

HKBN

Cloud Email Service

Outlook 用戶配置手冊

User Manual
Configuration of Outlook Account

(Outlook 2010, 2007, 2003 and earlier)

Outlook 2007 and Outlook 2010

1. 开启「**Outlook**」。

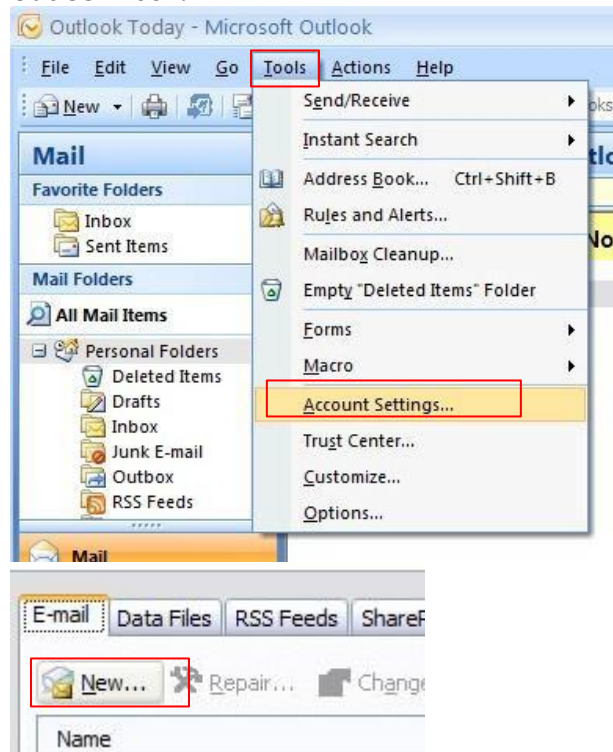
Start "**Outlook**".

2. 如 Outlook 2007：按「工具」（「帐户设定」后选取「新增帐户」。
如 Outlook 2010：点选「档案」后选取「新增帐户」。

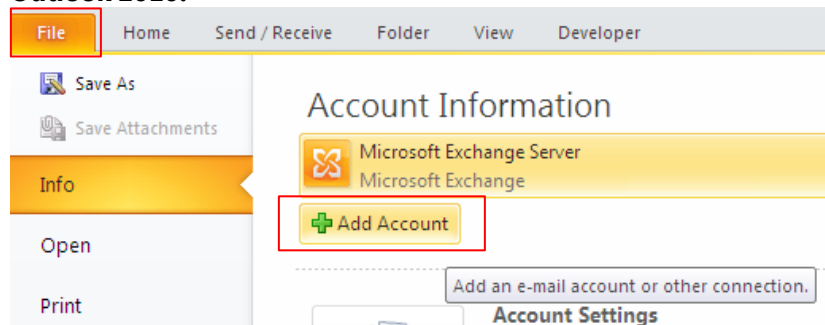
For Outlook 2007: Click "**Tools**" → "**Account Settings**" then click "**New**".

For Outlook 2010: Click "**File**" menu, then click "**Add Account**".

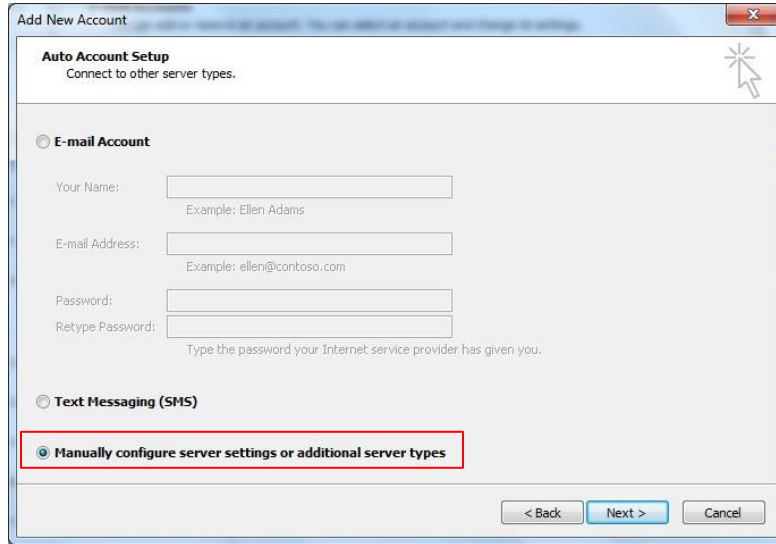
Outlook 2007:



