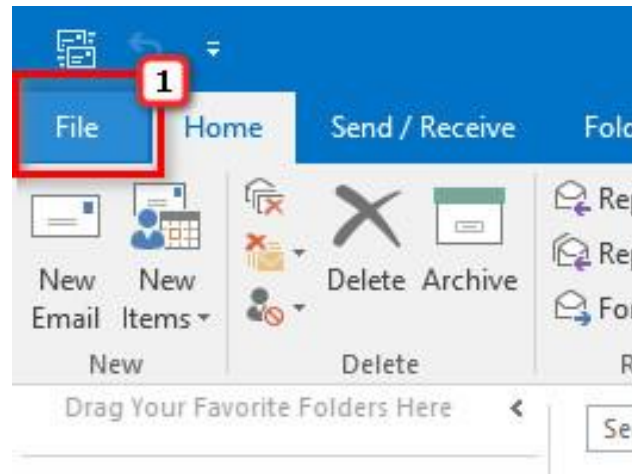
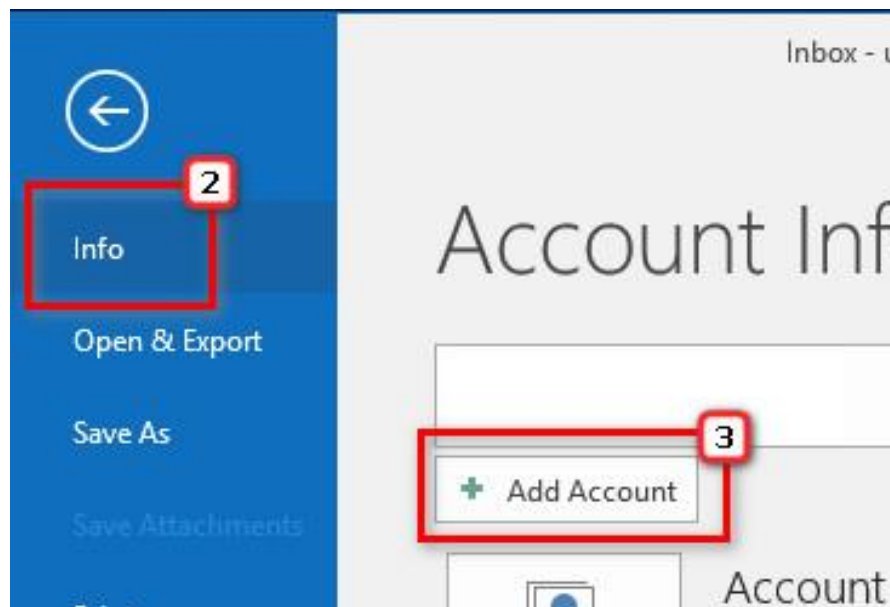


How to setup an email account in Microsoft Outlook 2016:

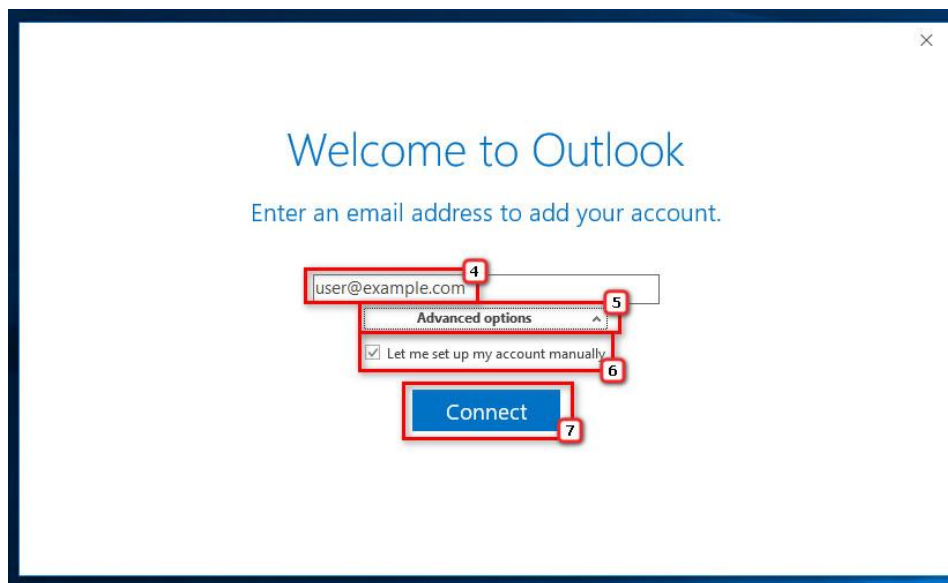
1. Select **<FILE>**



2. Select **<Info>**
3. Click **<Add Account>**



4. Enter your **email address** (e.g. user@example.com)
5. Click **<Advanced options>**
6. Tick **<Let me set up my account manually>**
7. Click **<Connect>**



