

2013

Nex Venture

Nex Venture Team



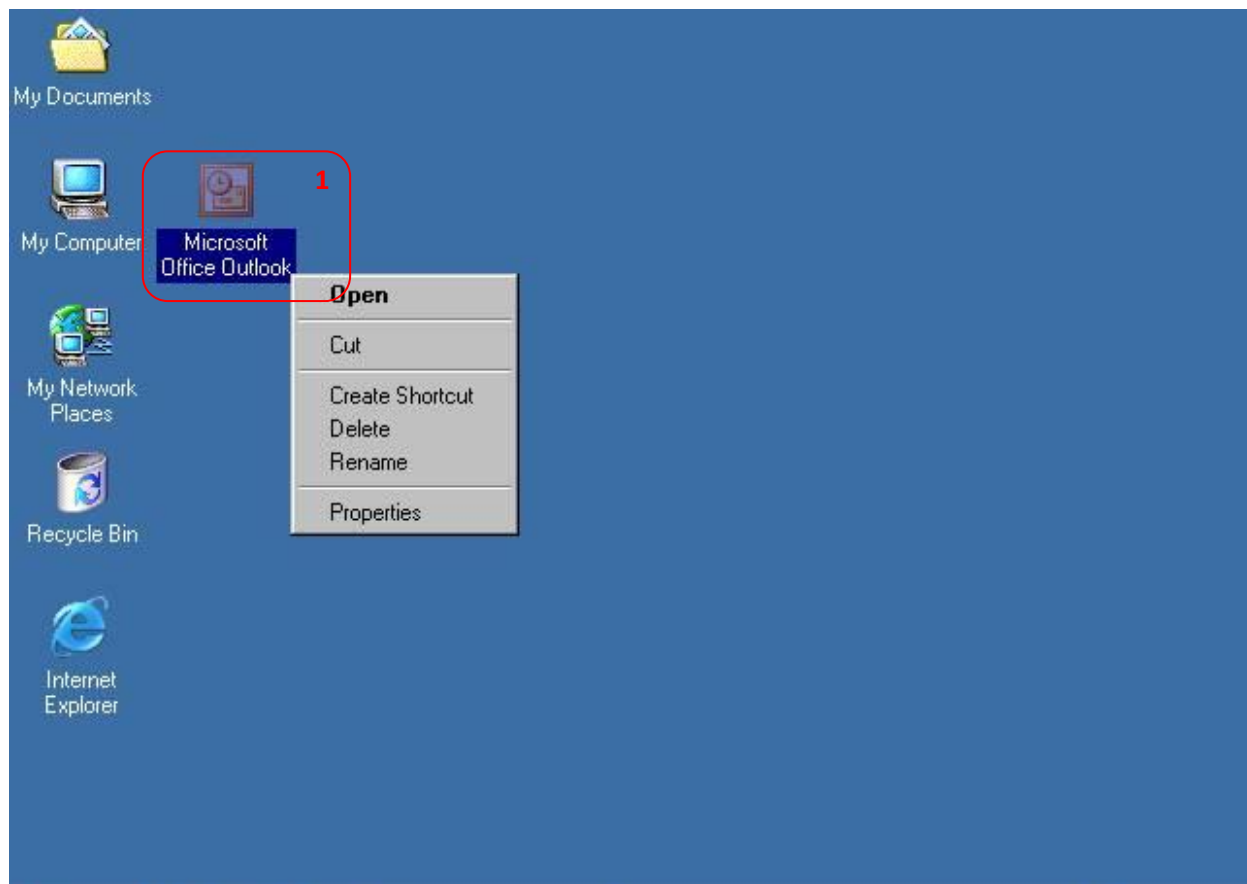
## E-MAIL SETUP GUIDE

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# OUTLOOK 2003 (IMAP)

