

2013

Nex Venture

Nex Venture Team

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E-MAIL SETUP GUIDE

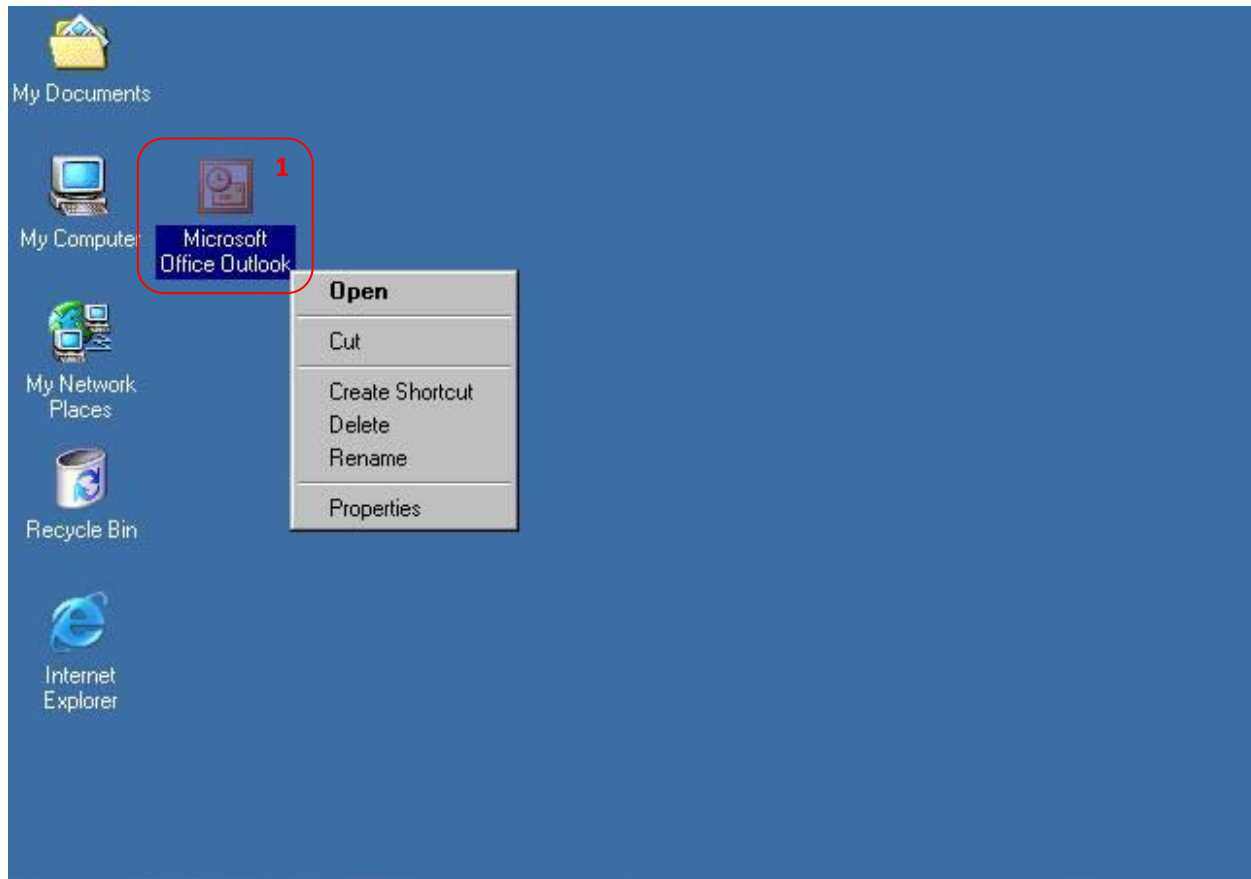
OUTLOOK 2003

(POP)

