

HKBN Cloud Email Service

Outlook 使用者配置手册

User Manual Configuration of Outlook Account

(Outlook 2010, 2007, 2003 and earlier)



Outlook 2007 and Outlook 2010

1. 開啟「Outlook」。

Start "Outlook".

如 Outlook 2007:按「工具」(「帳戶設定」後選取「新增帳戶」。
 如 Outlook 2010: 點選「檔案」後選取「新增帳戶」。

For Outlook 2007: Click "**Tools**" → "**Account Settings**" then click "**New**". For Outlook 2010: Click "**File**" menu, then click "**Add Account**".

<u>File Edit View Go</u>	Tool	s <u>A</u> ctions <u>H</u> elp	
🔂 <u>N</u> ew 👻 🌧 🕼 😨		S <u>e</u> nd/Receive	Þ
Mail	I A	Instant Search	۲
Favorite Folders		Address <u>B</u> ook Ctrl+Shift+B	
🔄 Inbox		Rules and Alerts	
🔄 Sent Items		Mailbo <u>x</u> Cleanup	
Mail Folders	0	Empty "Deleted Items" Folder	
All Mail Items	-	Forms	
🖃 🧐 Personal Folders 👘		Macro	ः
Deleted Items		Account Cottings	Ś
Inbox Junk E-mail Outbox SSS Feeds		Tru <u>s</u> t Center <u>C</u> ustomize <u>O</u> ptions	
E-mail Data Files R	SS Fe	eds ShareF	
Mew Step	air		

Outlook 2010:





3. 點選「手動設定伺服器設定或其他伺服器類型」後按「下一步」。

Click to select the "Manually configure server settings or additional server types", and then click "Next".

Auto Account Setup Connect to other s	erver types.	× ۲
E-mail Account		
Your Name:	Evamile: Ellen Arlame	
E-mail Address:	Evening - Line Pauling	
Password:	EXample: energy.concoso.com	
Retype Password:	Type the password your Internet service provider has given you.	
Text Messaging (S	MS)	
Manually configur	e server settings or additional server types	

4. 點選「網際網路電子郵件」後按「下一步」。

Click "Internet E-Mail", and then click "Next".

Thoose Service	
Internet E-mail Connect to POP or IMAP server to send and receive e-mail message	es.
Microsoft Exchange or compatible service	
Connect and access e-mail messages, calendar, contacts, faxes and	nd voice mail messages.
Text Messaging (SMS)	
Connect to a mobile messaging service.	
O Other	
Eax Mail Transport	

5. 在「您的名稱」中,輸入要對其他人「顯示的名稱」。在「電子 郵寄地址」填上你的「電子郵寄地址」。在「帳戶類型」中,選 擇「POP3」或「IMAP」帳戶。在「內送郵件伺服器」填上 「cloudmail.hkbnes.biz」。



在「外寄郵件伺服器 (SMTP)」填上「cloudmail.hkbnes.biz」。 在「用戶名稱」填上「您的電子郵寄地址」。在「密碼」 填上「您的密碼」。然後按「其他設定」。

Enter your "**name**" in "**Your Name**" field. This name will be displayed as "**Sender**" in all outgoing mails.

Enter your "email address" in "E-mail Address" field.

Select "POP3" or "IMAP" in "Account Type"

Type "cloudmail.hkbnes.biz" in "Incoming mail server".

Type "cloudmail.hkbnes.biz" in "Outgoing mail server (SMTP)". Type

"your full email address" in "User Name",

Type "your email account password" in "Password",

Then click "More Setting"

User Information Your Name: E-mail Address: Server Information Account Type: Incoming mail server: Outgoing mail server (SMTP): Logon Information User Name:	POP3	Test Account Settings After filing out the information on this screen, we recommend you test your account by didking the button below. (Requires network connection) Test Account Settings ☑ Test Account Settings by dicking the Next button Deliver new messages to: ⑧ New Outlook Data File ◎ Existing Outlook Data File
V 1	Remember password	1

按「外寄伺服器」頁。 選取「我的外寄伺服器 (SMTP) 需要驗證」。 選取「使用與內送郵件伺服器相同的設定」。

Click "Outgoing Server" tab

Tick "My outgoing server (SMTP) requires authentication".

