

1. Microsoft Outlook 2013

- 1) Select "File"
選擇 "檔案"



- 2) Select "Add Account"
選擇 "新增帳戶"



Or 或

- 2.1) Select "Account Setting"
選擇 "帳戶設定"



2.2) Select “Add” 選擇 “新增”



3) Select “Email Account” and select “Next” 選擇 “電子郵件帳戶”，並按 “下一步”



4) Select “Manual setup or additional server types” and select “Next” 選擇 “手動設定或其他伺服器類型”，並按 “下一步”

- 5) Select “POP or IMAP” and select “Next”
選擇 “POP 或 IMAP” 並按 “下一步”



- 6) Input the server information. Unselect option “Automatically test account setting when Next is clicked”

輸入伺服器資料. 並取消勾選 “按下一步時自動測試帳戶設定”

- 7) Select “More Setting”

If customer using homegw.bbmail.com.hk, please select “My SMTP need requires authentication” and input the user name & password.

If customer using smtp.bbmail.com.hk, just keep **unselect** the option “My SMTP need requires authentication”

選擇 “其他設定”,

如客人使用 homegw.bbmail.com.hk 為外寄伺服器, 請選擇 “我的外寄伺服器需要驗證”, 並輸入使用者名稱及密碼.

如客人使用 smtp.bbmail.com.hk 為外寄伺服器, **不**需要選擇 “我的外寄伺服器需要驗證”.

For homegw.bbmail.com.hk setting ONLY!

- 8) Go to Page “Advanced”, double check the port setting according to the server information.

Reminder:

If customer no need to keep back up at the server, please kindly unselect the option “Leave a copy of message on the server”.

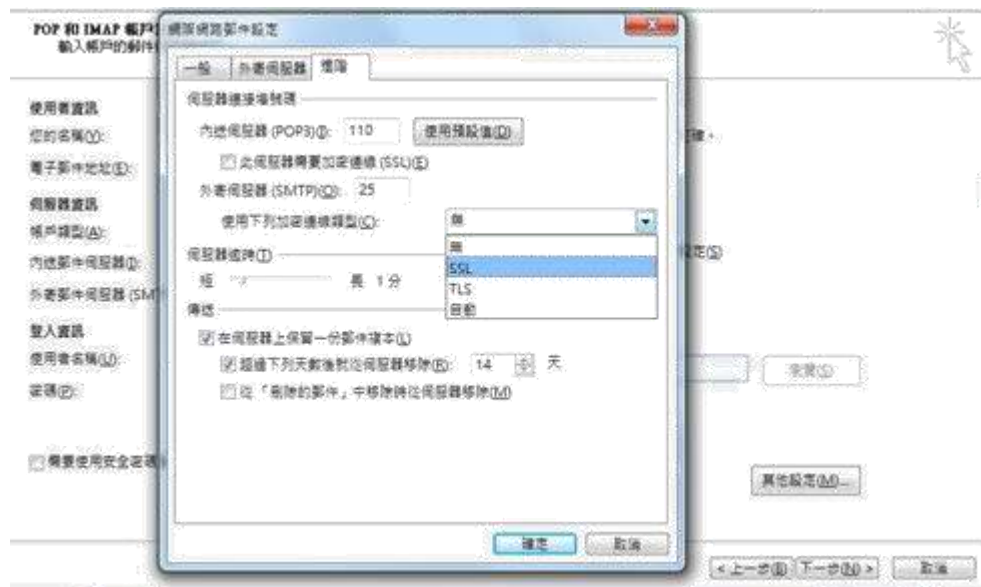
If customer keep copy on the server, please kindly remind to check your mail box usage to prevent email service affected or any extra charge.

前往“進階”頁面，請檢查伺服器連接埠號碼是否正確。

提示:

如客人無需保留郵件備份到伺服器，請取消選擇“在伺服器保留一份郵件複本”。

如客人選擇保留複本於伺服器，敬請定時檢查郵箱空間的使用情況，避免因郵箱超載而導致電郵服務受影響或產生額外的收費。



- 9) Select Next to finish the setting.

