Setup Microsoft Outlook 2007/10 Profile at home

1. Open the Control Panel. (控制台)

2. Double click the Mail (郵件) icon

3. Click "Show Profile" icon.
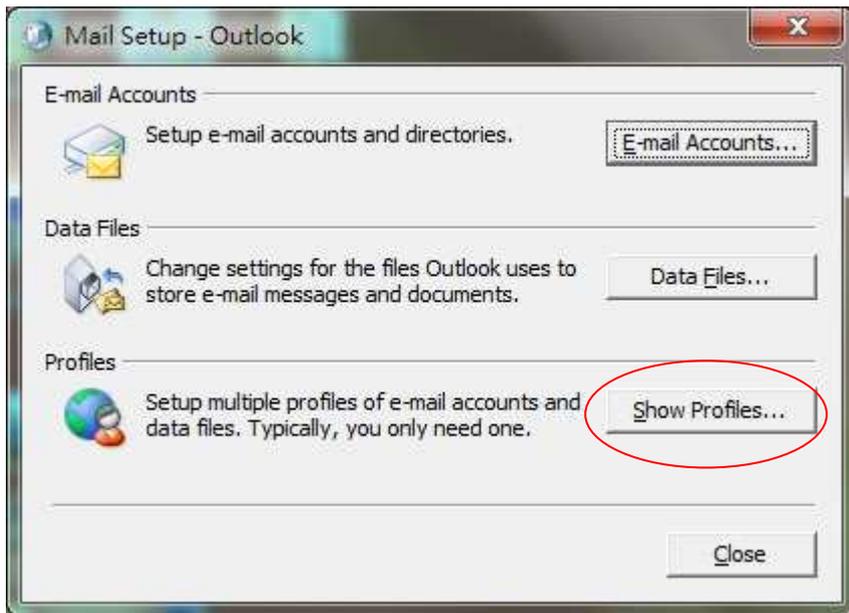
4. Click the Add (新增) button to add a new profile for the outlook
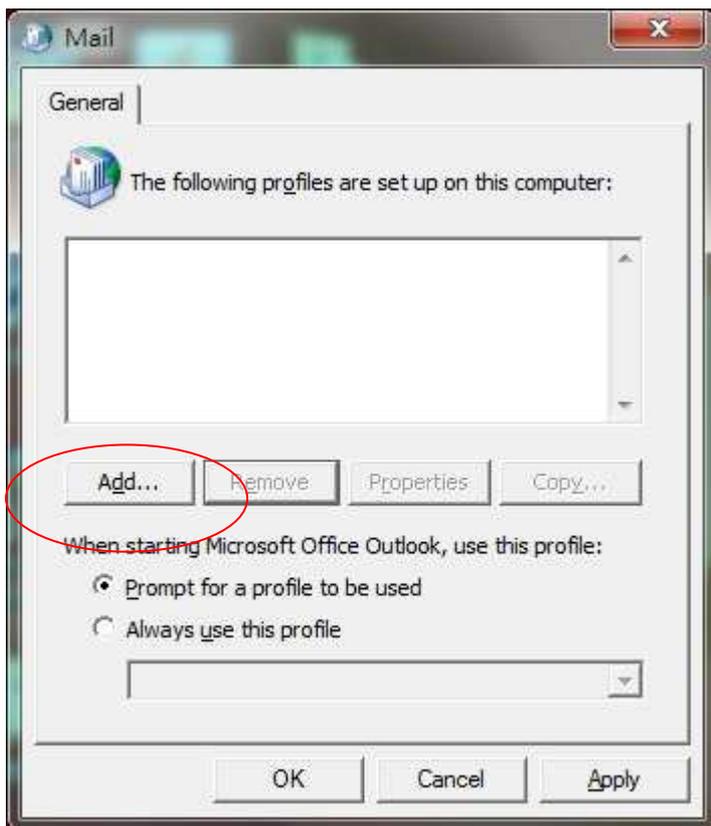
