



BizMail: Microsoft Outlook Setting

English Version 3.0

Contents

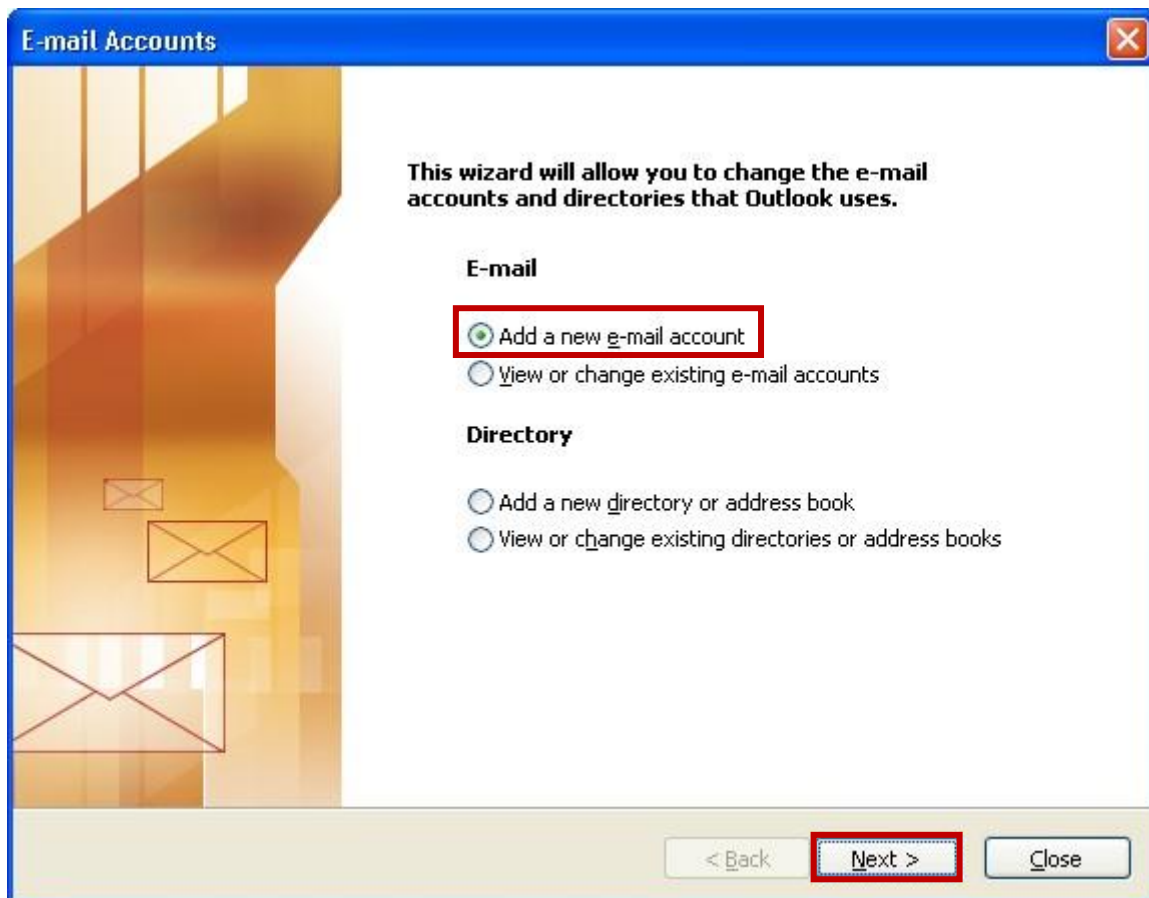
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1 MICROSOFT OUTLOOK 2003 GETTING STARTED

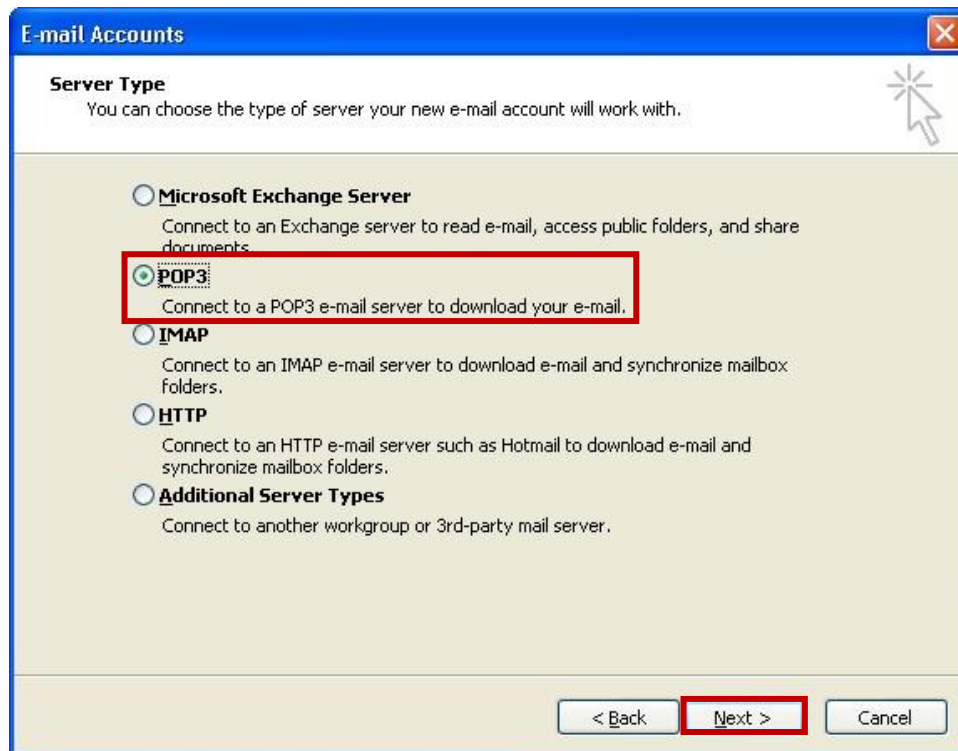
1. Open Microsoft Outlook 2000-2003 program, select **"Tools"** menu and click **"E-mail Accounts..."** bar.



2. Select **"Add a new e-mail account"** option and click **"Next"** button.



3. Select "POP3" option and click "Next" button.



4. Fill in **Internet E-mail Settings** details.

Your name: (Name Surname)

E-mail Address: your email (ex. youremail@yourdomain)

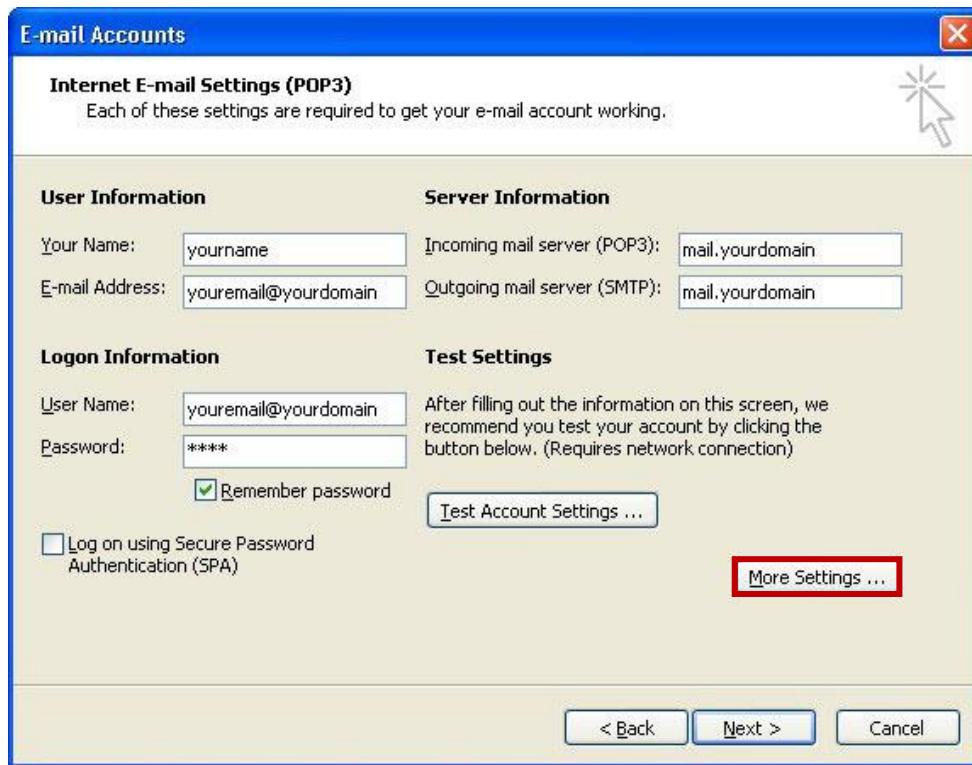
Incoming mail server (POP3): mail.yourdomain

Outgoing mail server (SMTP): mail.yourdomain

User Name: youremail@yourdomain

Password: your password

After finished, click "**More Settings**" button.



