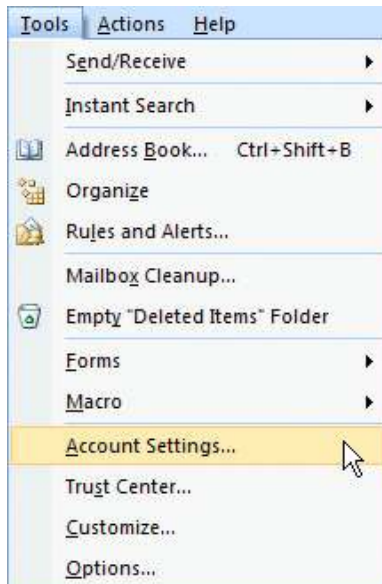


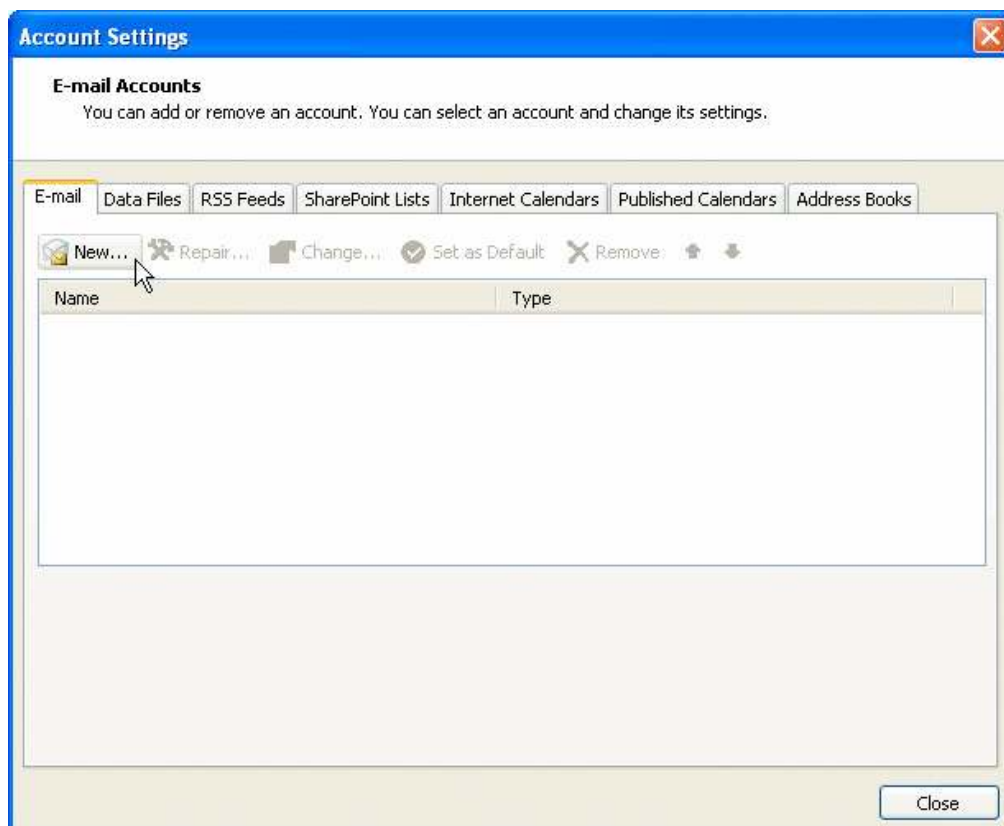
Server : Gartor (Package C)

