

Setup Microsoft Outlook 2007/10 Profile at home

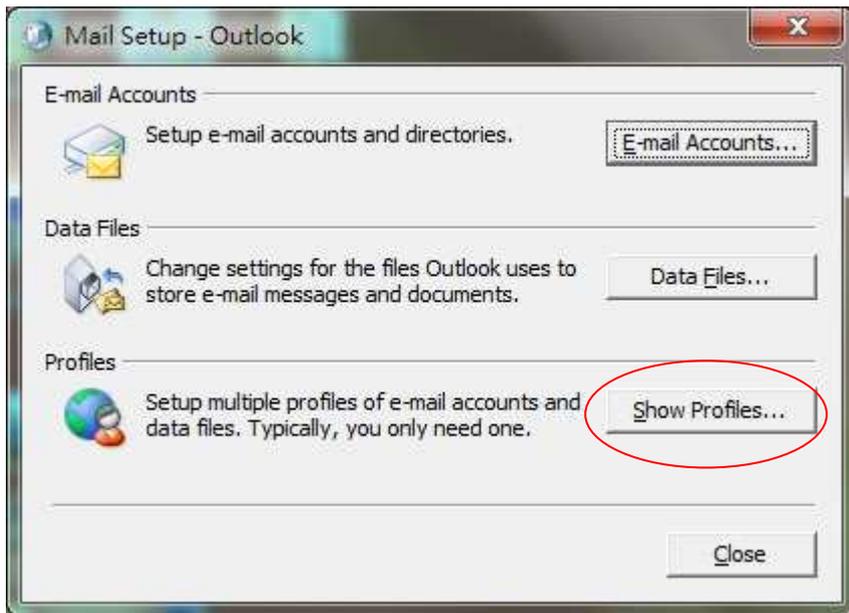
1. Open the Control Panel. (控制台)



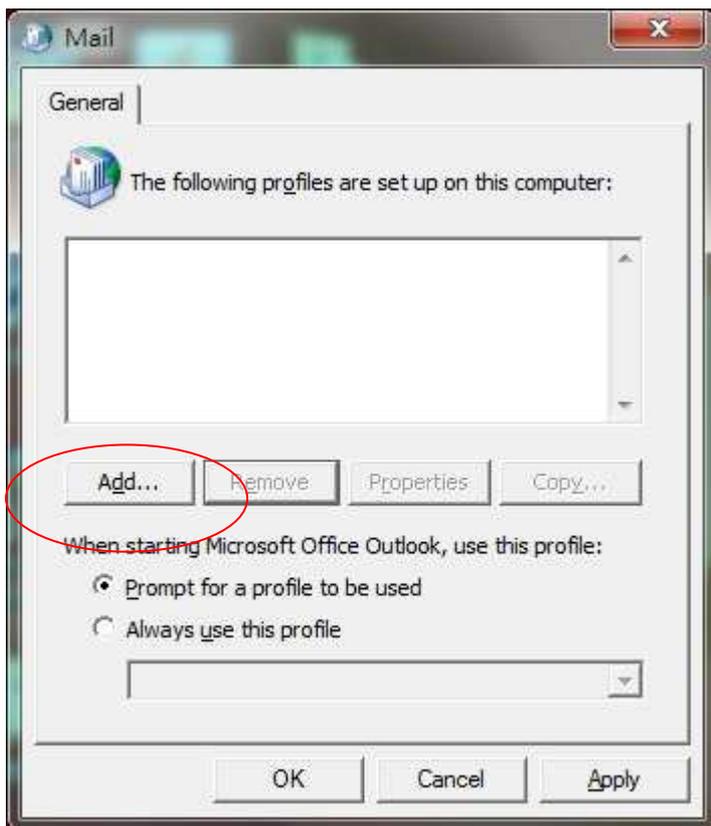
2. Double click the Mail (郵件) icon



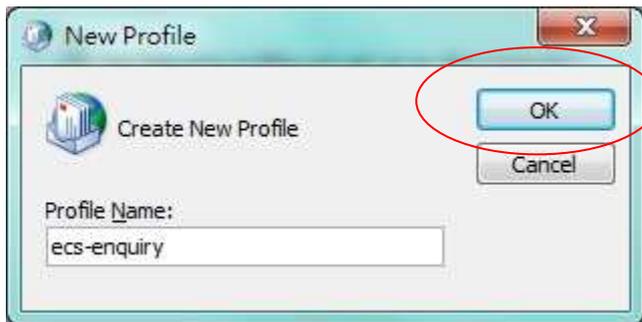
3. Click “Show Profile” icon.



