

HGC SUPERHUB HOSTED EXCHANGE EMAIL OUTLOOK 2010 – POP3 SETUP GUIDE

MICROSOFT HOSTED COMMUNICATION SERVICE V2013.5

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The guide is to describe how to set up Outlook 2010 using POP3.



1. Get Started

1.1 Start from Setting up an Email account

If you start from setting up an **<u>Email account</u>**, please go through the following steps. If you start from setting up a **<u>Profile</u>** of email accounts, please go to **1.2**.

Step 1: Click **Start**, Click **Control Panel**, and open **Mail** Then you will have the following screen.

In the Mail Setup dialog box, click E-mail Accounts.

🥑 Mail S	etup - Outlook	
E-mail Ac	counts	
	Setup e-mail accounts and directories.	E-mail Accounts
Data Files	5	
	Change settings for the files Outlook uses to store e-mail messages and documents.	Data Files
Profiles -		
	Setup multiple profiles of e-mail accounts and data files. Typically, you only need one.	Show Profiles
		Close

Step 2: In the Account Settings windows, click New.

-	ail Account ou can add o		account. You can s	select an account and	change its settings.	
E-mail	Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books
🚰 Ne	w 🥍 R	epair 😭	Change 🚫 S	iet as Default 🗙 R	emove 👚 🌷	
				Type		



Step 3: Please skip point 1.2 and go to point 2. Add New Account.

1.2 Start from Setting up Multiple Profiles of Email accounts

If you start from setting up an **<u>Email account</u>**, please go to **1.1**. If you start from setting up a **<u>Profile</u>** of email accounts, please go through the following steps.

Step 1: Click **Start**, Click **Control Panel**, and open **Mail** Then you will have the following screen.

In the Mail Setup dialog box, click **Show Profiles**.

🧶 Mail Se	etup - Outlook	X
E-mail Acc	counts	
	Setup e-mail accounts and directories.	E-mail Accounts
Data Files	;	
	Change settings for the files Outlook uses to store e-mail messages and documents.	Data Files
Profiles –	Setup multiple profiles of e-mail accounts and data files. Typically, you only need one.	Show Profiles
		Close

Step 2: In the Mail Setup dialog, click Add.



🧿 Mail 📃 🔀
General
The following profiles are set up on this computer:
· · · · · · · · · · · · · · · · · · ·
Add Remove Properties Copy
When starting Microsoft Outlook, use this profile:
Prompt for a profile to be used
Always use this profile
· ·
OK Cancel Apply

Step 3: Give it a New **Profile Name**, and then click **OK**.

New Profile	×
Create New Profile	ОК
Profile Name:	Cancel

*Remark: you may add more than one Profile and check **Prompt for a profile to be used** such that whenever a user starts Outlook, a prompt of Profile Selection will be provided.

Add	Remove	Properties	Copy
Prompt	Microsoft Out for a profile to use this profile		file:
			v
	ОК	Cancel	Apply



2. Add New Account

Step 1: Choose Email Account. Then click Next.

Add New Account		×
Choose Service		×
 E-mail Account Connect to an e-mail account provided by your Internet service provider (ISP) or your organization. Text Messaging (SMS) Connect to a mobile messaging service. Other Connect to a server type shown below. 		
Fax Mail Transport		
< Back	Next >	Cancel

Step 2: Choose Manually configure server settings. Then click Next.



Add New Account Auto Account Setur Connect to other s		× べ
🔿 E-mail Account		
Your Name:		
E-mail Address;	Example: Ellen Adams	
Password:	Example; ellen@contoso.com	
Password: Retype Password:		
	Type the password your Internet service provider has given you.	
) Text Messaging (SMS)	
Manually configu	re server settings or additional server types	
	< Back Next >	Cancel

Step 3: Choose Internet E-mail. Then click Next.

Add New Account	
Choose Service	×××
Internet E-mail Connect to POP or IMAP server to send an	d receive e-mail messages.
 Microsoft Exchange or compatible se Connect and access e-mail messages, cale 	rvice ndar, contacts, faxes and voice mail messages.
Text Messaging (SMS) Connect to a mobile messaging service.	
 Other Connect to a server type shown below. 	
Fax Mail Transport	
	< Back Next > Cancel



Step 4: An Add New Account window prompted up. Then fill in the following items:

Your Name: User's Name E-mail Address: User's email address Account Type: POP3 Incoming mail server: pop3.hgcbizmail.com Outgoing mail server (SMTP): smtp.hgcbizmail.com User Name: User's email address

Password: User email login password

Then check the Remember p	bassword box. T	Then click f	More Settings.
----------------------------------	------------------------	---------------------	----------------

User Information 1 Your Name: 1 E-mail Address: Server Information Account Type: Incoming mail server: Qutgoing mail server: (SMTP): Logon Information User Name: Bassword: 2	test test@domain.com POP3 pop3.hgcbizmail.com smtp.hgcbizmail.com test@domain.com sessesses	Test Account Settings After filing out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection) Itest Account Settings Itest Account Settings survey Itest Account Settings by clicking the Next button Deliver new messages to: Neg Outlook Data File Esisting Outlook Data File Browge
	e Password Authentication (SPA)	3 More Settings