To Set Up Your E-mail Account in Microsoft outlook 2007

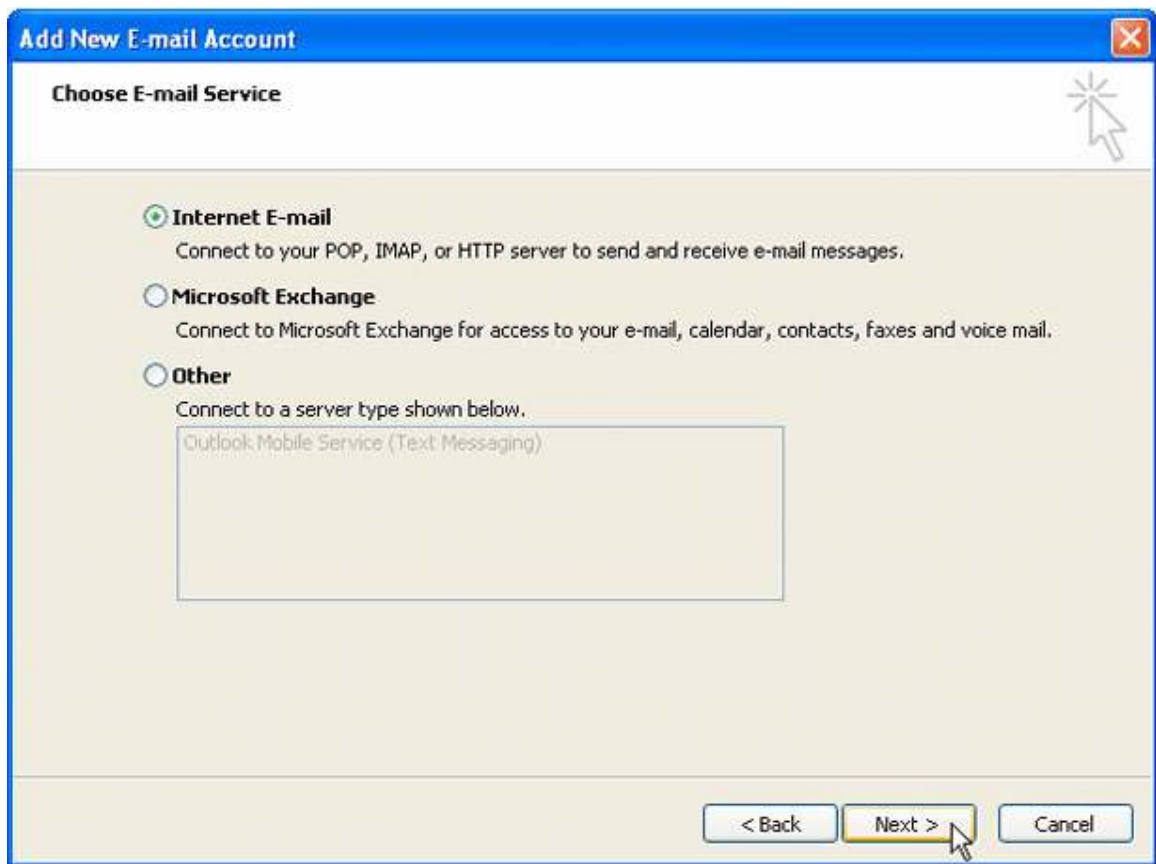
1. In Microsoft outlook, select Tools > Account Settings.



2. select New..



3. Select Internet email account >> Next



The screenshot shows the 'Add New E-mail Account' dialog box with the title bar 'Add New E-mail Account' and a close button. The main heading is 'Choose E-mail Service'. There are three radio button options: 'Internet E-mail' (selected), 'Microsoft Exchange', and 'Other'. Below 'Other' is a list box containing 'Outlook Mobile Service (Text Messaging)'. At the bottom right are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

Add New E-mail Account

Choose E-mail Service

Internet E-mail
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

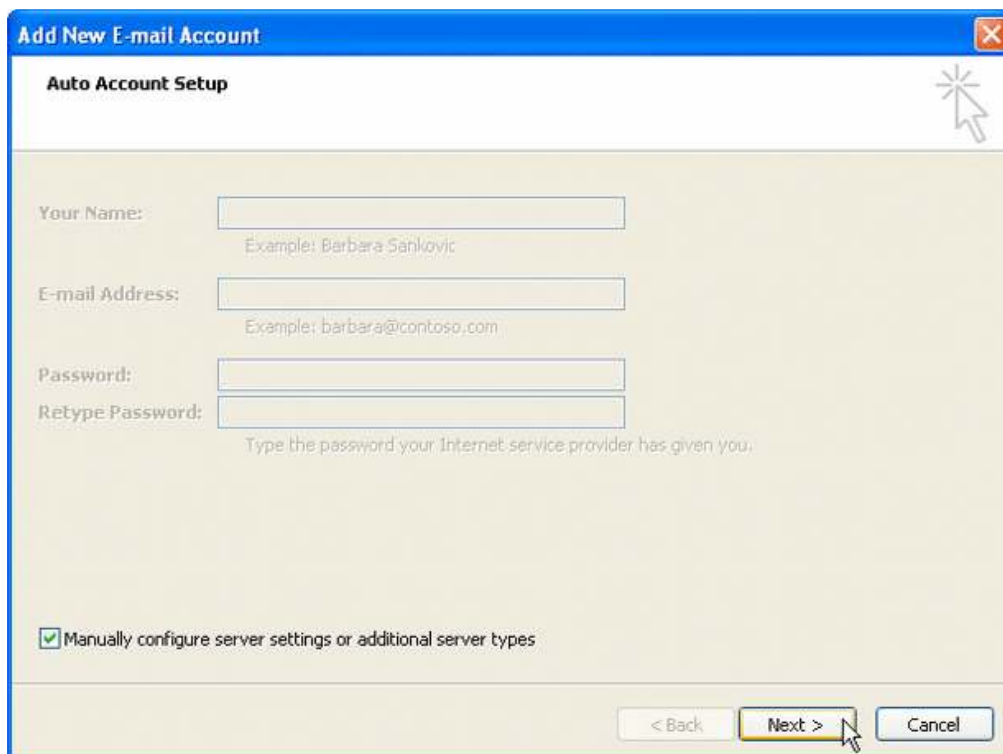
Microsoft Exchange
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

