

2015

Nex Venture

Nex Venture Team



E-MAIL SETUP GUIDE

OUTLOOK 2016 (POP3)



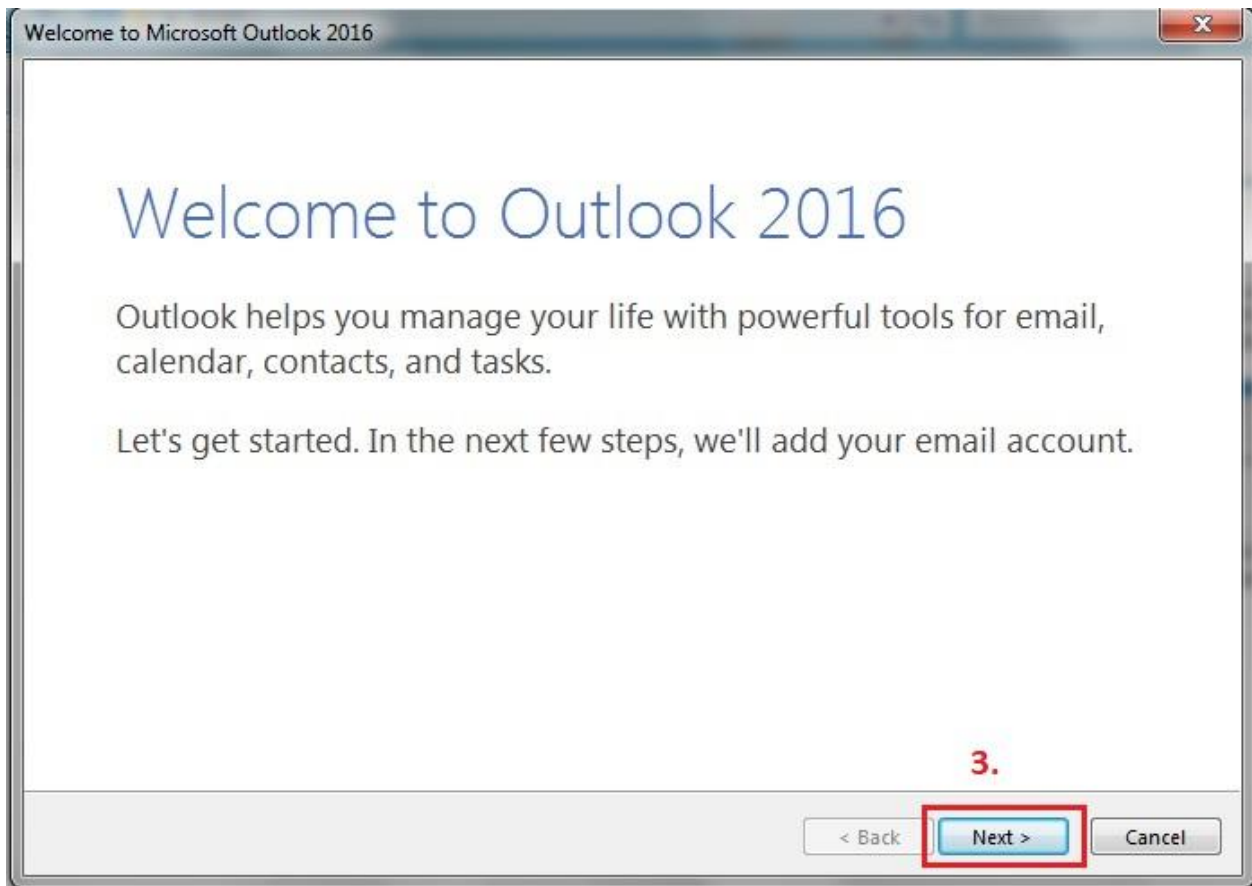
[DOCUMENTATION]