按“下一步”完成設定。



Congratulations! Your mail account setup is now completed!

恭喜!您的電子郵件設定已完成!

2. Thunder Bird

- 1) Select "Tools" and "Account Setting" at Tool Bar
於工具列選擇"工具"->"帳戶設定"



- 2) Select "Account Action" and Select "Add Mail Account"
選擇 "帳戶操作" -> "新增電子郵件帳號"



- 3) Input your name, email address and email password. Click “Next” then “Manual Config”
輸入你的名稱、電郵地址及電郵密碼，按“繼續”然後選“手動設定”。



- 4) Fill in the server information
輸入伺服器資料，並按“完成”



- 5) Select “I understand the risks” and press “Finish” to complete the email account setup.
勾選 “我了解危險性” 並 “完成”



- 6) [Reminder:](#)

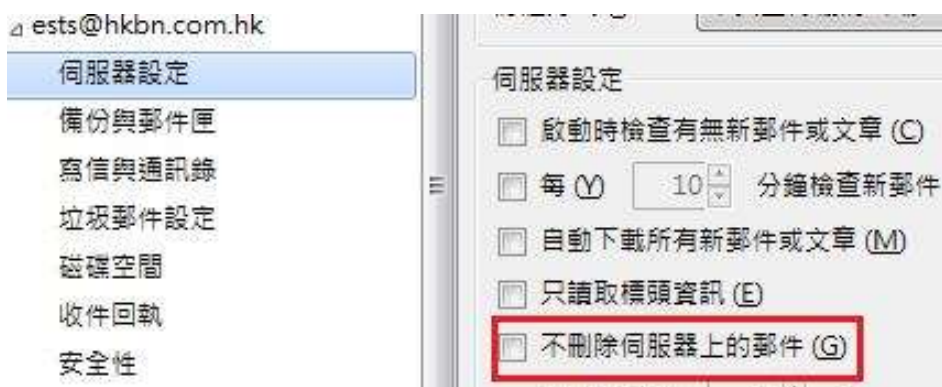
If customer no need to keep back up at the server, please kindly unselect the option “Leave message on the server”.

If customer keep copy on the server, please kindly remind to check your mail box usage to prevent email service affected or any extra charge.

[提示:](#)

如客人無需保留郵件備份到伺服器, 請取消勾選“不刪除伺服器上的郵件”。

如客人選擇保留複本於伺服器, 敬請定時檢查郵箱空間的使用情況, 避免因郵箱超載而導致電郵服務受影響或產生額外的收費。



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3. iPhone (IOS)

- 1) Tap “Settings” on the Home screen of your iOS device.
在主畫面中開啟「設定」。



- 2) Select “Mail Contacts and Calendars”
選擇「電子郵件/聯絡資訊 /行事曆」



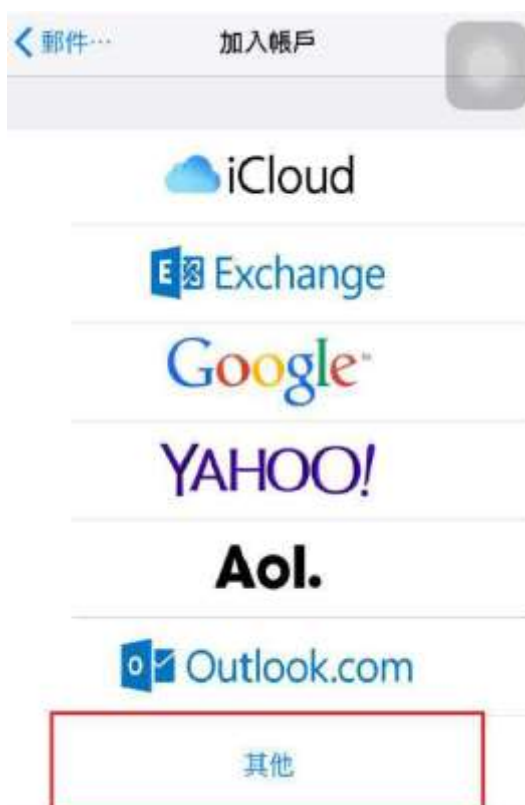
3) Click “Add Account”

