

# Microsoft Outlook XP 、 2003

1. From the "Tools" pulldown menu select "E-mail Accounts".
2. Click the "Add a new e-mail account" radio button.



3. Click the "POP3" radio button.



4. In the "Your Name" Field put your real name.
5. In the "E-mail Address" field put @ replacing with your account username and with your account domain name, example, eric@hibox.hinet.net
6. In the "Username" field put @ replacing with your account username and with your account domain name, example, eric@hibox.hinet.net
7. In the "Password" field put your account password.
8. In the "Incoming mail server (POP3)" field put mail. replacing with www.hibox.hinet.net
9. In the "Outgoing mail server (SMTP)" field put mail. replacing with www.hibox.hinet.net
10. Before clicking the "Next" button, select the "More Settings ..." button and then go to step 11.

**E-mail Accounts** [?] [X]

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

**User Information**

Your Name:

E-mail Address:

**Server Information**

Incoming mail server (POP3):

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

☒ Remember password

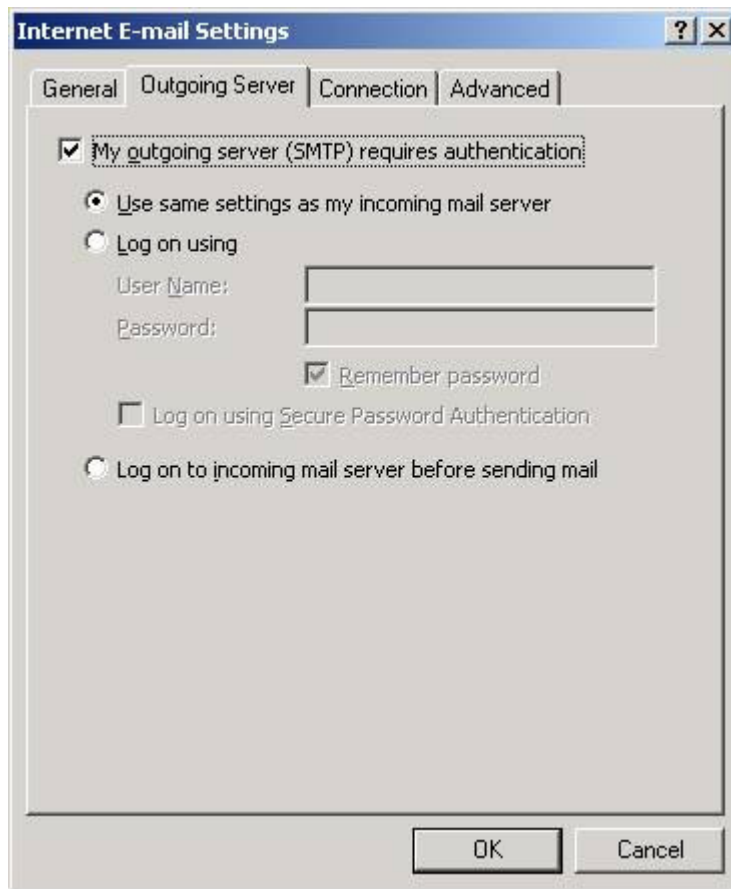
☐ Log on using Secure Password Authentication (SPA)

**Test Settings**

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

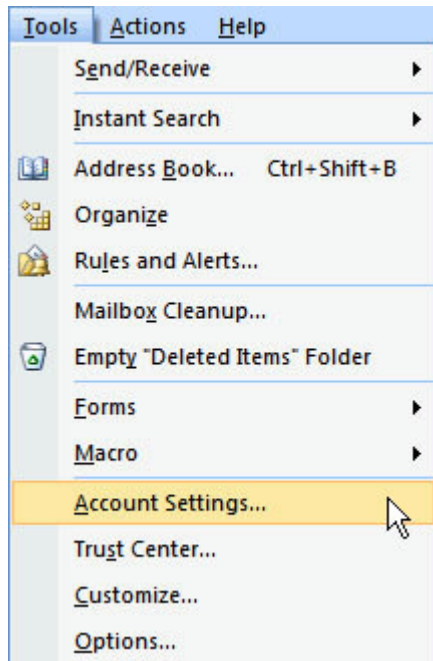
< Back   Next >   Cancel

11. From the "Outgoing Server" Tab of the "Internet E-mail Settings" window, check the "My outgoing server (SMTP) requires authentication" checkbox and then click the "OK" button to proceed.

