

# User Manual

## Email Account Set Up for Microsoft Outlook

Prepared by

**MOBIGATOR TECHNOLOGY GROUP**

Last Updated: August 15, 2008

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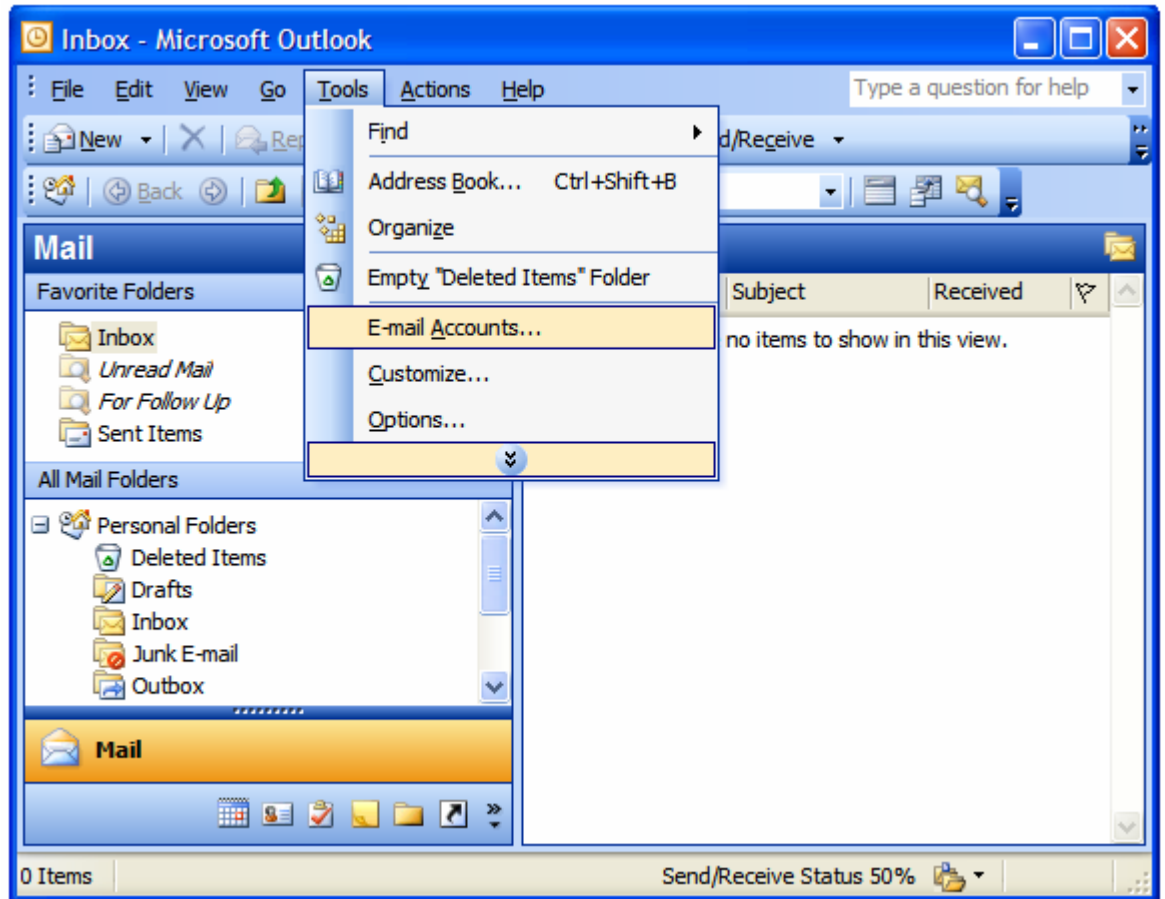