Other
Connect to a server type shown below.

Outlook Mobile Service (Text Messaging)

< Back Next > Cancel

4. Select Manually configure server settings or additional server types >> Next



The screenshot shows the 'Add New E-mail Account' dialog box with the title bar 'Add New E-mail Account' and a close button. The main heading is 'Auto Account Setup'. There are four input fields: 'Your Name:', 'E-mail Address:', 'Password:', and 'Retype Password:'. Below the 'Retype Password:' field is the text 'Type the password your Internet service provider has given you.'. At the bottom left is a checked checkbox with the text 'Manually configure server settings or additional server types'. At the bottom right are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Sankovic

E-mail Address:
Example: barbara@contoso.com

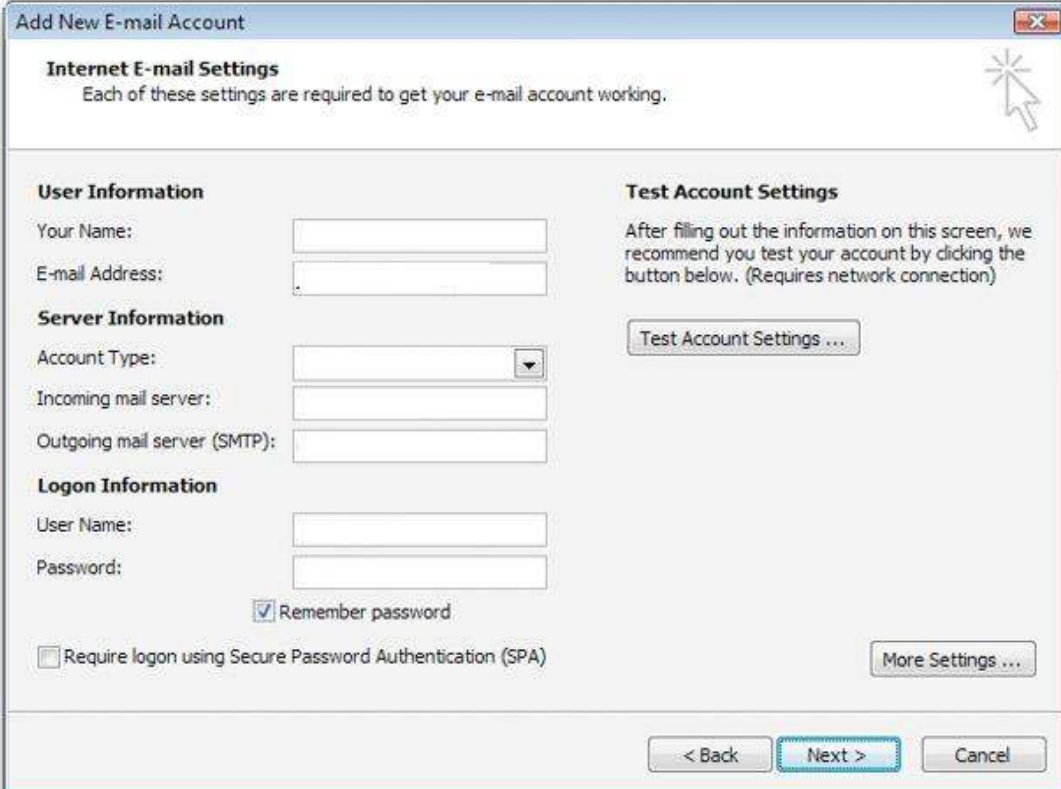
Password:

Retype Password:
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back Next > Cancel

6. On the **Internet E-mail Settings** page, enter your email account information as follows: **Your Name** : Enter your name
: [webservice](#)
E-mail Address : Enter your e-mail address
: [webservice@expresssdata.co.th](#)
Account Type
Select **POP3**.
Incoming mail server :
Enter your domain name (Ex. [expressdata.co.th](#))
: [expressdata.co.th](#).
Outgoing mail server (SMTP) :
Enter your smtp.domain name (Ex. [expressdata.co.th](#))
: [expressdata.co.th](#)
User Name : Enter your e-mail address
: [webservice@expresssdata.co.th](#)
Password : Enter your password
: *****



