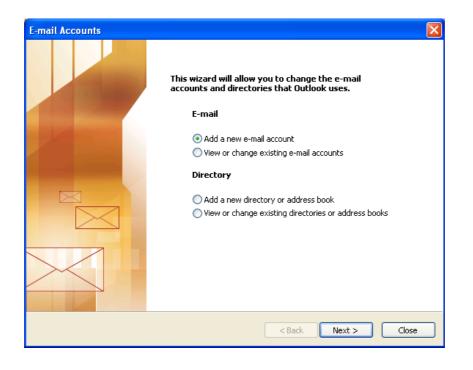
## How to Setup Email Account in Outlook 2003 ?

Before setup email in Outlook 2003, please create your email account in Wemail Control Panel. Please refer to "Add New Email Account".

1. Open your Outlook 2003, click Tools -> E-mail Accounts on menu.

🕒 Outlook Today - Micros	oft Outlook	
Eile Edit View Go Io	ols Actions Help	Type a question for help 🚽
: 🛐 New 👻 🎒 😫 Fin	Find 🕨 🚽 🖓 Back 🕲 🕅 🖄	Q
Mail	Address Book Ctrl+Shift+B	
Favorite Folders	Empty "Deleted Items" Folder	Customize Outlook Today
🔄 Inbox	E-mail Accounts	Customize Outlook Today
🔁 Sent Items	Customize Tasks	Messages
All Mail Folders	Options	Inbox 0
Personal Folders Deleted Items	<b>*</b>	Drafts 0
Drafts		Outbox 0
🤄 Inbox		
🧓 Junk E-mail		
Cutbox		
Search Folders		
📄 Mail		
Calendar		
	-	
Sector Contacts		
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Done		

2. Choose [Add a new e-mail account] -> then Next



## 3. Choose POP3 or IMAP

POP3 - Emails will be downloaded and stored in your computer/ device, and space is saved in your hosting account on server.

IMAP - Emails will be kept on server at your hosting account, you may send/receive emails at different devices such as desktop computer, mobile phone or IPAD. However, you need more space in your hosting account to keep the emails.

E-mail Accounts	×
Server Type You can choose the type of server your new e-mail account will work with.	×
O Microsoft Exchange Server	
Connect to an Exchange server to read e-mail, access public folders, and share documents. POP3	
Connect to a POP3 e-mail server to download your e-mail.	
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.	
Онттр	
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.	
O Additional Server Types	
Connect to another workgroup or 3rd-party mail server.	
< Back Next > C	ancel

4. Enter your name, email address, login username (your email address), password.

Incoming mail server (POP3 or IMAP) and Outgoing mail server (SMTP) as mail.wemail.hk

E-mail Accounts				
Internet E-mail Settings (POP3) Each of these settings are required to get your e-mail account working.				
User Informati	ion	Server Information		
Your Name:	john.smith@abc.com	Incoming mail server (POP3):	mail.wemail.hk	
E-mail Address:	john.smith@abc.com	Outgoing mail server (SMTP):	mail.wemail.hk	
Logon Information		Test Settings		
User Name:	john.smith@abc.com	After filling out the information		
Password:	****	recommend you test your acco button below. (Requires netwo		
Remember password Log on using Secure Password Authentication (SPA)		Test Account Settings	More Settings	
		< Back	Next > Cano	:el

5. Click More Settings , Change Mail Account name as email address.

E-m	E-mail Accounts			
I	nternet E-mail Settings (POP3) Each of these settings are required to get your e-mail account workin	ıg.		
	General   Outgoing Server   Connection   Advanced     Mail Account	mail.wemail.hk mail.wemail.hk mail.wemail.hk      on this screen, we ant by clicking the k connection)     More Settings     More Settings		
one	OK Cancel			

6. Click Advanced and check the port number as below :

Outgoing mail (SMTP) port: 587 or 465 (SSL)

Incoming (POP3) port: 110 or 995 (SSL), or,

Incoming (IMAP) port: 143 or 993 (SSL)

Internet E-mail Settings
General Outgoing Server Connection Advanced
Server Port Numbers Incoming server (POP3): Use Defaults This server requires an encrypted connection (SSL) Outgoing server (SMTP): This server requires an encrypted connection (SSL) Server Timeouts Short Long 1 minute Delivery Leave a copy of messages on the server Remove from server after 10 days Remove from server when deleted from 'Deleted Items'
OK Cancel

If SSL connection is needed for incoming or outgoing, please tick the respective box.

(Please be noted that SSL connection in some countries are prohibited by law.)

## 7. Then [Finish]

E-mail Accounts	
	Congratulations! You have successfully entered all the information required to setup your account. To close the wizard, click Finish.
	< Back Finish

Lastly, please send an email to yourself to test if sending and receiving emails are successful.