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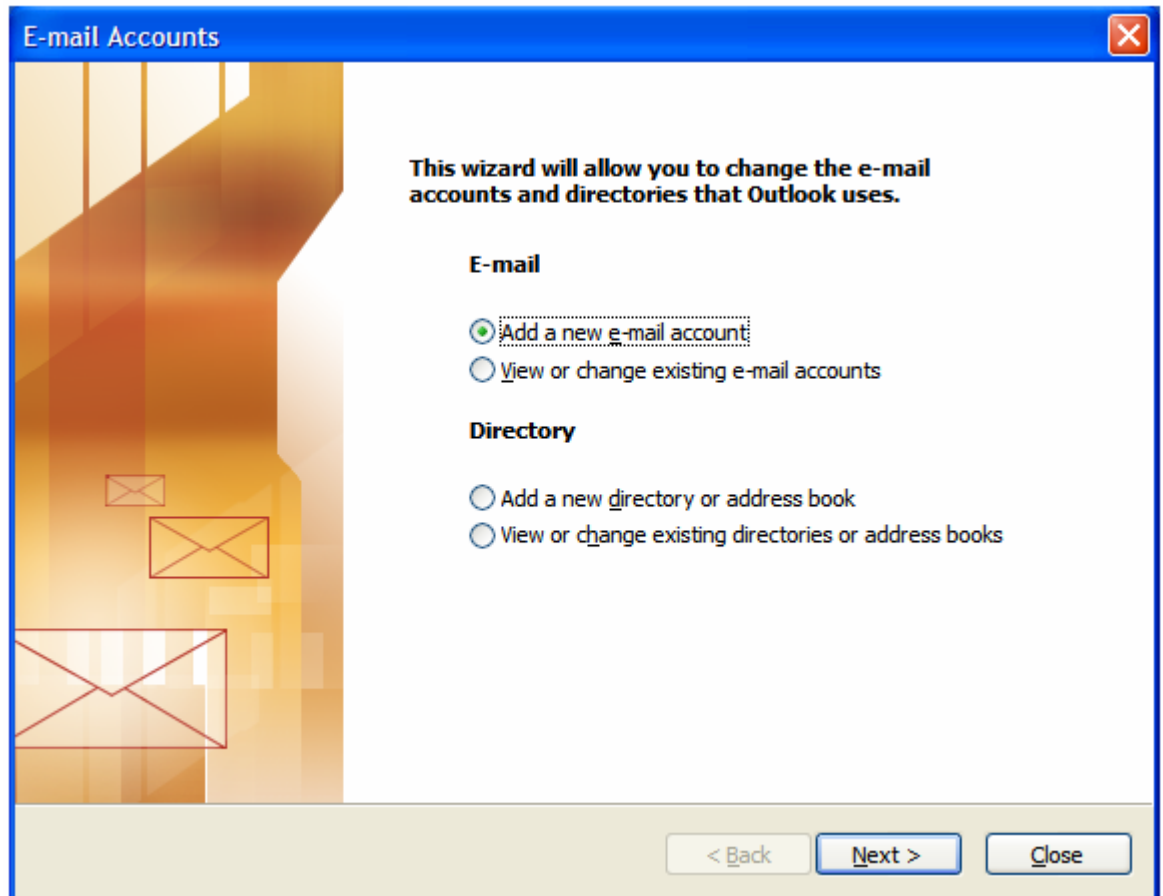
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# To Setup your POP3 e-mail account in Microsoft Outlook