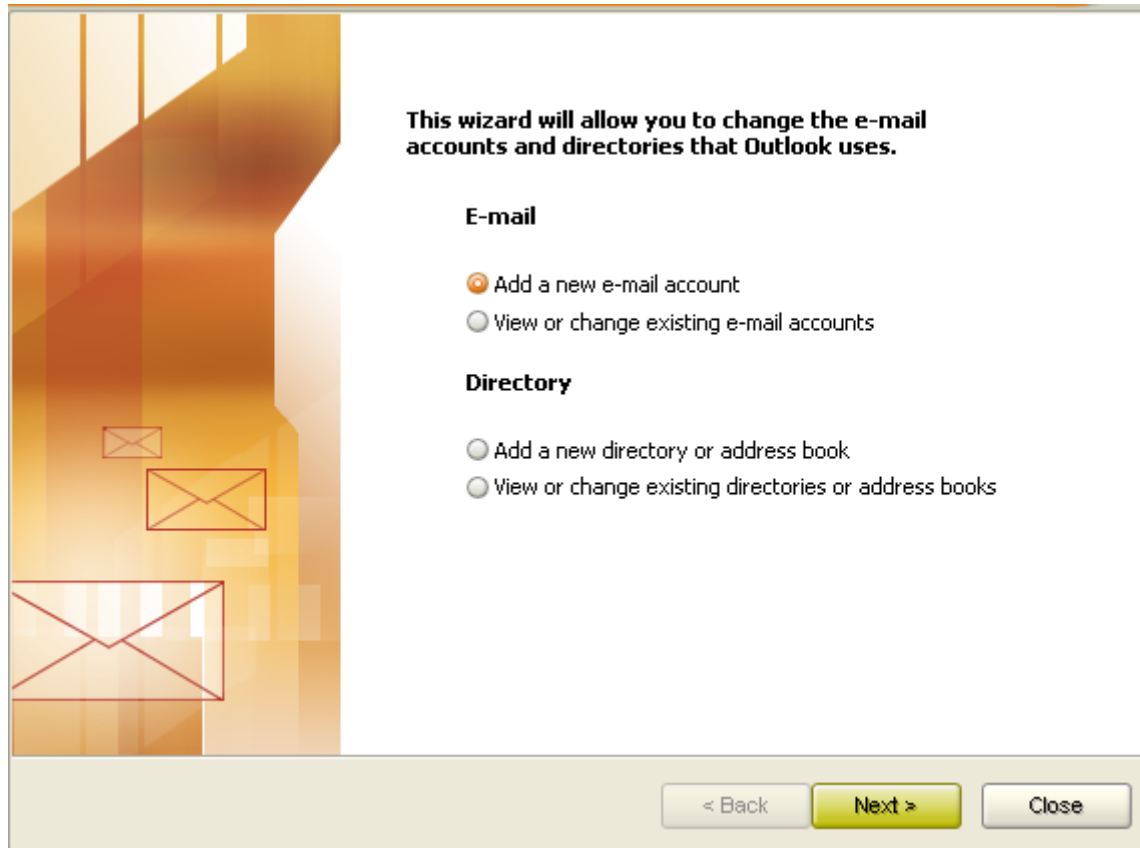
## [DOCUMENTATION]

This is a setup guide based on general practice, for special customization; please contact us for further information.



1. Click on the outlook icon (Outlook 2003)
2. If icon could not be found, go to START > All Programs > Microsoft Office > Outlook 2003





3. If your PC does not have an email account set up, select "Add a new e-mail account" and click on "Next"



## 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** 5  
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.

**HTTP**  
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.

**Additional Server Types**  
Connect to another workgroup or 3rd-party mail server.

< Back    Next >    Cancel

4. Select the type of email setting you wish to configure for.
5. Choose **IMAP** per account setup.

***IMAP** - Mapping the emails onto Mobile Mail (synchronizing with web mail). So that user can view their emails on multiple platforms. (Please take note IMAP configuration is slightly slower than POP3)*



## Internet E-mail Settings (IMAP)

Each of these settings are required to get your e-mail account working.