E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name: yourname
E-mail Address: youremail@yourdomain

Server Information

Incoming mail server (POP3): mail.yourdomain
Outgoing mail server (SMTP): mail.yourdomain

Logon Information

User Name: youremail@yourdomain
Password: ****
 Remember password
 Log on using Secure Password Authentication (SPA)

Test Settings

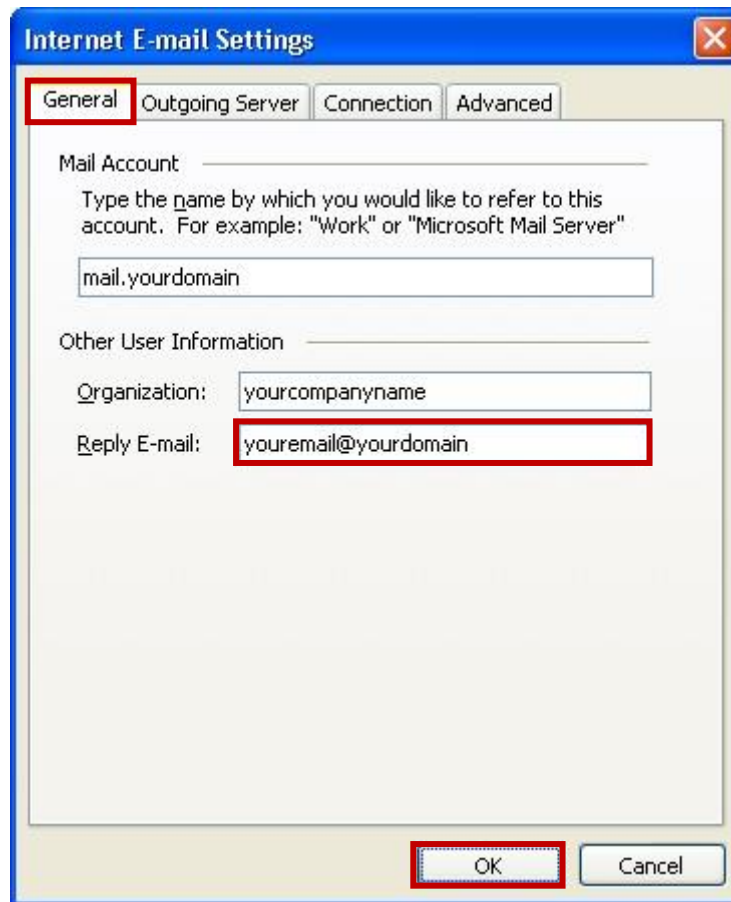
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

< Back Next > Cancel

5. Select "**General**" tab, fill in your email behind "**Reply E-mail**", click "**OK**" button.



Internet E-mail Settings

General | Outgoing Server | Connection | Advanced

Mail Account _____
Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Mail Server"

mail.yourdomain

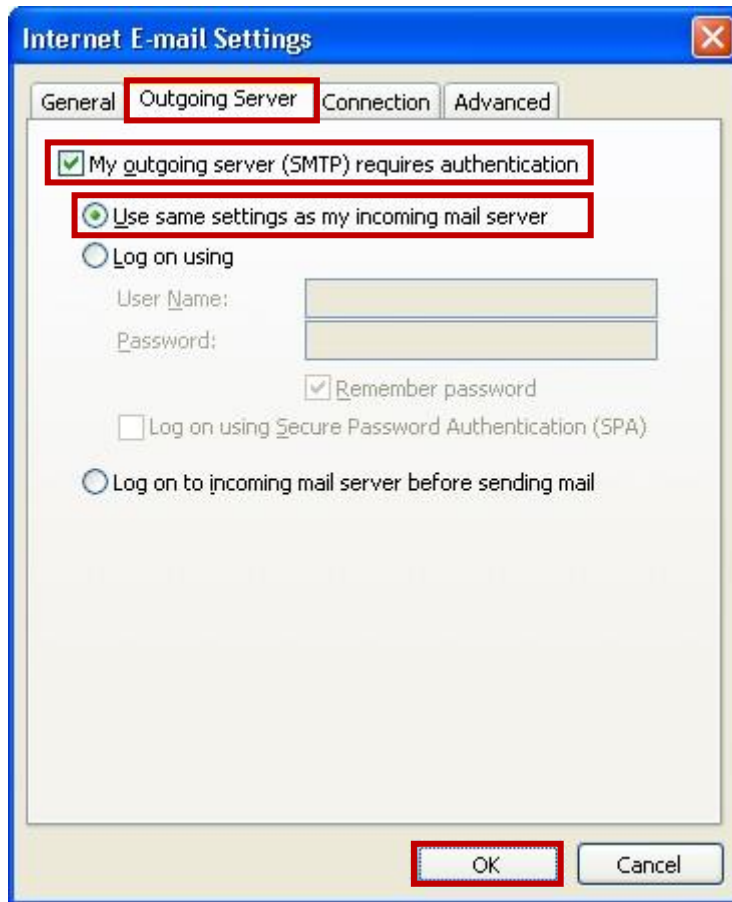
Other User Information _____

Organization: yourcompanyname

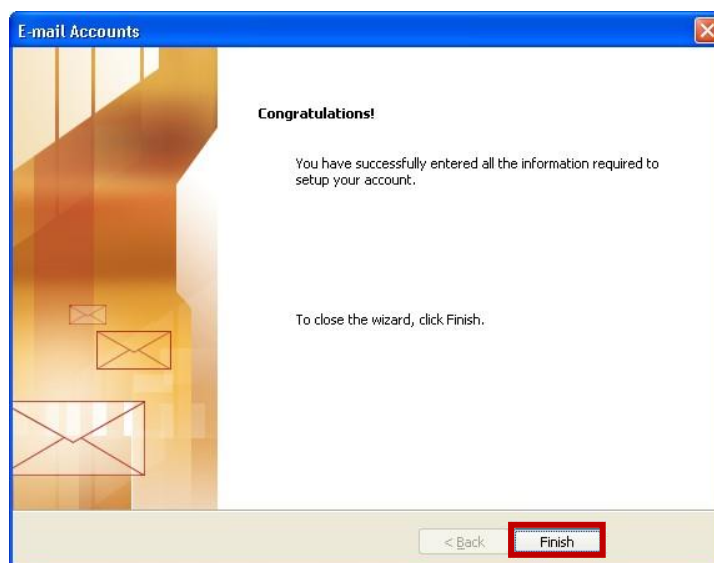
Reply E-mail: **youremail@yourdomain**

OK | Cancel

6. Select **"Outgoing Server"** tab, select **"My outgoing server (SMTP) requires authentication"** option.
7. Select **"Use same settings as my incoming mail server"** option and click **"OK"** button.