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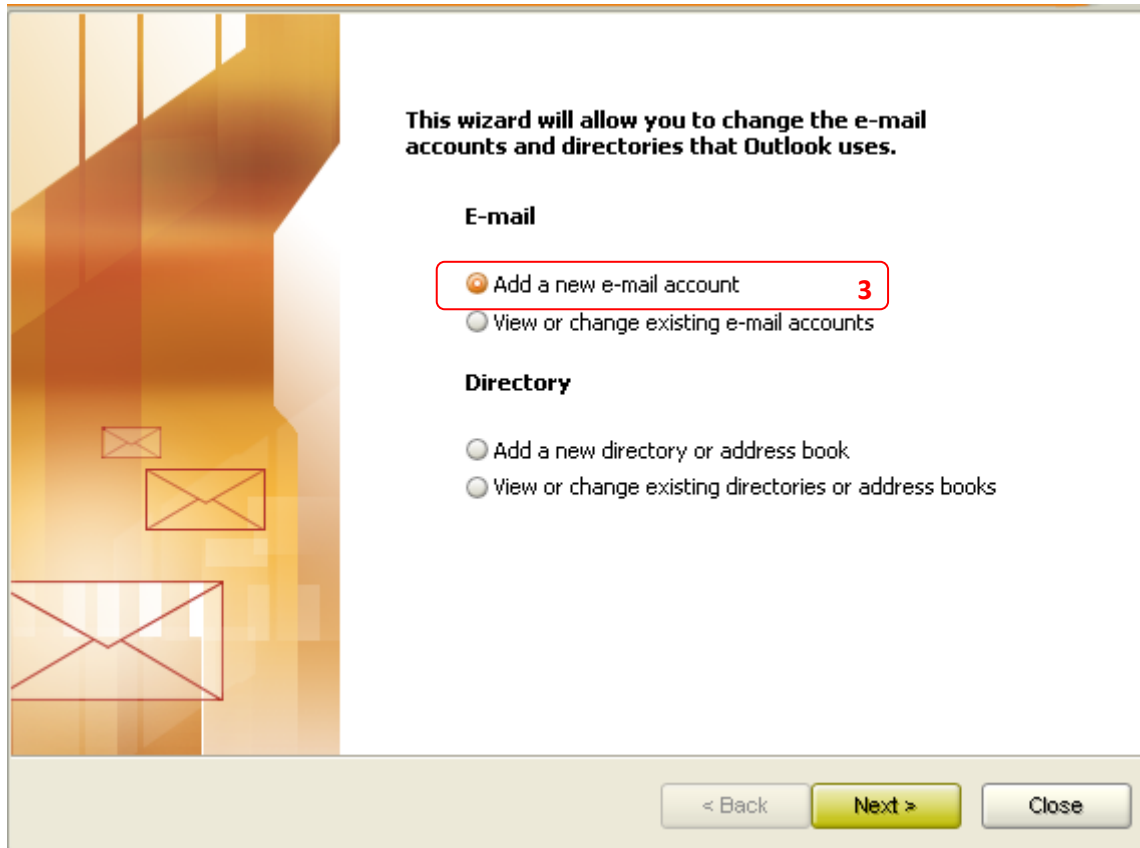
[DOCUMENTATION]

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 5
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
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 POP3 per account setup.

POP3 - Mails are deleted from server (web mail) as soon as user has downloaded the email into their 3rd party account (For this case, downloaded to this mobile).



Internet E-mail Settings (POP3)

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



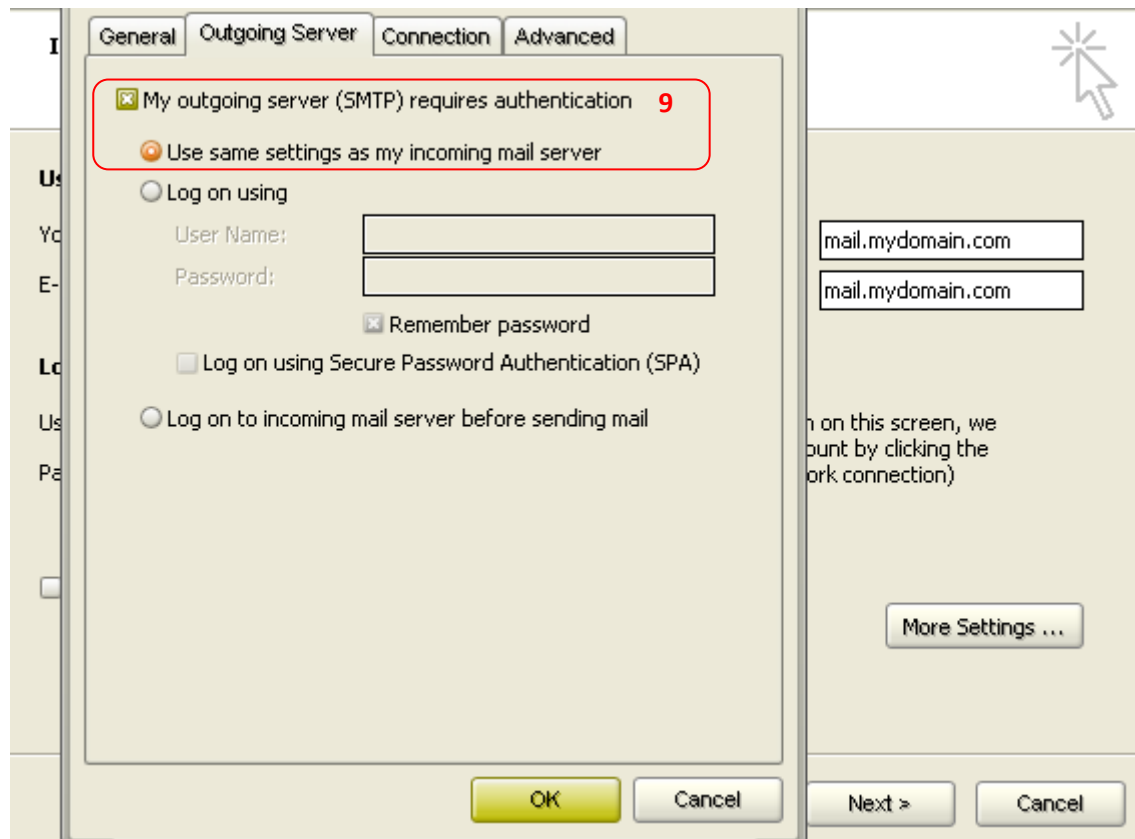
User Information	Server Information
Your Name: <input type="text" value="demo@mydomain.com"/> 6	Incoming mail server (POP3): <input type="text" value="mail.mydomain.com"/> 6
E-mail Address: <input type="text" value="demo@mydomain.com"/>	Outgoing mail server (SMTP): <input type="text" value="mail.mydomain.com"/>
Logon Information	Test Settings
User Name: <input type="text" value="demo@mydomain.com"/> 6	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
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="Test Account Settings ..."/>
	<input type="button" value="More Settings ..."/> 7