選擇 “加入帳戶”



4) Select “Other”

選擇 “其他”



- 5) Select “Add Mail Account”
選擇 “新增電子郵件帳戶”



- 6) Input your name, email address and password.
輸入你的名稱、電郵地址及電郵密碼



- 7) Input the server information, then “Save”
輸入伺服器資料，並按“完成”

取消 新增帳戶 儲存

IMAP POP

名稱 Name show in Email
電郵上顯示的名字

電郵 (Full email address)
(完整的電郵地址)

描述

收件伺服器

主機名稱 pop3.bbmail.com.hk

用戶名稱 (Full email address)
(完整的電郵地址)

密碼 ●●●●●●●●

寄件伺服器

主機名稱 smtp.bbmail.com.hk

用戶名稱 可留空

密碼 可留空

- 7.1) If customer would like to change the outgoing server to homegw.bbmail.com.hk or other SMTP server, go to the setting page again after save on step 7.

< 設定 郵件、通訊錄、日曆

帳戶

iCloud
iCloud Drive、郵件、通訊錄、日曆，還有 4 項...

Gmail
郵件、通訊錄、日曆、備忘錄

bbmail.com.hk
郵件

加入帳戶

擷取新資料 推送

郵件

預覽 2 行

顯示收件人/副本標籤

如客人需要使用 homegw.bbmail.com.hk 或其他外寄伺服器, 可於完成步驟 7 後再次進入電郵設定頁面

- 7.2) Select “outgoing server”
選擇 “寄件伺服器”



The screenshot shows the 'Outgoing Server' (寄件伺服器) selection screen. At the top, there are buttons for '取消' (Cancel) and '完成' (Done), with 'bbmail.com.hk' in the center. Below this, the 'POP 帳戶資料' (POP Account Information) section includes fields for '名稱' (Name) with the value 'Kenny Chan', '電郵' (Email) with 'kenny.chan@bbmail.com.hk', and '描述' (Description) with 'bbmail.com.hk'. The '收件伺服器' (Incoming Server) section shows '主機名稱' (Host Name) as 'pop3.bbmail.com.hk', '用戶名稱' (User Name) as 'kenny.chan@bbmail.com.hk', and a masked '密碼' (Password). The '寄件伺服器' (Outgoing Server) section is highlighted with a red box and a red arrow pointing to it. It contains one entry: 'SMTP' with the server address 'smtp.bbmail.com.hk' and a right-pointing arrow.

- 7.3) Select “Primary Server”
選擇 “主要伺服器”



The screenshot shows the 'Primary Server' (主要伺服器) selection screen. At the top, there is a back arrow, 'bbmail.com.hk', and 'SMTP'. Below this, the '主要伺服器' (Primary Server) section is highlighted with a red box and contains one entry: 'smtp.bbmail.com.hk' with a '開啟' (Open) button and a right-pointing arrow. Below this is the '其他 SMTP 伺服器' (Other SMTP Servers) section.

- 7.4) Input the related outgoing server details
輸入相關外寄伺服器資料，並按“完成”



取消 smtp.bbmail.com.hk 完成

伺服器

寄件伺服器

主機名稱 smtp.bbmail.com.hk

用戶名稱 可留空

密碼 可留空

使用 SSL

認證 >

伺服器傳輸埠 587

Congratulations! Your mail account setup is now completed!
恭喜!您的電子郵件設定已完成!