8. Click **"Finish"** button.

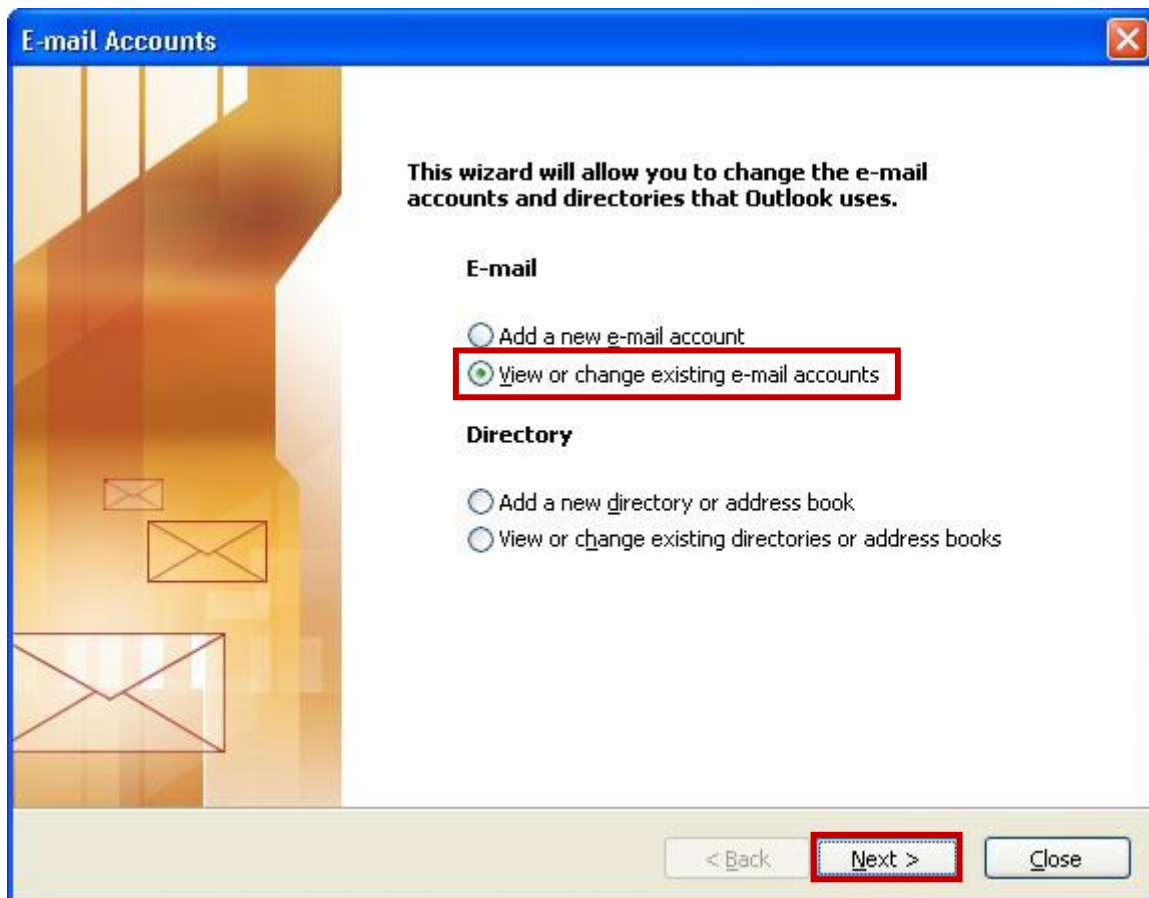


2 MICROSOFT OUTLOOK 2003 SETTING

1. Open Microsoft Outlook 2000-2003 program, select **"Tools"** menu and click **"E-mail Accounts..."** bar.



2. Select **"View or change existing e-mail accounts"** option and click **"Next"** button.



3. Fill in **Internet E-mail Settings** details.

Your name: (Name Surname)

E-mail Address: your email (ex. youremail@yourdomain)

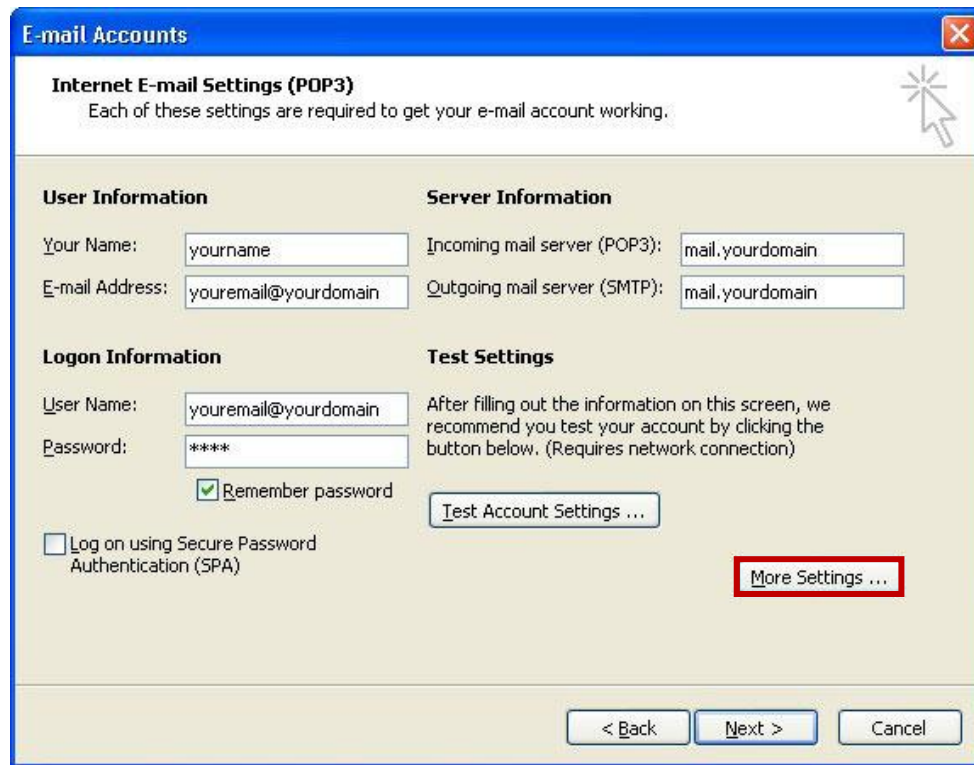
Incoming mail server (POP3): mail.yourdomain

Outgoing mail server (SMTP): mail.yourdomain

User Name: youremail@yourdomain

Password: your password

After finished, click "**More Settings**" button.



E-mail Accounts

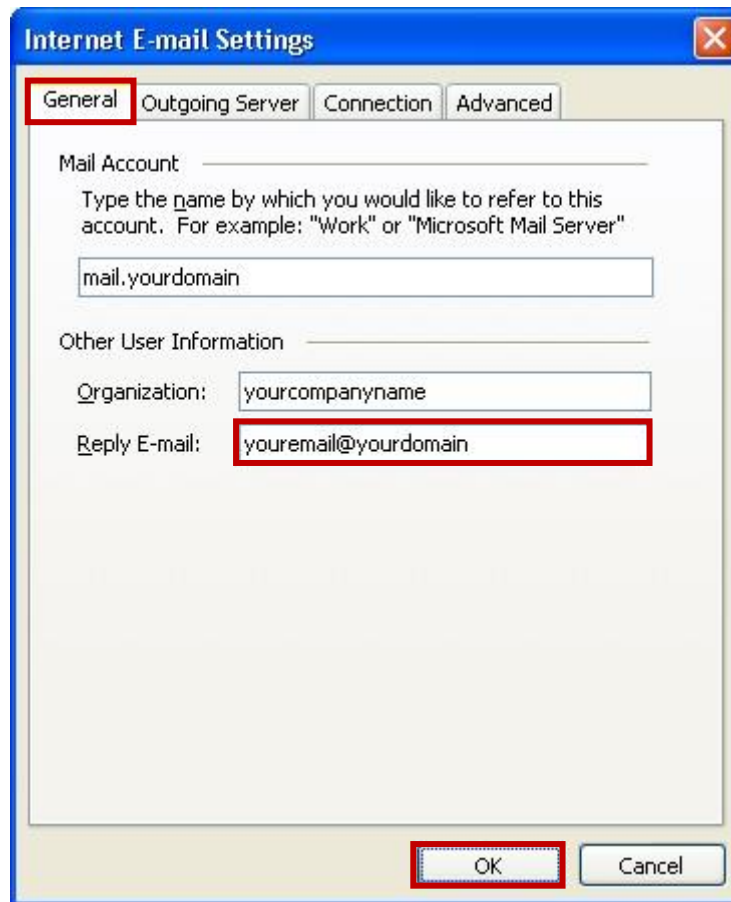
Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: yourname	Incoming mail server (POP3): mail.yourdomain
E-mail Address: youremail@yourdomain	Outgoing mail server (SMTP): mail.yourdomain