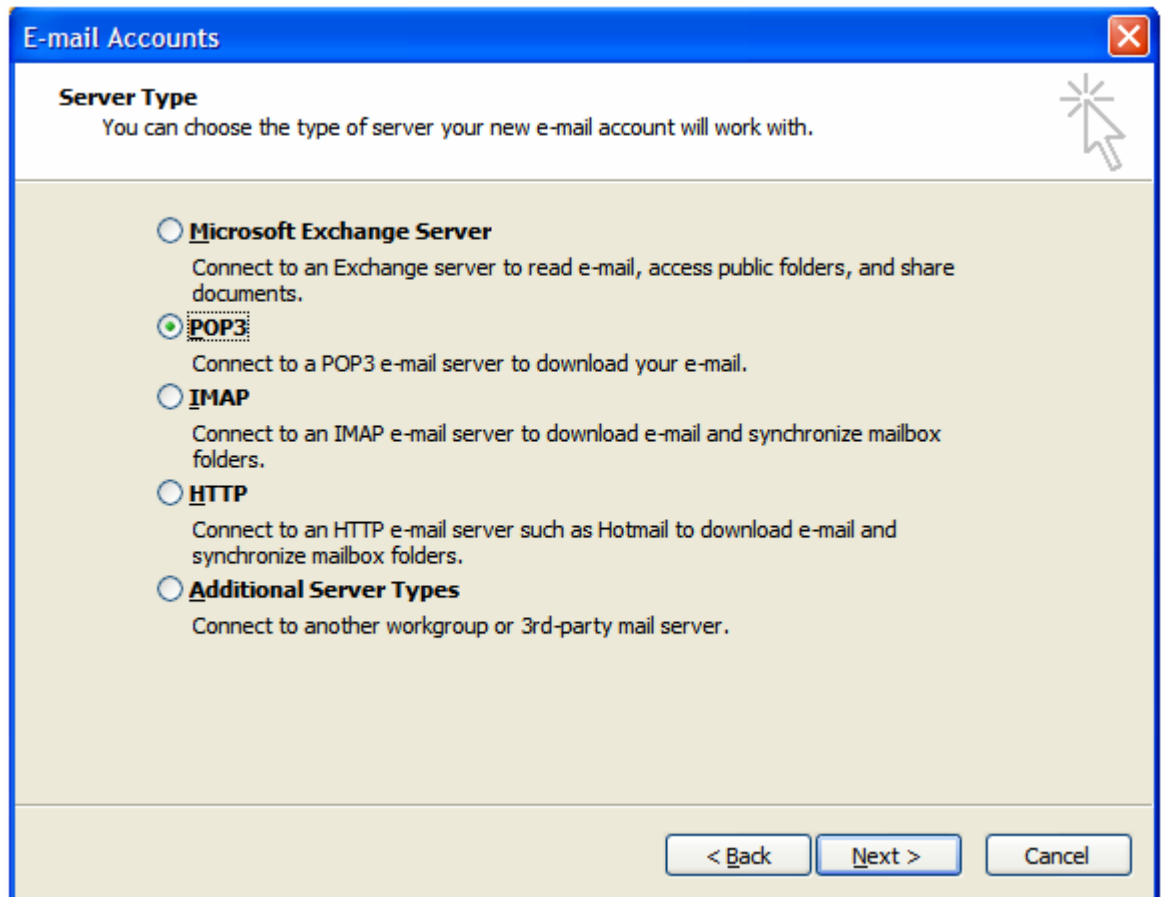
1. Start your outlook application, click "Tools" > "Email Accounts".