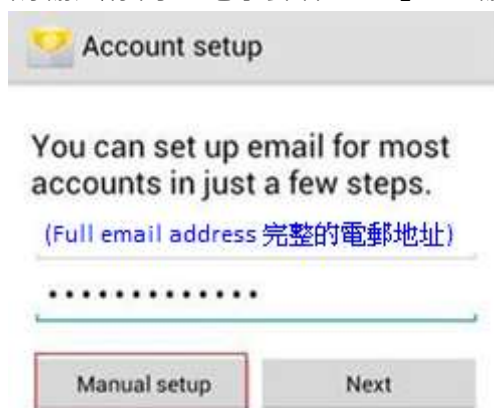
4. Android 4.X

- 1) Run your email application

開啟 Android 手機電子郵件程式



- 2) Enter your "Email Address" and your password. Then press " Manual setup "
- 請輸入你的「電子郵件地址」 並輸入你的「密碼」之後按「手動設定」。



- 3) Choose "POP3" account.

選擇 "POP3" 帳戶。



- 4) Enter "Your Email Address" in "Username" and enter " pop3.bbmail.com.hk " in "pop3 server". Select "Non Secure (No SSL)" in "Security type" and then press "Next"
在「使用者名稱」一欄填上「您的電子郵件地址」，並輸入你的「密碼」。
在「Pop3 伺服器」一欄填上「pop3.bbmail.com.hk」。
在「安全類型」選擇「不安全 (No SSL)」 之後按「下一步」。

Account setup

Username
(Full email address 完整的電郵地址)

Password
.....

POP3 server
pop3.bbmail.com.hk

Port
110

Security type
None

Delete email from server
Never

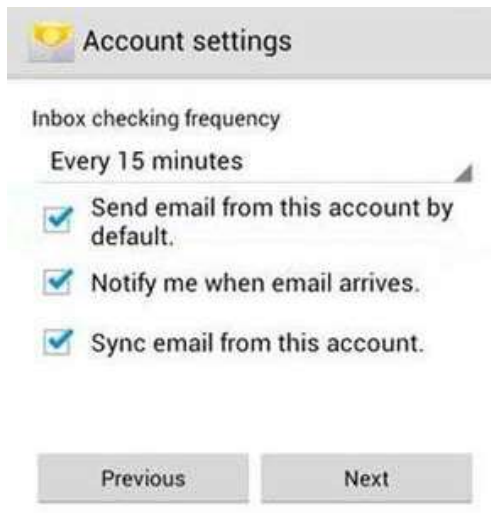
Previous Next

- 5) Enter "smtp.bbmail.com.hk" in "SMTP server".
Enter "25" in Port". Select "None" in "Security type"
Click "Require sign-in"
Enter "Your email address" in "Username" and
enter your "password" in "Password".
在「SMTP 伺服器」一欄填上「smtp.bbmail.com.hk」。
在「通訊埠」一欄填上「25」。
在「安全性類型」一欄選擇「無」。
剔取「必須登入」。
在「使用者名稱」一欄填上「您的電子郵件地址」，
並輸入你的「密碼」。



The screenshot shows a web interface titled "Account setup" with a yellow smiley icon. Below the title is a form for configuring an SMTP server. The form fields are: "SMTP server" with the value "smtp.bbmail.com.hk"; "Port" with the value "25"; "Security type" with a dropdown menu showing "None"; a checked checkbox for "Require sign-in"; "Username" with the placeholder text "(Full email address 完整的電郵地址)"; and "Password" with a masked input field showing ten dots. At the bottom of the form are two buttons: "Previous" and "Next".

- 6) Setup the email checking frequency, you may tick "Notify me when email arrives" if you want the email notification. (mind the data service usage)
設定接收電子郵件的頻繁，如要在有新 Email 時收到通告，可剔取「當收到 Email 時通知我」。(請注意數據用量)



- 7) Enter "account name (BBMAIL)" and "Your Name", then press "Done". This name will be displayed as "Sender" in all outgoing mails.

在「給帳戶名稱」一欄輸入「BBMAIL」。在「您的名稱」一欄輸入您的名稱，此名稱將會在送出的郵件中寄件者一欄出現。然後按「完成」。



恭喜!您的電子郵件設定已完成!

