

# SUPERHUB HOSTED EXCHANGE 2013 OUTLOOK 2013 POP3 SETUP GUIDE

V2014.1

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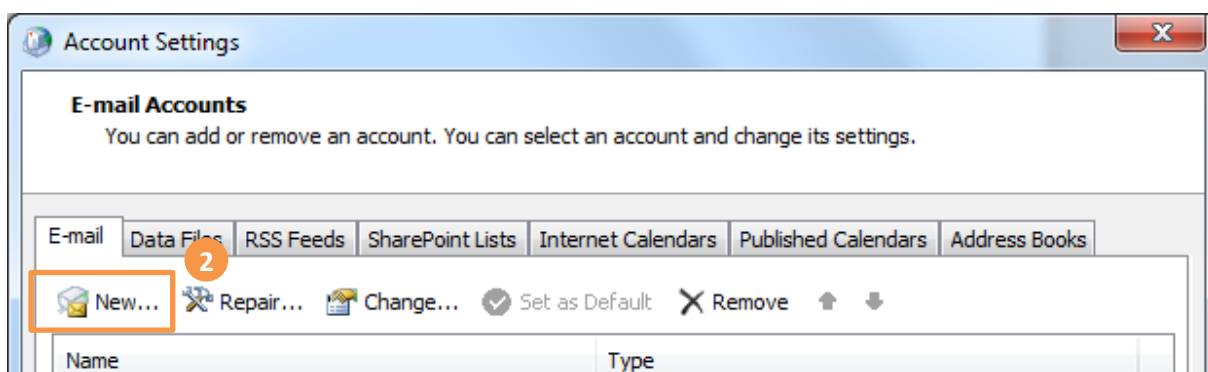
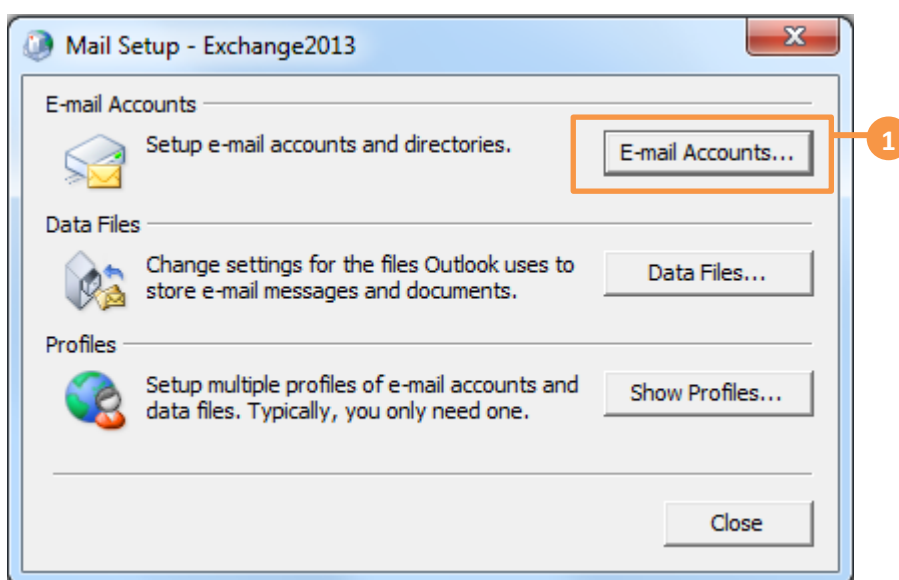
**The guide is to describe how to set up Outlook 2013 using POP3.**

