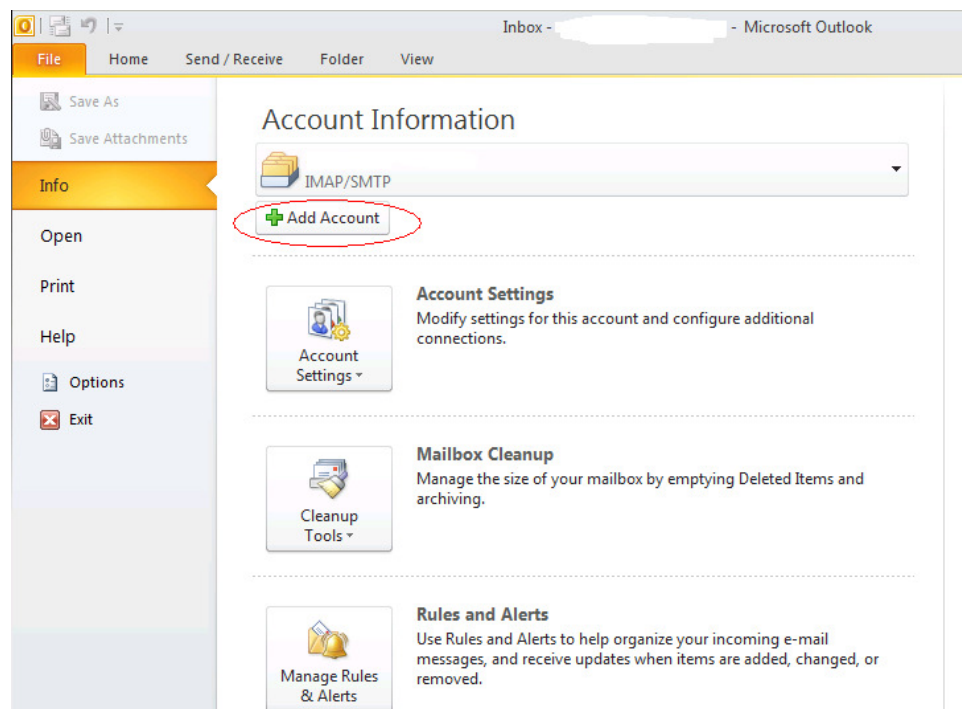


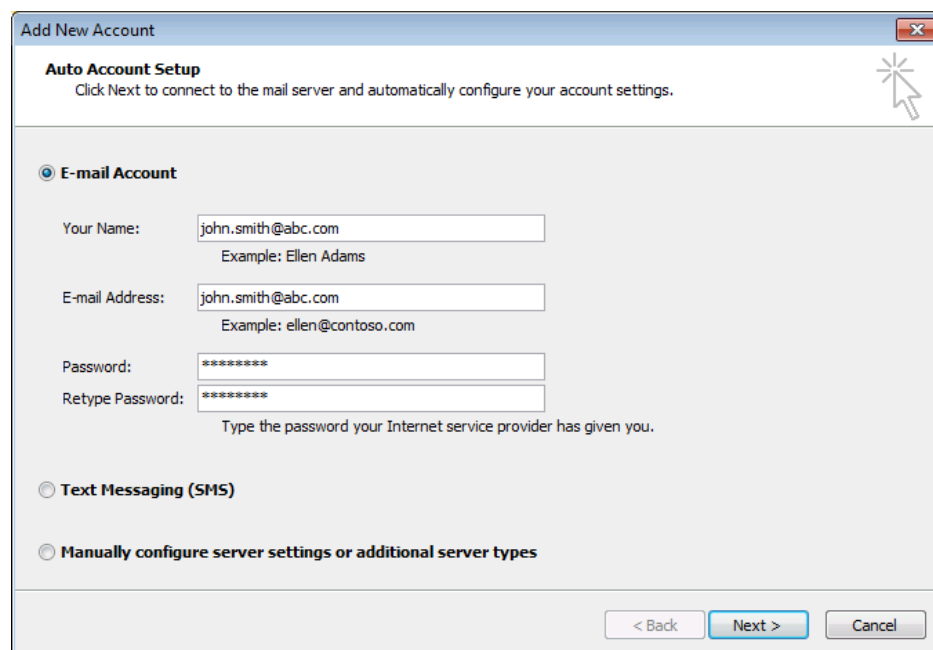
## 如何在 Outlook 2010 設定電郵地址 ?

在設定 Outlook 2010 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].

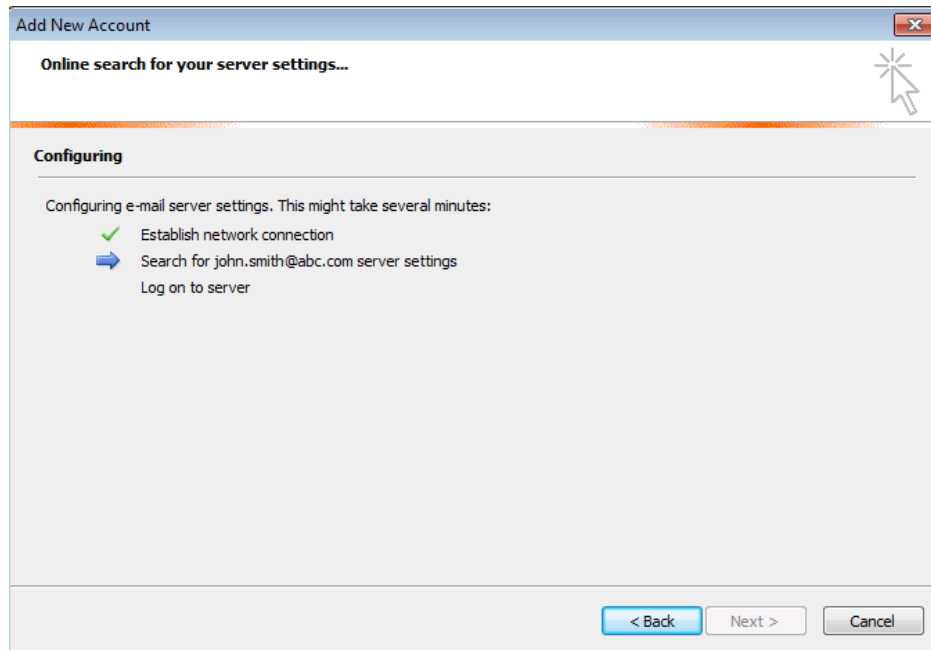
1. 請開啓 Outlook 2010 , 按 Info 上的 Add Account.



2. 輸入你的名稱, 電郵地址, 登入名稱(即電郵地址), 密碼, 及再輸入密碼



### 3. Outlook 2010 將進行自動設定.



### 4. 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.

Port number 設定 :

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

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

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

**Add New Account**

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

**User Information**  
Your Name: john.smith@abc.com  
E-mail Address: john.smith@abc.com

**Server Information**  
Account Type: POP3  
Incoming mail server: mail.wemail.hk  
Outgoing mail server (SMTP): mail.wemail.hk

**Logon Information**  
User Name: john.smith@abc.com  
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 ...  
 Test Account Settings by clicking the Next button

**Deliver new messages to:**  
 New Outlook Data File  
 Existing Outlook Data File  
Browse

More Settings ...

< Back   Next >   Cancel

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)

最後請發送一封電郵給自己, 以便測試外寄及接收連線.