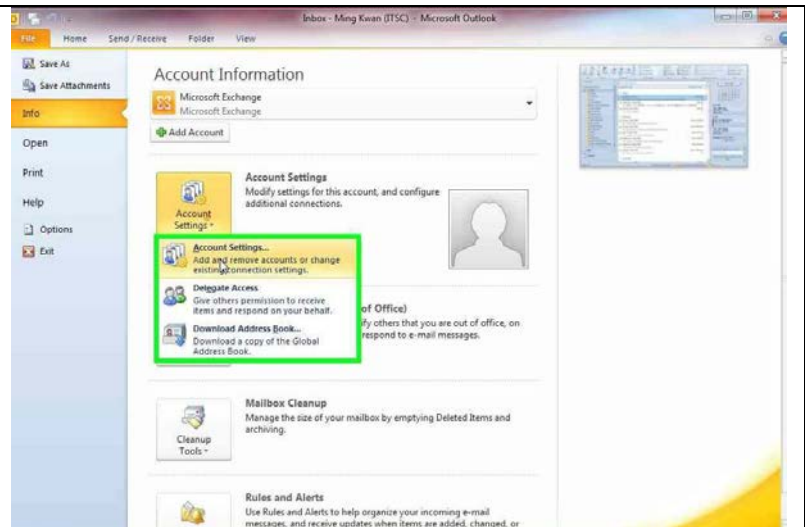




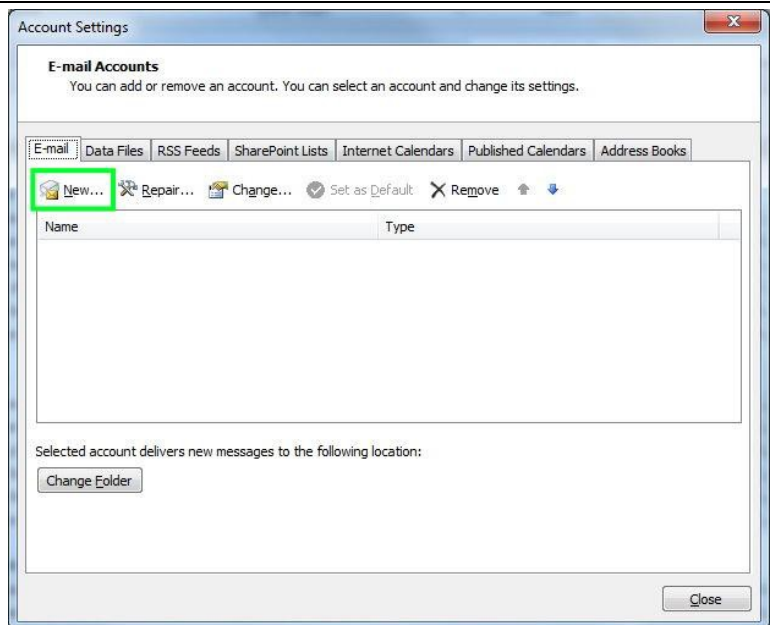
Setup Email Client software: Microsoft Outlook 2010

- For further enquiries, please write to ITSC ServiceDesk
(<http://servicedesk.itsc.cuhk.edu.hk>)

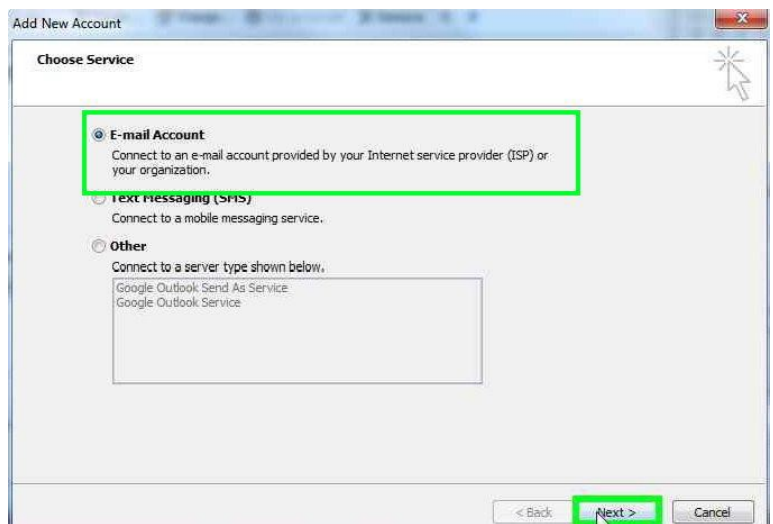
1.1 Click **File**→**Account Settings**→**Account Settings**.