The screenshot shows a window titled "Add New E-mail Account" with a sub-header "Internet E-mail Settings". 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 several sections:

- User Information:** Fields for "Your Name:" and "E-mail Address:".
- Server Information:** A dropdown for "Account Type:", and text boxes for "Incoming mail server:" and "Outgoing mail server (SMTP):".
- Logon Information:** Fields for "User Name:" and "Password:", a checked checkbox for "Remember password", and an unchecked checkbox for "Require logon using Secure Password Authentication (SPA)".
- Test Account Settings:** A text box with instructions: "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)". Below this is a "Test Account Settings ..." button.

At the bottom right, there is a "More Settings ..." button. At the very bottom, there are three navigation buttons: "< Back", "Next >" (highlighted with a dashed border), and "Cancel".

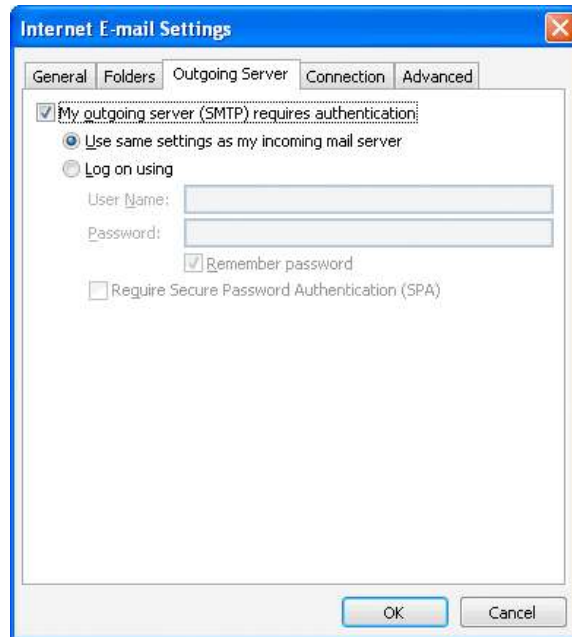
NOTE: "expressdata.co.th" is an SMTP relay server. In order to use this server to send e-mails, you must first activate SMTP relay on your e-mail account. Log on to your Manage Email Accounts page to set up SMTP relay. If you do not have SMTP relay set up and your Internet Service Provider (ISP) allows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

7. Select the **Remember Password** checkbox, and then click **More Settings**.

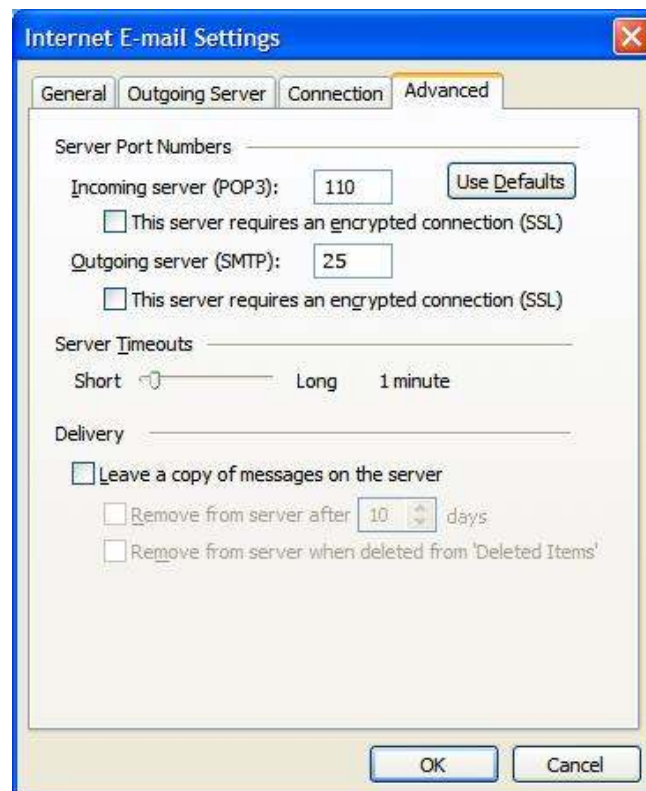
8. Select Tab Outgoing Server

9. On tab Outgoing Server

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



10. 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.



NOTE:

- If you have trouble sending email you can also try 25 or 26 for your outgoing server (SMTP) port.
- 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.

11.OK >> Close >> Finish