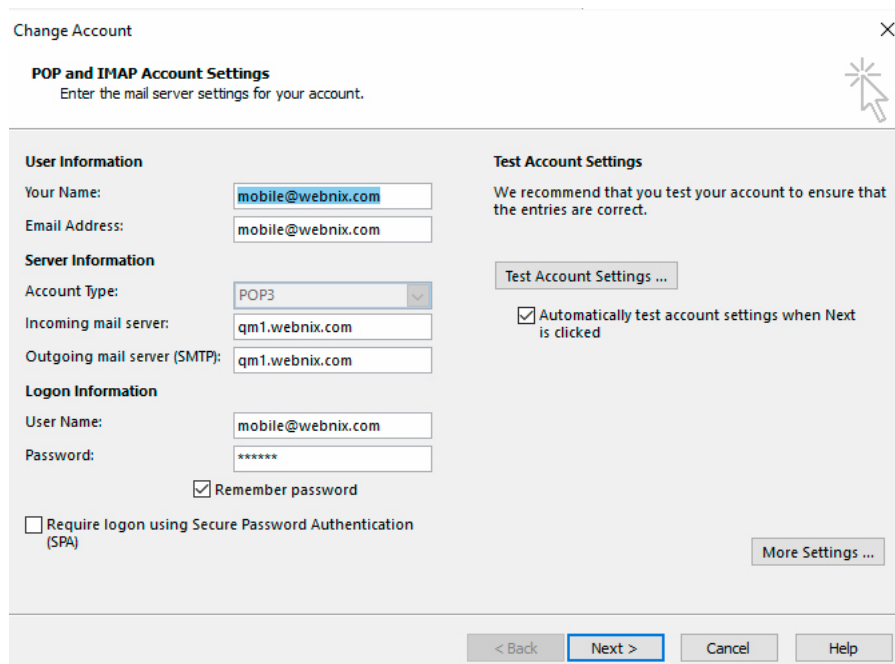
17. Click on "More Setting" Button.



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.
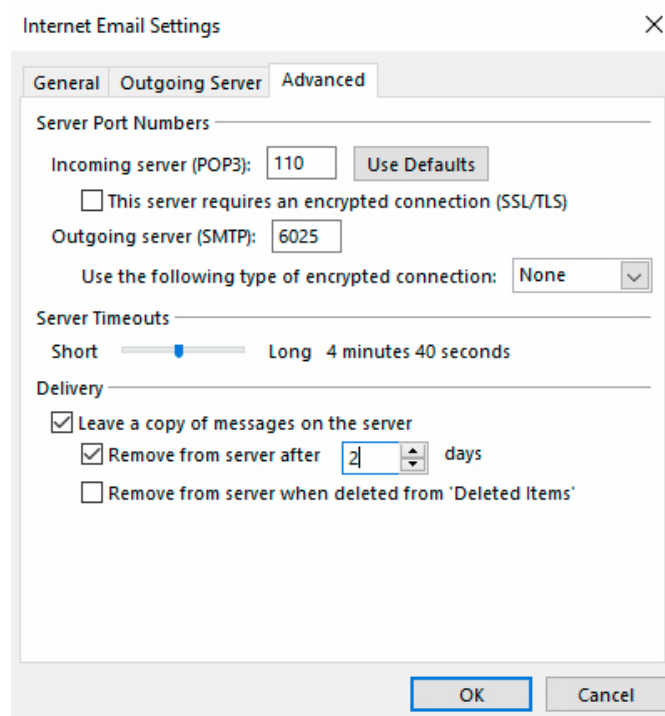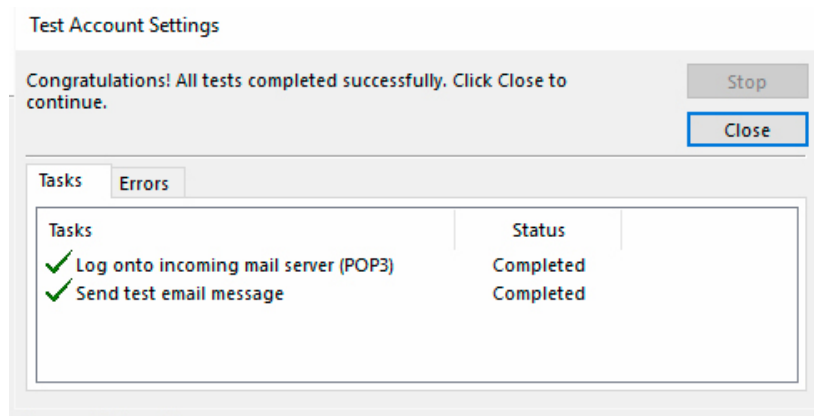
21. Select the "Advanced" tab

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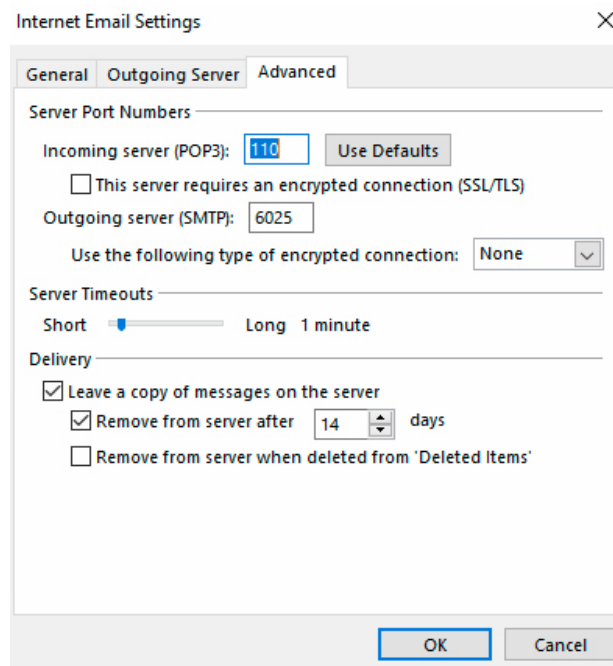


23. Tick the box, "Remove from server after 14 days" and change the day number to "2". (We suggest not to keep more than 7 days or above)



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



25. Click **Finish**.

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