User Information	Server Information
Your Name: <input type="text" value="demo@mydomain.com"/>	Incoming mail server (IMAP): <input type="text" value="mail.mydomain.com"/>
E-mail Address: <input type="text" value="demo@mydomain.com"/>	Outgoing mail server (SMTP): <input type="text" value="mail.mydomain.com"/>
<b>Logon Information</b>	
User Name: <input type="text" value="demo@mydomain.com"/>	
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	
	<input type="button" value="More Settings ..."/>

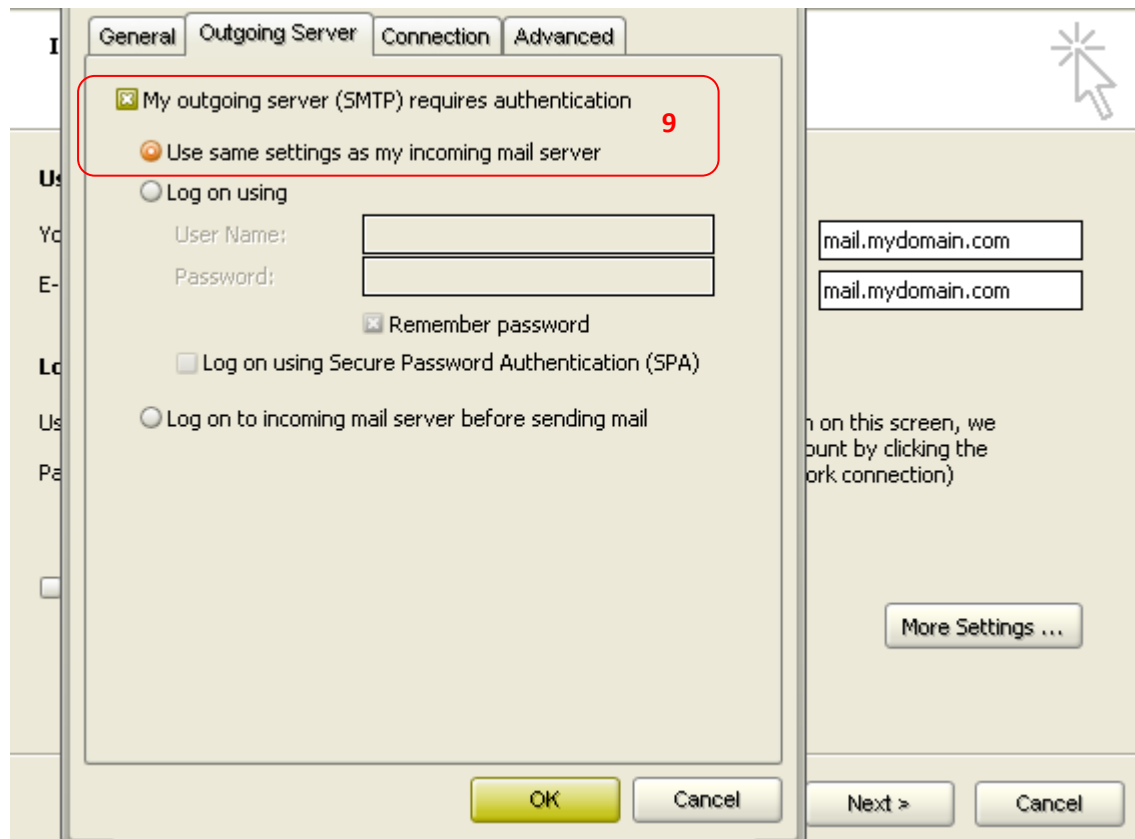
< Back   Next >   Cancel

6. Fill in the respective fields accordingly

Your Name : demo@mydomain.com  
Email Address : demo@mydomain.com  
Username : demo@mydomain.com (key in your full email address)  
Password : \*\*\*\*\*  
Incoming mail server : mail.mydomain.com  
Outgoing mail server : mail.mydomain.com  
Check remember password