5. Enter the Profile Name "user name" (e.g. ecs-enquiry). Then click OK(確定)
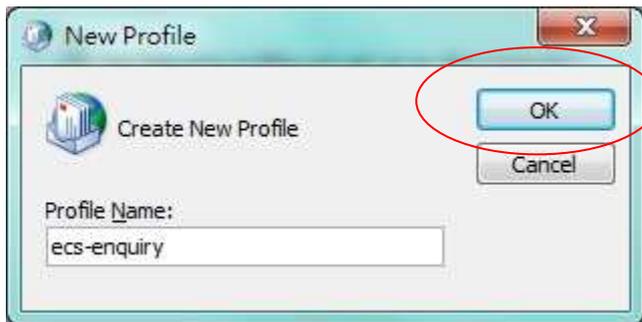
6. Select Microsoft Exchange, POP3, IMAP, or HTTP. Then press Next(下一步).
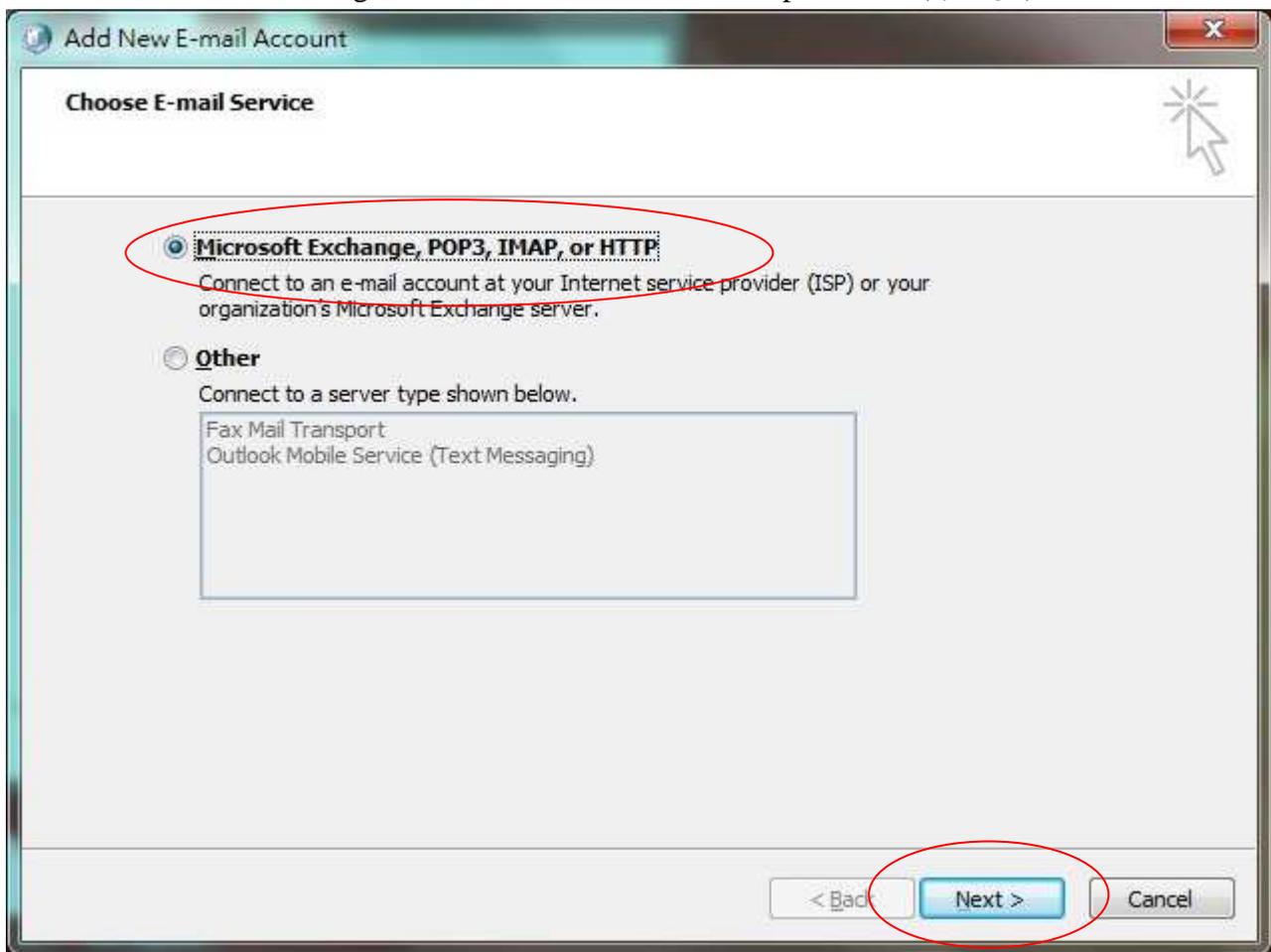
7. Input the user name (e.g. ecs-enquiry)

Input the e-mail Address (e.g. ecs-enquiry@vtc.edu.hk) and the password.

