Server : Subperb (Package A / Package B / Lite Package)

To Set Up Your E-mail Account in Microsoft outlook 2003

1. In Microsoft outlook, select Tools > E-mail Account.



2. In E-mail Accounts, Select Add new e-mail account >> Next

E-mail Accounts	
	This wizard will allow you to change the e-mail accounts and directories that Outlook uses.
	E-mail
	 Add a new e-mail account View or change existing e-mail accounts Directory Add a new directory or address book View or change existing directories or address books
	< Back Next > Close

3. Select POP3 >> Next

E-mail Accounts	×
Server Type You can choose the type of server your new e-mail account will work with.	×
Microsoft Exchange Server	
Connect to an Exchange server to read e-mail, access public folders, and share documents.	
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.	
< Back Next >	Cancel



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E-mail Accounts				×
Internet E-m Each of the	ail Settings (POP3) ese settings are required to g	get your e-mail account working.		×
User Informat	tion	Server Information		
Your Name:	name	Incoming mail server (POP3):	mail.doaminmane	
E-mail Address:	name@yourdomain	Outgoing mail server (SMTP):	smtp.doaminmane	
Logon Informa	ation	Test Settings		
User Name:	name@yourdomain	After filling out the information	n on this screen, we	
Password:	*****	button below. (Requires netwo	ork connection)	
	Remember password	Test Account Settings		
Log on using Authenticatio	Secure Password n (SPA)		More Settings	
		< Back	Next > C	ancel

NOTE: "smtp.expressdata.co.th" is an SMTP relay server. In order to use this server to send e-mails, you must first activate SMTP relay on your e-mail account. Log on to your Manage Email Accounts page to set up SMTP relay. If you do not have SMTP relay set up and your Internet Service Provider (ISP) allows it, you can use the outgoing mail server for your Internet Service Provider. Contact your Internet Service Provider to get this setting.

- 5. Click More Setting >> select tab Outgoing Server
- 6. On tab Outgoing Server

Select : My outgoing server (SMTP) requires authentication And Use same setting as my incoming mail server

ieneral	Outgoing Server	Connection	Advanced
🖌 My	outgoing server (SI	MTP) requires	authentication
٥L	lse same settings a	s my incoming	mail server
OL	og on using		
1	Jser Name:		
F	Password:		
		Remember	password
I	Log on using Sec	ure Password	Authentication (SP
OL	og on to incoming n	nail server bef	ore sending mail

7.Go to the advanced tab. Verify that you have 110 for your incoming server (POP3) and 25 for your outgoing server (SMTP), and then click OK

ieneral	Outgoing Server	Connection	Advanced
Server	Port Numbers		
Incon	nina server (POP3):	110	Use Defaults
- [This server requir	es an encryp	ted connection (SSL)
Outg	ping server (SMTP):	25]
	This server requir	es an encryp	ted connection (SSL)
Server	Timeouts		
Shor		Long 1	minute
U.U.		Long 1	
Deliver	у —		
	ave a copy of mes	sages on the s	server
	Remove from ser	ver after 10	days
Ē	Remove from ser	ver when dele	sted from 'Deleted It

NOTE:

- 6. If you have trouble sending email you can also try 25 or 8025 for your outgoing server (SMTP) port.
- 7. If you have received E-mail more than 1 computer, you must check the box that say "Leave a copy of message on server" and check Remove from server after days for protect mailbox over quota.



8. OK >> Next >> Finish