## 1. Get Started

### 1.1 Start from Setting up an Email account

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

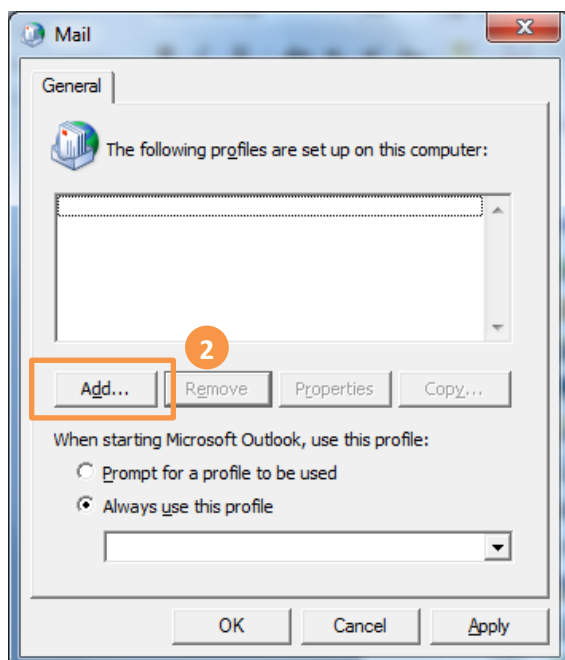
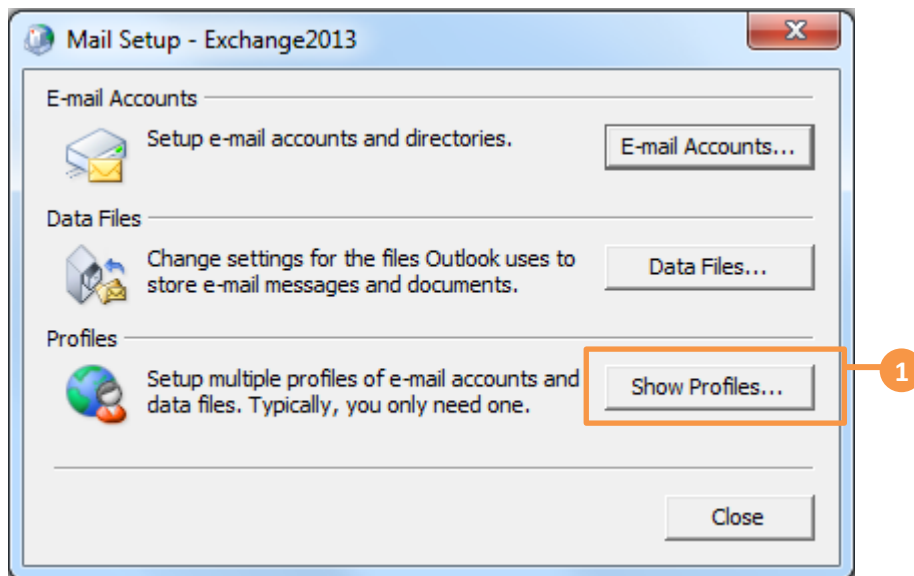
1. Click **Start**, click **Control Panel**, and click **Mail**. In the Mail Setup dialog box, click **E-mail Accounts**.
2. In Account Settings window, click **New**.
3. Skip point 1.2 and go to point **2. Add New Account**.

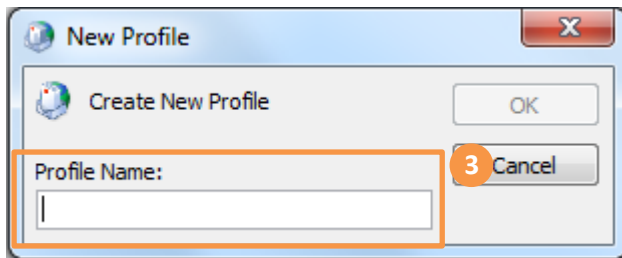


## 1.2 Start from Setting up Multiple Profiles of Email accounts

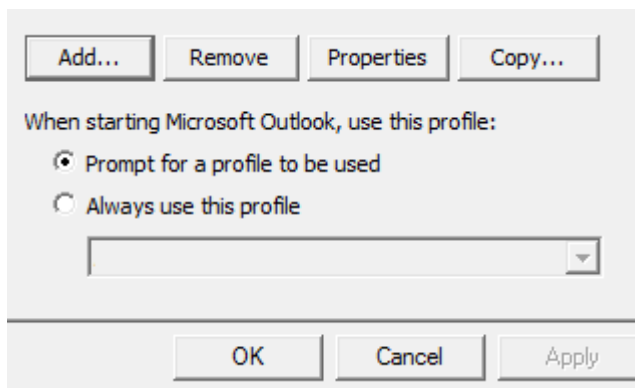
If you start from setting up an **Email account**, please go to **1.1**. If you start from setting up a **Profile** of email accounts, please go through the following steps.