Logon Information	Test Settings
User Name: youremail@yourdomain	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: **** <input checked="" type="checkbox"/> Remember password	
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="Test Account Settings ..."/>

< Back Next > Cancel

4. Select "**General**" tab, fill in your email behind "**Reply E-mail**", click "**OK**" button.



Internet E-mail Settings

General | Outgoing Server | Connection | Advanced

Mail Account _____
Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Mail Server"

mail.yourdomain

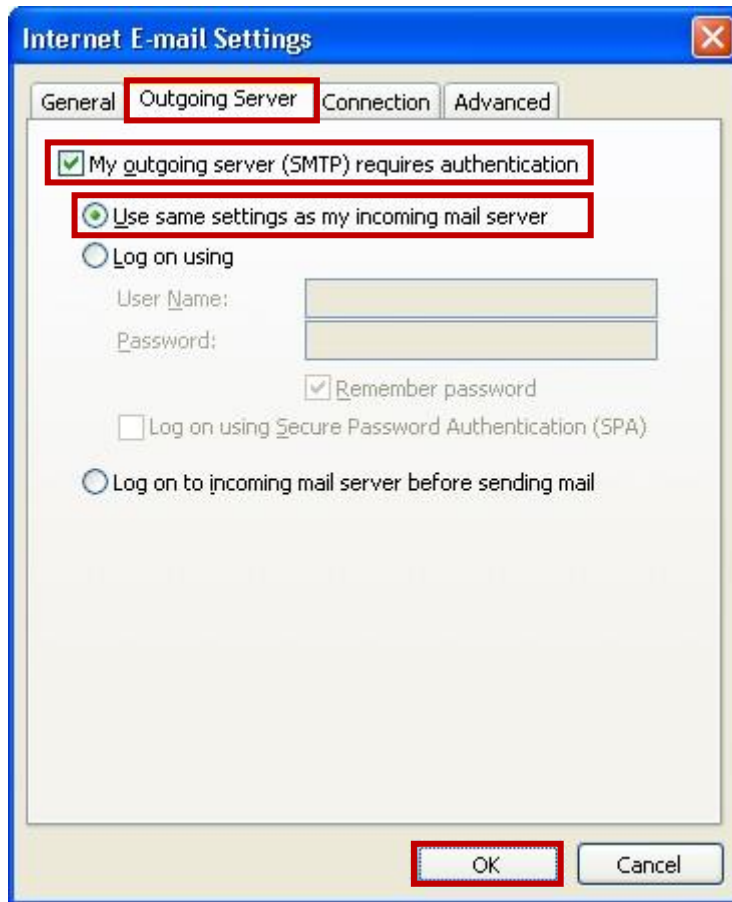
Other User Information _____

Organization: yourcompanyname

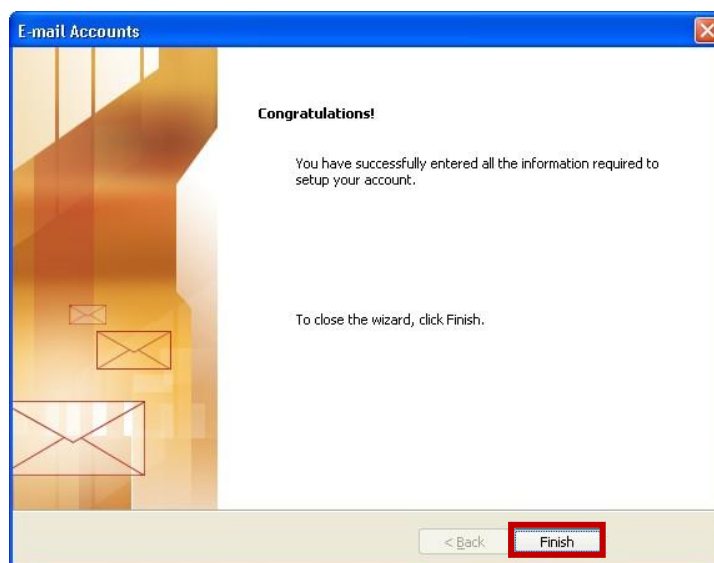
Reply E-mail: youremail@yourdomain

OK | Cancel

5. Select **"Outgoing Server"** tab, select **"My outgoing server (SMTP) requires authentication"** option.
6. Select **"Use same settings as my incoming mail server"** option and click **"OK"** button.