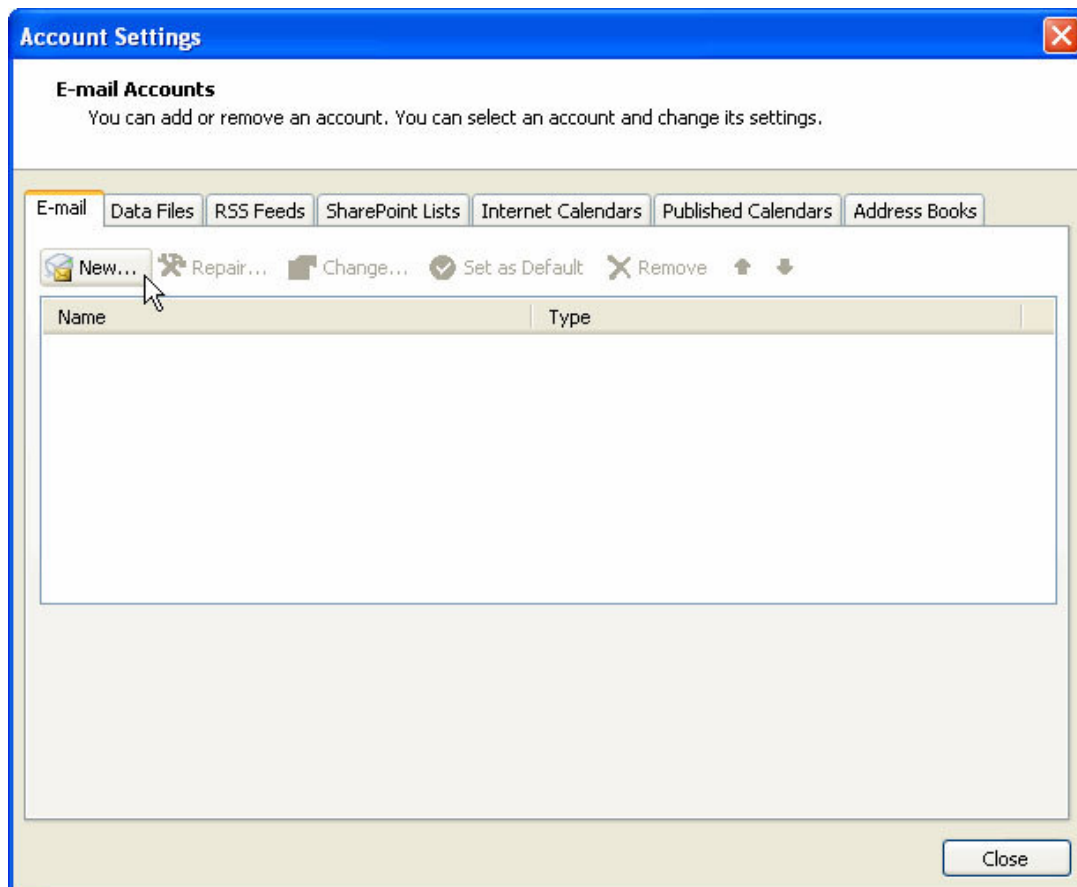


# Microsoft Outlook 2007