Then press Next (下一步).
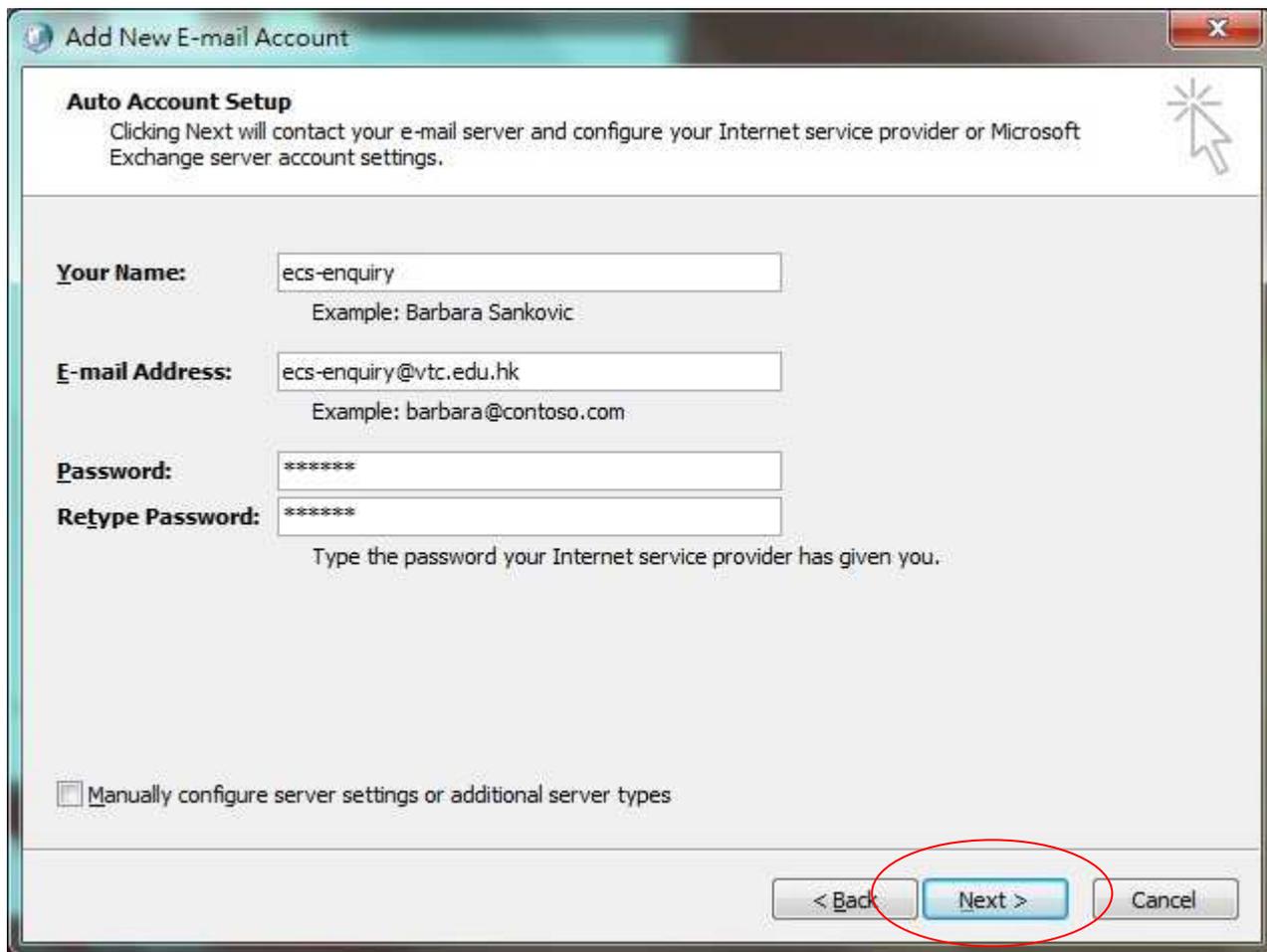
8. Outlook will search and configure your e-mail account setting automatically, please