



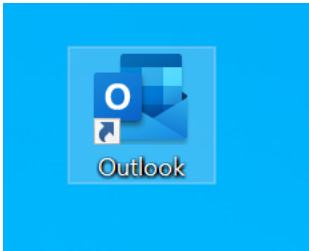
UDomain Web Hosting Company Ltd.

18/F., Kinnox Centre, 9 Hung To Road,
Kwun Tong, Kowloon

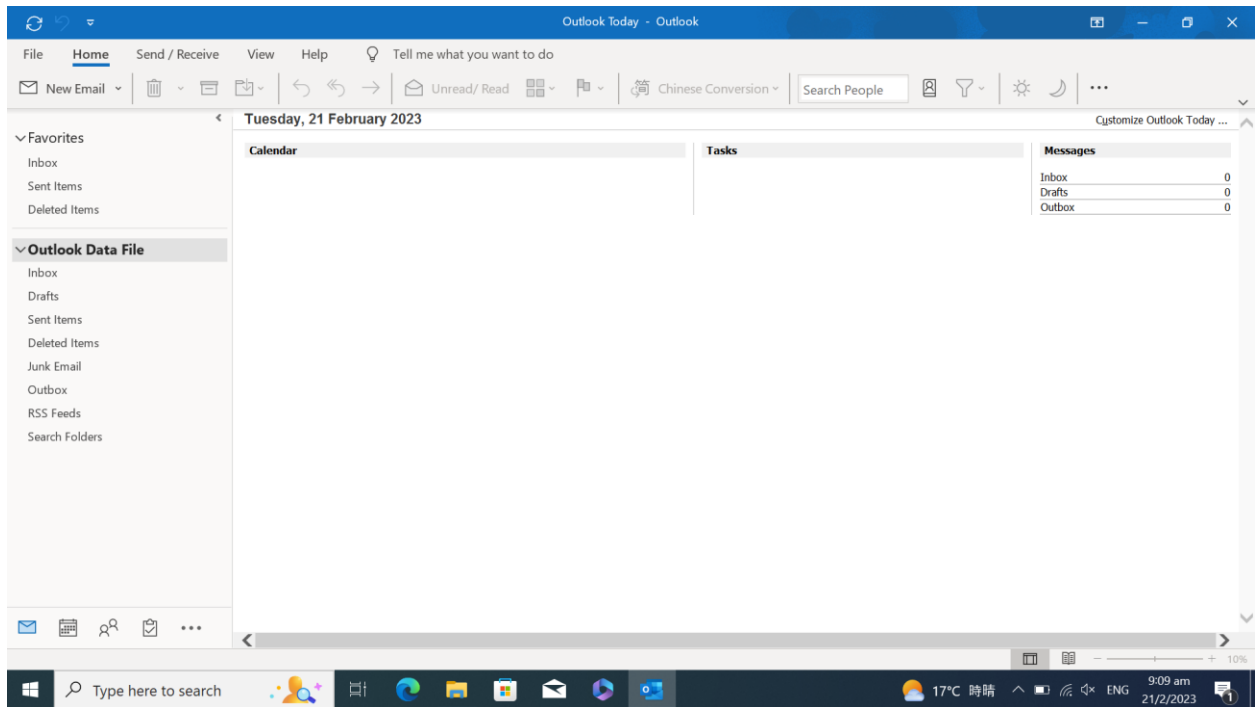
Tel (852) 2554 7545
Fax (852) 2554 7215
Email service@udomain.hk
Website www.udomain.hk

How to setup an email account in Office 365:

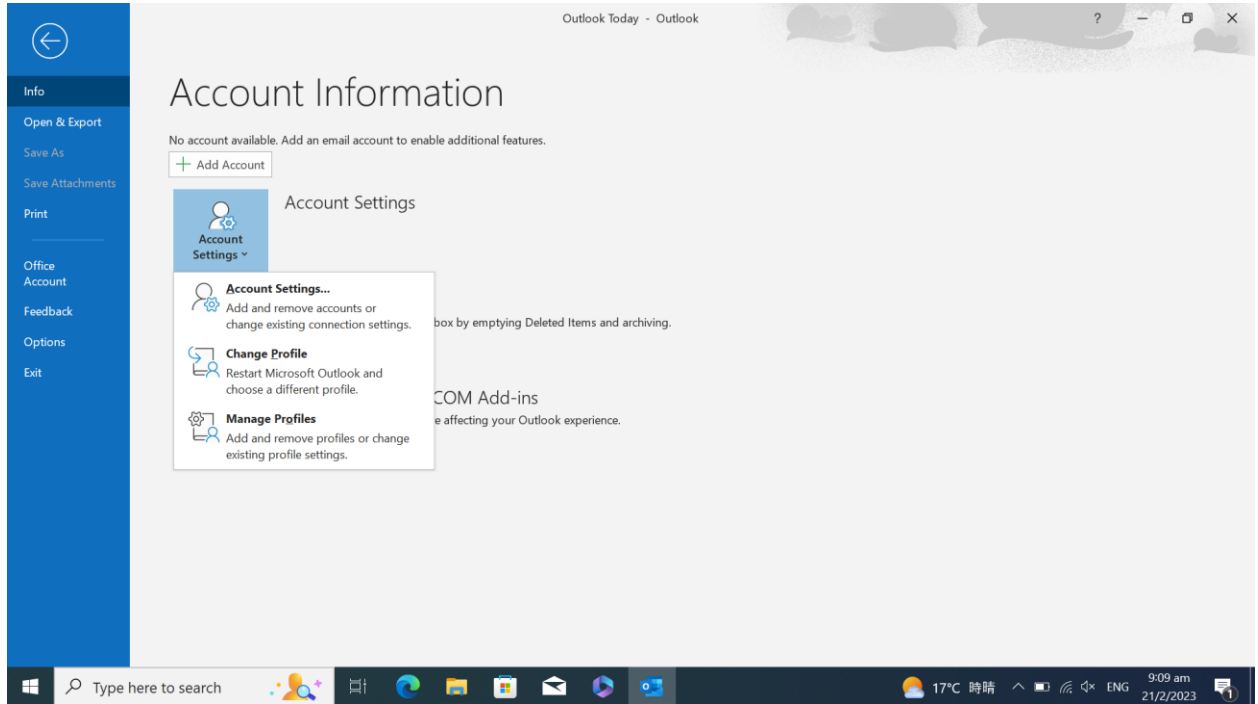
1. Select <Outlook>



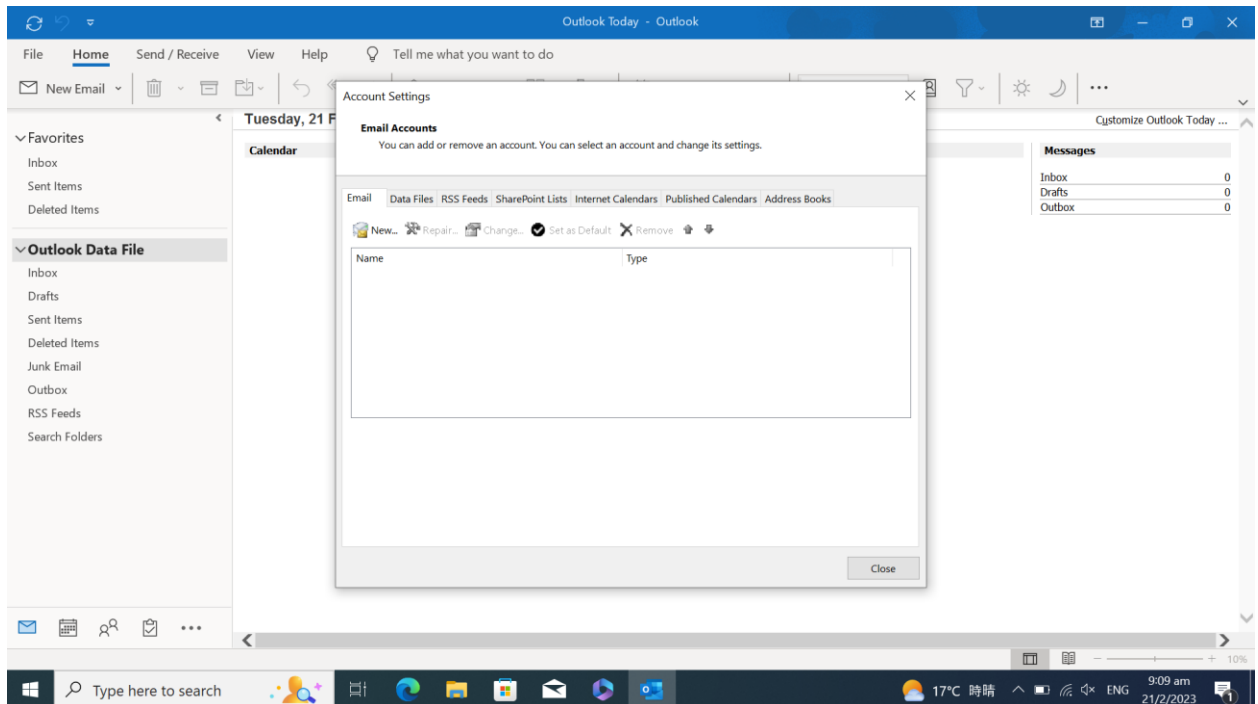
2. Click < File >



3. Click <Info> and <Account Setting>



4. Click <New>





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