Select Use same settings as my incoming mail server



Internet E-mail Setting	32		
General Outgoing S	erver Connection Advanced		
Wy outgoing server (SMTP) requires authentication			
Use same sett O Log on using	ings as my incoming mail server		
User Name:			
Password:			
	Remember password		
Require Secure Password Authentication (SPA)			
Log on to incoming mail server before sending mail			
L			
	OK Cancel		

7. 按「進階」頁

如選擇 POP 的用戶請在填上「995」;如 IMAP 請填上「993」。 然後按「確定」並按「下一步」完成。

Go to the "Advanced" tab

For POP3 user, please enter "995" in "port"; for IMAP user, please enter "993"

C	lick " OK " and " Finish "	
1	Internet E-mail Settings	×
	General Outgoing Server Connection Advanced	
	Server Port Numbers	
	Incoming server (POP3): 995 Use Defaults	
	This server requires an encrypted connection (SSL)	I
	Outgoing server (SMTP): 25	I
	Use the following type of encrypted connection: None	

恭喜!您的電子郵件設定已完成!

Congratulations! Your mail account setup is now complete!



Outlook 2003 and earlier versions of Outlook

1. 開啟「Outlook」。

Start Outlook.

2. 按「工具」→「帳戶設定」。



3. 按「新增帳戶」,然後按「下一步」。

Select the "Add a new E-mail Account" option, and then click "Next".



在「伺服器類型」中,選擇「POP3」或「IMAP」 帳戶,然後按「下一步」。
 Select "POP3" or "IMAP" in "Server Type", and then click "Next".



E-mail Accounts

Server Type

You can choose the type of server your new e-mail account will work with.

○ <u>M</u> icrosoft	Exchange Server
Connect to documents	an Exchange server to read e-mail, access public folders, and share
POP3	
Connect to	a POP3 e-mail server to download your e-mail.
○ <u>I</u> MAP	
Connect to folders.	an IMAP e-mail server to download e-mail and synchronize mailbox
Онттр	

5. 在「您的名稱」中,輸入要對其他人「顯示的名稱」。 在「電子郵寄地址」填上你的「電子郵寄地址」。在「帳戶類型」中, 選擇「POP3」或「IMAP」帳戶。在「內送郵件伺服器」填上 「cloudmail.hkbnes.biz」。在「外寄郵件伺服器 (SMTP)」填上 「cloudmail.hkbnes.biz」。在「用戶名稱」填上「您的電子郵寄地 址」。在「密碼」填上「您的密碼」。 然後按「其他設定」。

Enter your "**name**" in "**Your Name**" field. This name will be displayed as "**Sender**" in all outgoing mails.

Enter your "email address" in "E-mail Address" field.

Select "POP3" or "IMAP" in "Account Type"

Type "cloudmail.hkbnes.biz" in "Incoming mail server".

Type "cloudmail.hkbnes.biz" in "Outgoing mail server (SMTP)". Type

"your full email address" in "User Name",

Type "your email account password" in "Password",

Then click "More Setting"

 按「外寄伺服器」頁。選取「我的外寄伺服器 (SMTP) 需要驗證」。 選取「使用與內送郵件伺服器相同的設定」。 然後按「確定」並按「下一步」完成。

Click "Outgoing Server" tab



Tick "My outgoing server (SMTP) requires authentication". Select Use same settings as my incoming mail server and click OK Click Next, and then click Finish.

Internet E-mail Settings				
General Outgoing Server Connection Advanced				
My outgoing server (SMTP) requires authentication				
Use same settings as my incoming mail server				
	-			
User <u>N</u> ame:				
Deserved				

7. 按「進階」頁

如選擇「POP」的用戶請在填上「995」;如「IMAP」請填上「993」。 然後按「確定」並按「下一步」完成。

Go to the "Advanced" tab

For POP3 user, please enter "995" in "port"; for IMAP user, please enter "993"

C	Click " OK " and " Finish "				
Ι	Internet E-mail Settings				
	General Outgoing Server Connection Advanced				
	Server Port Numbers				
	Incoming server (POP3) 995 Use Defaults				
	This server requires an <u>encrypted</u> connection (SSL)				
	Outgoing server (SMTP): 25				
	Use the following type of encrypted connection: None				

恭喜!您的電子郵件設定已完成!

Congratulations! Your mail account setup is now complete!