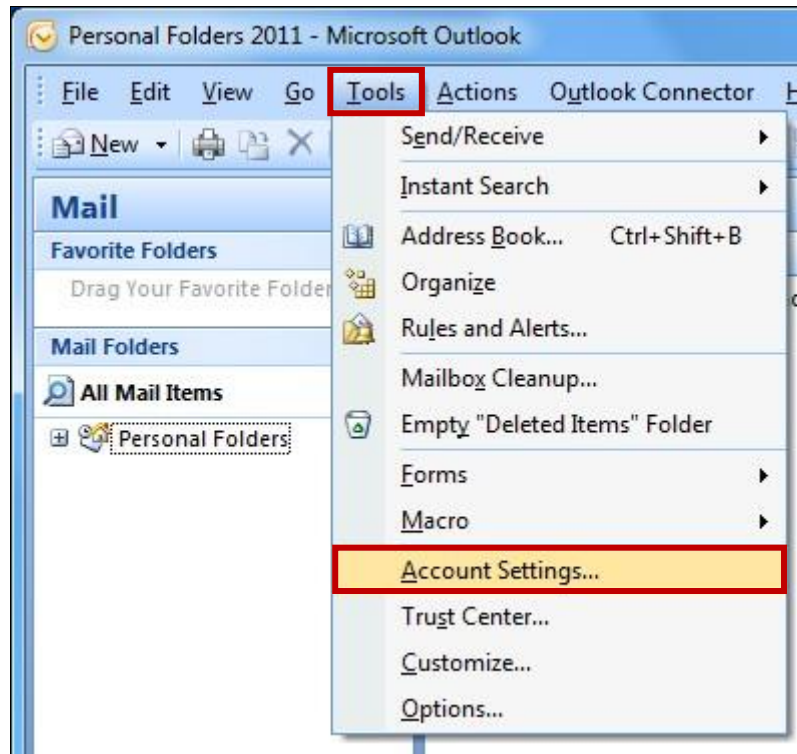


7. Click **"Finish"** button.

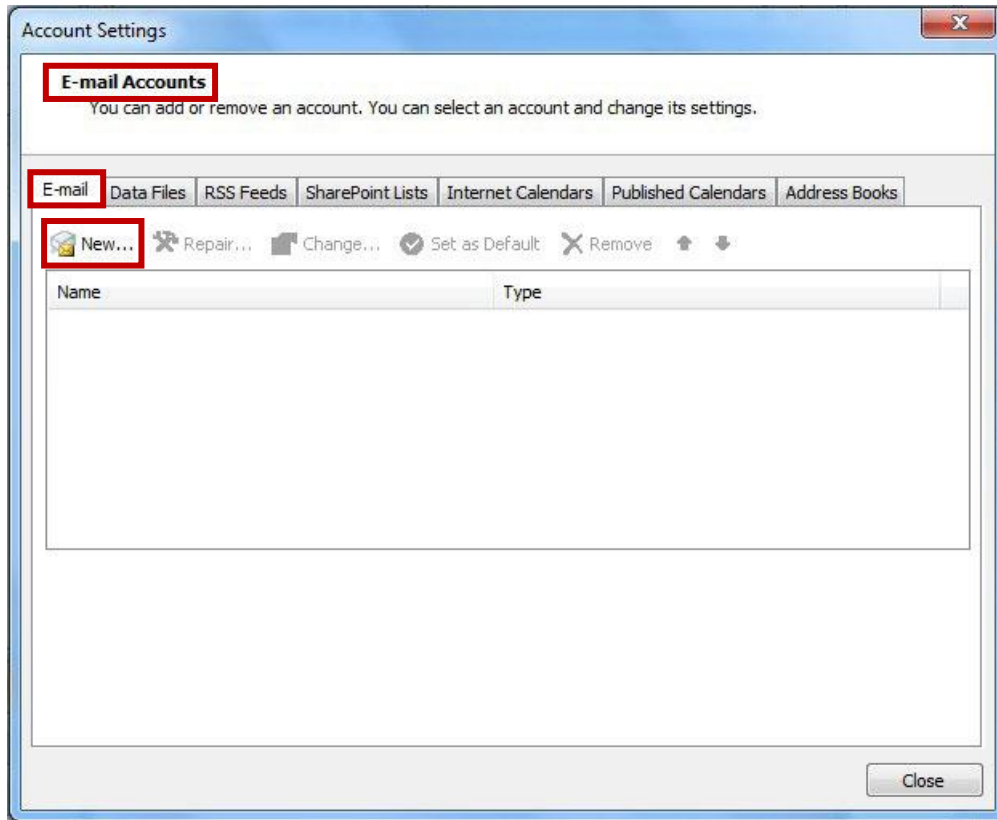


3 MICROSOFT OUTLOOK 2007 GETTING STARTED

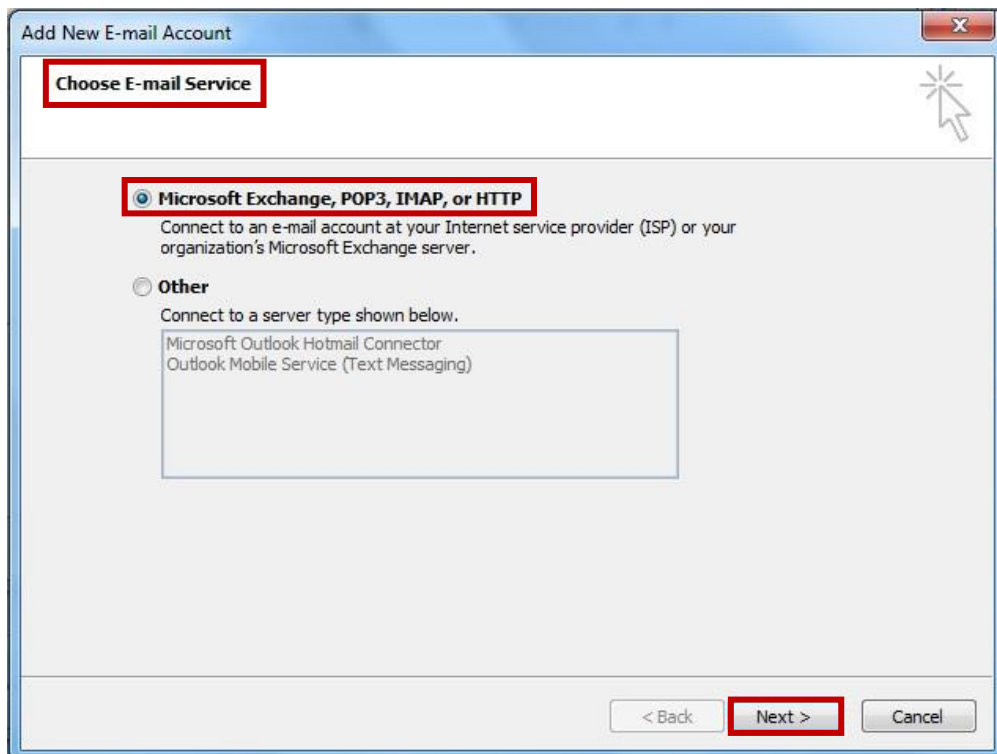
1. Open Microsoft Outlook 2007 program, select "**Tools**" menu and click "**Account Settings**" bar.



2. At **E-mail Accounts** window, select **"E-mail"** tab and click **"New"**.



3. At **Choose E-mail Service** window, select **"Microsoft Exchange, POP3, IMAP, or HTTP"** option and click **"Next"** button.

