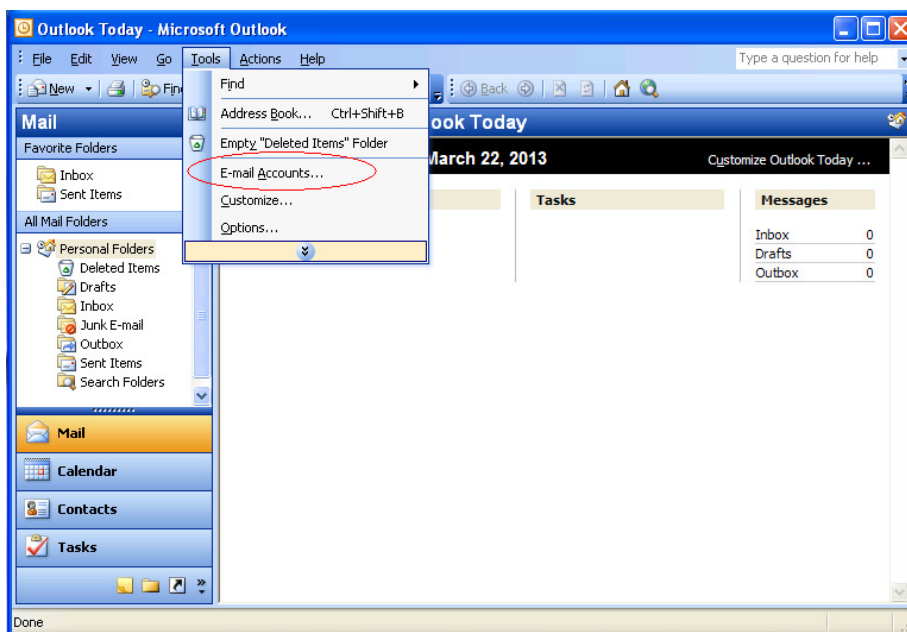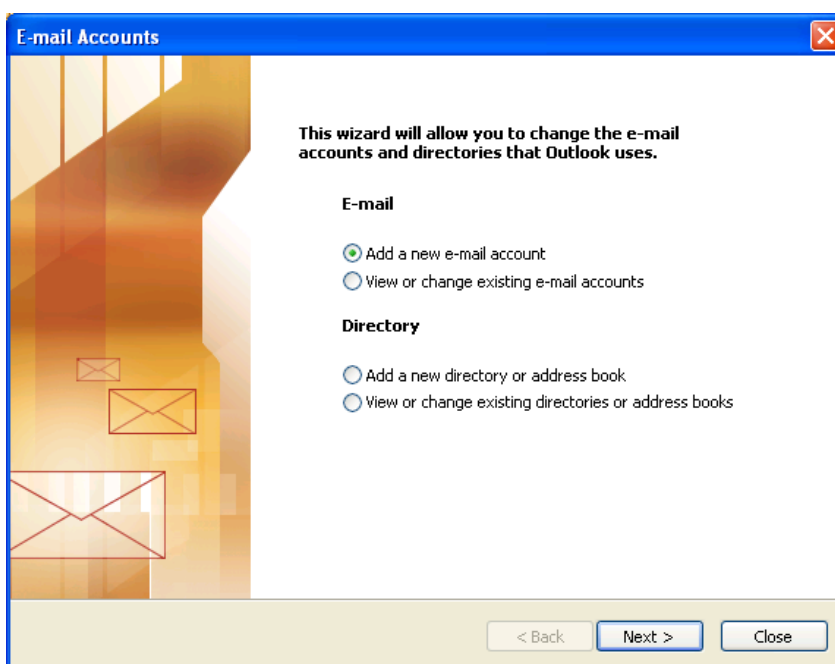## How to Setup Email Account in Outlook 2003 ?