2. On the E-mail Accounts wizard window, select “Add a new e-mail account” and click “Next”.



3. For your server type, select "POP3" and click "Next".



4. On the "Internet E-mail" Settings window, enter your information as follows:

- Your Name  
Enter your first and last name.
- E-mail Address  
Enter your e-mail address e.g. "email@domain.com".
- User Name  
Enter your e-mail address, again.
- Password  
Enter the password you set up for your e-mail account.
- Incoming mail server (POP3)  
Enter the POP3 server name e.g. "pop3.domain.com" for your incoming mail server.
- Outgoing mail server (SMTP)  
Enter the SMTP server name e.g. "smtp.domain.com" for your outgoing mail server.

**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:

E-mail Address:

**Server Information**

Incoming mail server (POP3):

Outgoing mail server (SMTP):

**Login 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)

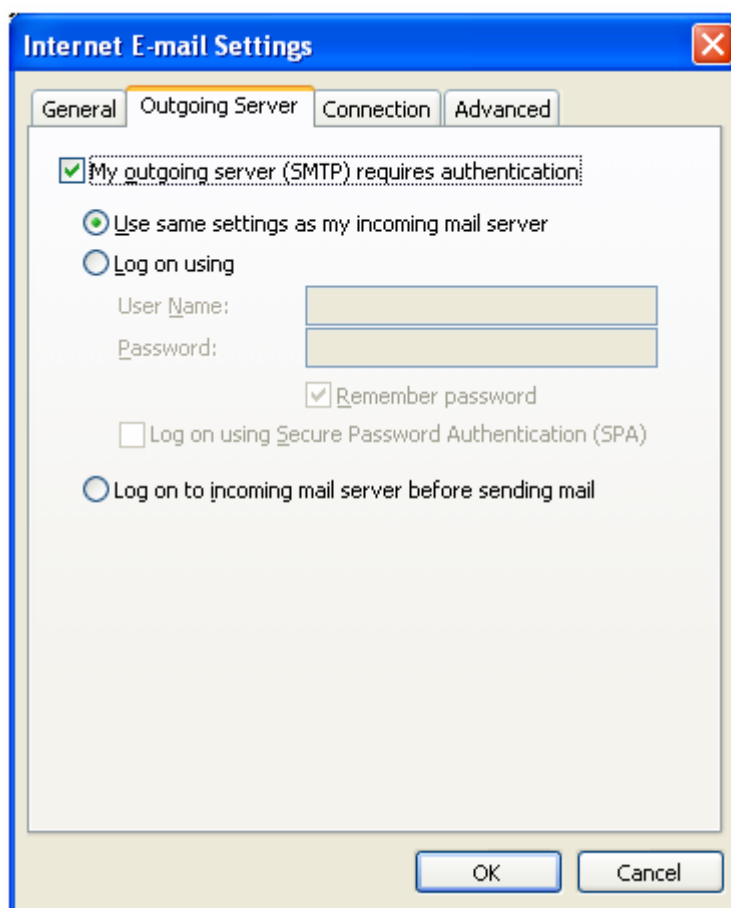
5. Click "More Settings". On the Internet E-mail Settings window, select the "Outgoing Server" tab.

6. Select "My outgoing server (SMTP) requires authentication".

## 7. Outgoing server advance setting.

If you did not change the SMTP relay section, select "Use same settings as my incoming mail server". If you changed the user name and password in the SMTP relay section of your Manage Email Accounts page, select "Log on using" and enter the user name and password. The following example assumes you did not change your SMTP relay section in your Manage Email Accounts page.

Click "OK" to complete the "Outgoing Server" settings.



8. After completing the settings, click "Next".

**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:

E-mail Address:

**Server Information**

Incoming mail server (POP3):

