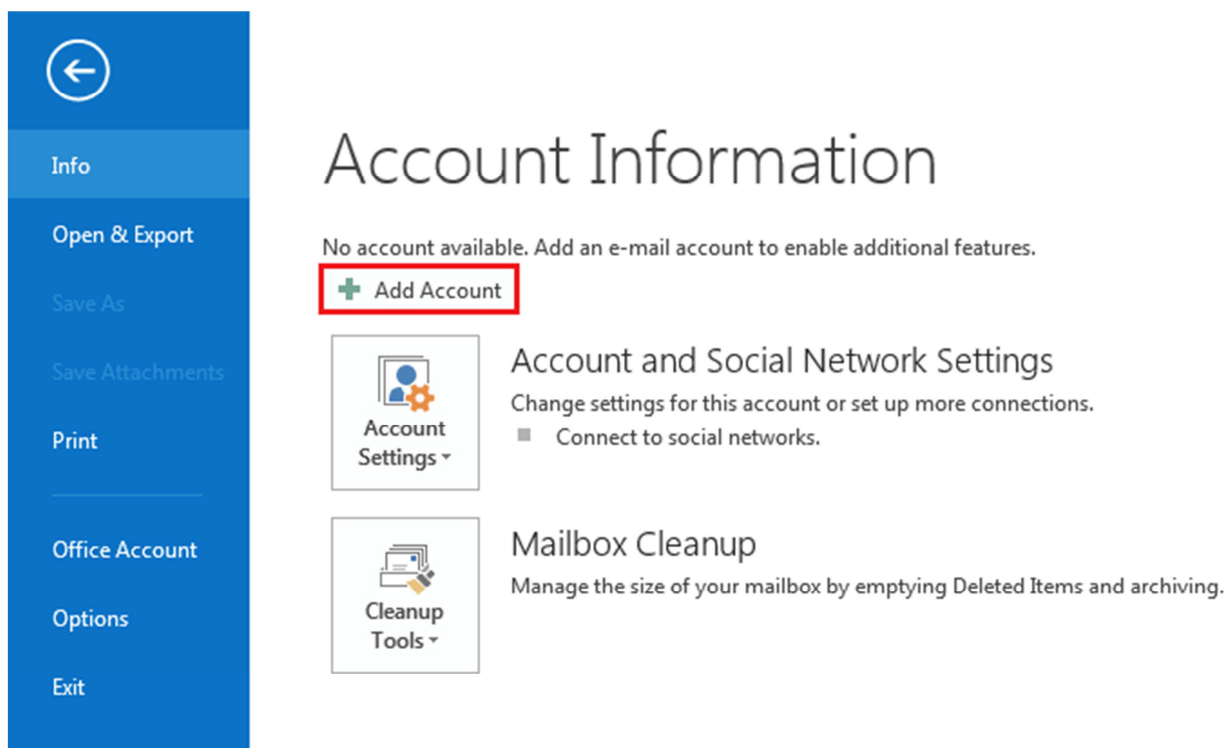




Instruction for HKBN Email Account Settings in Outlook 2013

1. Select "Add Account" under the column of "Info".



2. Click “Manual setup or additional server types”, and then click “Next”.

The screenshot shows the 'Add Account' dialog box with the 'Auto Account Setup' section. The title bar reads 'Add Account'. Below the title bar, the section is titled 'Auto Account Setup' with the subtitle 'Manual setup of an account or connect to other server types.' There are two radio button options: 'E-mail Account' (which is currently selected) and 'Manual setup or additional server types' (which is highlighted with a red box). Under 'E-mail Account', there are four input fields: 'Your Name:' with an example 'Ellen Adams', 'E-mail Address:' with an example 'ellen@contoso.com', 'Password:', and 'Retype Password:' with a note 'Type the password your Internet service provider has given you.'

3. Click “POP or IMAP”, then click “Next”.

The screenshot shows the 'Add Account' dialog box with the 'Choose Service' section. The title bar reads 'Add Account'. Below the title bar, the section is titled 'Choose Service'. There are three radio button options: 'Microsoft Exchange Server or compatible service' (with subtitle 'Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail'), 'Outlook.com or Exchange ActiveSync compatible service' (with subtitle 'Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks'), and 'POP or IMAP' (with subtitle 'Connect to a POP or IMAP email account'). The 'POP or IMAP' option is highlighted with a red box.

4. Enter the below information :

- "Your Name" (The display name) and your HKBN's email address.
 - "Account Enter": select "POP3"
 - "Incoming mail server": enter "popo.hkbn.net"
 - "Outgoing mail server (SMTP)": enter "smtpo.hkbn.net"
 - User Name: enter the HKBN's email address.
 - It is not necessary to click "Require login using Secure Password Authentication (SPA)".
- After you have finished checking the information that you had entered, then click "Next".

The screenshot shows the 'Add Account' dialog box with the following sections:

- POP and IMAP Account Settings**: Enter the mail server settings for your account.
- User Information**:
 - Your Name: User Name
 - Email Address: username@hkbn.net
- Server Information**:
 - Account Type: POP3
 - Incoming mail server: popo.hkbn.net
 - Outgoing mail server (SMTP): smtpo.hkbn.net
- Logon Information**:
 - User Name: username
 - Password: *****
 - Remember password
 - Require logon using Secure Password Authentication (SPA)
- Test Account Settings**:
 - We recommend that you test your account to ensure that the entries are correct.
 - Test Account Settings ...
 - Automatically test account settings when Next is clicked
- Deliver new messages to:**
 - New Outlook Data File
 - Existing Outlook Data File
 - Browse
- More Settings ...

5. The following message will be prompted when you complete your account settings.

The screenshot shows the 'Add Account' dialog box with the following message:

You're all set!

We have all the information we need to set up your account.

*The incoming mail server “popo.hkbn.net” is not unique in our system. Please login to “My Account” to check your “Incoming Mail Server Name”.

The screenshot displays the 'My Account' interface for the Hong Kong Broadband Network. The top navigation bar includes the logo and 'My Account' text. Below this is a 'Service Centre' header with a search icon and a language selector (中文). The left sidebar contains a menu with options like 'Account Overview', 'My Service Plan', 'Information Update', 'e-Statement & Correspondence', 'My Monthly Statement', 'Instant Credit Card Payment', 'Premium Redemption', and 'Service Centre'. The main content area is divided into two sections: 'Mailbox' and 'Email Storage'. The 'Mailbox' section is further divided into 'Email Setting' and 'Email Storage'. The 'Email Setting' section contains three rows of information: 'Login ID' (abc123@hkbn.net), 'Outgoing Mail Server Name' (smtpo.hkbn.net), and 'Incoming Mail Server Name' (popo.hkbn.net). The 'Email Storage' section shows 'Storage Usage (MB)' as 0.246 and 'As of' as 2014/02. A note at the bottom of the 'Email Storage' section states: 'If email storage exceeds the limit, customer may have to pay for the extra storage. Customer please delete the unnecessary email.'