1. Click **Start**, click **Control Panel**, and click **Mail**. In the Mail Setup dialog box, click **Show Profiles**.
2. In the Mail Setup dialog, click **Add**.
3. Enter a new **Profile Name**, and then click **OK**.



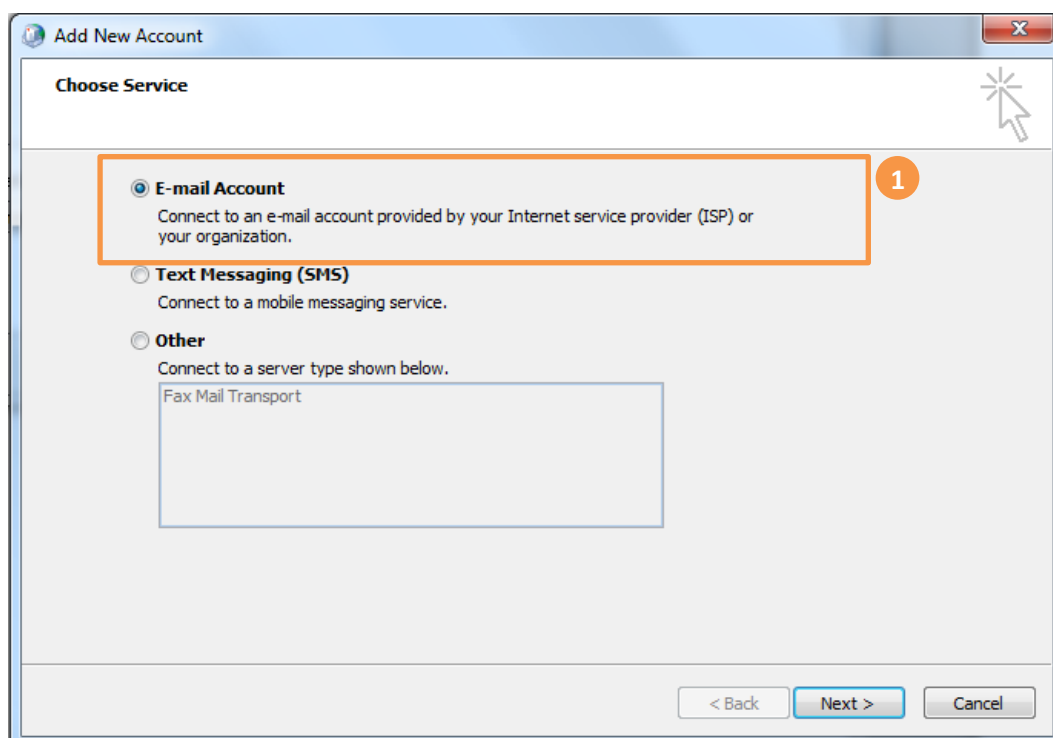