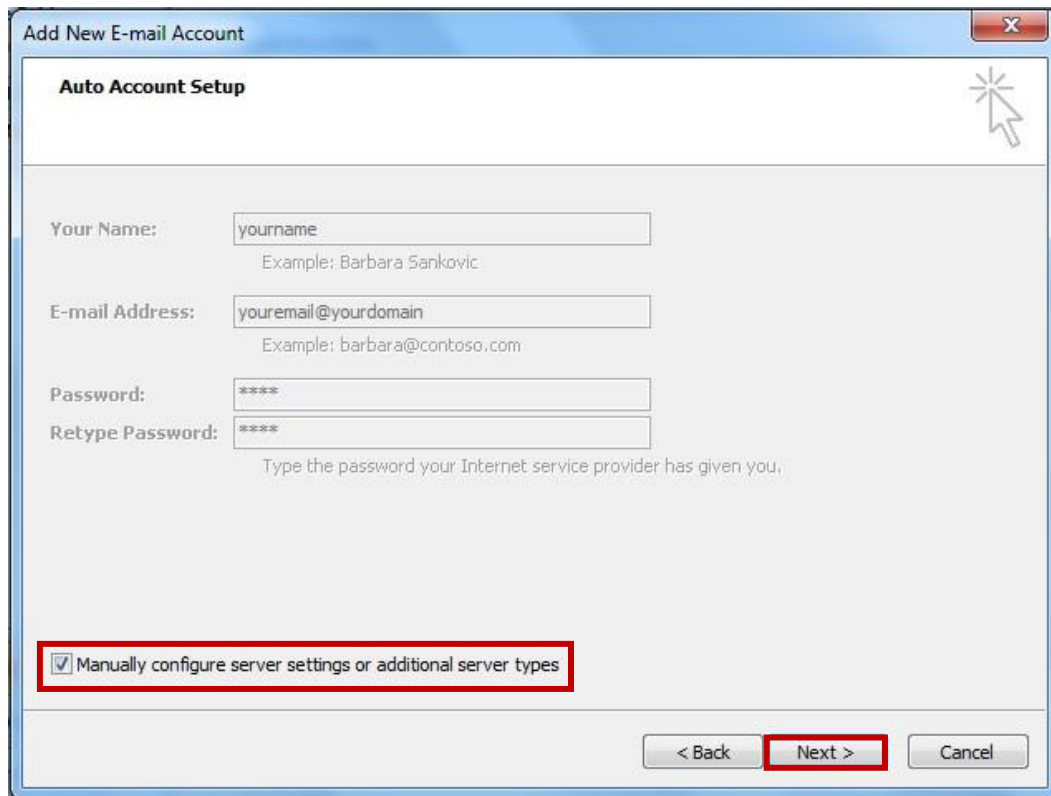


4. Fill in the Account settings details.

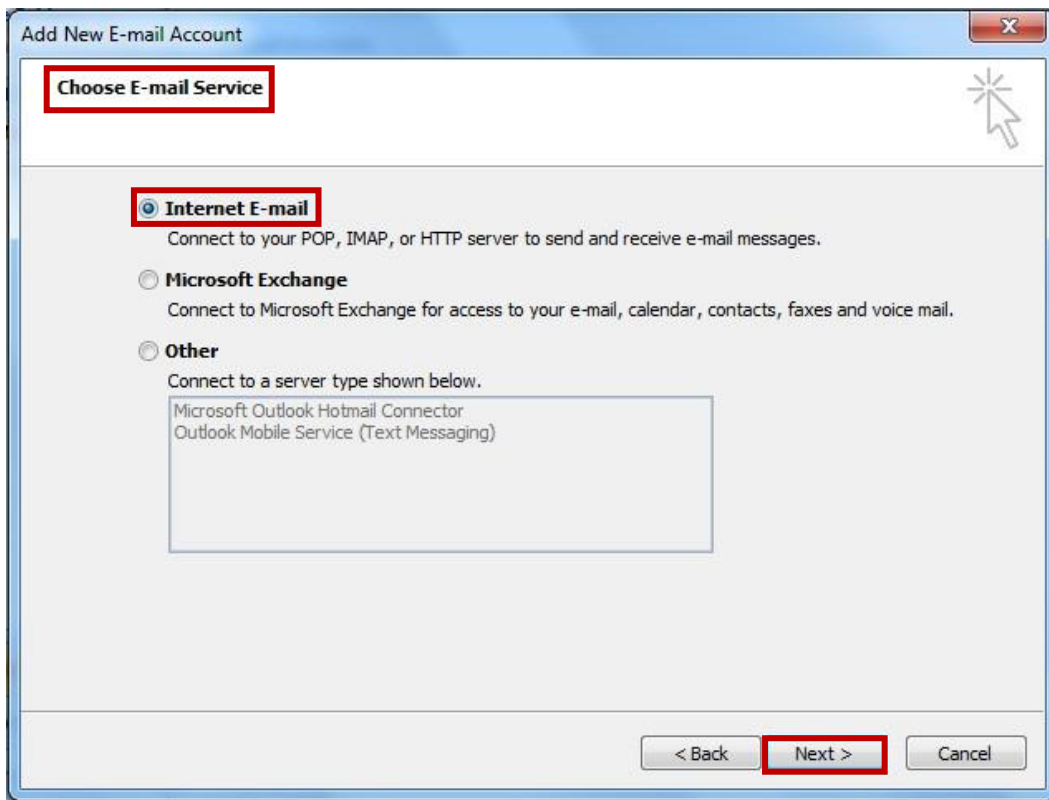
Your Name: (Name Surname)

E-mail Address: Your email (ex. youremail@yourdomain)

Select "**Manually configure server settings or additional server types**" option and then click "**Next**" button.



5. At **Choose E-mail Service** window, select **Internet E-mail** option and then click **Next** button.



6. Fill in **Internet E-mail Settings** details.

Your name: (Name Surname)

E-mail Address: your email (ex. youremail@yourdomain)

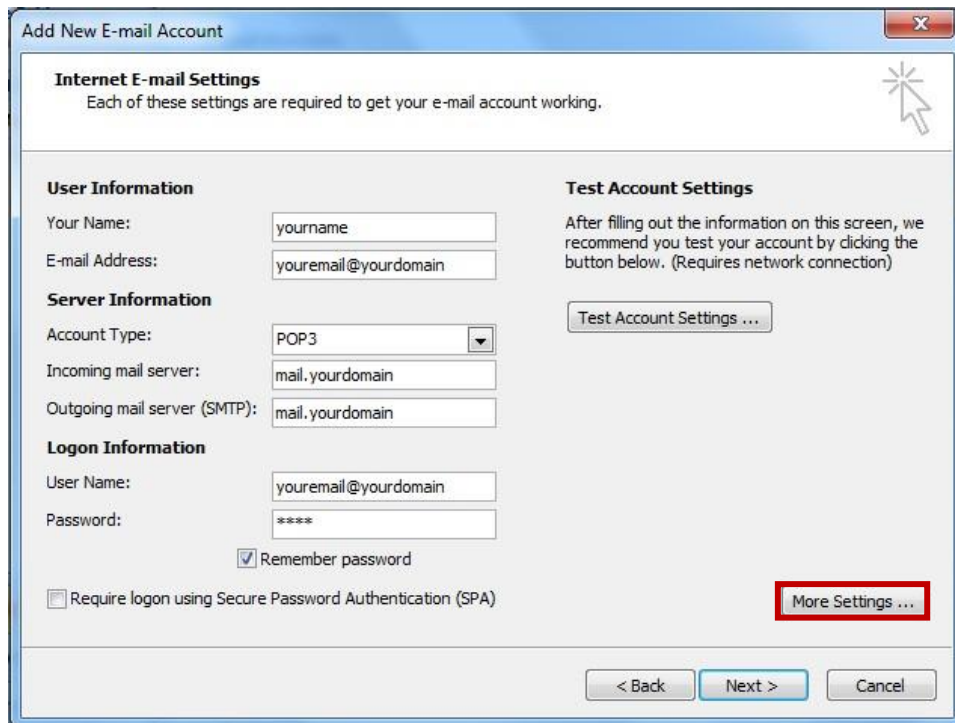
Incoming mail server (POP3): mail.yourdomain