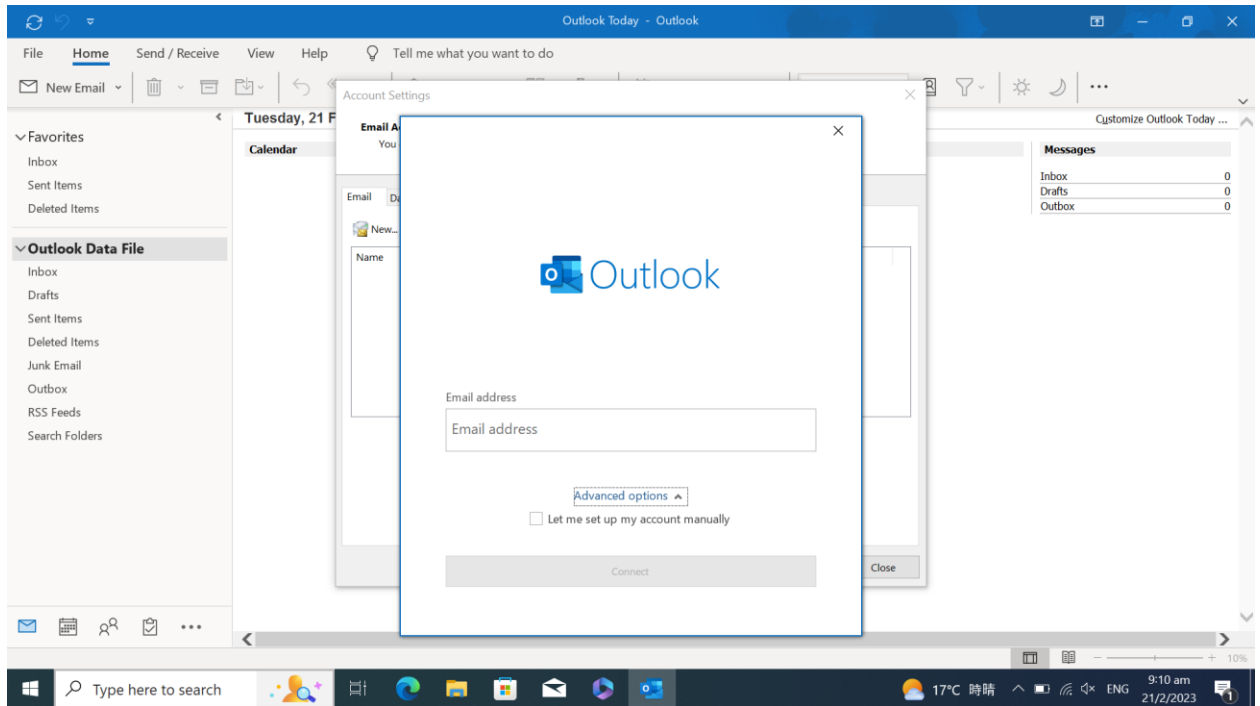
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5. Input <your email address>
6. Click <Advanced options> and Click <Let me set up my account manually>
7. Click <Connect>