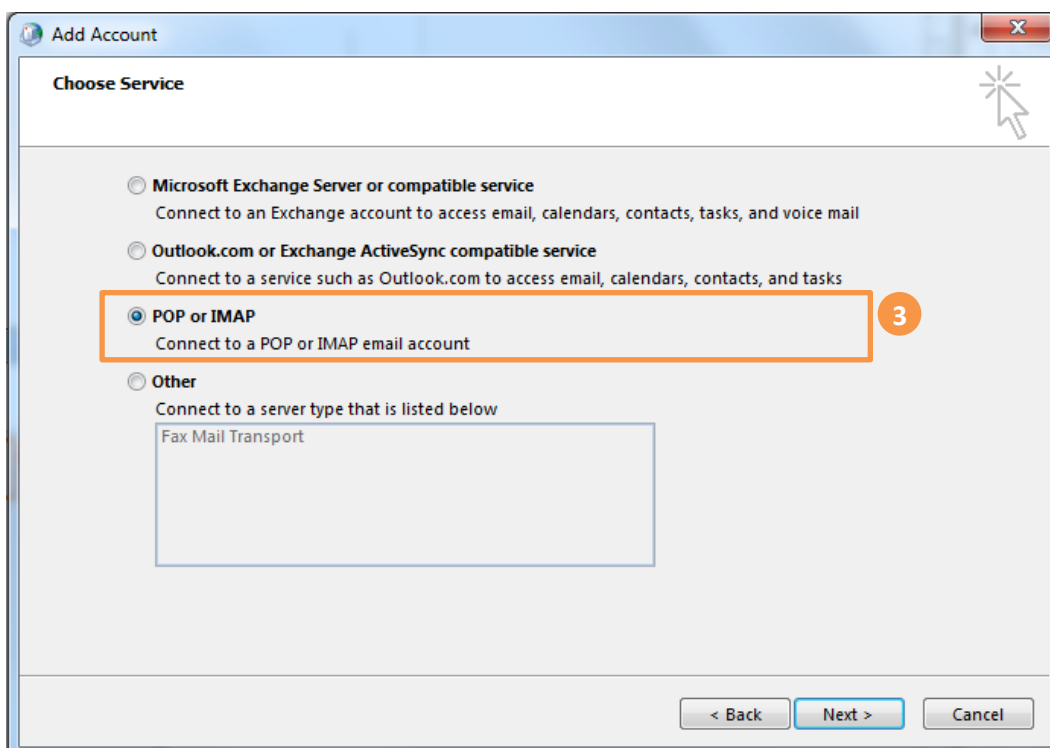
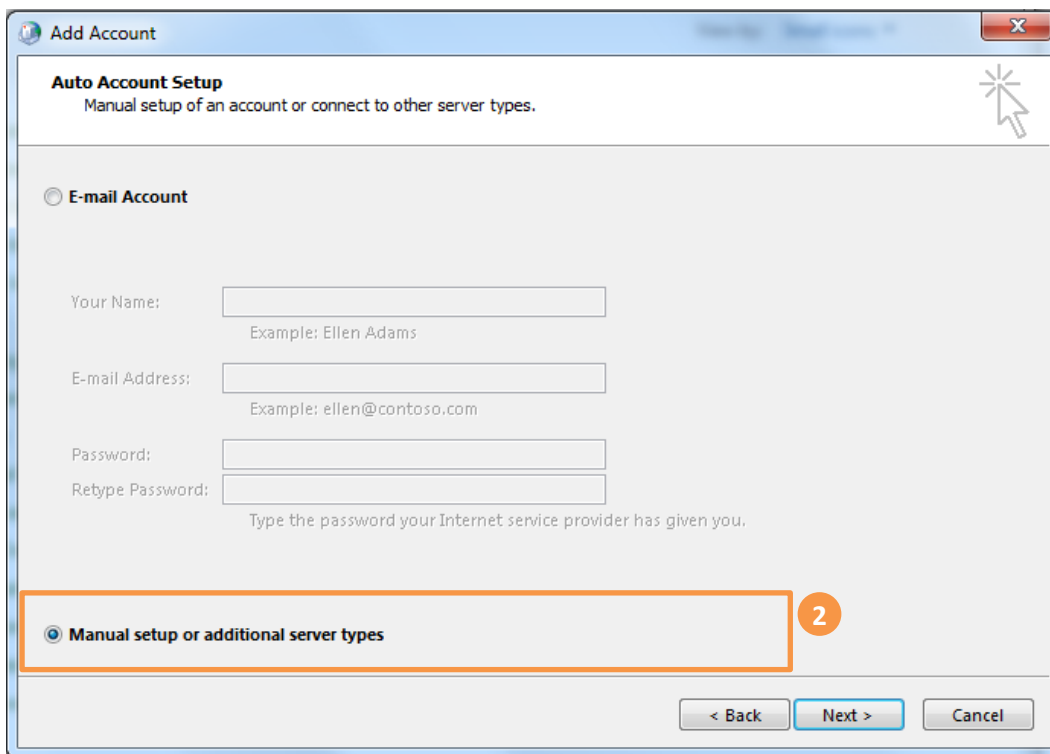
\* Remark: you may add more than one Profile and check **Prompt for a profile to be used** such that whenever a user starts Outlook, a prompt of Profile Selection will be provided.

