2015

Nex Venture
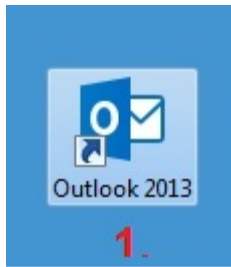
Nex Venture Team

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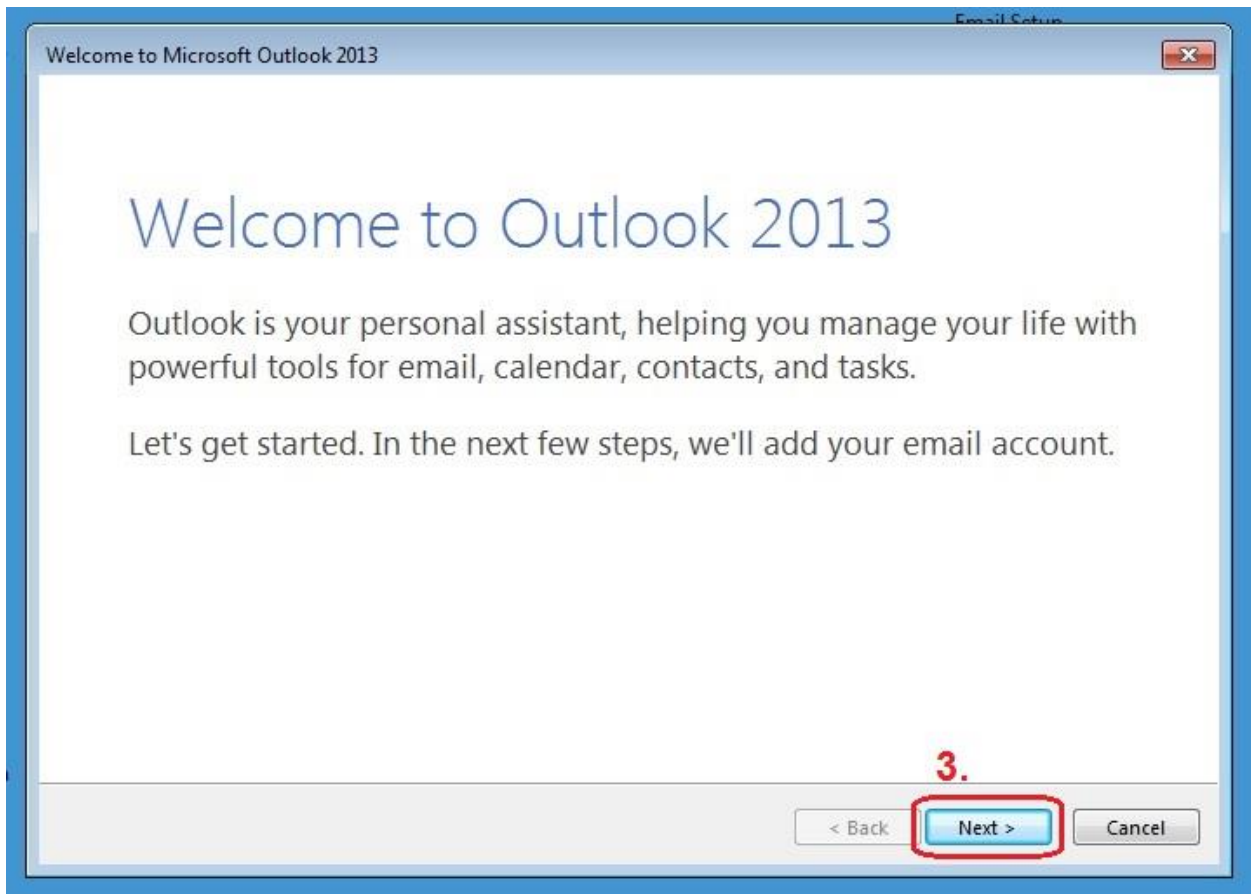## E-MAIL SETUP GUIDE