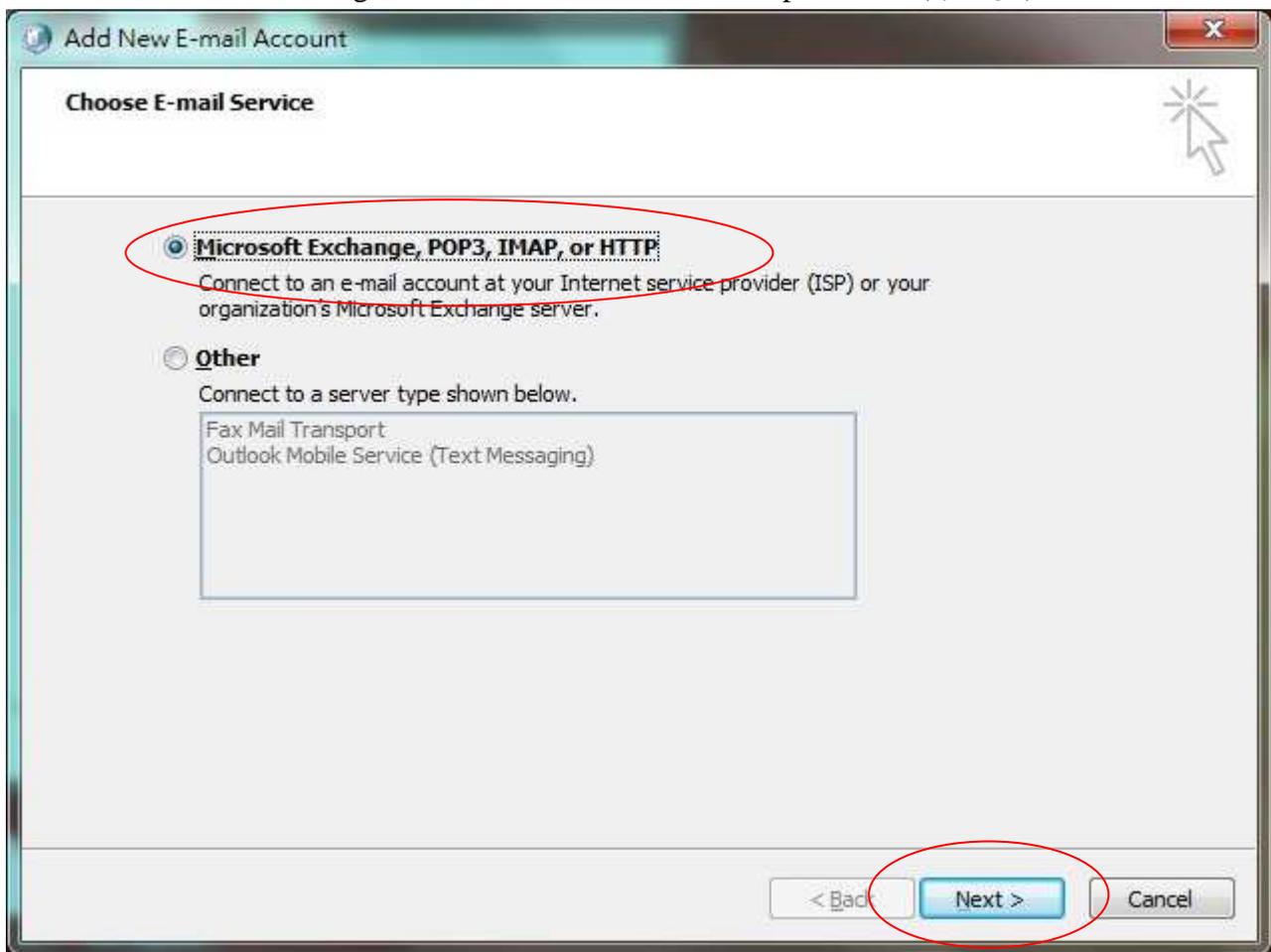
4. Click the Add (新增) button to add a new profile for the outlook