wait several minutes.
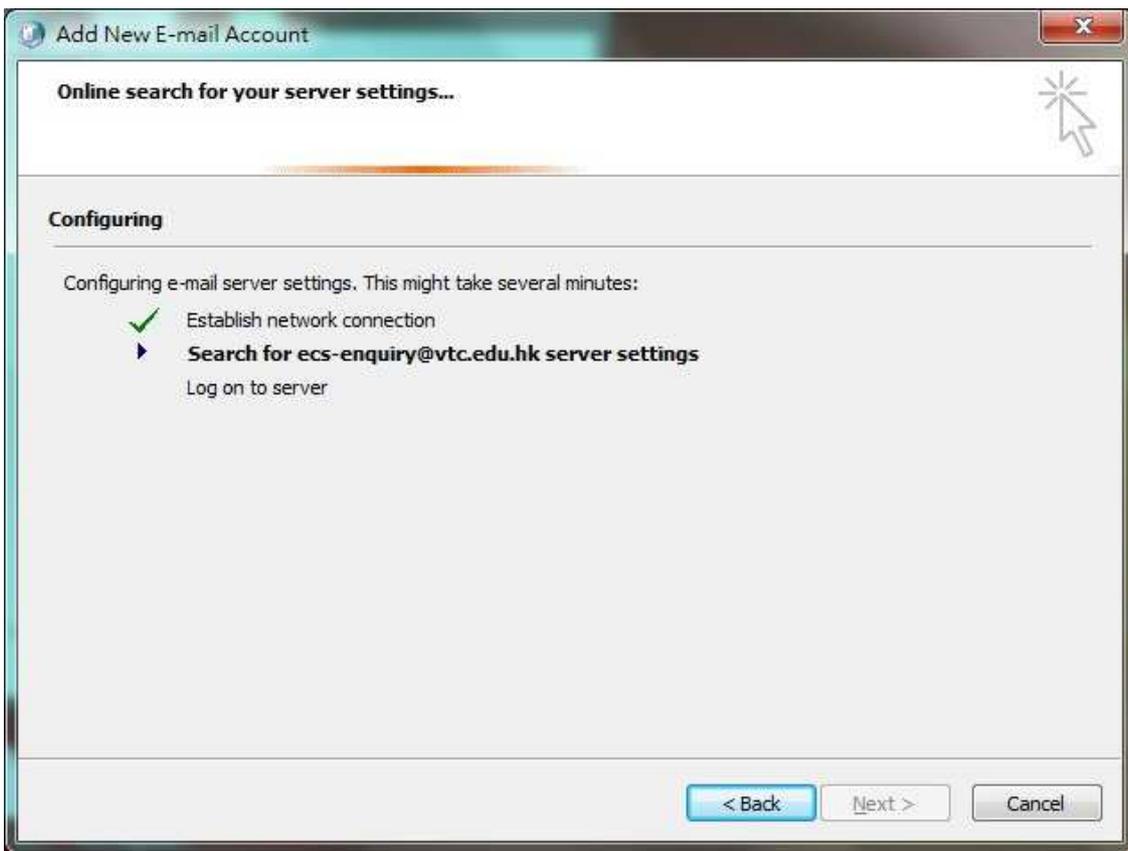
9. Input the e-mail Address (e.g. ecs-enquiry@vtc.edu.hk) and the password.

