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

012 71=	Inbox - Outlook Data
File Home Send /	Receive Folder View
😡 Save As	Account Information
Info	POP/SMTP
Open	Add Account
Print	Add an e-mail account or other connection.  Account Settings  Modify settings for this account and a

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.doma

0

- 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



If you have any questions, please do not hesitate to contact us at webservice@expressdata.co.th For immediate assistance, please call Webservice Support at 076-304090 Ext. 31-32. Facebook:: https://www.facebook.com/expressdata

Your Name: Ex			
	pressData's Webservice	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)	
E-mail Address: we	ebservice@expressdata.co.		
Server Information		7	
Account Type: PC	DP3	Test Account Settings	
Incoming mail server: ma	ail.expressdata.co.th		
Outgoing mail server (SMTP): ma	ail.expressdata.co.th		
Logon Information			
User Name: ka	nitta@expressdata.co.th		
Password: **	******		
	ember password		

## 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 o	☑ My outgoing server (SMTP) requires authentication					
٥u	lse same settings a	s my incoming	mail server			
OL	og on using					
L L	Jser Name:					
F	Password:					
	√ Re	member passv	vord			
[	Require Secure F	Password Auth	entication (SPA)			
OL	og on to incoming n	nail server bef	ore sending mail			
			ОК	Cancel		



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- 7. Click on the **Advanced** tab and do the following:
  - Make sure the incoming server (POP3) is set to 110 0
  - Make sure the **Outgoing server (SMTP)** is set to **587** Under **Delivery**, choose your preference 0
  - 0

Internet E-mail Settings ×
General Outgoing Server Connection Advanced
Server Port Numbers         Incoming server (POP3):       110       Use Defaults         This server requires an encrypted connection (SSL)         Outgoing server (SMTP):       587         Use the following type of encrypted connection:       None         Server Timeouts
Short Long 1 minute Delivery Leave a copy of messages on the server Remove from server after 14 + days Remove from server when deleted from 'Deleted Items'
OK Cancel

- Click OK. 0
- Click Next and click Finish. 0



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