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



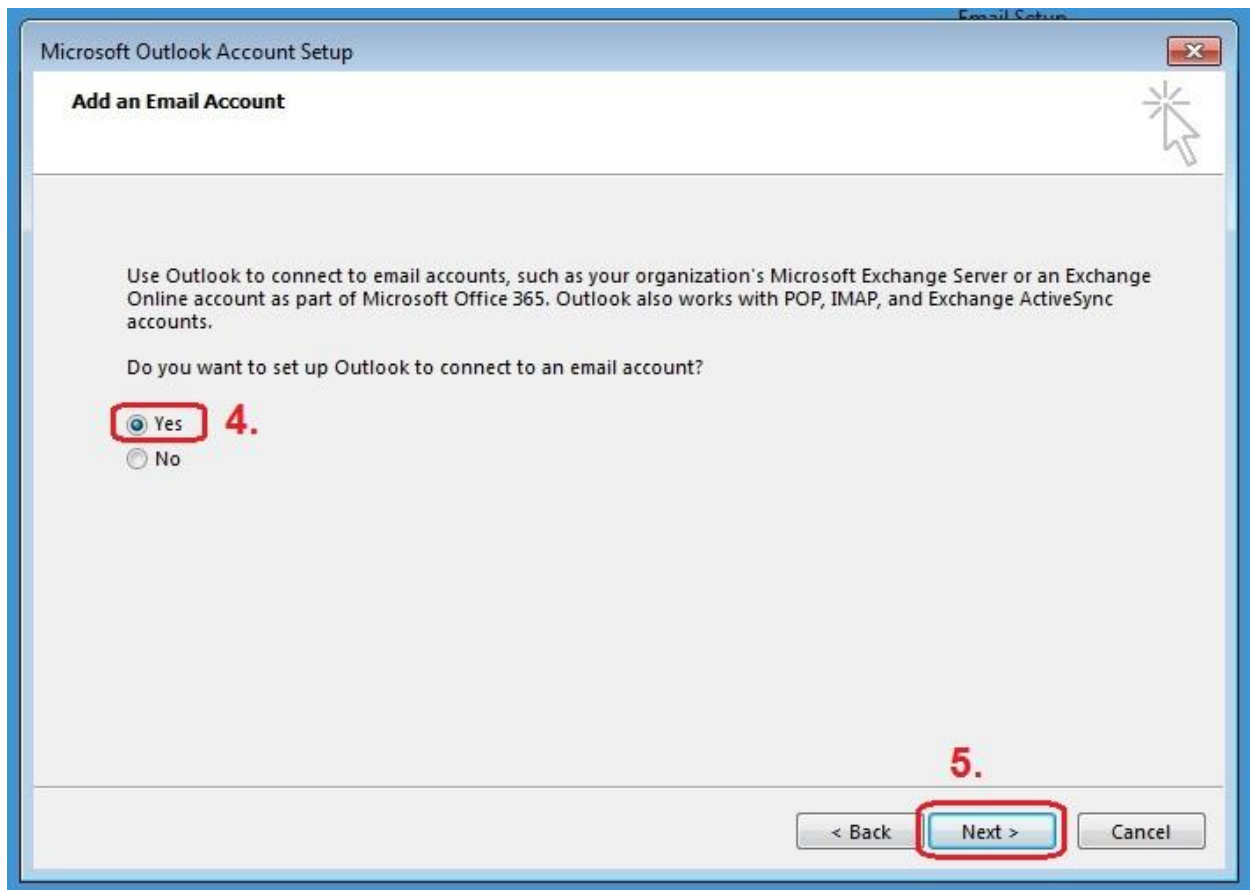
1) Click on the outlook icon (Outlook 2016).

2) If icon could not be found, go to START > All Programs > Microsoft Office > Outlook 2013.



3) If your PC does not have an email account set up, the above will be shown. Click on "Next".