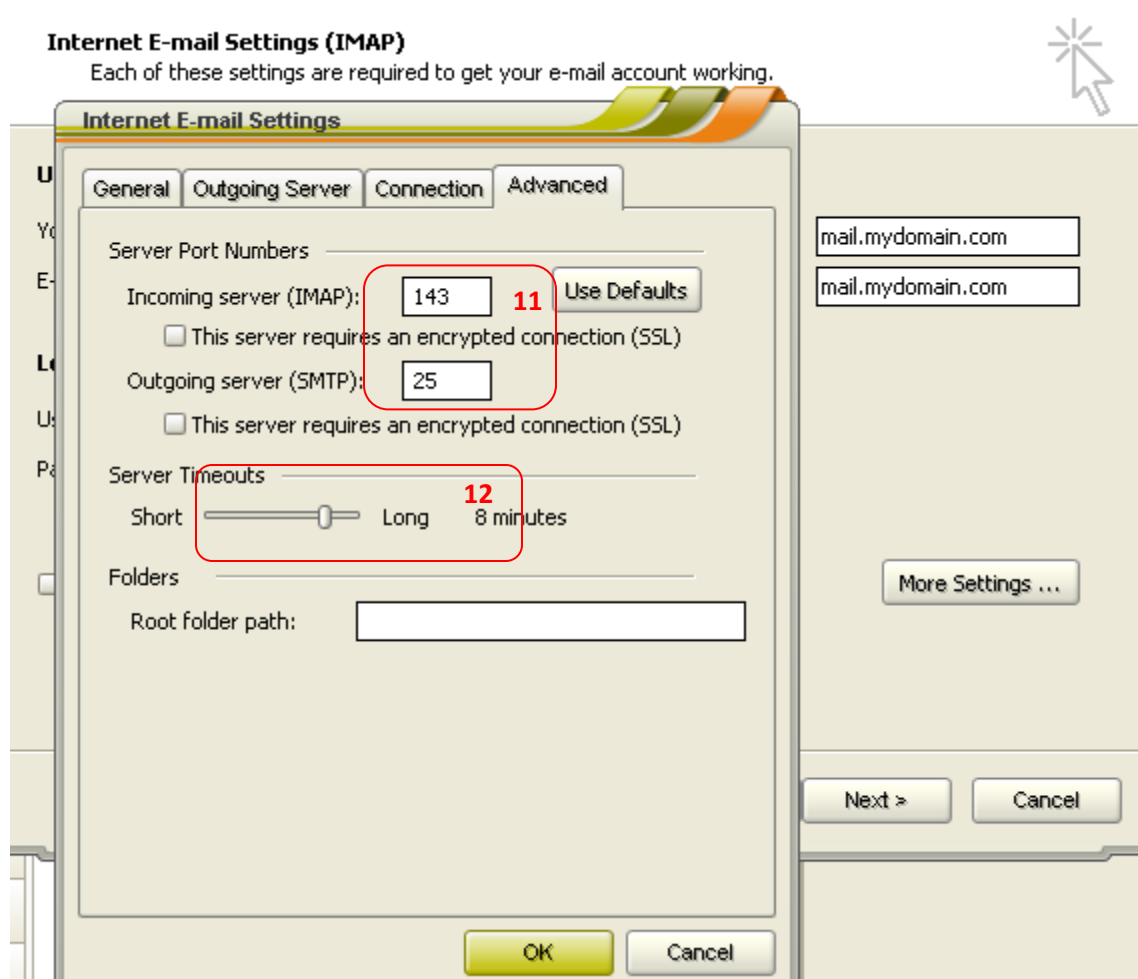
7. Once filled up, select **“More Settings”**





8. Proceed to the “Outgoing Server” tab
9. Ensure that the “My outgoing server (SMTP) requires authentication” is checked
10. Ensure that the “Use same settings as my incoming mail server” is selected