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

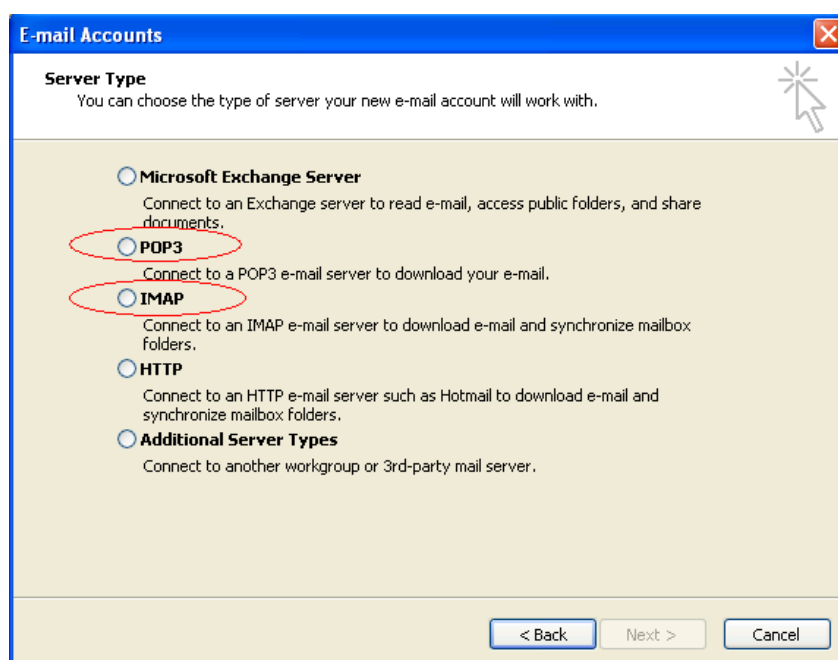1. Open your Outlook 2003, click Tools -> E-mail Accounts on menu.