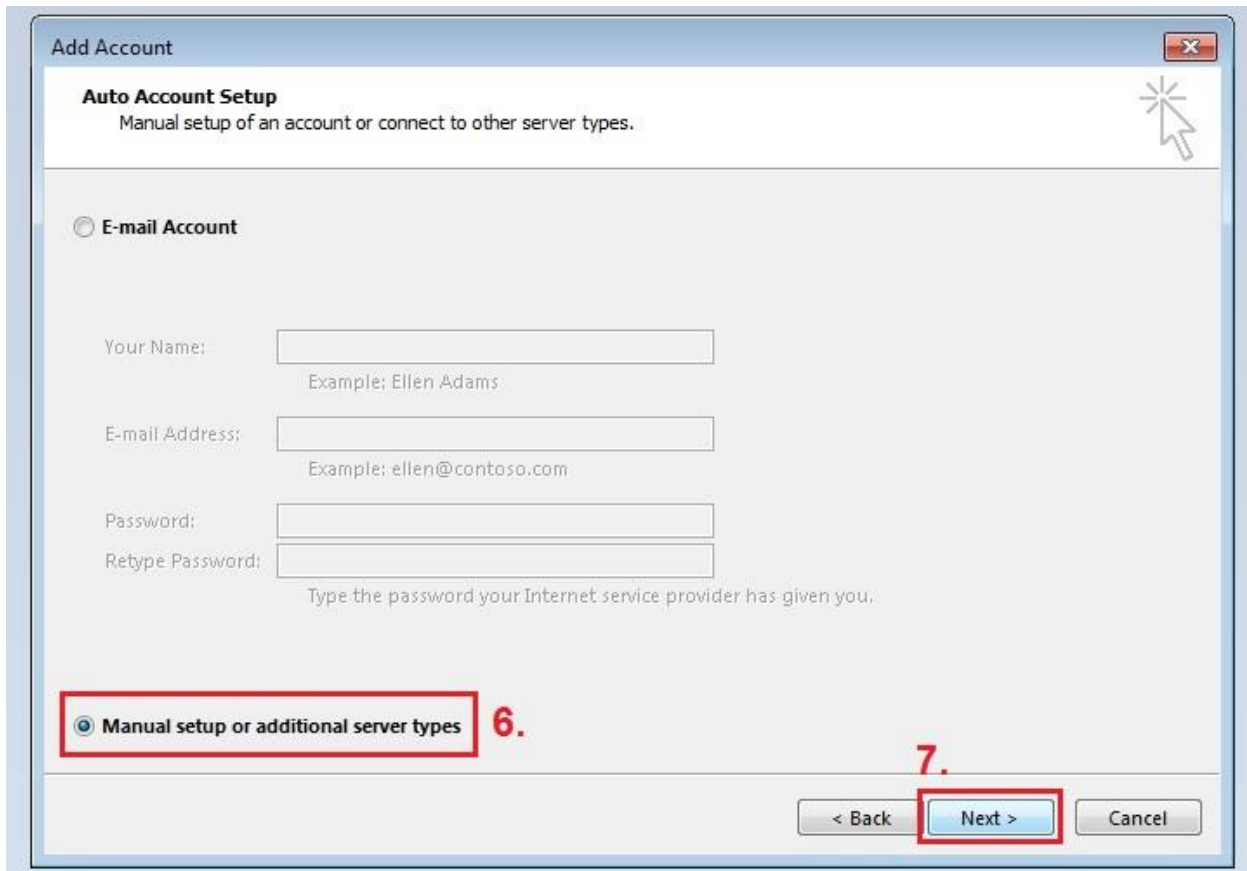




4) Select Yes.

5) Click on "Next".

