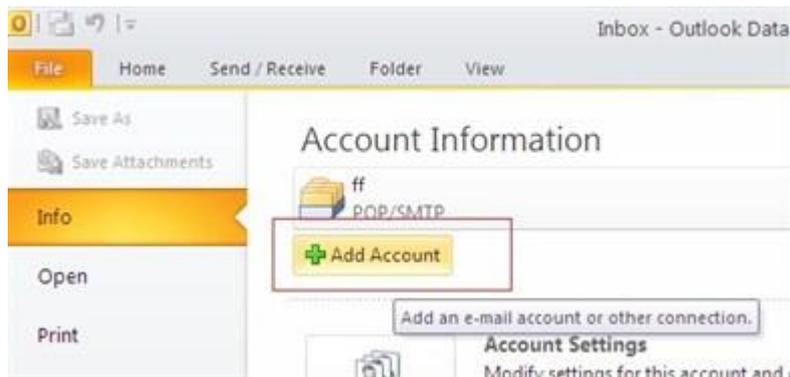


How to set up email on Microsoft Outlook

1. Open Microsoft Outlook.
2. Click **File**, select **Info**, Click **Add Account**.



3. Click **Manually configure server settings or additional server types** and click **Next**.



4. Click **Internet E-mail** and click **Next**.



5. Fill in your information
 - Use mail.domain.com for both **Incoming** and **Outgoing** mail servers
 - Incoming mail : **mail.yourdomainname**
 - Outgoing mail : **mail.yourdomainname**
 - ** Ex. Your domain name is expressdata.co.th, the incoming & outgoing is mail.expressdata.co.th**
 - Select **POP3** from Account Type
 - Full email address for username and password
 - Check the **Remember password** checkbox
 - Uncheck the **Test Account Settings by clicking the Next button** check box



How to set up email on Microsoft Outlook

Change Account

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

User Information
Your Name: ExpressData's Webservice
E-mail Address: webservice@expressdata.co.

Server Information
Account Type: POP3
Incoming mail server: mail.expressdata.co.th
Outgoing mail server (SMTP): mail.expressdata.co.th

Logon Information
User Name: kanitta@expressdata.co.th
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...
 Test Account Settings by clicking the Next button

More Settings ...

< Back Next > Cancel

then click **More Settings**.

6. Click on **More Setting** botton then Click on the **Outgoing Server** tab and do the following:
 - Check **My outgoing server (SMTP) requires authentication**
 - Check **Use same settings as my incoming mail server**

Internet E-mail Settings

General Outgoing Server Connection Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

Password:

Remember password

Require Secure Password Authentication (SPA)

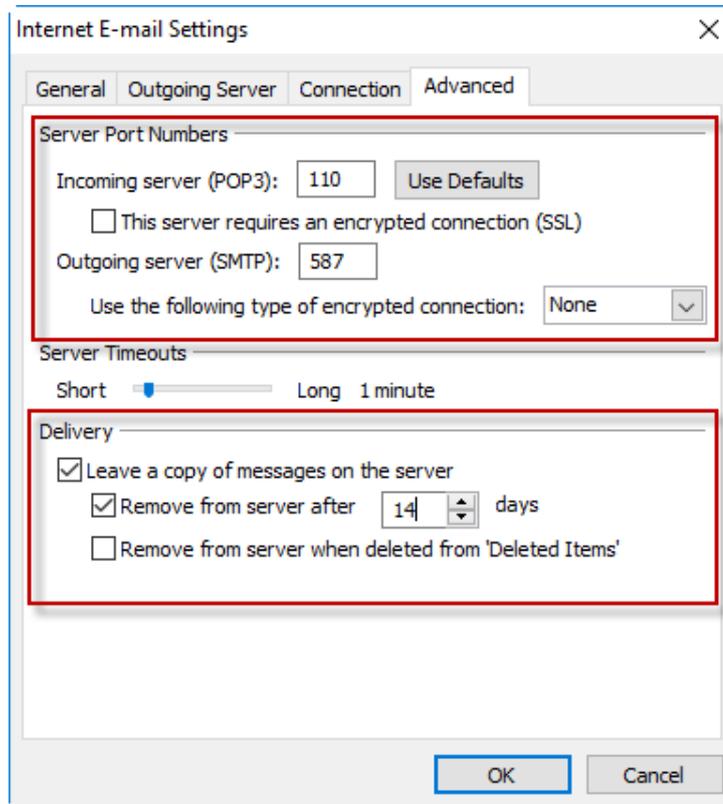
Log on to incoming mail server before sending mail

OK Cancel



How to set up email on Microsoft Outlook

7. Click on the **Advanced** tab and do the following:
 - Make sure the **incoming server (POP3)** is set to **110**
 - Make sure the **Outgoing server (SMTP)** is set to **587**
 - Under **Delivery**, choose your preference



- Click **OK**.
- Click **Next** and click **Finish**.

