

HGC SUPERHUB HOSTED EXCHANGE 2013 OUTLOOK 2013 IMAP SETUP GUIDE V2014.1

Table of Contents

1.	Get Started.		1
	1.1	Start from Setting up an Email account	1
	1.2	Start from Setting up Multiple Profiles of Email accounts	2
2.	Add New Ac	count	4
3.	Get Help and Support		

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



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**.

- 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**.



Acco	unt Setting:	S					×
E-m	E-mail Accounts						
T	You can add or remove an account. You can select an account and change its settings.						
E-mail	Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books	
Ne	Set as Default 🗙 Repair 🚰 Change 💿 Set as Default 🗙 Remove 👚 🖶						
Name				Туре			



1.2 Start from Setting up Multiple <u>Profiles</u> 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.

- 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**.

Mail Setup - Exchange2013	
E-mail Accounts 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	
Setup multiple profiles of e-mail accounts and Show Profiles	1
Close	
Mail General	
The following profiles are set up on this computer:	

-

Apply

Remove

When starting Microsoft Outlook, use this profile: C Prompt for a profile to be used Always use this profile

OK

Properties

Cancel

A<u>d</u>d....



New Profile	×
Create New Profile	ОК
Profile Name:	3 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	Propertie	s Co	ру	
When starting Microsoft Outlook, use this profile: Prompt for a profile to be used Always use this profile					
1				T	
	ОК	Can	cel	Apply	



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:	IMAP
Incoming mail server:	2013imap.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 143 in the Incoming server (IMAP) field.
- 9. Enter 587 in the Outgoing server (SMTP) field and click OK.
- 10. In the Add New Account window, click Next.
- **11.** A testing account setting window will be prompted. Wait for a moment until the test is completed. Click **Close**.
- 12. Click Finish.

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



) E-mail Account		
Your Name:		
	Example: Ellen Adams	
E-mail Address:		
	Example: ellen@contoso.com	
Password:		
Retype Password:		
	Type the password your Internet service provider has given you.	

🔕 Add A	Account
Choos	se Service
	 Microsoft Exchange Server or compatible service Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail Outlook.com or Exchange ActiveSync compatible service
	Onnect to a service such as Outlook.com to access email, calendars, contacts, and tasks O POP or IMAP Connect to a POP or IMAP email account
	© Other Connect to a server type that is listed below Fax Mail Transport
	< Back Next > Cancel



Add Account		The second second		× ·
POP and IMAP Accord Enter the mail ser	rver settin	tings Igs for your account.		×.
User Information			4	Test Account Settings
Your Name:		john doe		We recommend that you test your account to ensure that
Email Address:		john.doe@hgc.com.hk		the entries are conect.
Server Information				Tast Assount Sattings
Account Type:		IMAP 🔹		Test Account settings
Incoming mail server:		2013imap.hgcbizmail.com		
Outgoing mail server (SMTP):		2013smtp.hgcbizmail.com		
Logon Information				
User Name:		john.doe@hgc.com.hk I		Mailte loop offligg. All
Password:		*****		
	🔽 Re	member password	5	
Require logon using Secure Password Authentication (SPA)				
				< Back Next > Cancel

Internet E-mail Settings
Ge. 7 Outgoing Server Advanced
My outgoing server (SMTP) requires authentication
Our of the same settings as my incoming mail server
O Log on using
User Name:
Password:
Remember password
Require Secure Password Authentication (SPA)
Cog on to incoming mail server before sending mail
OK Cancel



Internet E-mail Settings
General Outgoing Server Advanced 8
Server Port Numbers
Incoming server (IMAP): 143 Use Defaults
Use the following type of <u>e</u> ncrypted connection: None
Outgoing server (SMTP): 587
Use the following type of encrypted connection: None
Server Timeouts
Short Long 1 minute
Folders
Root <u>f</u> older path:
Sent Items
Do not save copies of sent items
Deleted Items
Mark items for deletion but do not move them automatically
Items marked for deletion will be permanently deleted when the items in the mailbox are nurged
Purge items when switching folders while online
OK Cancel