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8. Click <IMAP>

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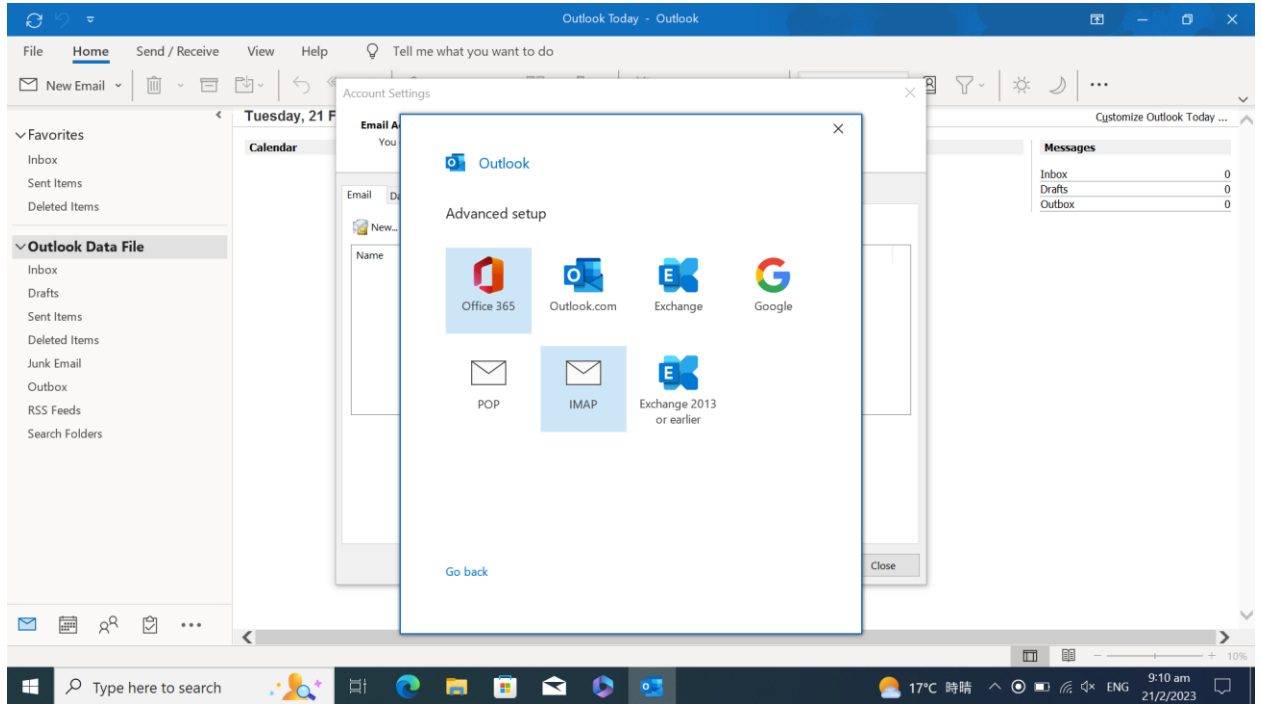