10. Press Finish to complete the setup.
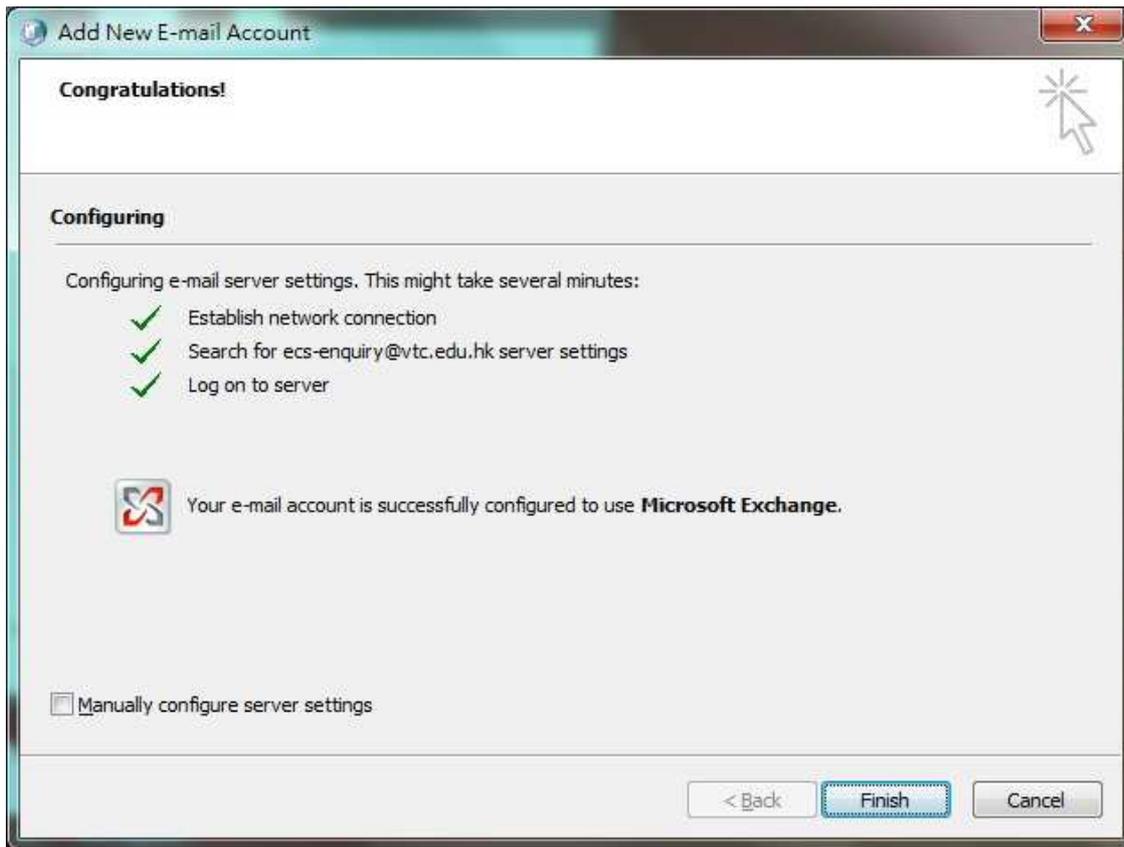
11. Make sure the new profile has been created then click OK to finish
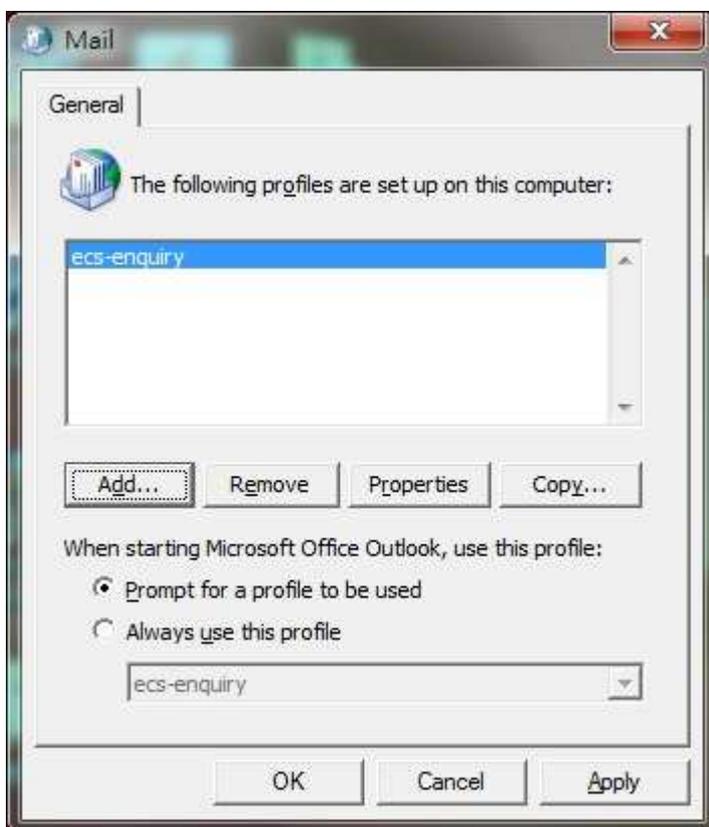
12. Double the Outlook Icon, the Outlook will pop up the Login Box.

Input the e-mail Address (e.g. ecs-enquiry@vtc.edu.hk) and the password.

連線到 webmail.vtc.edu.hk

正在連線到 webmail.vtc.edu.hk

使用者名稱(U): ecs-enquiry@vtc.edu.hk

密碼(P):

確定   取消

Outlook Profile has created completely.