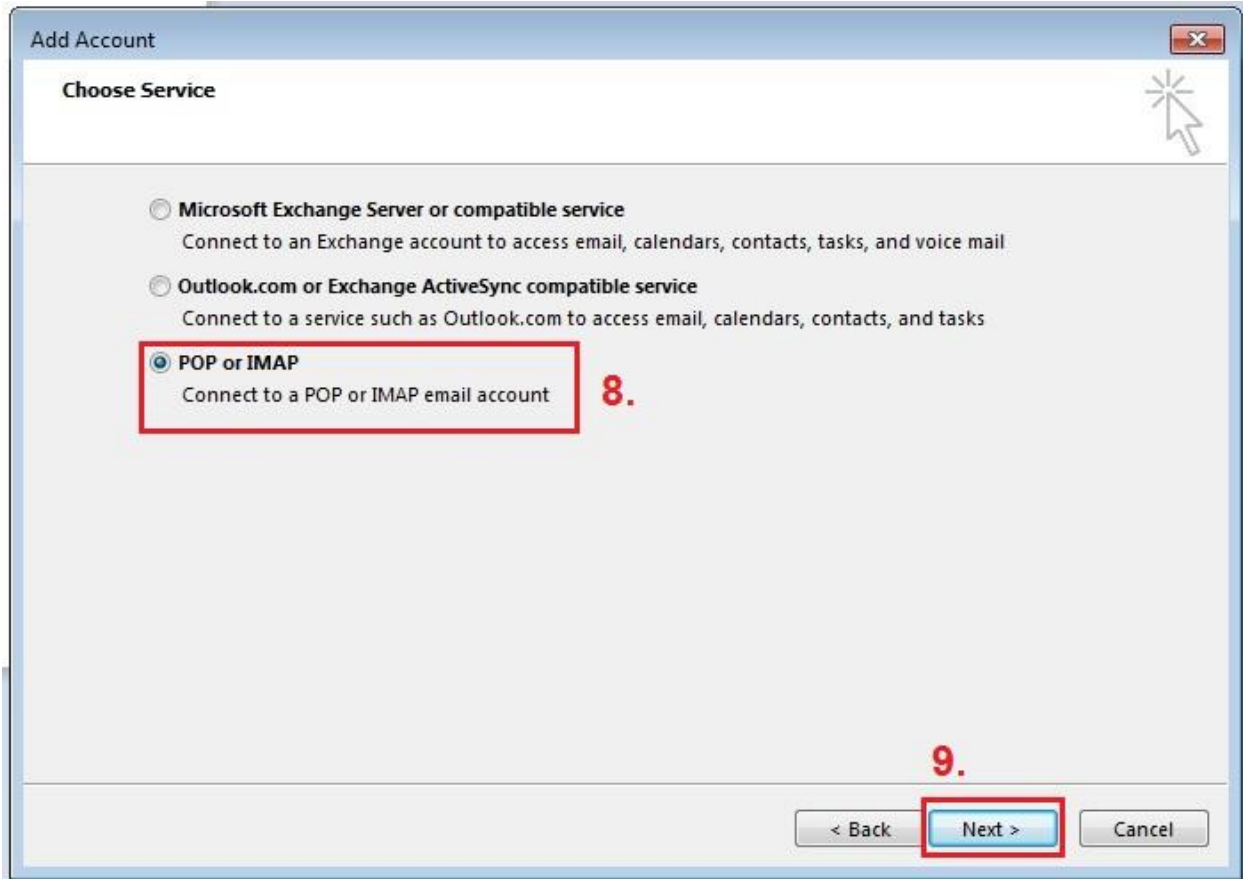




6) Check “Manually configure server settings or additional server types”.

7) Click on “Next”.





8) Select "POP or IMAP".

9) Click on "Next".



Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information
Your Name:
Email Address:

Server Information
Account Type:
Incoming mail server:
Outgoing mail server (SMTP):

Logon Information
User Name:
Password:
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
We recommend that you test your account to ensure that the entries are correct.

 Automatically test account settings when Next is clicked

Deliver new messages to:
 New Outlook Data File
 Existing Outlook Data File

10) Select "POP3" at the Account Type.



Add Account
POP and IMAP Account Settings
 Enter the mail server settings for your account.

User Information
 Your Name: demo@mydomain.com
 Email Address: demo@mydomain.com

Server Information
 Account Type: POP3
 Incoming mail server: mail.mydomain.com
 Outgoing mail server (SMTP): mail.mydomain.com

Logon Information
 User Name: demo@mydomain.com
 Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
 We recommend that you test your account to ensure that the entries are correct.
 Test Account Settings ...
 Automatically test account settings when Next is clicked

Deliver new messages to:
 New Outlook Data File
 Existing Outlook Data File
 Browse

More Settings ...

< Back Next > Cancel

11) 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

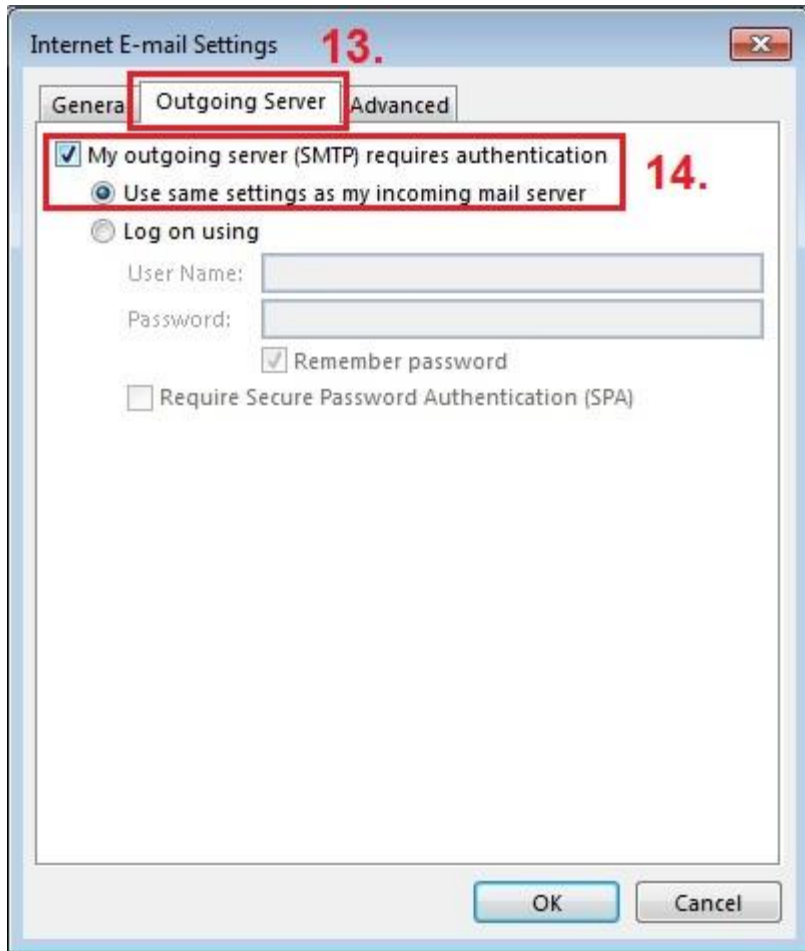
Outgoing mail server : mail.mydomain.com

Check remember password

11a) Select “Existing Outlook Data File” if previously the email account was also configure as POP3. Look for the PST file location. If not leave it as “New Outlook Data File”.