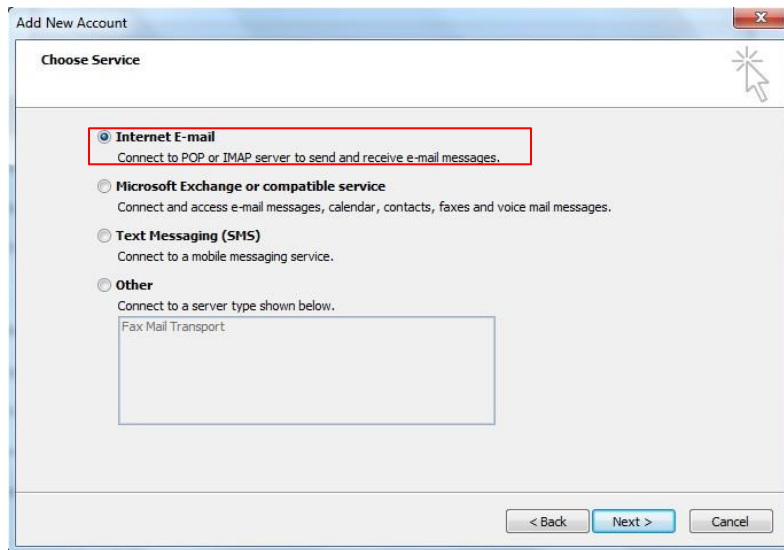
Outlook 2010:



3. 點選「手动设定服务器设定或其他服务器类型」后按「下一步」。
- Click to select the "**Manually configure server settings or additional server types**", and then click "**Next**".



4. 點選「因特网电子邮件」后按「下一步」。
- Click "**Internet E-Mail**", and then click "**Next**".



5. 在「您的名称」中,输入要对其他人「显示的名称」。在「电子邮件地址」填上你的「电子邮件地址」。在「帐户类型」中,选择「POP3」或「IMAP」帐户。在「接收邮件服务器」填上「cloudmail.hkbnes.biz」。

在「外寄邮件服务器 (SMTP)」填上「cloudmail.hkbnes.biz」。
在「用户名称」填上「您的电子邮件地址」。在「密码」
填上「您的密码」。然后按「其他设定」。

Enter your "**name**" in "**Your Name**" field. This name will be displayed as "**Sender**" in all outgoing mails.

Enter your "**email address**" in "**E-mail Address**" field.

Select "**POP3**" or "**IMAP**" in "**Account Type**"

Type "**cloudmail.hkbnes.biz**" in "**Incoming mail server**".

Type "**cloudmail.hkbnes.biz**" in "**Outgoing mail server (SMTP)**". Type
"**your full email address**" in "**User Name**",

Type "**your email account password**" in "**Password**",

Then click "**More Setting**"

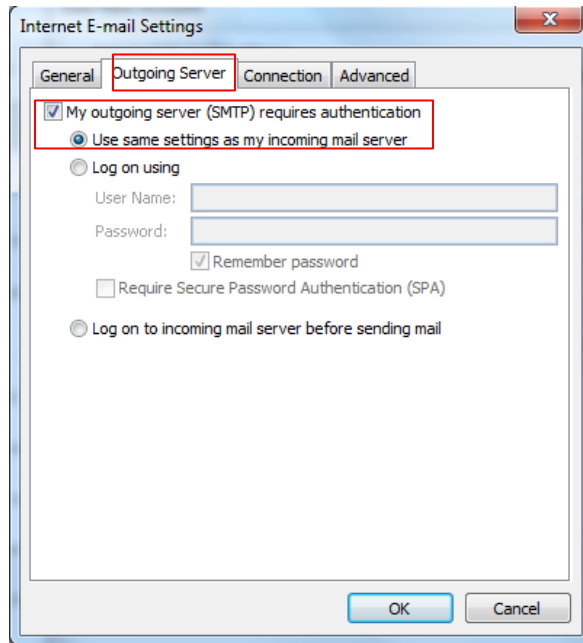
The screenshot shows the 'Add New Account' dialog box. The 'User Information' section is highlighted with a red box. It contains fields for 'Your Name', 'E-mail Address', 'Account Type' (set to POP3), 'Incoming mail server', 'Outgoing mail server (SMTP)', 'User Name', and 'Password'. There are checkboxes for 'Remember password' and 'Require logon using Secure Password Authentication (SPA)'. The 'Test Account Settings' section is also visible, with a 'Test Account Settings ...' button. The 'Deliver new messages to:' section has two options: 'New Outlook Data File' (selected) and 'Existing Outlook Data File'. The 'More Settings ...' button is highlighted with a red box. At the bottom, there are '< Back', 'Next >', and 'Cancel' buttons.

