如何在 Outlook 2003 設定電郵地址 ?

在設定 Outlook 或 Outlook 2003 前,須要在 Wemail 控制台內先建立 電郵帳戶. 請參考 [新增電郵戶口].

1. 請開啓 Outlook 2003, 按 Menu 上的 Tools -> E-mail Accounts.

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Eile Edit View Go	Tools Actions Help	Type a question for help 🚽
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Mail	Address Book Ctrl+Shift+B ook Today	\$
Favorite Folders	Empty "Deleted Items" Folder	
inbox 🤇	E-mail Accounts	Customize Outbook Today
C Sent Items	Customize Tasks	Messages
All Mail Folders	Options	Inbox 0
Personal Folders Deleted Items	×	Drafts 0
Drafts Inbox Outbox Sent Items Sent Arms Sent Arms Mail		Gudox
See Contacts	2	×

2. 選擇 [Add a new e-mail account] -> 按 Next



3. 選擇 POP3 或 IMAP

POP3 - 電郵將會下載至你的電腦, 並節省寄存帳戶之空間.

IMAP - 電郵將保留在寄存帳戶之空間, 用已設定帳戶之電腦 / 智能電話或 IPAD 等都可瀏覽電郵. 但你將須要更多電郵寄存空間以儲存電郵.

E-mail Accounts	
Server Type You can choose the type of server your new e-mail account will work with.	ž
 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. IMAP Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders. HTTP Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders. Additional Server Types Connect to another workgroup or 3rd-party mail server. 	
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4. 輸入你的名稱, 電郵地址, 登入名稱(即電郵地址), 密碼, Incoming mail server (POP3 或 IMAP) 及 Outgoing mail server (SMTP) 為 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 Information		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) on this screen, we		
Password:	****	button below. (Requires netwo	ork connection)		
	Remember password	Test Account Settings			
Log on using Secure Password Authentication (SPA) More Settings					
		< Back	Next > Cancel		

5. 按 More Settings, 更改 Mail Account 名稱為 電郵地址.

E-m	E-mail Accounts				
I	nternet E-mail Settings (POP3) Each of these settings are required to get your e-mail account working.	×			
	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.weemail.hk Other User Information Organization: Reply E-mail:	mail.wemail.hk mail.wemail.hk on this screen, we int by clicking the k connection) More Settings			
one	OK Cancel				

6. 按 Advanced 檢查 port number 如下:

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

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

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



如須要用 SSL 加密連線 incoming 或 outgoing, 請選擇該空格.

(請留意, 在某些海外國家根據當地法 例可能並不容許 SSL 加密連線)

7. 按 [Finish] 完成

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

最後請發送一封電郵給自己,以便測試外寄及接收連線.