Congratulations! Your mail account setup is now completed!

5. Windows Phone

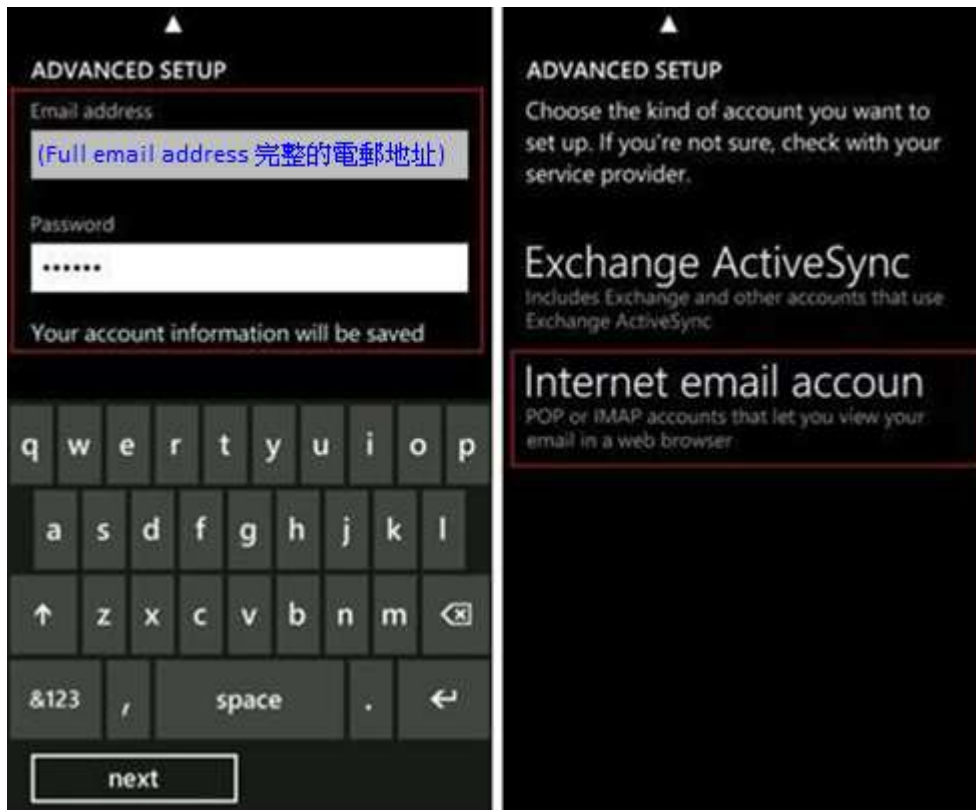
- 1) Go to “Settings” -> “email & accounts” -> “add an account”
開啟「設定」->「信箱和帳號」->「新增帳戶」。



- 2) Select “advanced setup “
選擇「進階設定」



- 3) Enter “your email address” and “Password”, then click “Internet email account”
輸入「你的電子郵件地址」和「密碼」,然後按「Internet email account」



- 4) Enter "BBMAIL" in "Account name".
Enter "Your name" in "Your name".
Enter "pop3.bbmail.com.hk" in "Incoming email server". Select Account type as "POP3"
Enter "Your Email Address" in "User name" and enter your "password" in "Password".
Enter "smtp.bbmail.com.hk" in "Outgoing (SMTP) email server".
Tick "Outgoing server requires authentication"
Tick "Use the same user name and password for sending email"
Press "sign in"

在「帳戶名稱」一欄輸入「BBMAIL」。

在「您的名稱」一欄輸入您的名稱，此名稱將會在送出的郵件中寄件者一欄出現。

在「接收郵件伺服器」一欄填上「pop3.bbmail.com.hk」。選擇帳戶類型為“POP3”