8. Select **<IMAP>**



## Choose account type



9. **Incoming mail server:** Enter <Domain without 'dot'> .securemail.hk

(e.g. examplecom.securemail.hk)

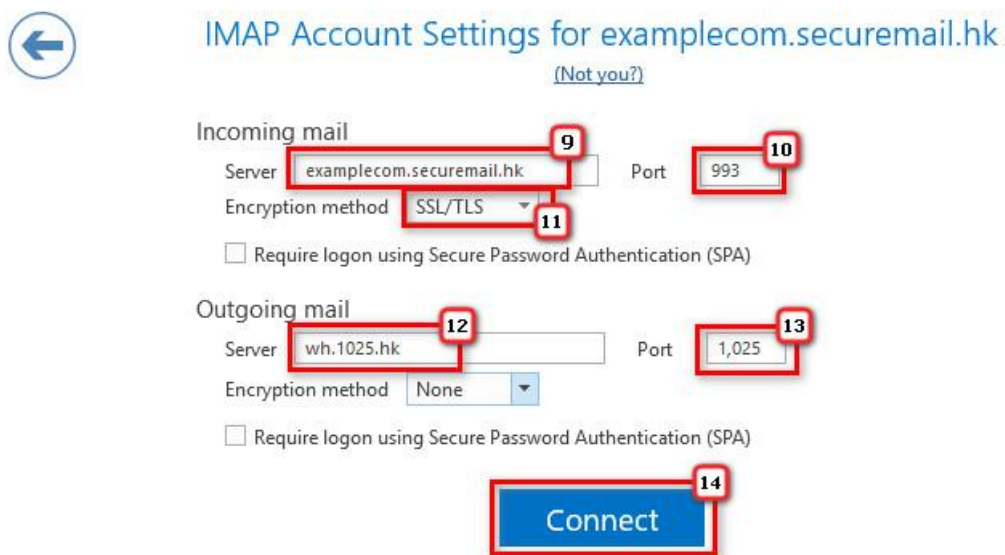
10. **Port:** Enter <993>

11. **Encryption method:** Select <SSL/TLS>

12. **Outgoing mail server:** Enter <wh.1025.hk>

13. **Port:** Enter <1025>

14. Click <Connect>



←

### IMAP Account Settings for examplecom.securemail.hk

[\(Not you?\)](#)

**Incoming mail**

Server:  Port:

Encryption method:

Require logon using Secure Password Authentication (SPA)

**Outgoing mail**

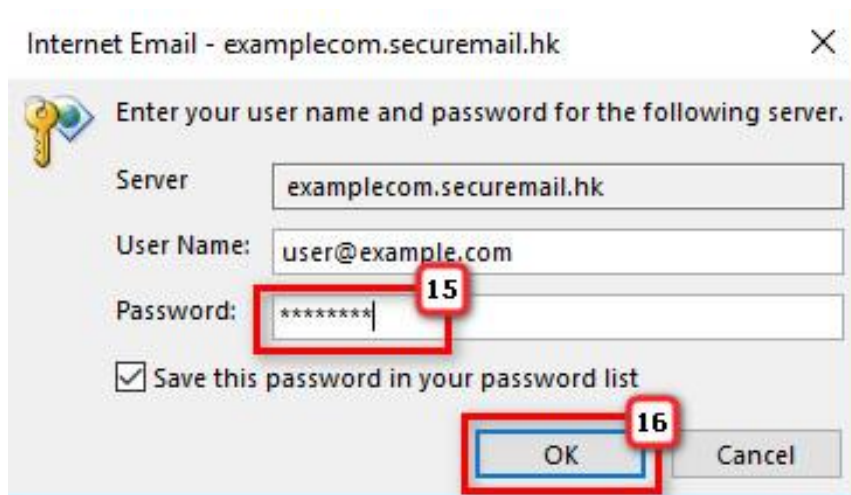
Server:  Port:

Encryption method:

Require logon using Secure Password Authentication (SPA)

**15. Password:** Enter your **email password**

**16.** Click <OK>



**17.** Click <OK>

Adding user@example.com  
Account setup is complete



Set up Outlook Mobile on my phone, too

**18. Finish**

- End -