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

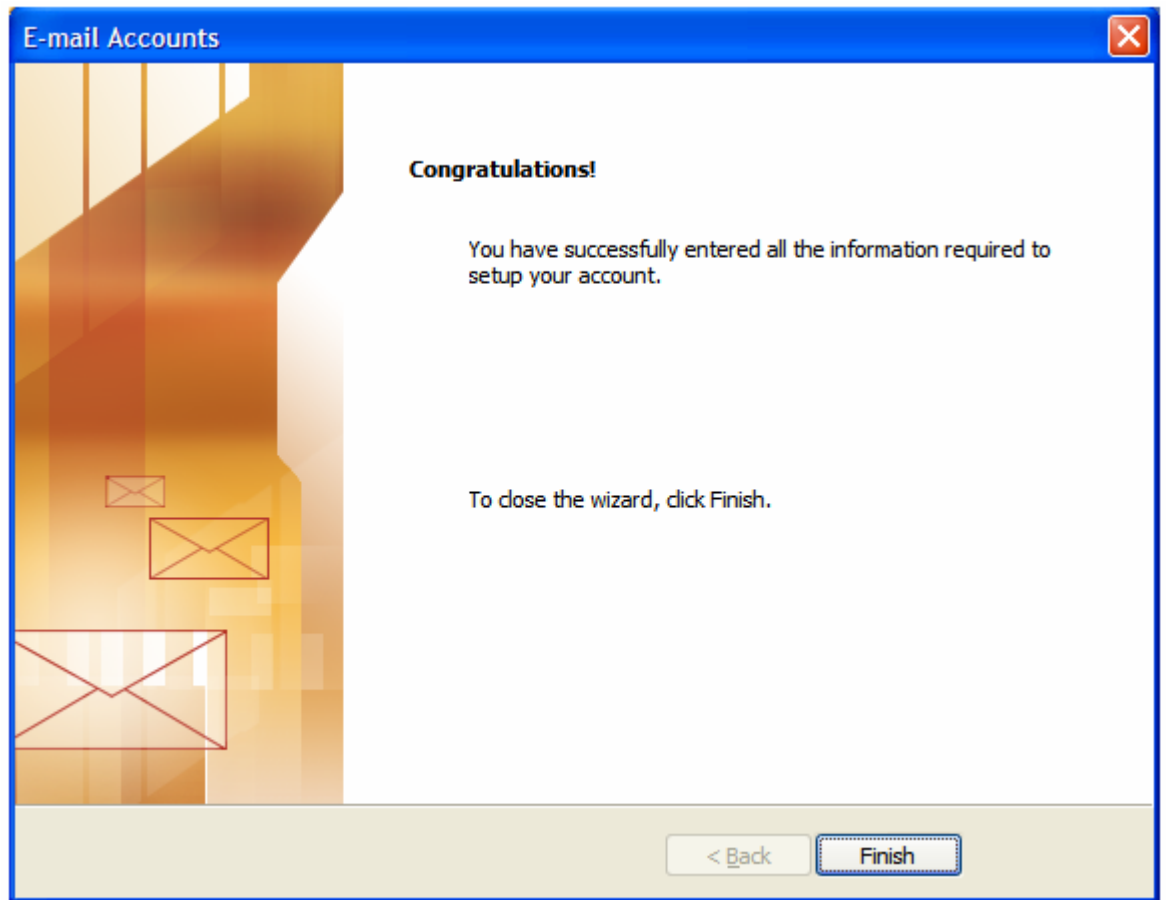
Remember password

Log on using Secure Password Authentication (SPA)

**Test Settings**

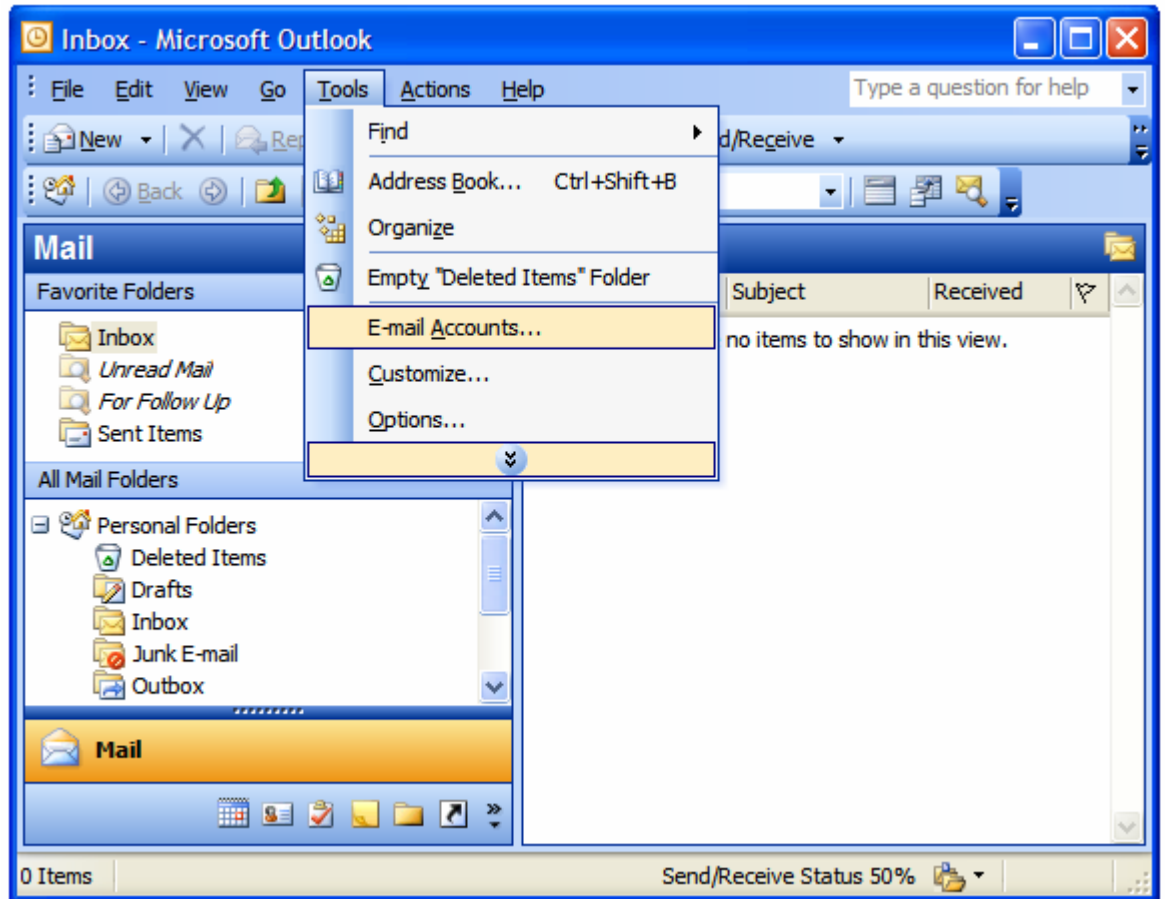
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