- 按「外寄服务器」页。选取「我的外寄服务器 (SMTP) 需要验证」。选取「使用与接收邮件服务器相同的设定」。

Click "**Outgoing Server**" tab

Tick "**My outgoing server (SMTP) requires authentication**".

Select **Use same settings as my incoming mail server**

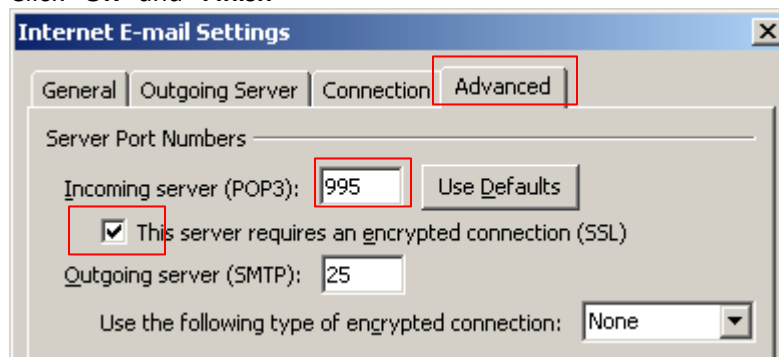


7. 按「进阶」页
如选择 POP 的用户请在填上「995」；如 IMAP 请填上「993」。
然后按「确定」并按「下一步」完成。

Go to the “**Advanced**” tab

For POP3 user, please enter “995” in “port”; for IMAP user, please enter “993”

Click “OK” and “Finish”



恭喜!您的电子邮件设置已完成!

Congratulations! Your mail account setup is now complete!

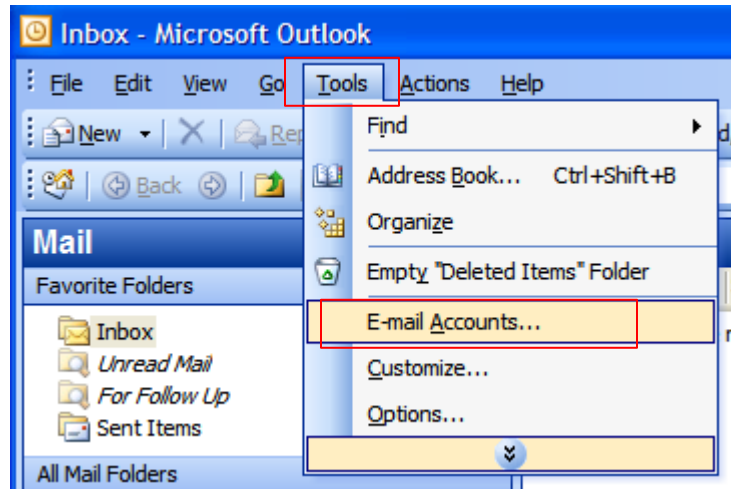
Outlook 2003 and earlier versions of Outlook

1. 开启「**Outlook**」。

Start Outlook.

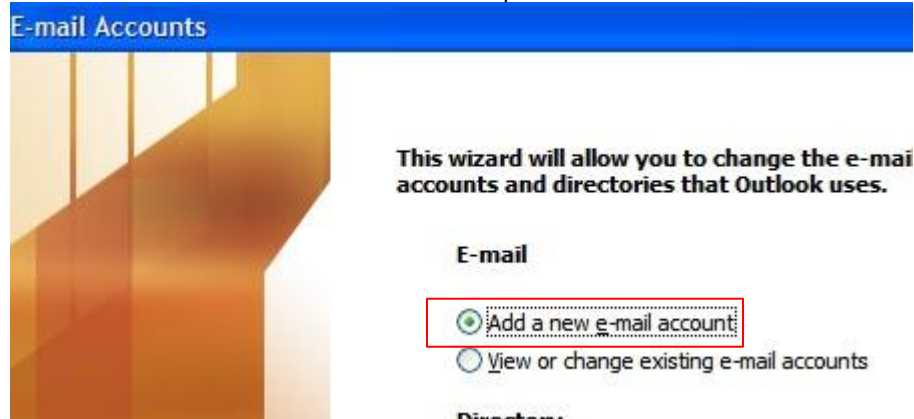
2. 按「工具」→「帐户设定」。

Click "**Tools**" → "**E-mail Accounts**".