11. Ensure the ports corresponds with the respective mail provider

12. Server Time out set to 8min



## Internet E-mail Settings (IMAP)

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User Information	Server Information
Your Name: <input type="text" value="demo@mydomain.com"/>	Incoming mail server (IMAP): <input type="text" value="mail.mydomain.com"/>
E-mail Address: <input type="text" value="demo@mydomain.com"/>	Outgoing mail server (SMTP): <input type="text" value="mail.mydomain.com"/>
<b>Logon Information</b>	
User Name: <input type="text" value="demo@mydomain.com"/>	
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

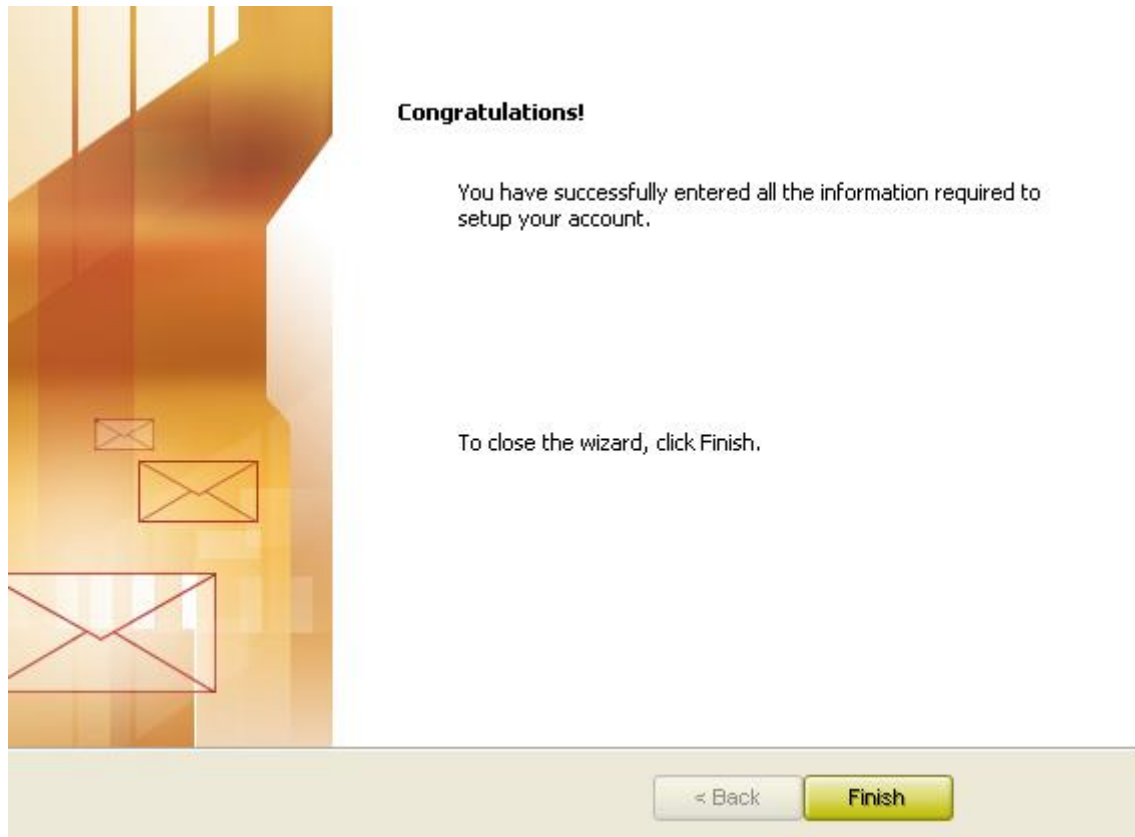
< Back   Next >   Cancel

13. Inspect the respective fields once more before proceeding.

14. Proceed with Next







15. If all is ok, the above example will be shown

16. Please test send and receive your emails first as in Office 2003, there is no inbuilt test mail for IMAP

