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How to setup an email account in Microsoft Outlook 2016:

1. Select <FILE>



- 2. Select <Info>
- 3. Click <Add Account>



Last Updated: 2018/05/30



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- 4. Enter your email address (e.g. user@example.com)
- 5. Click <Advanced options>
- 6. Tick <Let me set up my account manually>
- 7. Click <Connect>

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Welcome to Outlook	
Enter an email address to add your account.	
Advanced options Advanced options V Let me set up my account manually Connect 7	

8. Select < IMAP>



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## 9. Incoming mail server: Enter <Domain without 'dot'> .securemail.hk

(e.g. examplecom.securemail.hk)

- 10. Port: Enter <993>
- 11. Encryption method: Select <SSL/TLS>

## 12. Outgoing mail server: Enter <wh.1025.hk>

- **13. Port**: Enter <**1025**>
- 14. Click <Connect>



IMAP Account Settings for examplecom.securemail.hk (Not you?) Incoming mail q 10 Server examplecom.securemail.hk Port 993 Encryption method SSL/TLS 11 Require logon using Secure Password Authentication (SPA) Outgoing mail 12 13 Server wh.1025.hk Port 1,025 None \* Encryption method Require logon using Secure Password Authentication (SPA) Connect



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## 15. Password: Enter your email password

## **16.** Click **<OK>**

Fr Se Us Pa	Enter your u	ser name and password for the following server.
	Server	examplecom.securemail.hk
	User Name:	user@example.com
	Password:	*******
	Save this	password in your password list

17. Click <**OK**>

Adding user@example.com Account setup is complete



Set up Outlook Mobile on my phone, too

18. Finish

- End -

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