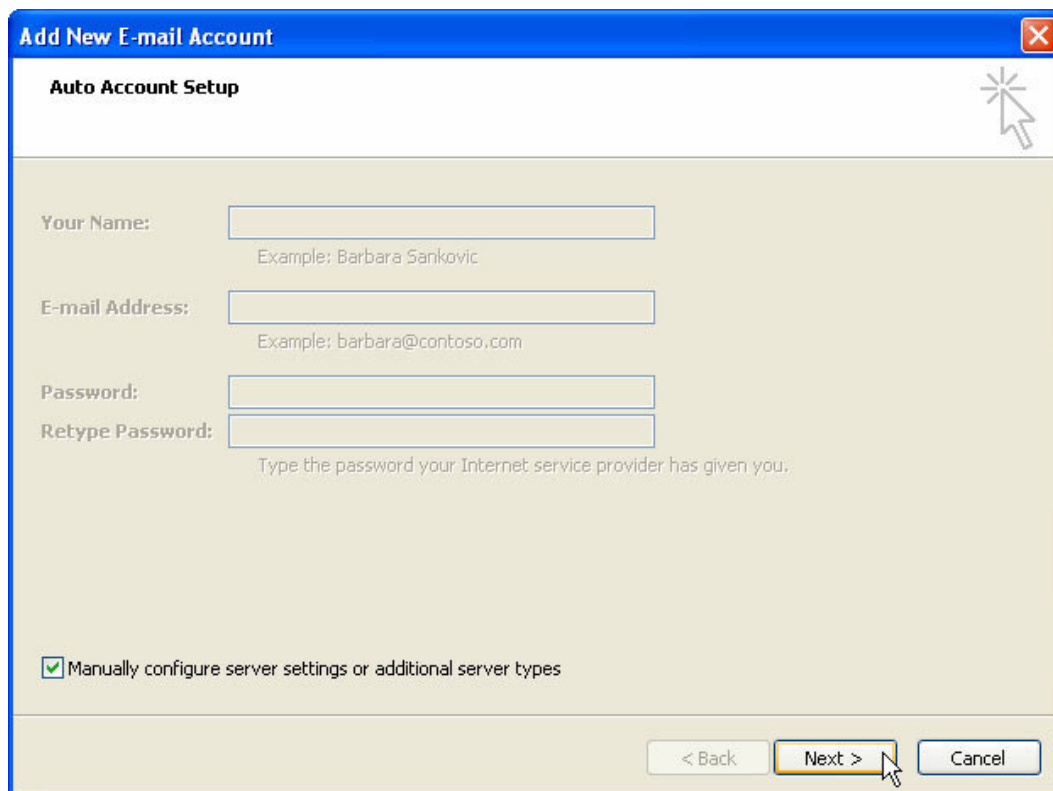
1. Open Outlook. Select Account Settings... from the Tools menu.