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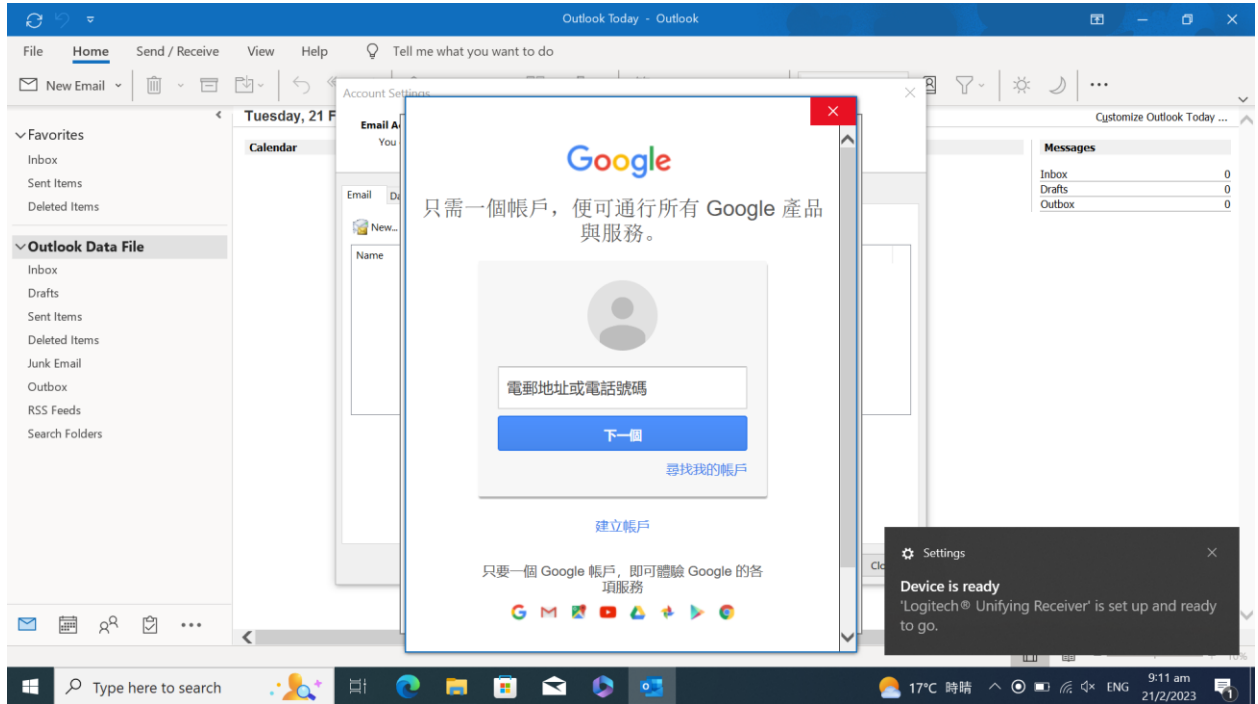
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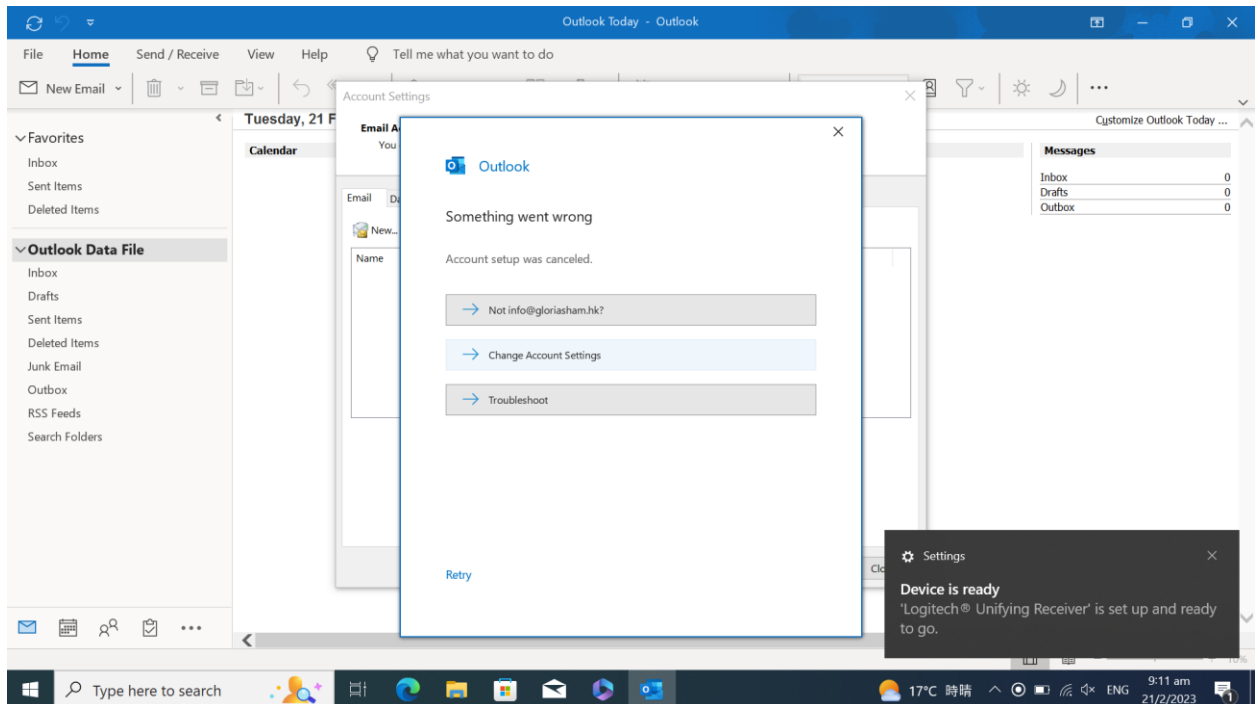
Website www.udomain.hk