2. Choose [Add a new e-mail account] -> then Next
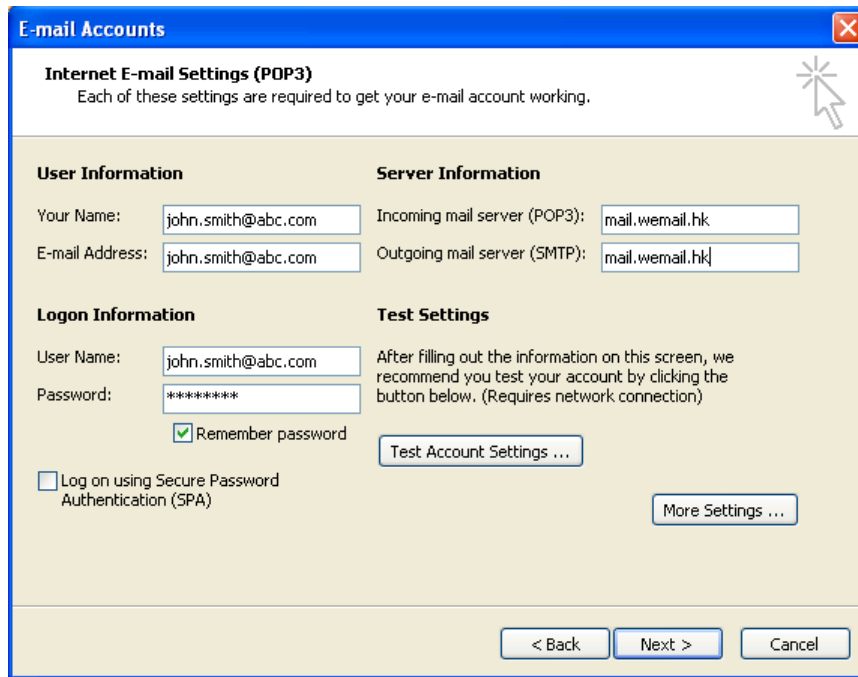
3. Choose POP3 or IMAP

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.
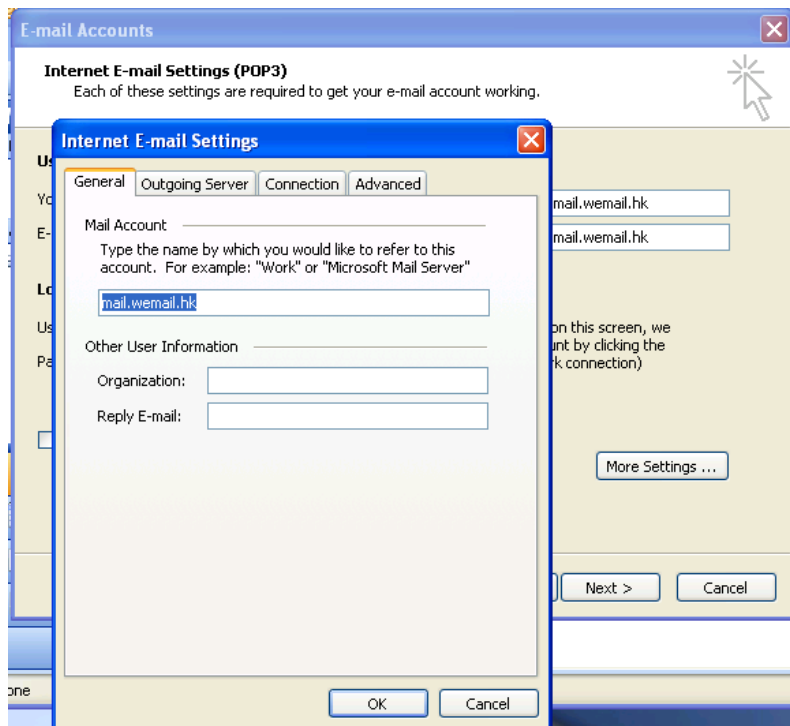

4. Enter your name, email address, login username (your email address), password.

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

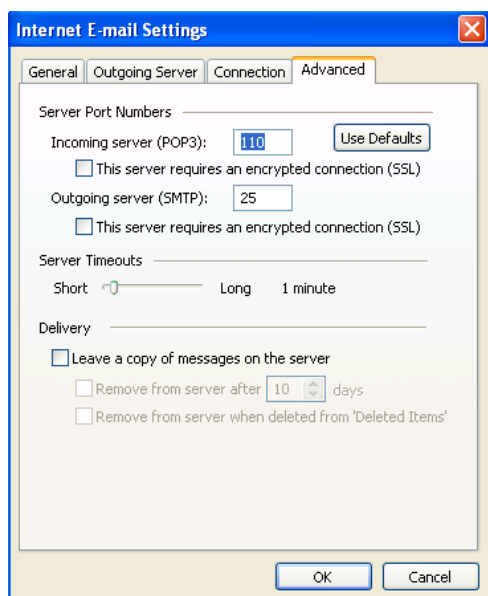## 5. Click More Settings , Change Mail Account name as email address.

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

Outgoing mail (SMTP) port: 587 or 465 (SSL)
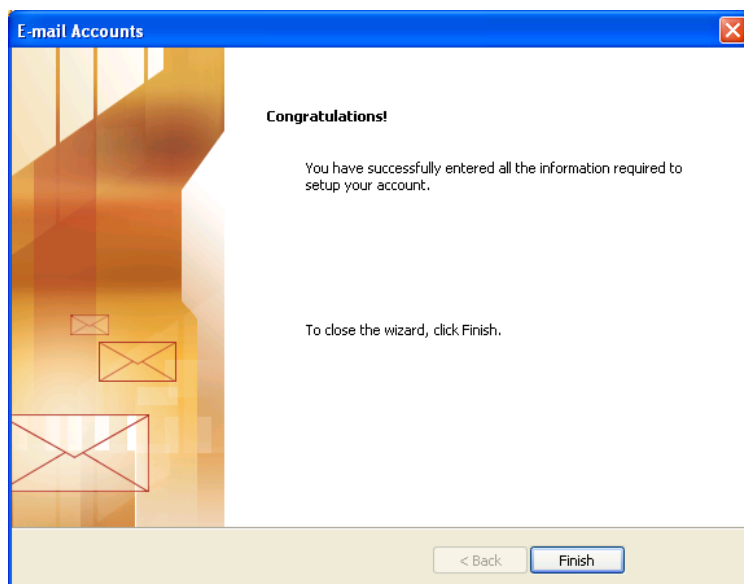
Incoming (POP3) port: 110 or 995 (SSL), or,

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

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]

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