5. Enter the Profile Name “user name” (e.g. ecs-enquiry). Then click OK(確定)



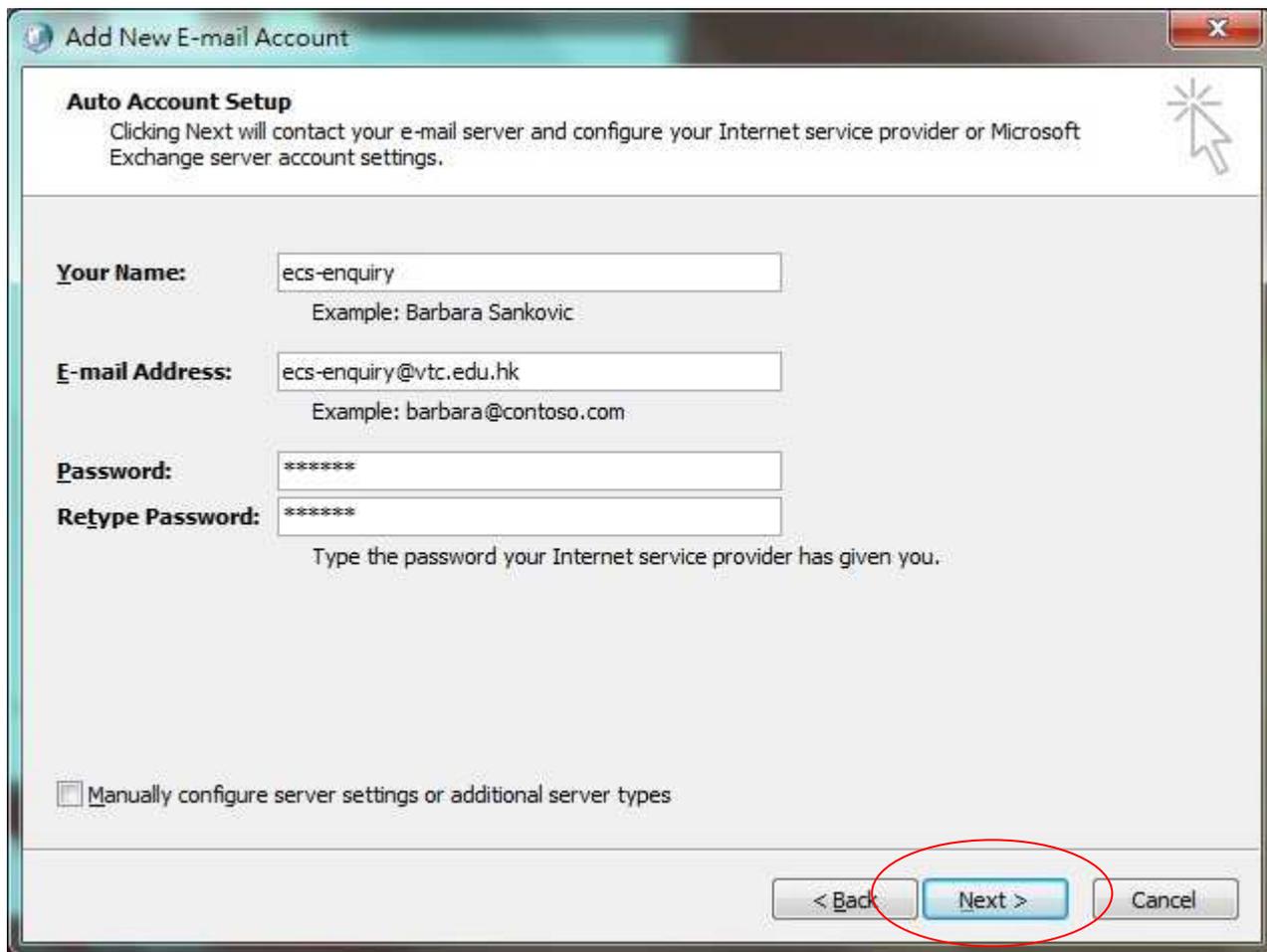
6. Select Microsoft Exchange, POP3, IMAP, or HTTP. Then press Next(下一步).



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).



