

Procedure	Receiving ,sending email fro interface	m new mail server a	and checking mail at New WebMail
Reference No		Launched Date	January 14, 2015
Apply To	Corporate Mail		

## How to set up email account at MS. Outlook 2013

## Steps:

- 1. Open Microsoft Outlook
- 2. On the **Tools** menu, click **Email Accounts** or **Account Settings** 
  - 2.1 Select View or change existing email accounts then click Next.
  - 2.2 Select your email account then click **Change** button.
- 3. Change the information as below details ( Your mail )

Example :	User Name	: it@expressdata.co.th
	Email address	: it@expressdata.co.th

- 3.1 Enter new **E-Mail Address** → <u>it@expressdata.co.th</u>,
- 3.2 Enter new **Password**  $\rightarrow$  (your secret password that you changed at new WebMail)
- 3.3 Click Manually configure server settings or additional server types.

Auto Account Set	up	×
Your Name:	EYour E-mail	
	Example: Barbara Sankovic	
E-mail Address:	it@expressdata.co.th	
	Example: barbara@contoso.com	
Password:	*******	
Retype Password:	******	
The second secon	server settings or additional server types	
Manually configure		



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3.4 Clie	ck <b>Next</b>		
3.5 Set	up information on your s	server type details	
Sonior			

Server Type : **POP3** Incoming mail server : **mail.expressdata.co.th** Outgoing mail server : **mail.expressdata.co.th** 

## 3.6 Click More Settings

User Information		Test Account Settings
Your Name:	Your E-mail	After filling out the information on this screen, we
E-mail Address:	tit@expressdata.co.th	button below, (Requires network connection)
Server Information		
Account Type:	POP3	Test Account Settings
Incoming mail server:	mail.expressdata.co.th	
Outgoing mail server (SMTP):	mail.expressdata.co.th	
Logon Information	·	
User Name:	it@expressdata.co.th	
Password:	*****	
IV F	Remember password	
Require logon using Secure	Password Authentication (SPA)	More Settings
		More Setungs
		< Back Next > Cancel



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## 3.6 Setup page Outgoing server

General	Outgoing Server	Connection	Advanced
🔽 My o	utgoing server (SM	TP) requires a	uthentication
O L	se same settings a	s my incoming	mail server
⊚ L	og on using		
1	Jser Name;		
8F	assword:		
	Re	member passv	vord
O L	og on to incoming n	aail server bef	ore sending mai <mark>l</mark>

3.7 Setup page Advanced 3.8 Click OK



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Server Port Numbers Incoming server (POP3): 110 Use Defaults This server requires an encrypted connection (SSL) Outgoing server (SMTP): 25 Use the following type of encrypted connection: None Server Timeouts Short Long 10 minutes Delivery Leave a copy of messages on the server Remove from server after 10 adays
Incoming server (POP3): 110 Use Defaults This server requires an encrypted connection (SSL) Outgoing server (SMTP): 25 Use the following type of encrypted connection: None Server Timeouts Short Long 10 minutes Delivery Leave a copy of messages on the server Remove from server after 10 adays
Incoming server (POPS). 110 Ose Detaults This server requires an encrypted connection (SSL) Outgoing server (SMTP): 25 Use the following type of encrypted connection: None  Server Timeouts Short Long 10 minutes Delivery Ø Leave a copy of messages on the server Ø Remove from server after 10  days
Outgoing server (SMTP): 25 Use the following type of encrypted connection: None Server Timeouts Short Using 10 minutes Delivery V Leave a copy of messages on the server V Remove from server after 10 days
Use the following type of encrypted connection: None  Server Timeouts Short U Long 10 minutes Delivery V Leave a copy of messages on the server V Remove from server after 10 adays
Use the following type of encrypted connection: None  Server Timeouts Short Long 10 minutes Delivery V Leave a copy of messages on the server V Remove from server after 10 adays
Server Timeouts Short Long 10 minutes Delivery V Leave a copy of messages on the server Remove from server after 10 days
Short J Long 10 minutes Delivery V Leave a copy of messages on the server V Remove from server after 10 🖨 days
Delivery Very Leave a copy of messages on the server Remove from server after 10 ays
Leave a copy of messages on the server     Remove from server after   10
🗹 Remove from server after 🛛 10 🚔 days
OK Cancel



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3.9 After filling out the information we recommend you test your account by clicking the button, **Test Account Setting.** If all tests completed successfully you will see all green tick as below.



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ongratulations! All tests completed successfully. C	Click Close to continue.	Stop
		Close
Tasks Errors		]]
Tasks	Status	
<ul> <li>Log onto incoming mail server (POP3)</li> </ul>	Completed	
Send test e-mail message	Completed	

3.10 Click Next and Finish.