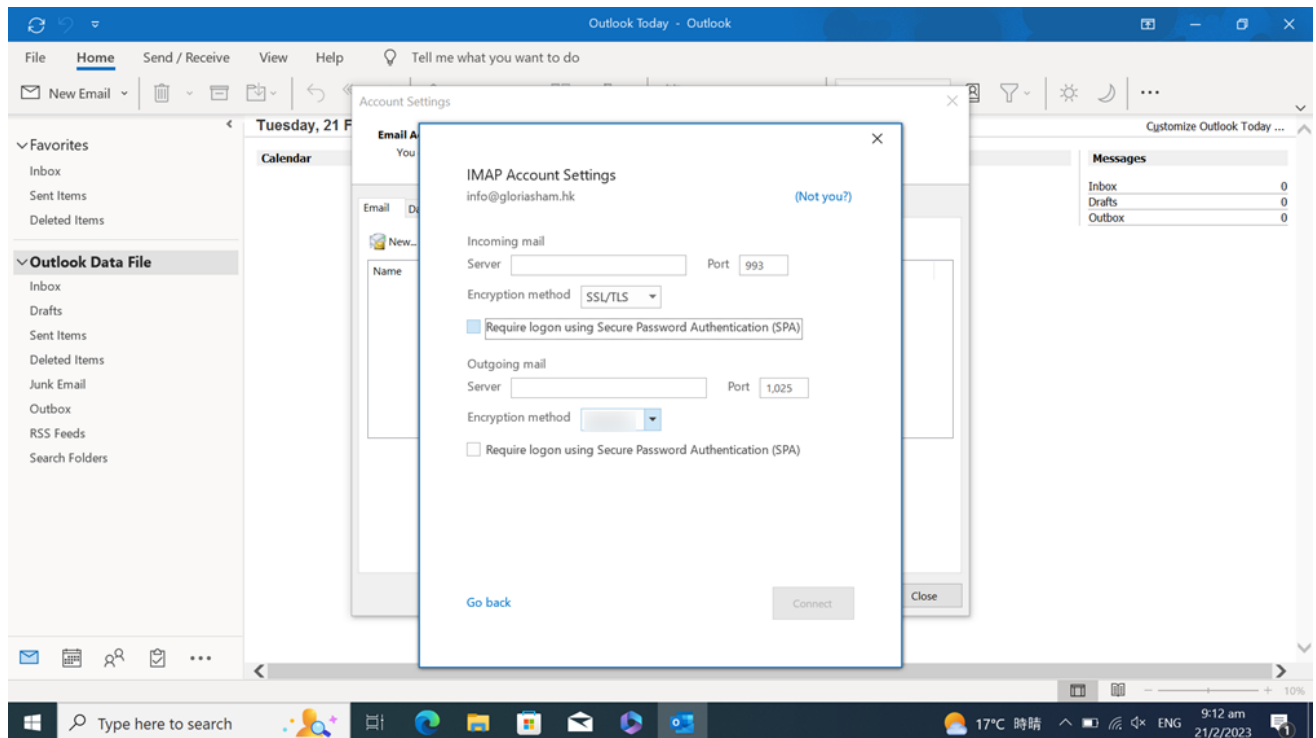
9. Close the page <no need input email address>