9. Click "Finish".

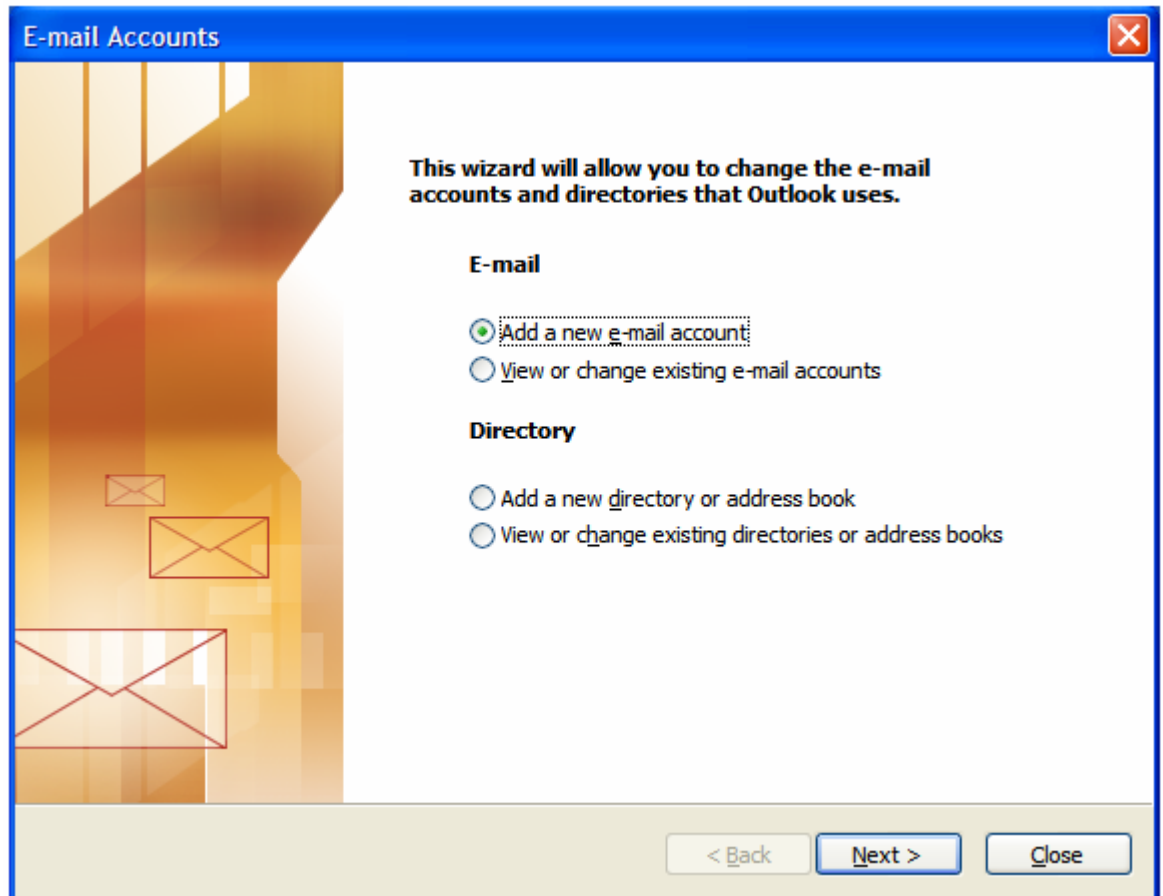


## To Setup your IMAP e-mail account in Microsoft Outlook

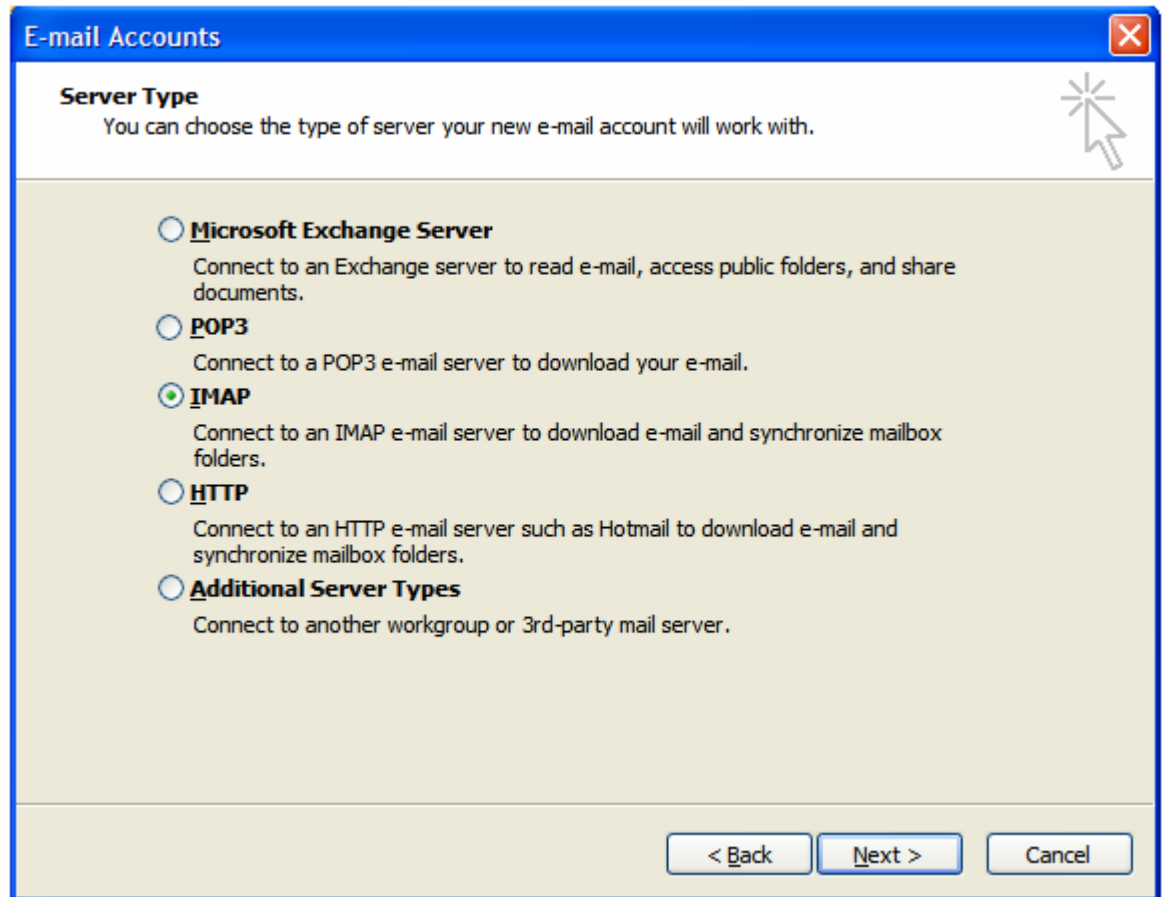
1. Start your outlook application, click "Tools" > "Email Accounts".



2. On the E-mail Accounts wizard window, select “Add a new e-mail account” and click “Next”.



3. For your server type, select "IMAP" and click "Next".



4. On the "Internet E-mail" Settings window, enter your information as follows:

- Your Name  
Enter your first and last name.
- E-mail Address  
Enter your e-mail address e.g. "email@domain.com".
- User Name  
Enter your e-mail address, again.
- Password  
Enter the password you set up for your e-mail account.
- Incoming mail server (IMAP)  
Enter the IMAP server name e.g. "imap.domain.com" for your incoming mail server.
- Outgoing mail server (SMTP)  
Enter the SMTP server name e.g. "smtp.domain.com" for your outgoing mail server.