3. 按「新增帐户」,然后按「下一步」。

Select the "**Add a new E-mail Account**" option, and then click "**Next**".



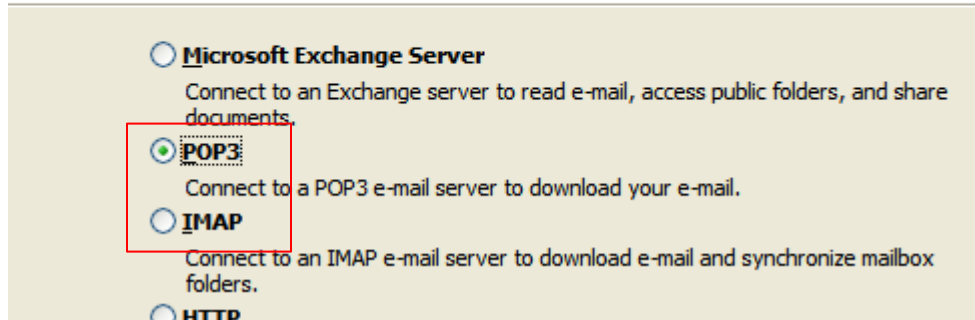
4. 在「服务器类型」中,选择「**POP3**」或「**IMAP**」帐户,然后按「下一步」。

Select "**POP3**" or "**IMAP**" in "**Server Type**", and then click "**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.

☒ **POP3**
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**

5. 在「您的名称」中,输入要对其他人「显示的名称」。
在「电子邮件地址」填上你的「电子邮件地址」。在「帐户类型」中,
选择「**POP3**」或「**IMAP**」帐户。在「接收邮件服务器」填上
「**cloudmail.hkbnes.biz**」。在「外寄邮件服务器 (SMTP)」填上
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然后按「其他设定」。

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Then click "**More Setting**"

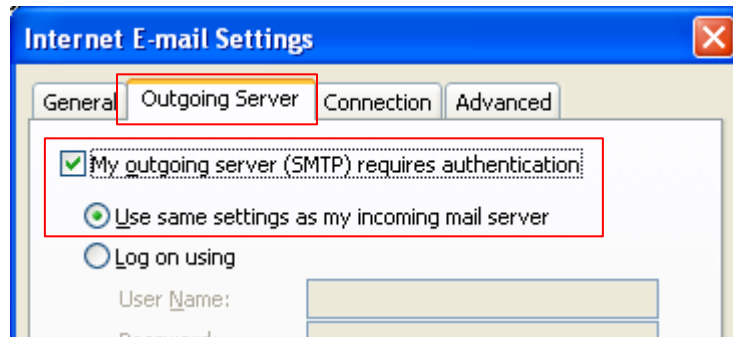
6. 按「外寄服务器」页。选取「我的外寄服务器 (SMTP) 需要验证」。
选取「使用与接收邮件服务器相同的设定」。
然后按「确定」并按「下一步」完成。

Click "**Outgoing Server**" tab

Tick **"My outgoing server (SMTP) requires authentication"**.

Select **Use same settings as my incoming mail server** and click **OK**

Click **Next**, and then click **Finish**.



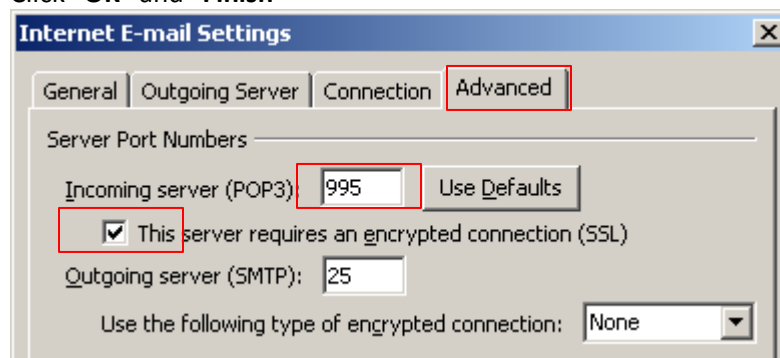
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Go to the **"Advanced"** tab

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Click **"OK"** and **"Finish"**



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