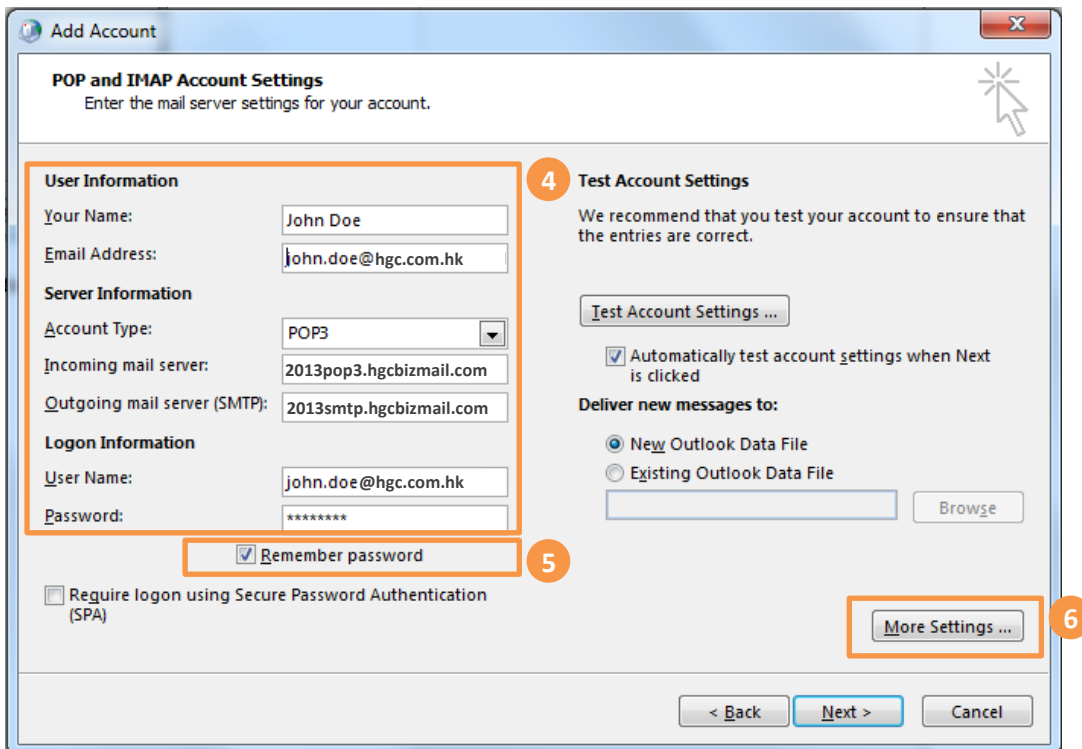


## 2. Add New Account

1. Choose **E-mail Account** and click **Next**.
2. Choose **Manual setup or additional server types** and click **Next**.
3. Choose **POP or IMAP** and click **Next**.
4. In the **Add New Account** window, enter the following information in the respective fields:  
**Your Name:** User's Name  
**E-mail Address:** User's email address  
**Account Type:** POP3  
**Incoming mail server:** 2013pop3.hgcbizmail.com  
**Outgoing mail server (SMTP):** 2013smtp.hgcbizmail.com  
**User Name:** User's email address  
**Password:** User email login password
5. Check the **Remember password check** box.
6. Click **More Settings**.
7. In the **Internet E-mail Settings** window, select **Outgoing Server** tab, check **My outgoing server (SMTP) requires authentication** checkbox and choose **Use same settings as my incoming mail server**.
8. Click **Advanced** tab, enter **110** in the **Incoming server (POP3)** field.
9. Enter **587** in the **Outgoing server (SMTP)** field.
10. Check the **Leave a copy of messages on the server** box. Click **OK**.
11. In the **Add New Account** window, click **Next**.
12. A testing account setting window will be prompted. Wait for a moment until the test is completed. Click **Close**.
13. Click **Finish**.