12) Once filled up, select “More Settings” and proceed to “Outgoing Server” tab.

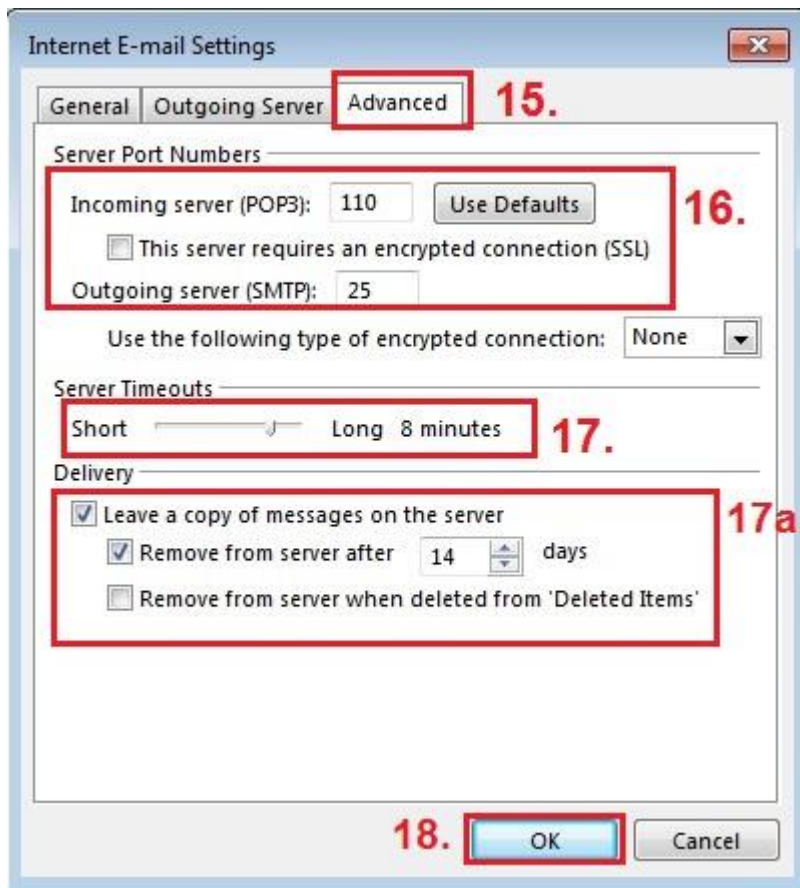




13) Ensure that the “My outgoing server (SMTP) requires authentication” is checked.

14) Ensure that the “Use same settings as my incoming mail server” is selected.





15) Proceed to Advanced Tab.

16) Ensure the ports corresponds with the respective mail provider.

17) Server Time out set to 8min.

17a) 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 (By default, the option is selected will be “Leave a copy of messages on the server” and “ Remove from server after 14 days”.

18) Once configured, click on “Ok”.



Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information
Your Name: demo@mydomain.com
Email Address: demo@mydomain.com

Server Information
Account Type: POP3
Incoming mail server: mail.mydomain.com
Outgoing mail server (SMTP): mail.mydomain.com

Login Information
User Name: demo@mydomain.com
Password: *****
 Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings
We recommend that you test your account to ensure that the entries are correct.

Test Account Settings ... 19.

Automatically test account settings when Next is clicked

Deliver new messages to:
 New Outlook Data File
 Existing Outlook Data File
Browse

More Settings ...