The screenshot shows a window titled "E-mail Accounts" with a sub-header "Internet E-mail Settings (IMAP)". Below the sub-header is a note: "Each of these settings are required to get your e-mail account working." The window is divided into four sections:

- User Information:** Includes fields for "Your Name" (containing "Your Name") and "E-mail Address" (containing "email@domain.com").
- Server Information:** Includes fields for "Incoming mail server (IMAP)" (containing "imap.domain.com") and "Outgoing mail server (SMTP)" (containing "smtp.domain.com").
- Logon Information:** Includes a "User Name" field (containing "email@domain.com"), a "Password" field (containing "\*\*\*\*\*"), a checked "Remember password" checkbox, and an unchecked "Log on using Secure Password Authentication (SPA)" checkbox.
- Test Settings:** Includes a "Test Account Settings ..." button and a "More Settings ..." button.

At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

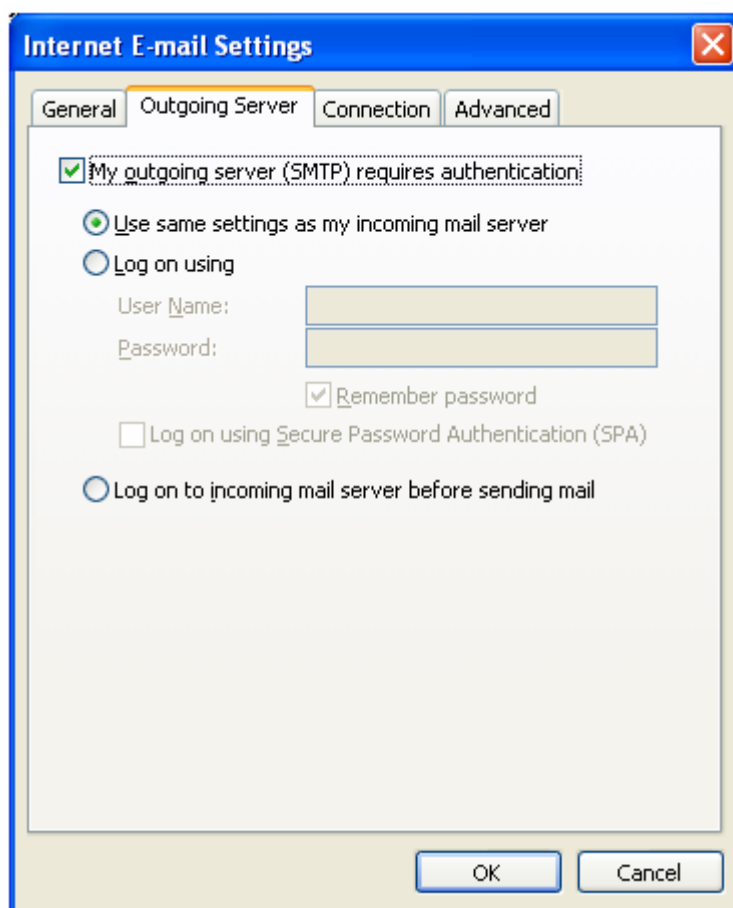
5. Click "More Settings". On the Internet E-mail Settings window, select the "Outgoing Server" tab.

6. Select "My outgoing server (SMTP) requires authentication".

## 7. Outgoing server advance setting.

If you did not change the SMTP relay section, select "Use same settings as my incoming mail server". If you changed the user name and password in the SMTP relay section of your Manage Email Accounts page, select "Log on using" and enter the user name and password. The following example assumes you did not change your SMTP relay section in your Manage Email Accounts page.

Click "OK" to complete the "Outgoing Server" settings.



8. After completing the settings, click "Next".

The screenshot shows a Windows-style dialog box titled "E-mail Accounts" with a close button in the top right corner. The main heading is "Internet E-mail Settings (IMAP)" with a sub-heading "Each of these settings are required to get your e-mail account working." and a mouse cursor icon pointing to the text. The dialog is divided into four sections: "User Information", "Server Information", "Logon Information", and "Test Settings".

**User Information**

Your Name:

E-mail Address:

**Server Information**

Incoming mail server (IMAP):

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)

At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

9. Click "Finish".