Outgoing mail server (SMTP): mail.yourdomain

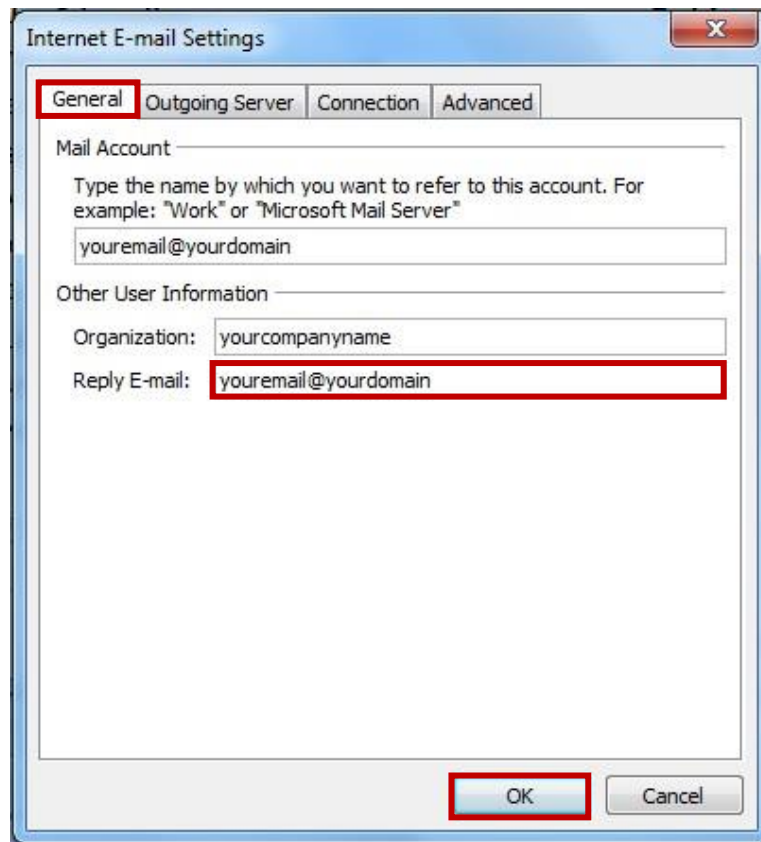
User Name: email@yourdomain

Password: your password

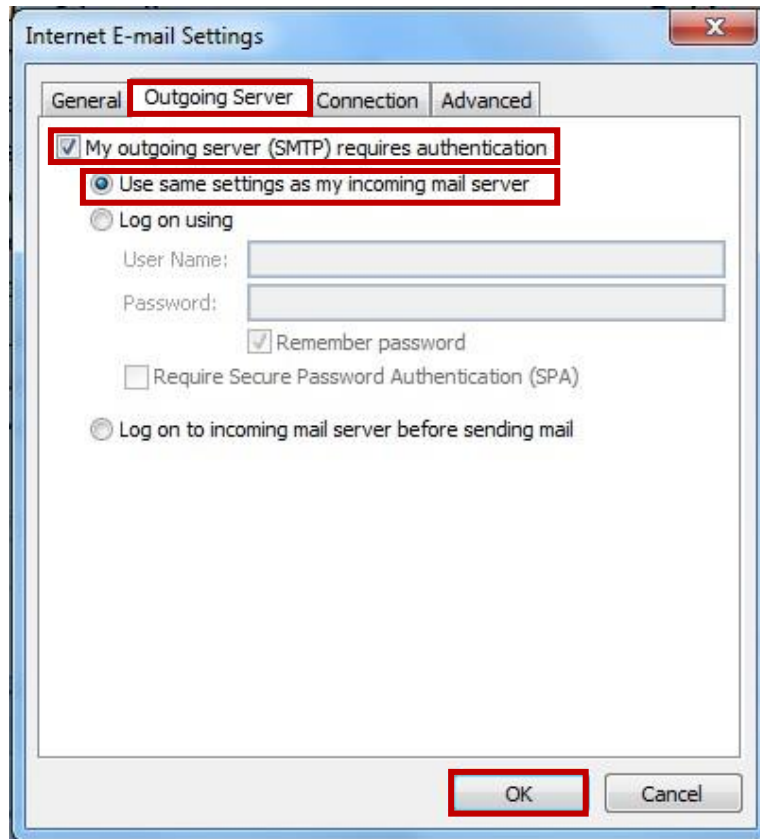
After finished, click "**More Settings**" button.



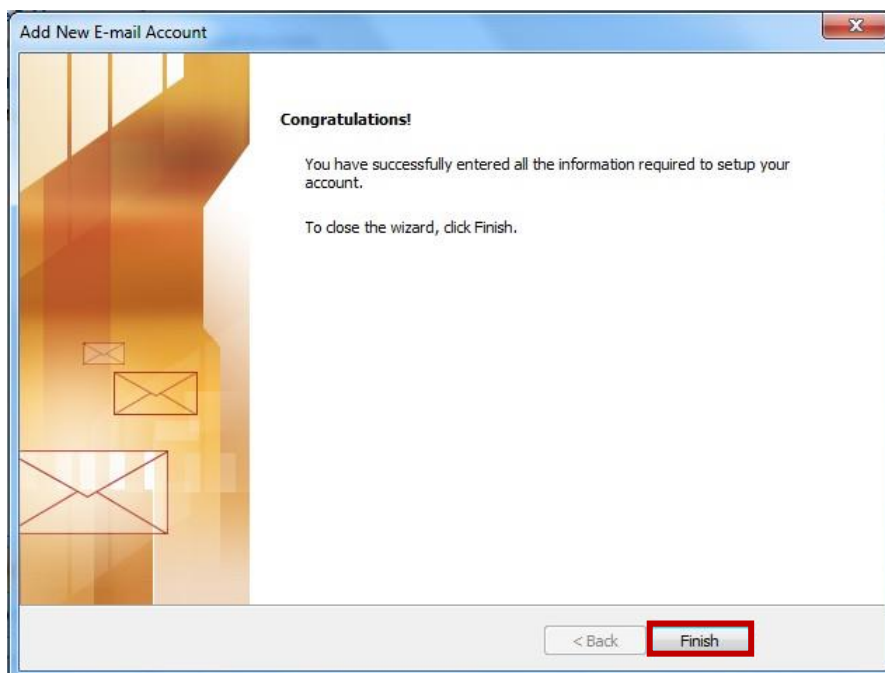
7. At **General** tab, fill in your email address behind **Reply E-mail** and click **OK** button.



- At "Outgoing Server" tab, select "My outgoing server (SMTP) requires authentication" option.
- Select "Use same settings as my incoming mail server" option and click "OK" button.

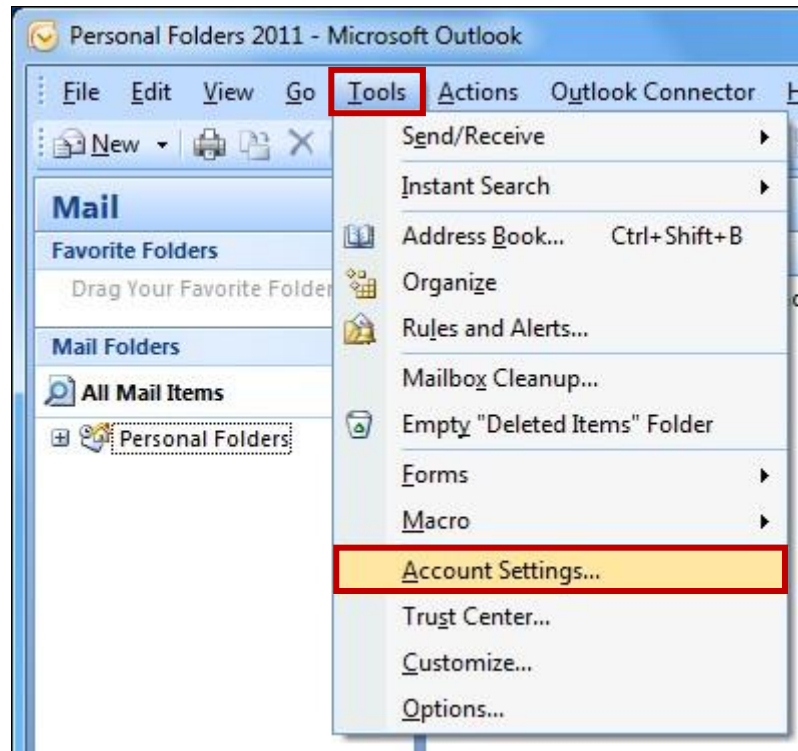


- Click "Finish" button.

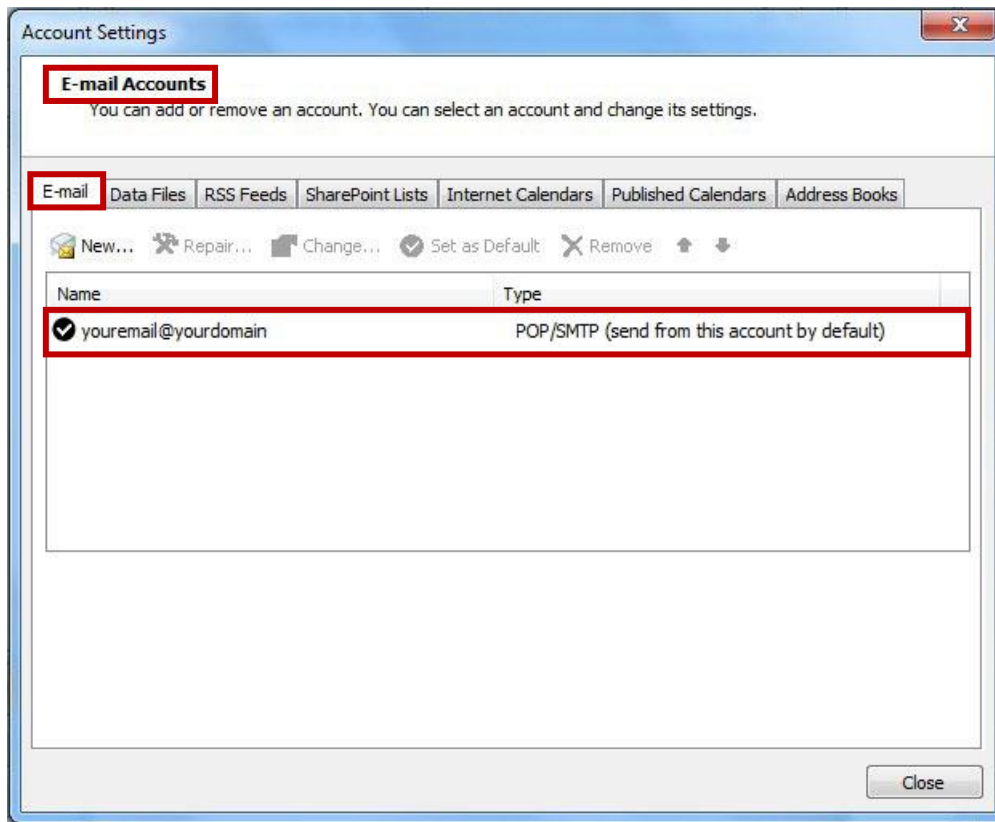


4 MICROSOFT OUTLOOK 2007 SETTING

1. Open Microsoft Outlook 2007 program, select "**Tools**" menu and click "**Account Settings**" bar.



2. At **E-mail Accounts** window, select "**E-mail**" tab and select your domain.



3. Fill in **Internet E-mail Settings** details.

Your name: (Name Surname)