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

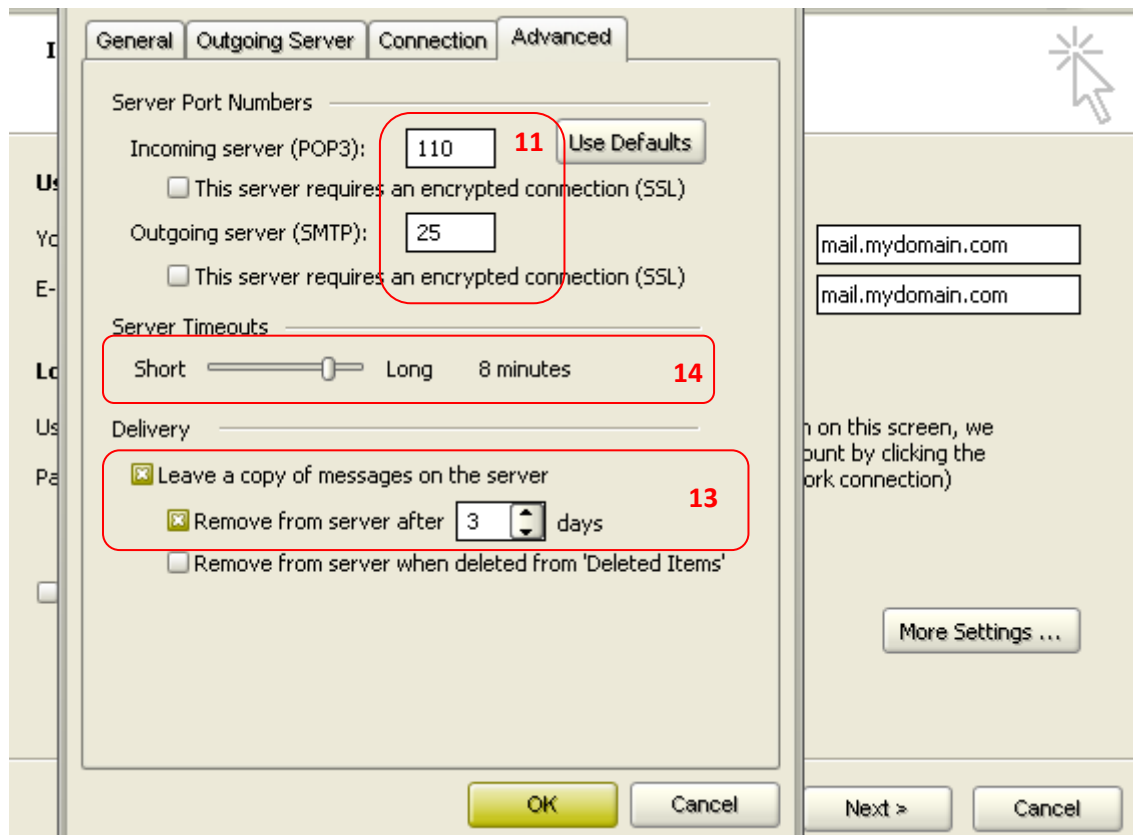
7. Once filled up, select **“More Settings”**