2. On the E-mail tab, click New.

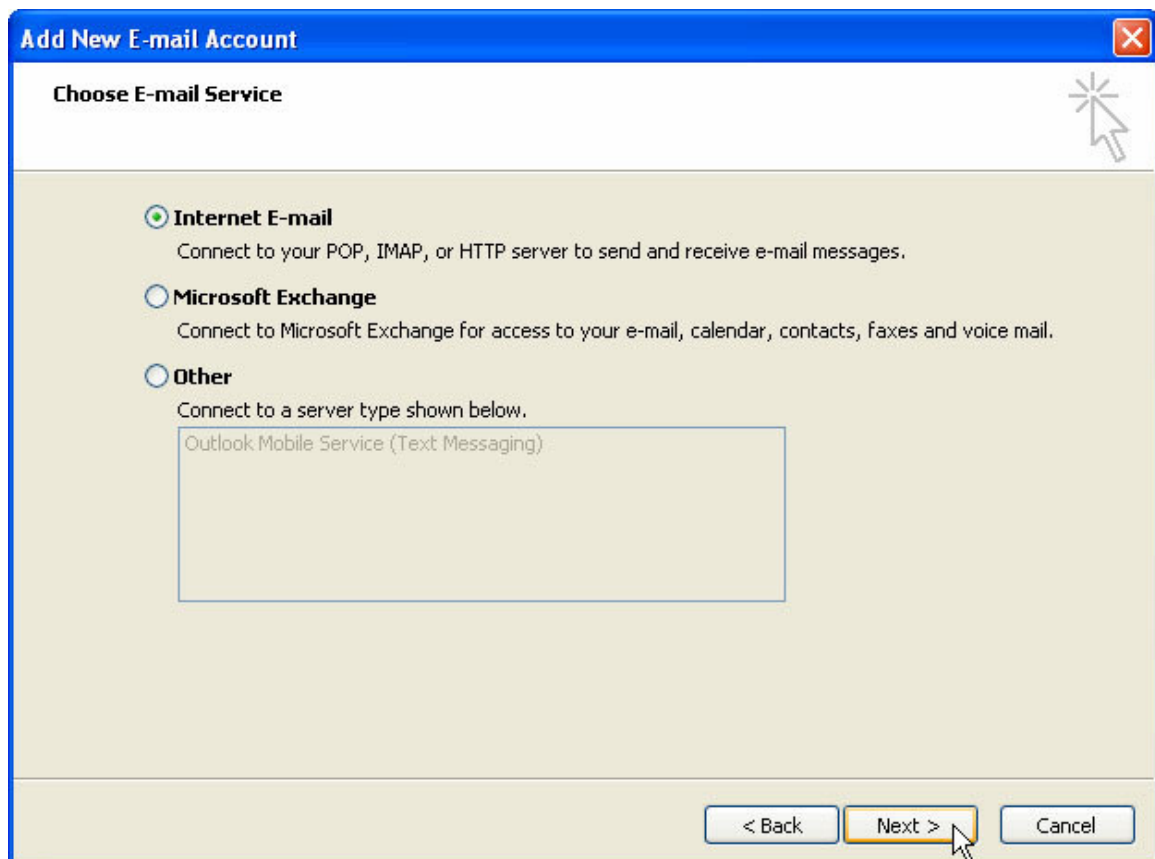


3. Select "Manually configure server settings or additional server types" and click Next.



The screenshot shows the 'Add New E-mail Account' window with the 'Auto Account Setup' tab selected. The window has a blue title bar and a close button in the top right corner. The main area is light beige. It contains four input fields: 'Your Name:' with a text box and the example 'Barbara Sankovic'; 'E-mail Address:' with a text box and the example 'barbara@contoso.com'; 'Password:' with a text box; and 'Retype Password:' with a text box and the instruction 'Type the password your Internet service provider has given you.' Below these fields is a checkbox labeled 'Manually configure server settings or additional server types' which is checked. At the bottom right are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

4. Select Internet E-mail and click Next



The screenshot shows the 'Add New E-mail Account' window with the 'Choose E-mail Service' tab selected. The window has a blue title bar and a close button in the top right corner. The main area is light beige. It contains three radio button options: 'Internet E-mail' (selected), 'Microsoft Exchange', and 'Other'. Each option has a description: 'Internet E-mail' connects to POP, IMAP, or HTTP servers; 'Microsoft Exchange' connects to Microsoft Exchange for e-mail, calendar, contacts, faxes, and voice mail; 'Other' connects to a server type shown below. Under the 'Other' option, there is a text box containing 'Outlook Mobile Service (Text Messaging)'. At the bottom right are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

5. Enter the following information for E-mail Accounts.
- Your Name: Enter the name you wish recipients to see when they receive your message.
  - Email Address: field put @ replacing with your account username and with your account domain name, example, eric@hibox.hinet.net
  - Account Type: POP3
  - Incoming mail server: Enter www.hibox.hinet.net
  - Outgoing mail server (SMTP): Enter www.hibox.hinet.net
  - User Name: Enter your full e-mail address, example, eric@hibox.hinet.net
  - Password: If you wish for Outlook to save your password, check the box labeled Remember Password and enter your password in the text field.
  - Click More Settings...

**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: eric

E-mail Address: eric@hibox.hinet.net

**Server Information**

Account Type: POP3

Incoming mail server: www.hibox.hinet.net

Outgoing mail server (SMTP): www.hibox.hinet.net

**Logon Information**

User Name: eric@hibox.hinet.net

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

6. Click on the Outgoing Server tab, and check the box labeled My outgoing server (SMTP) requires authentication. Then choose to Use same settings as my incoming mail server

**Internet E-mail Settings** 

General Folders **Outgoing Server** Connection Advanced

☒ My outgoing server (SMTP) requires authentication

☒ Use same settings as my incoming mail server

☐ Log on using

User Name:

Password:

☒ Remember password

☐ Require Secure Password Authentication (SPA)

OK Cancel