10. Click <Change Account Settings>



11. **Incoming mail server:** Enter <Domain without 'dot'> .securemail.hk
(e.g. examplecom.securemail.hk)
12. **Port:** Enter <993>
13. **Encryption method:** Select <SSL/TLS>
14. **Outgoing mail server*:** Enter <ud.1025.hk>
15. **Port:** Enter <1025>
16. **Encryption method:** Select <Auto> or <None> or <STARTTLS>
17. Click <Connect>





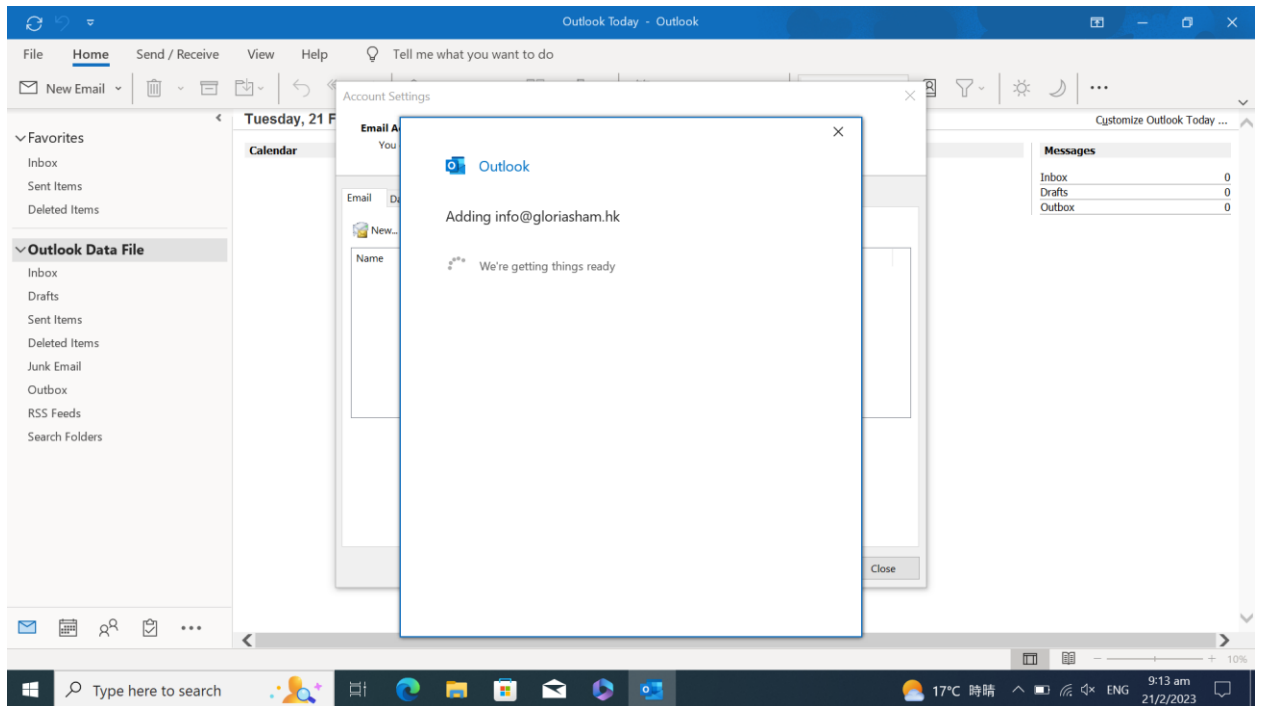
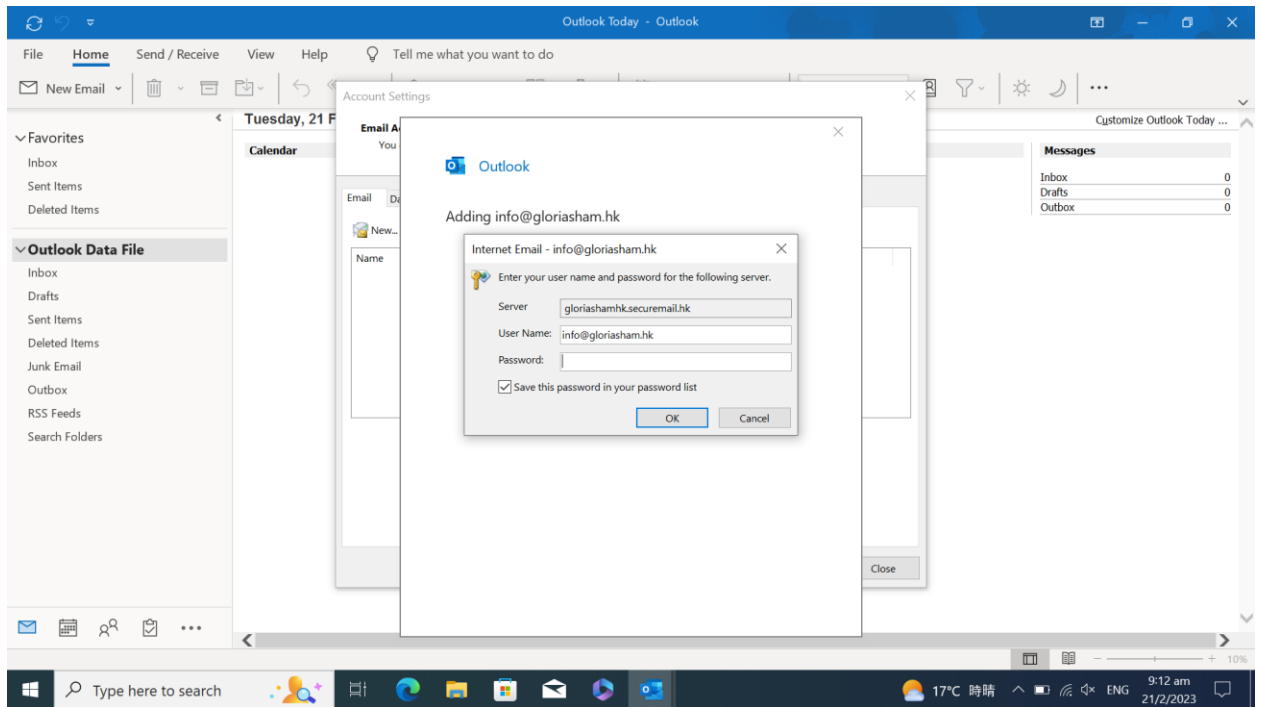
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18. Enter <Your Email Password>

19. Click <OK>



20. un-click < Set up Outlook Mobile on my phone, too> and <Close>