Add New E-mail Account

Auto Account Setup
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

Your Name:
Example: Barbara Sankovic

E-mail Address:
Example: barbara@contoso.com

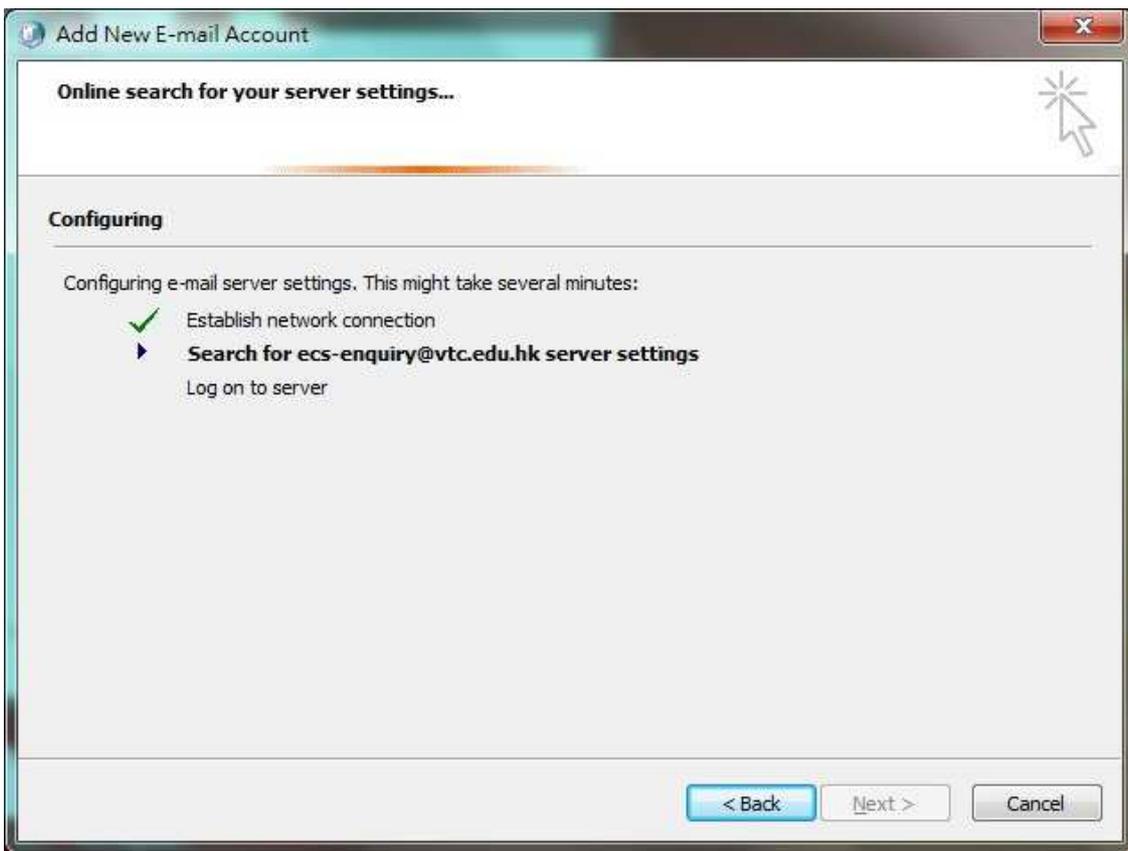
Password:

Retype Password:
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back **Next >** Cancel