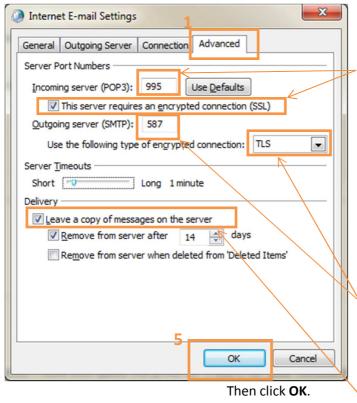


Step 5: Internet E-mail Settings box prompted. Then select Outgoing Server tab, check My outgoing server (SMTP) requires authentication box

) Interne	et E-mail Se					
General	Outgoing S	Server	Connection	Advanced		
Mail Acco	ount					
Type t	he name by	which y	you want to re soft Mail Serv	efer to this a	ccount. For	
	domain.com		Soreman Serv			
Other U	ser Informat	tion —				
Organi	ization:					
<u>R</u> eply	E-mail:					
						-1
				OK	Cano	PI
			Û	OK	Canc	
) Interne	et E-mail Se	ettings	Û	OK	Cance	
Interne	et E-mail Se Outgoing S		Connection			
General	Outgoing S	Server		Advanced		
General	Outgoing S utgoing serv lse same set	Server ver (SMT	Connection	Advanced		
General My o O L	Outgoing S utgoing serv Ise same set og on using	Server ver (SMT	Connection	Advanced		
General My o O L	Outgoing serv utgoing serv Ise same set og on using Jser <u>N</u> ame:	Server ver (SMT	Connection	Advanced		
General My o O L	Outgoing S utgoing serv Ise same set og on using	Server /er (SMI ttings as	Connection IP) requires a s my incoming	Advanced uthenticatio mail server		
General V My o U C L	Outgoing S utgoing serv Ise same set og on using Jser Name: 2assword:	Server ver (SMI ttings as	Connection	Advanced uthentication mail server		
General My o O L C	Outgoing S utgoing serv Ise same set og on using Jser <u>N</u> ame: Password: Reguire S	Server	Connection TP) requires a s my incoming member passv	Advanced uthentication mail server	SPA)	
General My o O L C	Outgoing S utgoing serv Ise same set og on using Jser <u>N</u> ame: Password: Reguire S	Server	Connection TP) requires a s my incoming member passw Password Auth	Advanced uthentication mail server	SPA)	
General My o O L C	Outgoing S utgoing serv Ise same set og on using Jser <u>N</u> ame: Password: Reguire S	Server	Connection TP) requires a s my incoming member passw Password Auth	Advanced uthentication mail server	SPA)	
General My o O L C	Outgoing S utgoing serv Ise same set og on using Jser <u>N</u> ame: Password: Reguire S	Server	Connection TP) requires a s my incoming member passw Password Auth	Advanced uthentication mail server	SPA)	×
General My o O L C	Outgoing S utgoing serv Ise same set og on using Jser <u>N</u> ame: Password: Reguire S	Server	Connection TP) requires a s my incoming member passw Password Auth	Advanced uthentication mail server	SPA)	
General My o O L C	Outgoing S utgoing serv Ise same set og on using Jser <u>N</u> ame: Password: Reguire S	Server	Connection TP) requires a s my incoming member passw Password Auth	Advanced uthentication mail server	SPA)	
General My o O L C	Outgoing S utgoing serv Ise same set og on using Jser <u>N</u> ame: Password: Reguire S	Server	Connection TP) requires a s my incoming member passw Password Auth	Advanced uthentication mail server	SPA)	
General My o O L C	Outgoing S utgoing serv Ise same set og on using Jser <u>N</u> ame: Password: Reguire S	Server	Connection TP) requires a s my incoming member passw Password Auth	Advanced uthentication mail server	SPA)	



Slep 0. Click Auvaliceu lab.	Step 6:	Click Advanced tab.
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2 With encryption > fill in the Incoming server (POP3) as 995 and <u>tick</u> This server requires an encrypted connection (SSL) box.

OR

No need encryption > fill in the Incoming server (POP3) as **110** and <u>Untick</u> This server requires an encrypted connection (SSL) box.

Fill in the Outgoing server as 587.
 And choose the encrypted connection as TLS.

Check the Leave a copy of messages on the server box.

Step 7: Click Next.

User Information		Test Account Settings
Your Name:	test	After filing out the information on this screen, we
E-mail Address:	test@domain.com	recommend you test your account by clicking the button below. (Requires network connection)
Server Information	POP3	Test Account Settings
(ncoming mail server:	pop3.hgcbizmail.com	Deliver new messages to:
Qutgoing mail server (SMTP):	smtp.hgcbizmail.com	New Outlook Data File
Logon Information		Existing Outlook Data File
Jser Name:	test@domain.com	Browge
Password:		
	Semember password	
Require loops using Secure	Password Authentication (SPA)	More Settings

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Step 8: A testing account setting window will be prompted. Wait for a moment until the Test is completed. Then click **Close**.

ck Close to continue.	Stop
	Close
Status	
Completed Completed	
	Status Completed

Step 9: Click Finish. Congratulation you have finished setup an IMAP account

Add New Account	×
	Congratulations! You have successfully entered all the information required to setup your account. To close the wizard, click Finish.
	Add another account
	< <u>B</u> ack Finish

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3. Get Help and Support

We are glad to assist you with any enquiry or issue on the setup and use of service. Please contact our Support team via phone at 3160 3160.