## How to Setup Email Account in Outlook Express ?

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

1. Open your Outlook Express , click Tools -> Accounts on your menu.

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File Edit View	Tools Message Help	1000 DA 100	at 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 19
	Send and Receive		
Create Mail Se	Synchronize All Synchronize Folder Mark For Office		
	Markfor Online	-	
Folders	Address Book Ctrl+Shift+	-8	Go to <b>msn<sup>14</sup> 🖄</b>
	Add Selder to Address book		
Inbox (1)	Message Rules	Find a Messa	age Identities 🔻
- 🕉 Outbox	Windows Messenger	•	Tip of the day X
👘 🖄 Sent Items	My Online Status	<u>}</u>	rip of the day A
🞲 Deleted Ite	Accounts Options	<u>ead Mail message</u> in your Inbox	Compose a new e- mail message by clicking <b>New Mail</b> on
	Set up a Mai	il account	the toolbar.
	Newsgroups		Reply to a message by selecting a message and clicking <b>Reply</b> on the toolbar.
Contacto 💌	Set up a New	wsgroups account	When you're done typing the message, select <b>Send</b> from the message toolbar.

2. Click [Add] -> Mail

Internet Accounts		? 🛛	msn 🏾 🗠
All Mail News Directory Service		Add	Mail News
Account Type	Connection	Remove	Directory Service
Contractive Directory directory service Contracting Bigfoot Internet directory service Contraction Directory Service Contraction Directory Service Contraction Directory Service	Local Area Network Local Area Network Local Area Network Local Area Network	Properties Set as Default Import Export	w e- by lail on sage licking oolbar.
		Set Order Close	one sage, om the ar.

3. Enter your display name ->

Internet Connection Wizard	1	×
Your Name		ž
When you send e-mail, you Type your name as you wo	r name will appear in the From field of the outgoing message uld like it to appear.	ð.
Display name:	johnsmith@abc.com	
	For example: John Smith	
	< Back Next > Car	ncel

4. Enter your email address ->



5. Choose POP3 or IMAP, then [Next]

Internet Connection Wizard	
E-mail Server Names -	×
My incoming mail gerver is a POP3 v server. POP3 IMAP Incoming mail (POP3, IMAP or HTTP) server:	
mail.wemail.hk	
An SMTP server is the server that is used for your outgoing e-mail. Outgoing mail (SMTP) server:	
mail.wemail.hk	
<u> ≪ B</u> ack <u>N</u> ext > Can	cel

## 6. Enter Email Address & Password

Internet Connection Wizard		
Internet Mail Logon		
Type the account name and	I password your Internet service provider has given you.	
Account name:	johnsmith@abc.com	
Password:	••••••	
	Remember password	
If your Internet service provide (SPA) to access your mail acc Authentication (SPA)' check b	r requires you to use Secure Password Authentication ount, select the 'Log On Using Secure Password ox.	
Log on using Secure Pass	word Authentication (SPA)	
	<back next=""> C</back>	ancel

7. Click [Finish].

nternet Connection V	Vizard	
Congratulations		ž
You have successfu	Illy entered all of the information required to set up your	account.
To save these settin	ngs, click Finish.	

8. At Outlook Express, click Tools -> Accounts



9. Choose the account "mail.wemail.hk", click Properties

Internet Accounts			? 🔀
All Mail News Account Account Active Directory Bigfoot Internet mail.wemail.hk WeriSign Internet WhoWhere Inter	Directory Service Type directory service directory service mail (default) directory service directory service	Connection Local Area Network Local Area Network Any Available Local Area Network Local Area Network	Add <u>Add</u> <u>Bemove</u> <u>Properties</u> Set as <u>Default</u> <u>Import</u> <u>Export</u>
			<u>S</u> et Order
			Close

10. Change Mail Account name as your email address

염 johnsmith@ab	c.com Properties 🛛 🛛 🔀		
General Servers	Connection Security Advanced		
Mail Account			
Type the name by which you would like to refer to these servers. For example: "Work" or "Microsoft Mail Server".			
johnsmith@abc	com		
User Information			
Name:	johnsmith@abc.com		
Organization:			
E-mail address:	johnsmith@abc.com		
Reply address:			
Include this ac	Include this account when receiving mail or synchronizing		
	OK Cancel Apply		

11. Click Advanced, then change 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)

🗟 johnsmith@abc.com Properties 🛛 🔹 🔀
General Servers Connection Security Advanced
Server Port Numbers
Outgoing mail (SMTP): 25 Use Defaults
This server requires a secure connection (SSL)
Incoming mail (POP3): 110
This server requires a secure connection (SSL)
Server Timeouts
Short -0 Long 1 minute
Sending
Break apart messages larger than 60 SKB
Delivery
Leave a copy of messages on server
Remove from server after 5 😓 day(s)
Remove from server when deleted from 'Deleted Items'
OK Cancel Apply

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.)

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