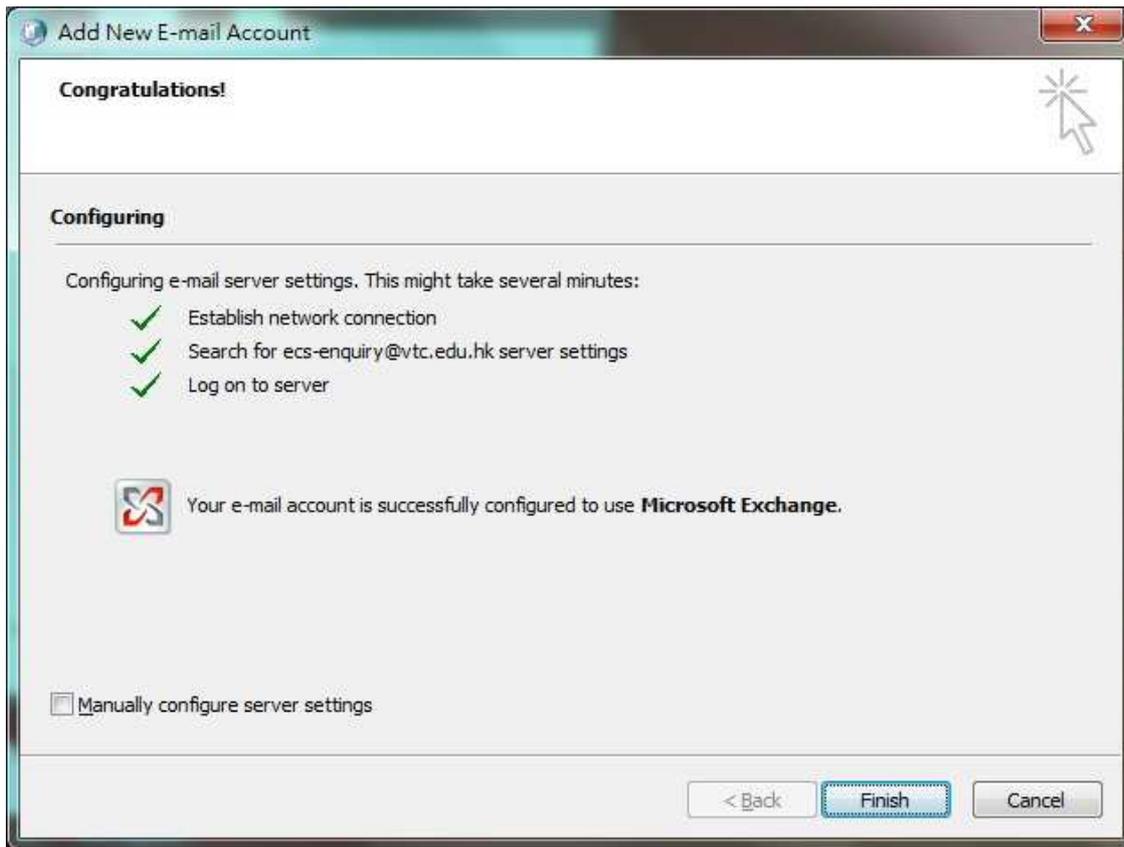
8. Outlook will search and configure your e-mail account setting automatically, please wait several minutes.



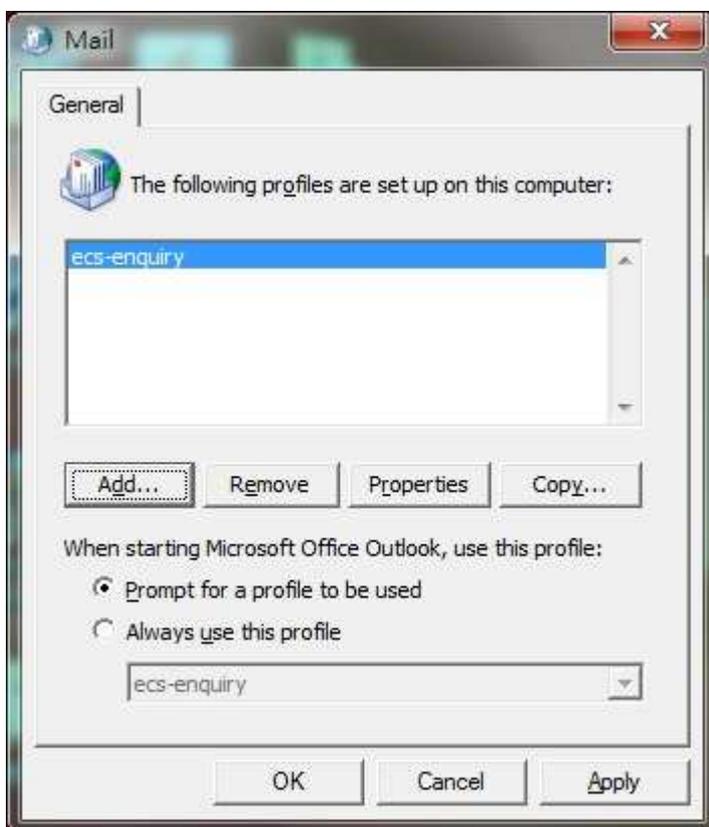
9. Input the e-mail Address (e.g. ecs-enquiry@vtc.edu.hk) and the password.



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.



Outlook Profile has created completely.