**Add Account**

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**

Your Name: John Doe  
Email Address: john.doe@hgc.com.hk

**Server Information**

Account Type: POP3  
Incoming mail server: 2013pop3.hgcbizmail.com  
Outgoing mail server (SMTP): 2013smtp.hgcbizmail.com

**Logon Information**

User Name: john.doe@hgc.com.hk  
Password: \*\*\*\*\*

Remember password

Require logon using Secure Password Authentication (SPA)

**4 Test Account Settings**  
We recommend that you test your account to ensure that the entries are correct.

Test Account Settings ...

Automatically test account settings when Next is clicked

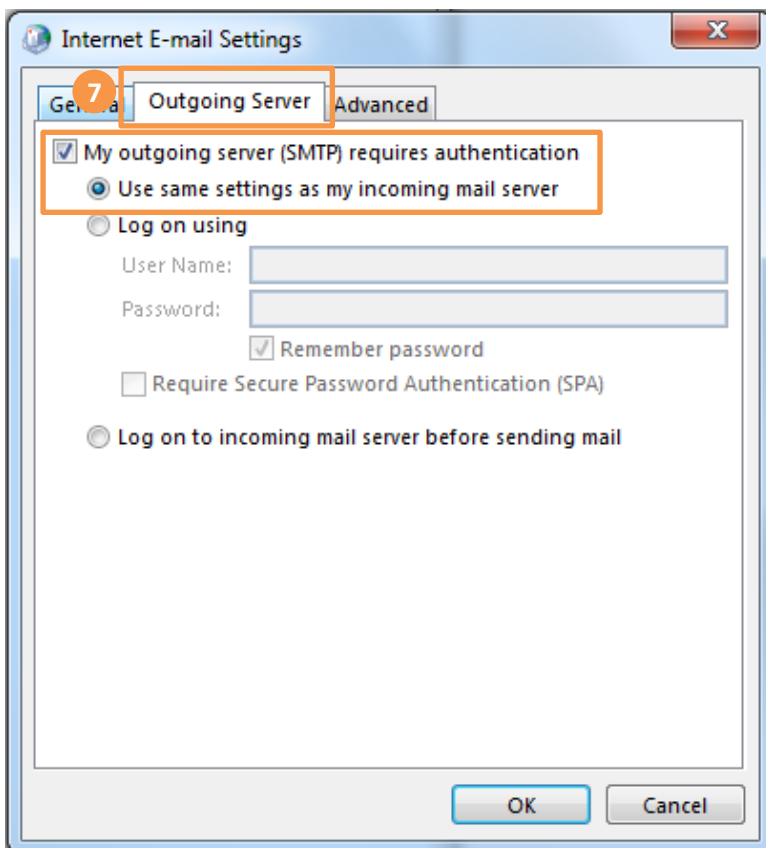
**Deliver new messages to:**

New Outlook Data File  
 Existing Outlook Data File

Browse

**6 More Settings ...**

< Back Next > Cancel



**Internet E-mail Settings**

General **7 Outgoing Server** Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