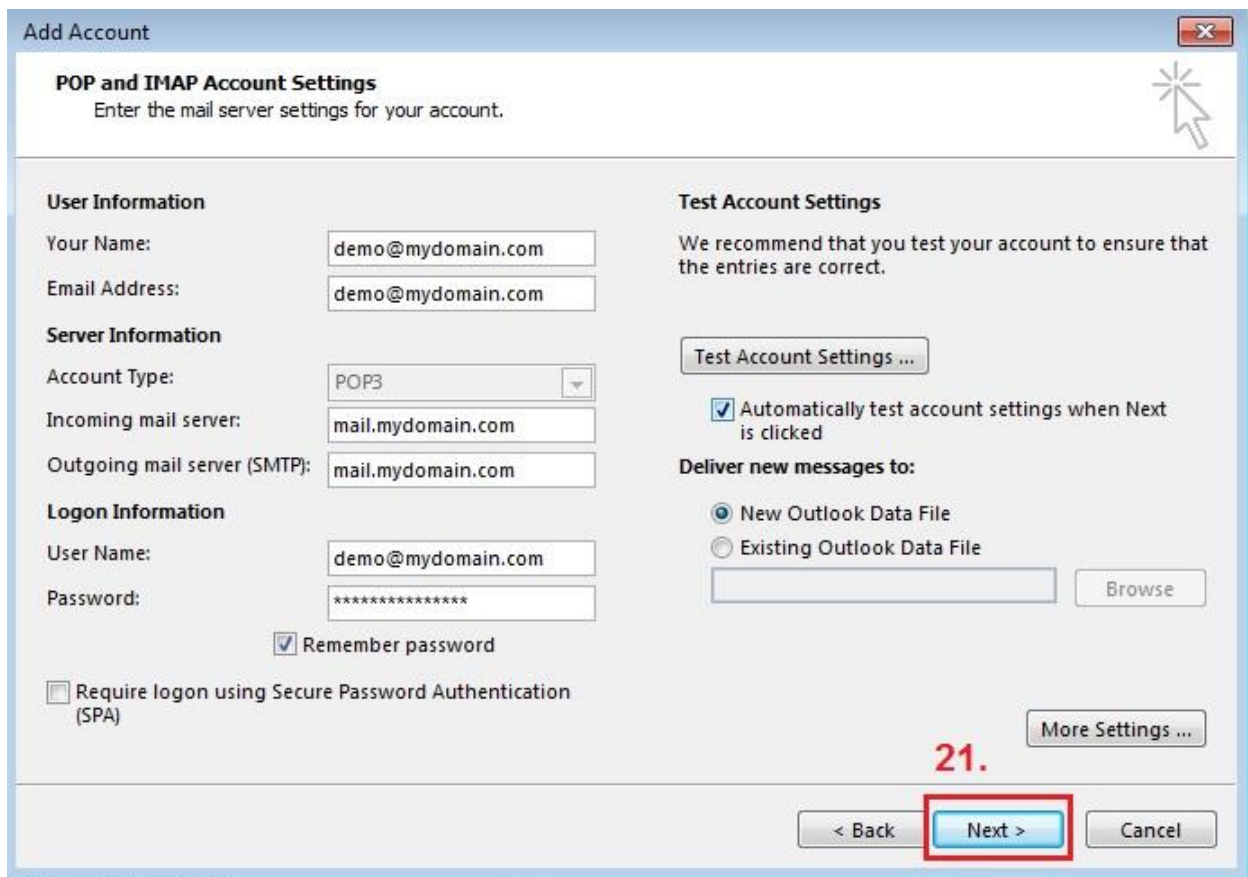
< Back Next > Cancel

19) Inspect the respective fields once more before clicking “Test Account Settings...”.



