Setup Microsoft Outlook 2007/10 Profile at home

1. Open the Control Panel. (控制台)



2. Double click the Mail (郵件) icon

調整電腦設定			
📢 HomeGroup	HP Quick Launch Buttons	(A) HP Wireless Assistant	
Java (Mail	QuickTime	
Windows CardSpace	Windows Defender	Windows Update	
工作列及 [開始] 功能表	日期和時間	● 同步中心	
■ 自動播放	2 色彩管理	行動作業中心	

3. Click "Show Profile" icon.



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

The follo	owing profiles	are set up on thi	s computer:
			*
			*
A <u>d</u> d	Remove Microsoft Offi	Properties	
Prompt f Always	for a profile to use this profile	be used	, no promet
		1	<u></u>

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).

Add New E	-mail Account	×
Choose E-r	nail Service	炎
0	Microsoft Exchange, POP3, IMAP, or HTTP Connect to an e-mail account at your Internet service provider (ISP) or your organization's Microsoft Exchange server.	
	Connect to a server type shown below. Fax Mail Transport Outlook Mobile Service (Text Messaging)	
	< <u>B</u> ac Next >	Cancel

7. Input the user name (e.g. ecs-enquiry)

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

Then press Next (下一步).

Clicking Next will Exchange server	contact your e-mail server and configure your Internet service provider or Micro account settings.	soft
<u>Y</u> our <mark>N</mark> ame:	ecs-enquiry	
	Example: Barbara Sankovic	
E-mail Address:	ecs-enquiry@vtc.edu.hk	
	Example: barbara@contoso.com	
Password:	******	
Re <u>t</u> ype Password:	*****	
	I ype the password your Internet service provider has given you.	
Manually configure	server settings or additional server types	

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



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



10. Press Finish to complete the setup.

Congratula	tions!	长
Configuring		
Configuring	e-mail server settings. This might take several minutes:	
~	Establish network connection	
~	Search for ecs-enquiry@vtc.edu.hk server settings	
~	Log on to server	
8	Your e-mail account is successfully configured to use Microsoft Exchange.	
Manually c	onfigure <mark>s</mark> erver settings	
		<u> </u>

11. Make sure the new profile has been created then click OK to finish

The fol	owing pr <u>o</u> files	are set up on thi	is computer:
ecs-enquiry			*
			-
Add	Remove	Properties	Сору
When starting • <u>P</u> rompt C Always	Microsoft Off for a profile to use this profile	ice Outlook, use be used e	this profile:
ecs-en	quiry		<u></u>

12. Double the Outlook Icon, the Outlook will pop up the Login Box. Input the e-mail Address (e.g. <u>ecs-enquiry@vtc.edu.hk</u>) and the password.

重線到 webmail.vtd	:.edu.hk 🛛 🕄 🗙
 (1) で 正在連線到 webma 使用者名稱(①): 密碼(P): 	ail.vtc.edu.hk 😰 ecs-enquiry@vtc.edu.hk 👻 📰
	確定 取消

Outlook Profile has created completely.