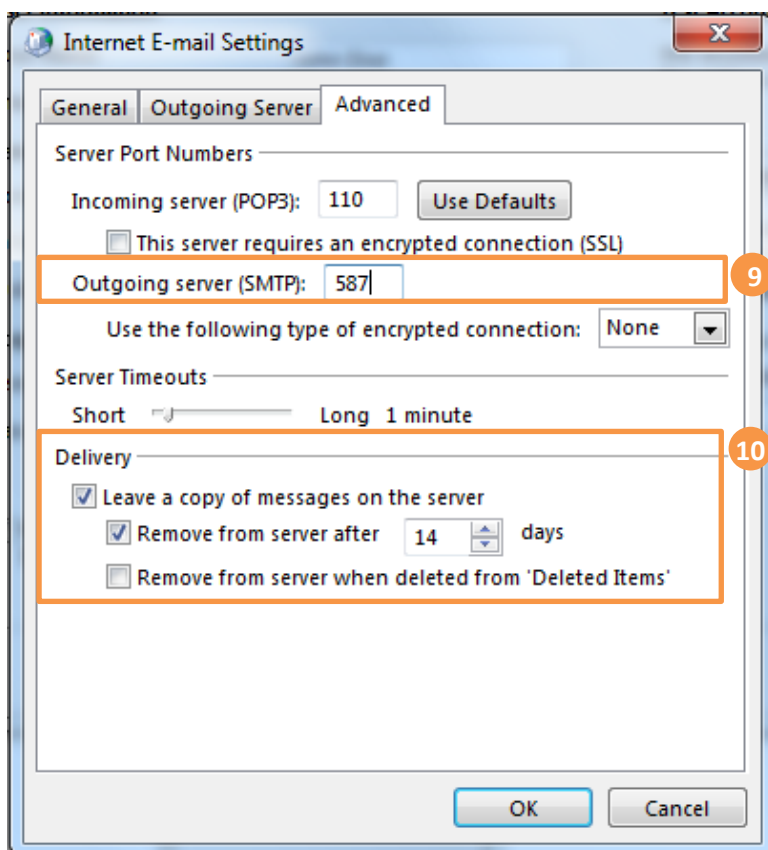
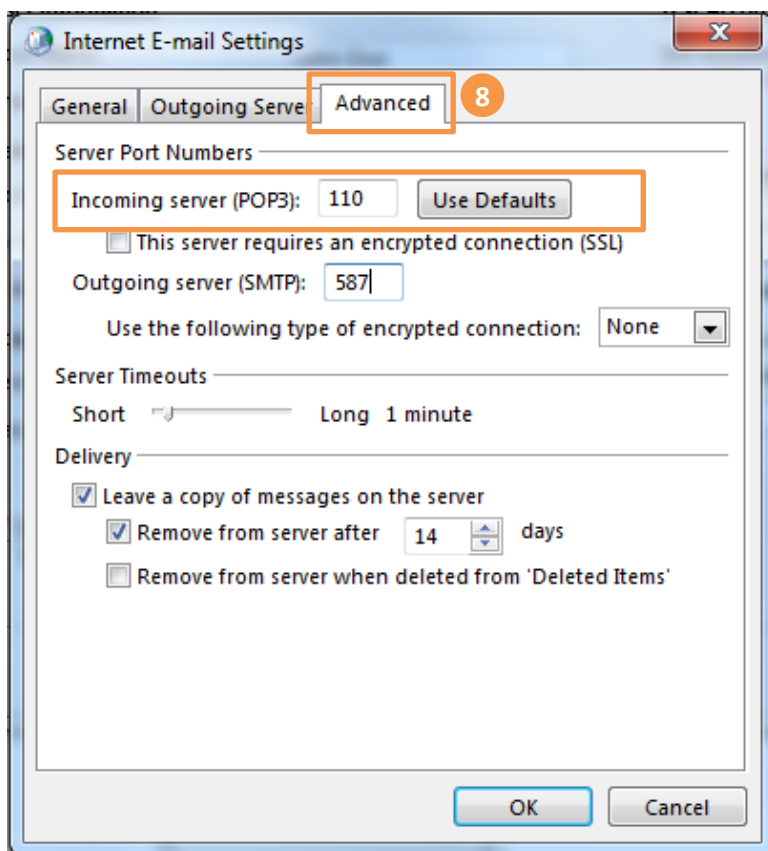
User Name:   
Password:

Remember password

Require Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

OK Cancel





**Add Account**

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**  
 Your Name: John Doe  
 Email Address: john.doe@hgc.com.hk

**Server Information**  
 Account Type: POP3  
 Incoming mail server: 2013pop3.hgcbizmail.com  
 Outgoing mail server (SMTP): 2013smtp.hgcbizmail.com

**Logon Information**  
 User Name: john.doe@hgc.com.hk  
 Password: \*\*\*\*\*  
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account Settings**  
 We recommend that you test your account to ensure that the entries are correct.  
  
 Automatically test account settings when Next is clicked

**Deliver new messages to:**  
 New Outlook Data File  
 Existing Outlook Data File

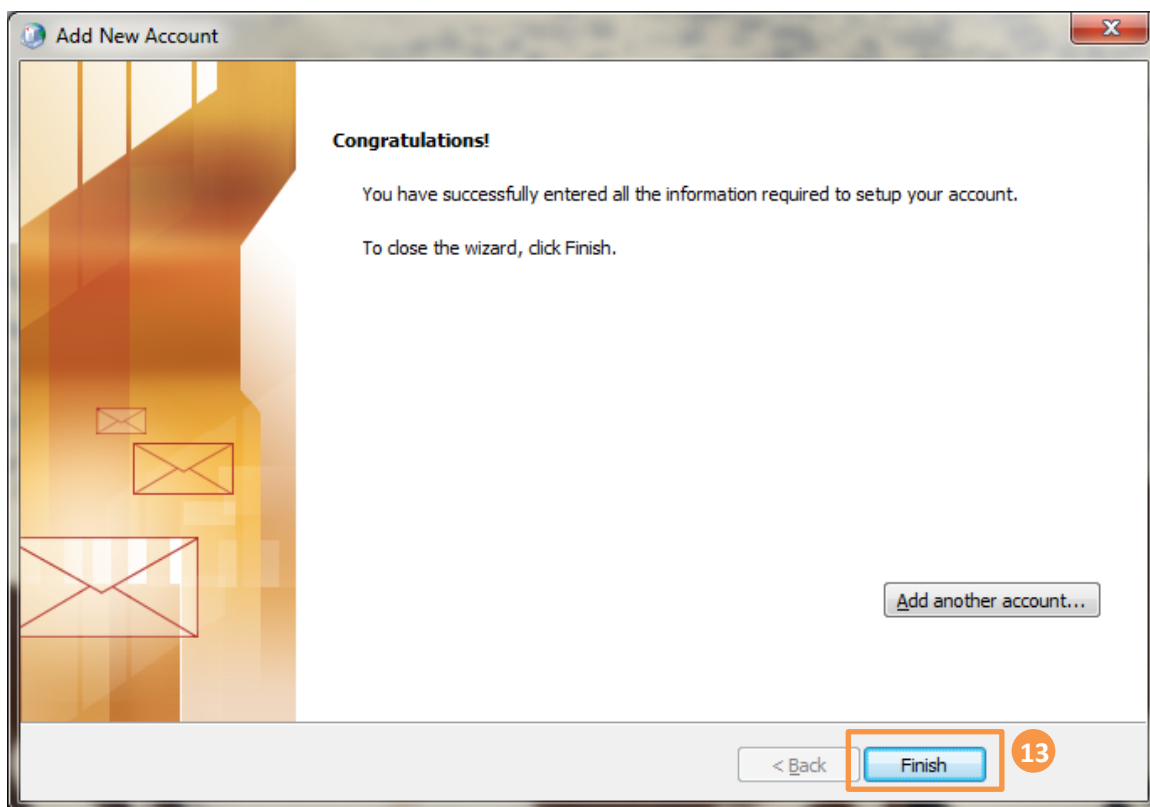
< Back **Next >**

**Test Account Settings**

Congratulations! All tests completed successfully. Click Close to continue.

Tasks Errors

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed



### **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 phone at 3160 3160.