	S	×	
General Outgoing Serv	er Advanced		
Server Port Numbers —			
Incoming server (IMAP)	: 143 Use <u>D</u> efaults		
Use the following t	vpe of encrypted connection:	None 👻	
<u>O</u> utgoing server (SMTP	ŋ: <u>587</u>		
Use the following t	ype of encrypted connection:	None 💌	
Server <u>T</u> imeouts			
Short	Long 1 minute		
Folders			
Root <u>f</u> older path:			
Sent Items			
Do not save copies	of sent items		
Deleted Items		[]	
Mar <u>k</u> items for delet	tion but do not move them au	tomatically	
Items marked for de	eletion will be permanently de	leted when	
The items in the ma	ilbox are purged. witching folders while online		
<u>r</u> ange items inter s	intening forders time online		
	ОК	Cancel	
Add Account	ОК	Cancel	×
Add Account POP and IMAP Account Set Enter the mail server setting	OK ttings ngs for your account.	Cancel	×
Add Account POP and IMAP Account Set Enter the mail server settin User Information	OK ttings ngs for your account.	Cancel	x X Igs
Add Account POP and IMAP Account Set Enter the mail server settir User Information Your Name:	OK ttings ngs for your account. john doe	Cancel Cancel Test Account Settin We recommend tha	Igs
Add Account POP and IMAP Account Set Enter the mail server settin User Information Your Name: Email Address:	OK ttings ngs for your account. john doe john.doe@hgc.com.hk	Cancel Cancel Test Account Settin We recommend tha the entries are corr	ngs t you test your account to ensure that ect.
Add Account POP and IMAP Account Set Enter the mail server settin User Information Your Name: Email Address: Server Information	OK ttings ngs for your account. john doe john.doe@hgc.com.hk	Cancel Cancel Test Account Settin We recommend tha the entries are corr	Ngs at you test your account to ensure that ect.
Add Account POP and IMAP Account Set Enter the mail server settin User Information Your Name: Email Address: Server Information Account Type:	OK ttings ngs for your account. john doe john.doe@hgc.com.hk IMAP	Cancel Test Account Settin We recommend tha the entries are corr Test Account Sett	ngs t you test your account to ensure that ect.
Add Account POP and IMAP Account Set Enter the mail server settin User Information Your Name: Email Address: Server Information Account Type: Incoming mail server:	OK ttings ngs for your account. john doe john.doe@hgc.com.hk IMAP 2013imap.hgcbizmail.com	Cancel Cancel Test Account Settin We recommend tha the entries are corr Test Account Sett	Ags htt you test your account to ensure that ect. ings y test account settings when Next
Add Account POP and IMAP Account Set Enter the mail server settin User Information Your Name: Email Address: Server Information Account Type: Incoming mail server: Outgoing mail server (SMTP):	OK ttings ngs for your account. john doe john.doe@hgc.com.hk IMAP 2013imap.hgcbizmail.com 2013smtp.hgcbizmail.com	Cancel Test Account Settin We recommend tha the entries are corr Test Account Sett	ngs th you test your account to ensure that ect. ings y test account settings when Next
Add Account POP and IMAP Account Set Enter the mail server settin User Information Your Name: Email Address: Server Information Account Type: Incoming mail server: Outgoing mail server (SMTP): Logon Information	OK ttings ngs for your account. john doe john.doe@hgc.com.hk IMAP 2013imap.hgcbizmail.com 2013smtp.hgcbizmail.com	Cancel Test Account Settin We recommend that the entries are corr Test Account Sett () Automaticall is clicked	ngs t you test your account to ensure that ect. ings y test account settings when Next
Add Account POP and IMAP Account Set Enter the mail server settin User Information Your Name: Email Address: Server Information Account Type: Incoming mail server: Outgoing mail server (SMTP): Logon Information User Name:	OK ttings ngs for your account. john doe john.doe@hgc.com.hk IMAP 2013imap.hgcbizmail.com 2013smtp.hgcbizmail.com	Cancel	ngs t you test your account to ensure that ect. y test account settings when Next
Add Account POP and IMAP Account Set Enter the mail server settin User Information Your Name: Email Address: Server Information Account Type: Incoming mail server: Outgoing mail server (SMTP): Logon Information User Name: Password:	OK ttings ngs for your account. john doe john.doe@hgc.com.hk IMAP 2013imap.hgcbizmail.com 2013smtp.hgcbizmail.com john.doe@hgc.com.hk	Cancel Test Account Settin We recommend tha the entries are corr Test Account Sett ✓ Automaticall is clicked Mail to keep offline	rgs th you test your account to ensure that ect. ings y test account settings when Next e: All
Add Account POP and IMAP Account Set Enter the mail server settin User Information Your Name: Email Address: Server Information Account Type: Incoming mail server: Outgoing mail server: Outgoing mail server (SMTP): Logon Information User Name: Password: Reference	OK ttings ngs for your account. john doe john.doe@hgc.com.hk IMAP 2013imap.hgcbizmail.com 2013smtp.hgcbizmail.com john.doe@hgc.com.hk ijohn.doe@hgc.com.hk image: the state of the s	Cancel	ags the your account to ensure that ect. y test account settings when Next e: All
Add Account POP and IMAP Account Set Enter the mail server settin User Information Your Name: Email Address: Server Information Account Type: Incoming mail server: Outgoing mail server: Outgoing mail server (SMTP): Logon Information User Name: Password: Require logon using Secur (SPA)	OK ttings ngs for your account. john doe john.doe@hgc.com.hk IMAP 2013imap.hgcbizmail.com 2013smtp.hgcbizmail.com john.doe@hgc.com.hk immember password te Password Authentication	Cancel	Ags Ings It you test your account to ensure that It ings It y test account settings when Next It is the settings when Next It is the settings It is the setting



Fest Account Settings		
Congratulations! All tests completed successfully. C	Stop	
		Close
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.