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. Select “Leave a copy of messages on the server” and specify for “Remove from server after 3 days”(unless specified)
13. If you have a mobile device eg; blackberry or mobile phone which the email will be configured into, ask your IT support on what is the recommended period to leave the email on Server.
14. Server Time out set to 8min



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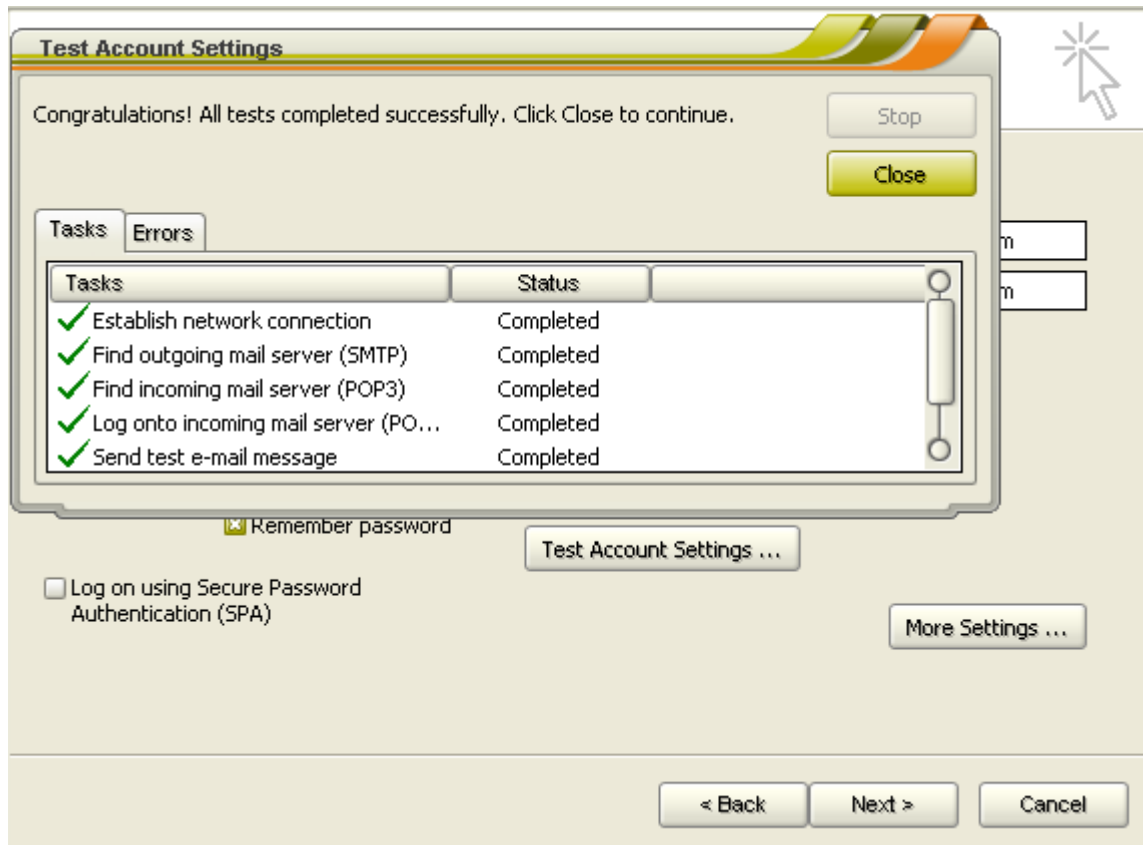


User Information	Server Information
Your Name: <input type="text" value="demo@mydomain.com"/> 15	Incoming mail server (POP3): <input type="text" value="mail.mydomain.com"/> 15
E-mail Address: <input type="text" value="demo@mydomain.com"/>	Outgoing mail server (SMTP): <input type="text" value="mail.mydomain.com"/>
Logon Information	Test Settings
User Name: <input type="text" value="demo@mydomain.com"/> 15	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	<input type="button" value="Test Account Settings ..."/> 15
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

15. Inspect the respective fields once more before proceeding with "Test Account Settings..."

16. Proceed with Next





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

18. If there are errors, check the setting again from step 6(email account)