在「使用者名稱」一欄填上「您的電子郵件地址」，並輸入你的「密碼」。

在「送出郵件伺服器」一欄填上「smtp.bbmail.com.hk」。

別取「送出郵件伺服器需要驗證」。

別取「使用相同名稱和密碼發送郵件」。


之後按「登入」


The image displays two side-by-side screenshots of the 'INTERNET EMAIL ACCOUNT' configuration interface. The left screenshot shows the 'Account name' field filled with 'BBMAIL', the 'Your name' field with '您的名字 (顯示為寄件者)', the 'Incoming email server' field with 'pop3.bbmail.com.hk', the 'Account type' dropdown set to 'POP3', and the 'User name' field with '(Full email address 完整的電郵地址)'. The right screenshot shows the 'Password' field with '*****', the 'Outgoing (SMTP) email server' field with 'smtp.bbmail.com.hk', and two checked options: 'Outgoing server requires authentication' and 'Use the same user name and password for sending email'. Both screenshots feature a 'sign in' button at the bottom.

Congratulations! Your mail account setup is now complete!

恭喜!您的電子郵件設定已完成!

6. Blackberry

- 1) Press the “Function key  ” in home menu, and then select “Setup”

從 BlackBerry 主畫面中按「功能鍵  」→ 進入「設定」。



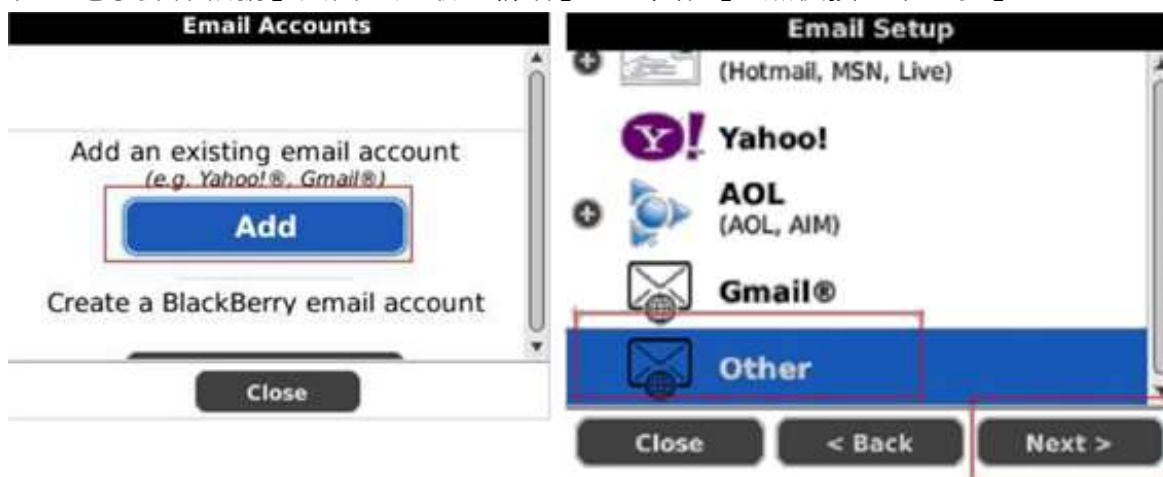
- 2) Enter “Email Setup.”

進入「電子郵件設定」。



- 3) Click “Add” → “Other” in “Email Account” tab, and then press “Next”

在「電子郵件帳號」頁面，選取「新增」→「其他」，然後按「下一步」。



- 4) Enter "Email address" and "password", and then press "Next"

在電子郵件設定頁面輸入「電子郵件地址」與「密碼」，然後按「下一步」。

Email Setup

Email address:
(Full email address 完整的電郵地址)

Password:

Show Password

Close < Back Next >

- 5) Blackberry will show the "You have successfully added" message, press "OK" to exit.

Blackberry 會顯示「您已成功新增」，按「完成」結束

Account Setup Confirmation

You have successfully added:

(Full email address 完整的電郵地址)

A new icon for this mailbox has been added to the Home screen. You can use this mailbox to send and receive new email from your device.

OK

Congratulations! Your mail account setup is now complete!

恭喜!您的電子郵件設定已完成!