E-mail Address: your email (ex. youremail@yourdomain)

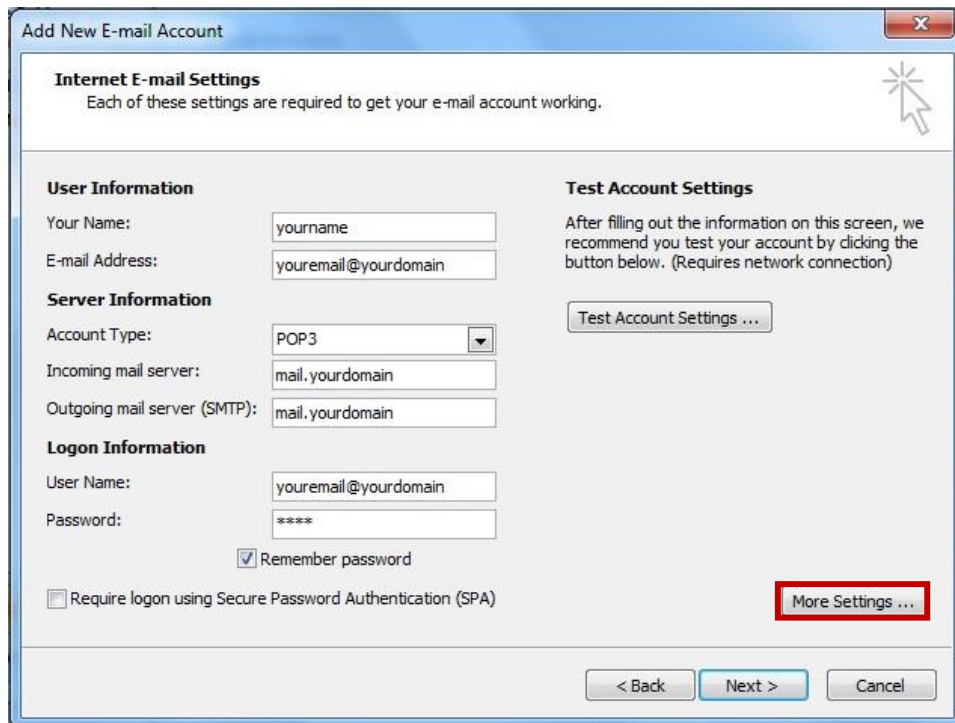
Incoming mail server (POP3): mail.yourdomain

Outgoing mail server (SMTP): mail.yourdomain

User Name: email@yourdomain

Password: your password

After finished, click "**More Settings**" button.



Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: yourname
E-mail Address: youremail@yourdomain

Server Information
Account Type: POP3
Incoming mail server: mail.yourdomain
Outgoing mail server (SMTP): mail.yourdomain

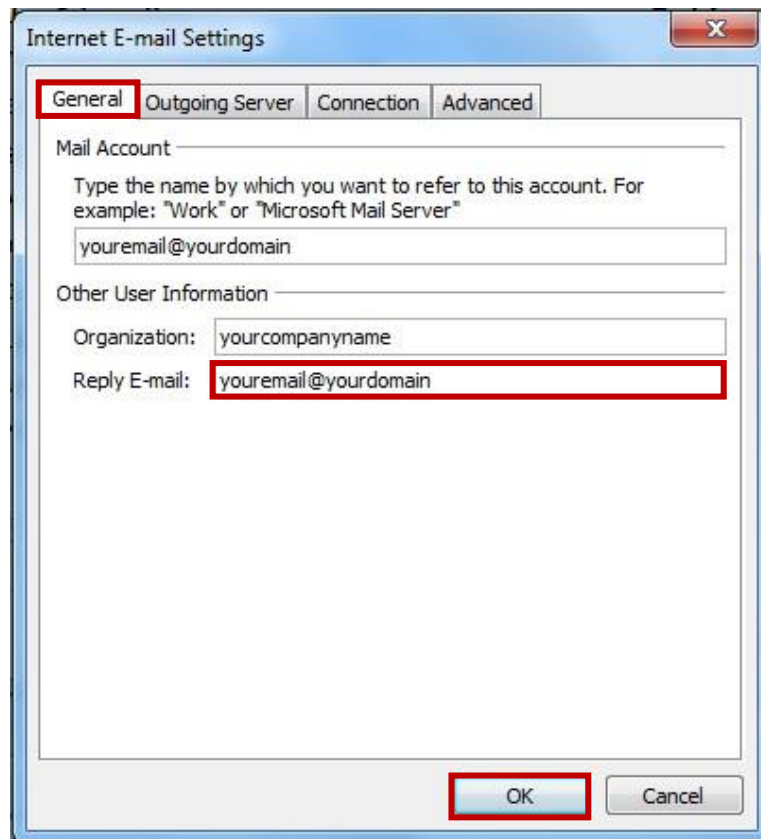
Logon Information
User Name: youremail@yourdomain
Password: ****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...

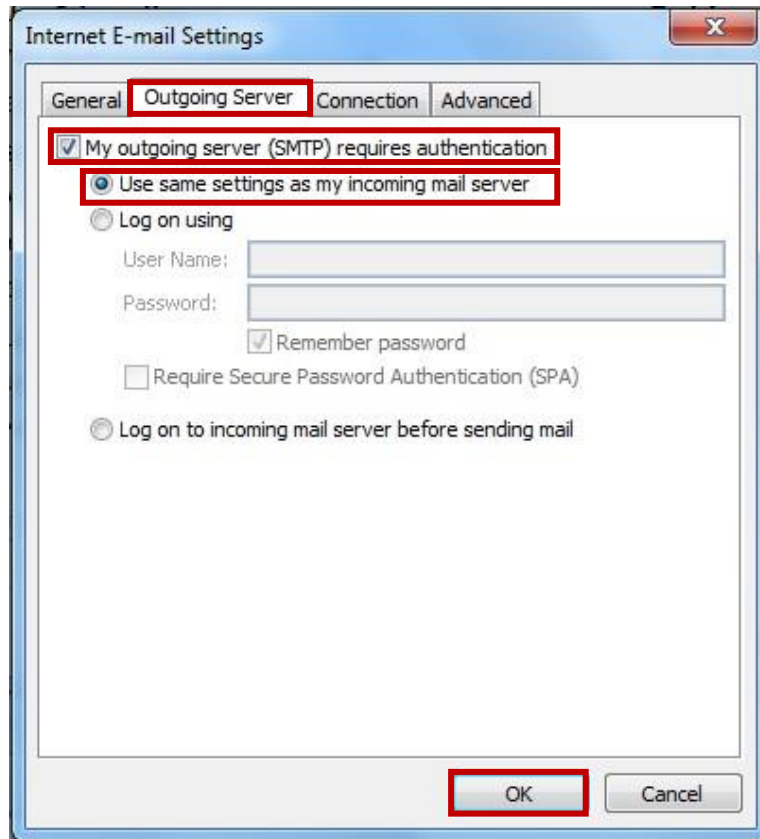
More Settings ...

< Back Next > Cancel

4. At **General** tab, fill in your email address behind **Reply E-mail** and click **OK** button.



5. At “**Outgoing Server**” tab, select “**My outgoing server (SMTP) requires authentication**” option.
6. Select “**Use same settings as my incoming mail server**” option and click “**OK**” button.



7. Click “**Finish**” button.