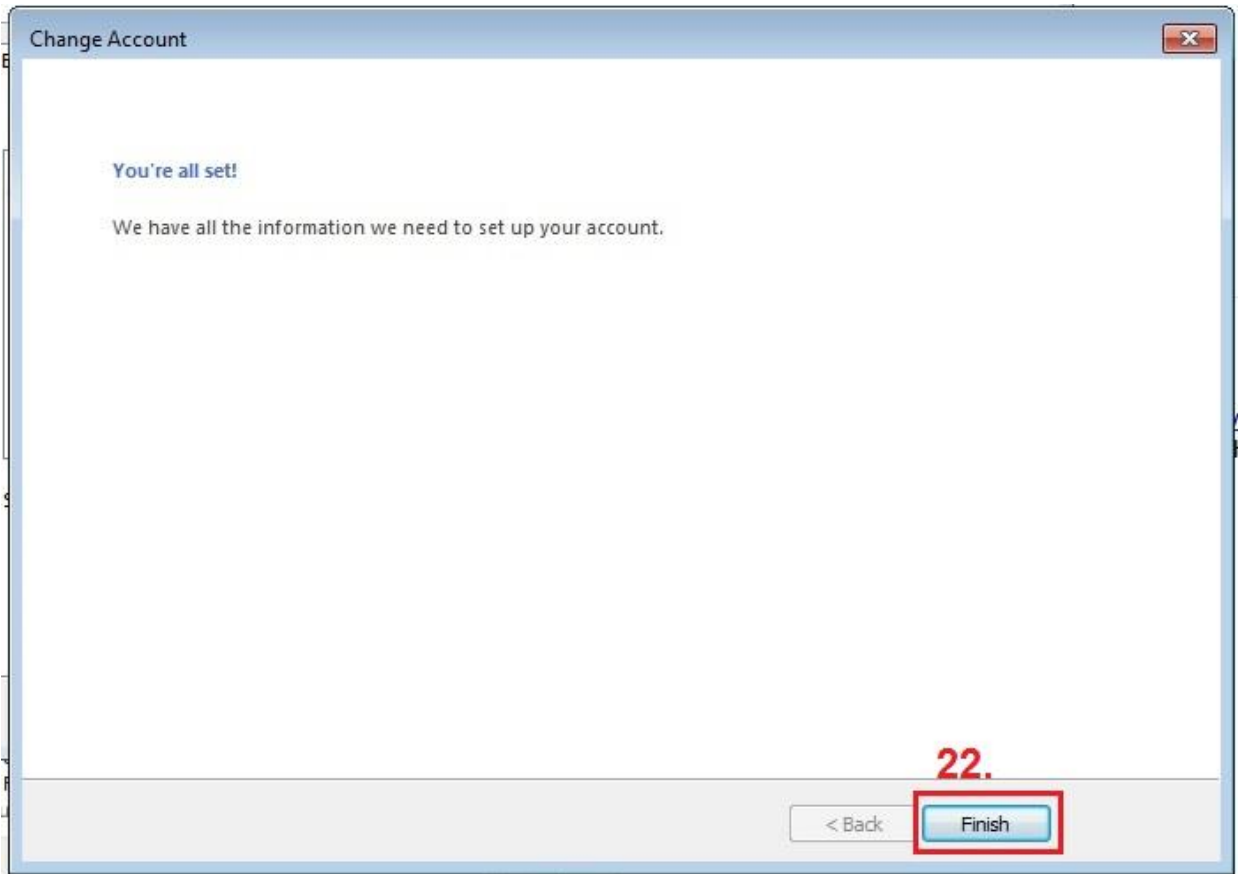


20) If successful, the above will be shown. If there are errors found, please revert back to step 8.

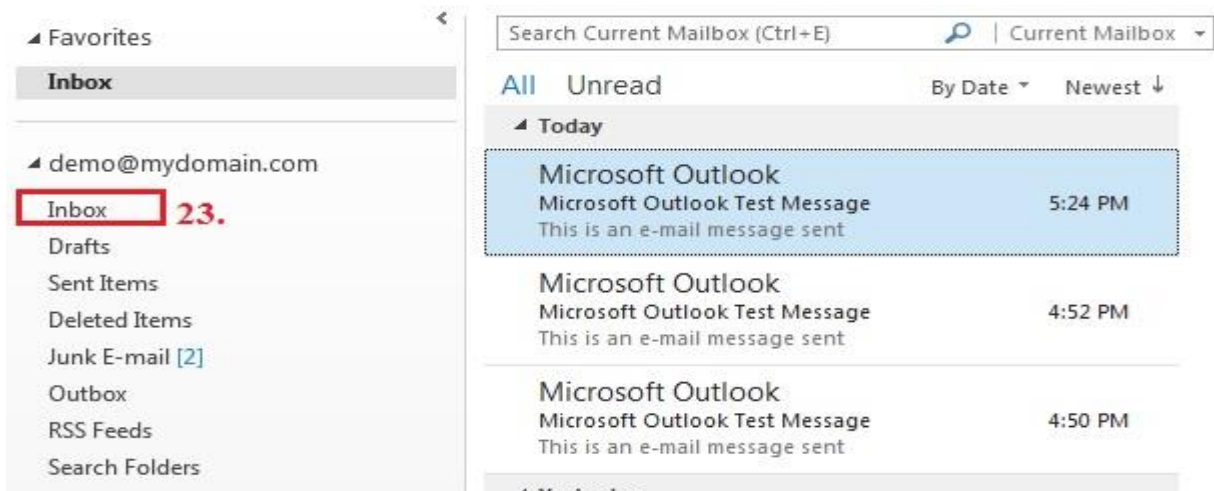


21) Click "Next" to proceed.