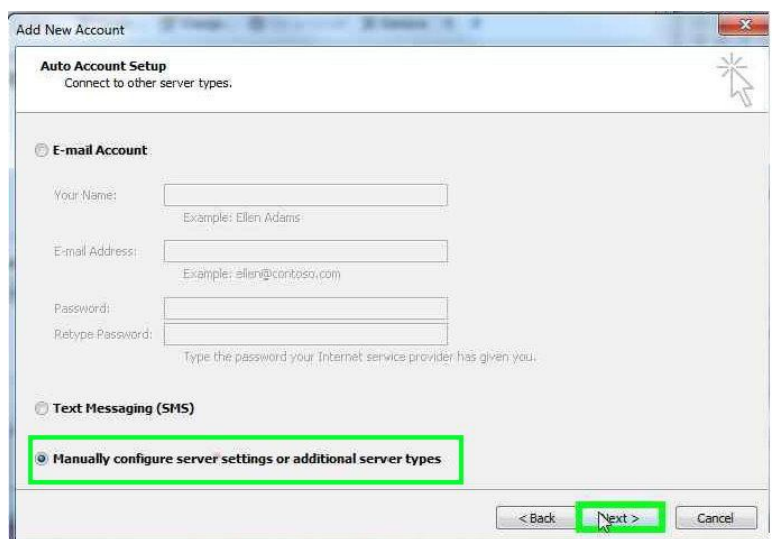
1.2 In **Email** tab, click **New**.



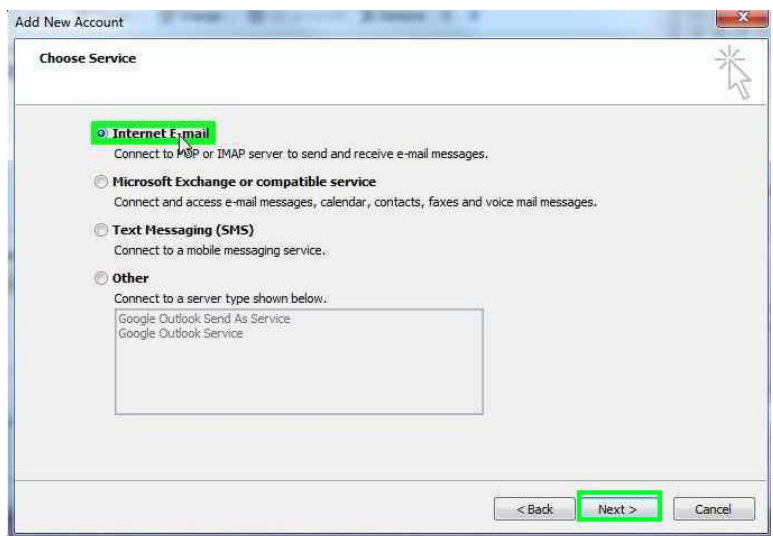
1.3 Select **E-mail Account**, and click **Next**.



1.4 Click **Manually configure server settings or additional server types**, then click **Next**.



1.5 Choose **Internet E-mail**, then click **Next**.



1.6 Enter the following information:

Your Name:

The sender name for this account

E-mail Address:

The mailserv email address/Email alias

Account Type:

IMAP

Incoming mail server:

mailserv.cuhk.edu.hk

Outgoing mail server (SMTP):

mailserv.cuhk.edu.hk

User Name:

Your Computing ID

Password:

The CWEM password of your account

Then, click **More Settings...**

The screenshot shows a Windows-style dialog box titled "Add New Account" with a subtitle "Internet E-mail Settings". Below the subtitle is a note: "Each of these settings are required to get your e-mail account working." The dialog is divided into several sections: "User Information" with fields for "Your Name" (filled with "chantaiman") and "E-mail Address" (filled with "chantaiman@cuhk.edu.hk"); "Server Information" with a dropdown for "Account Type" set to "IMAP", and fields for "Incoming mail server" and "Outgoing mail server (SMTP)", both filled with "mailserv.cuhk.edu.hk"; and "Logon Information" with fields for "User Name" (filled with "s1012345678") and "Password" (filled with asterisks). There are checkboxes for "Remember password" (checked) and "Require logon using Secure Password Authentication (SPA)" (unchecked). On the right side, there is a "Test Account Settings..." button and a note: "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)". Below this note is a checked checkbox "Test Account Settings by clicking the Next button". At the bottom right, there is a "More Settings..." button highlighted with a green box. At the bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".

1.7 In Internet Email Settings,

In **Advanced** tab:

Incoming server (IMAP):

993

Use the following type of encrypted connection:

SSL

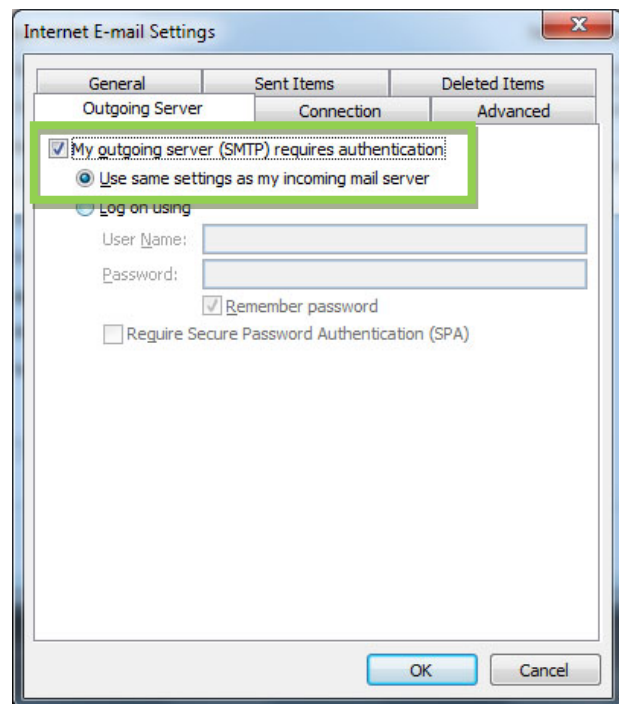
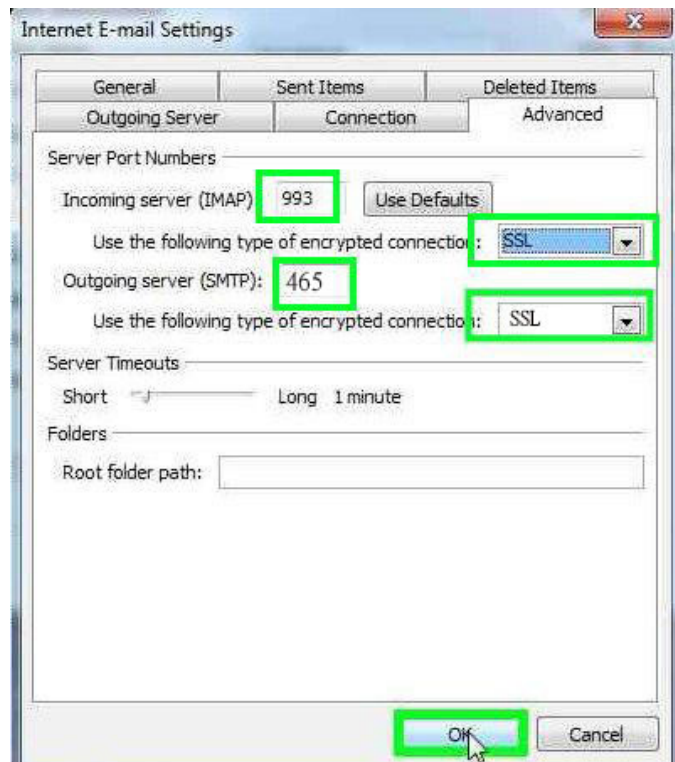
Outgoing server (SMTP):

465

Use the following type of encrypted connection:

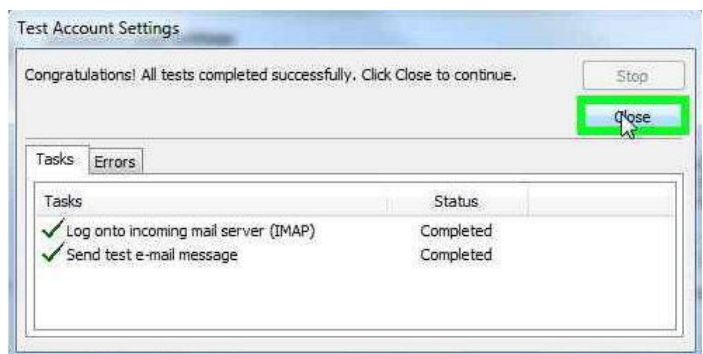
SSL

Click OK to return to **Add New E-mail Account**, then click **Next**.

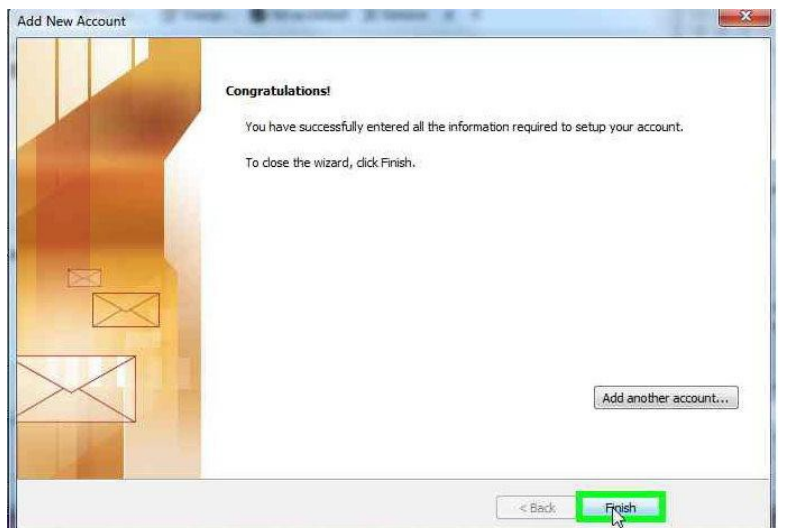


1.8 Outlook will now test your setting and send a test email to your account. If the tasks cannot be completed successfully, please check your setting again.

When completed, click **Close**.



1.9 Click **Finish**.



Prepared by: User Support Division, Information Technology Services Centre

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Centre , The Chinese University of Hong Kong