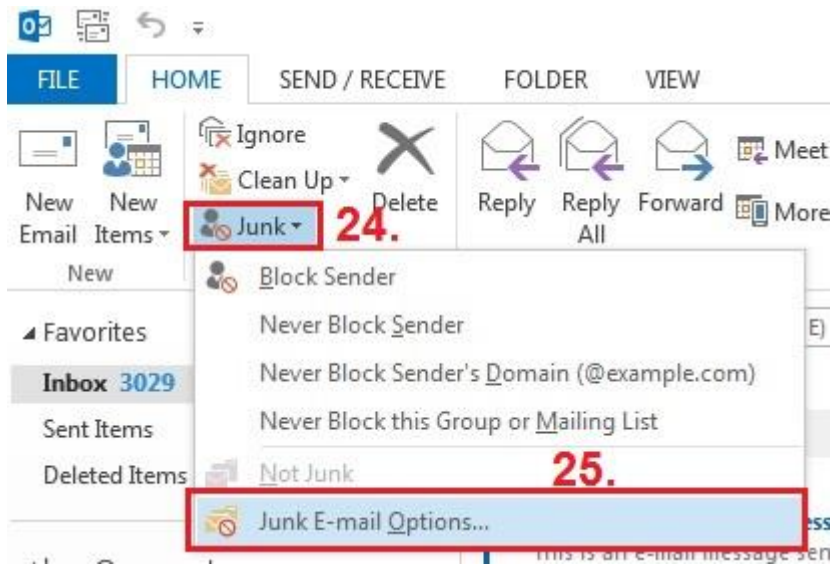


22) Click on finish and proceed to your Inbox.



23) Select your Inbox to verify if it is the correct email.

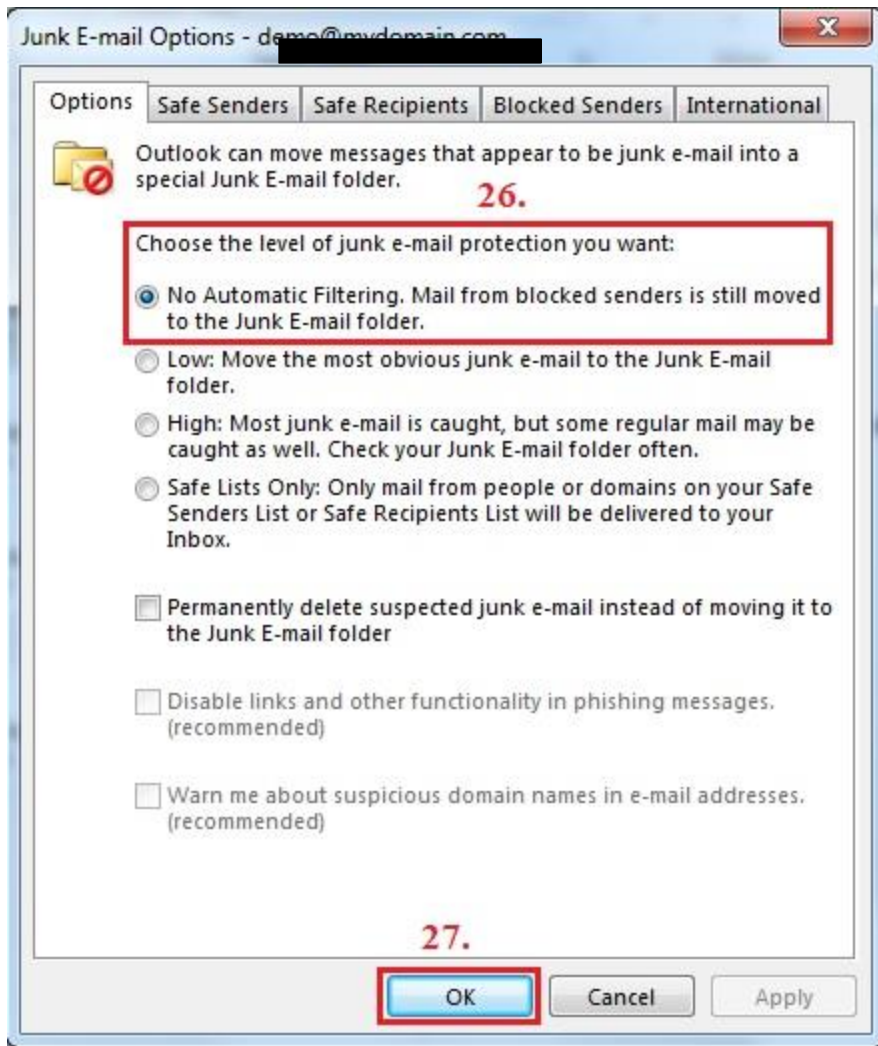




24) Proceed to Home Tab. Select on the Junk above.

25) Select “Junk E-Mail Options...”.





26) Select the “No automatic Filtering” Option. This is to ensure that your mail do not proceed to the Junk Box.

27) Select “OK”.

28) You are done. Please remember to test send and receive to confirm that your account is functioning.