OUTLOOK 2013 (IMAP)

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[DOCUMENTATION]

This is a setup guide based on general practice, for special customization; please contact us for further information.
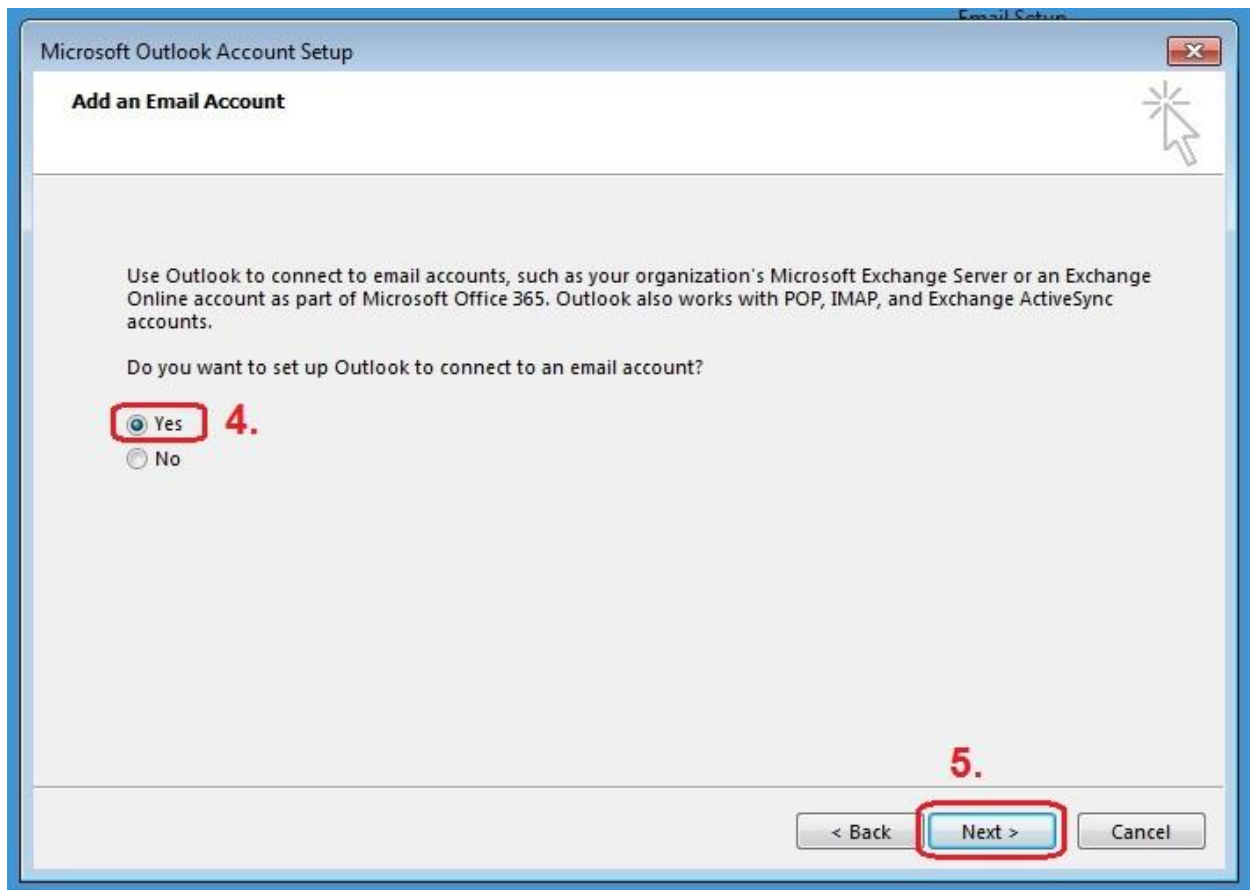
1) Click on the outlook icon (Outlook 2013).

2) If icon could not be found, go to START > All Programs > Microsoft Office > Outlook 2013.

3) If your PC does not have an email account set up, the above will be shown. Click on "Next".
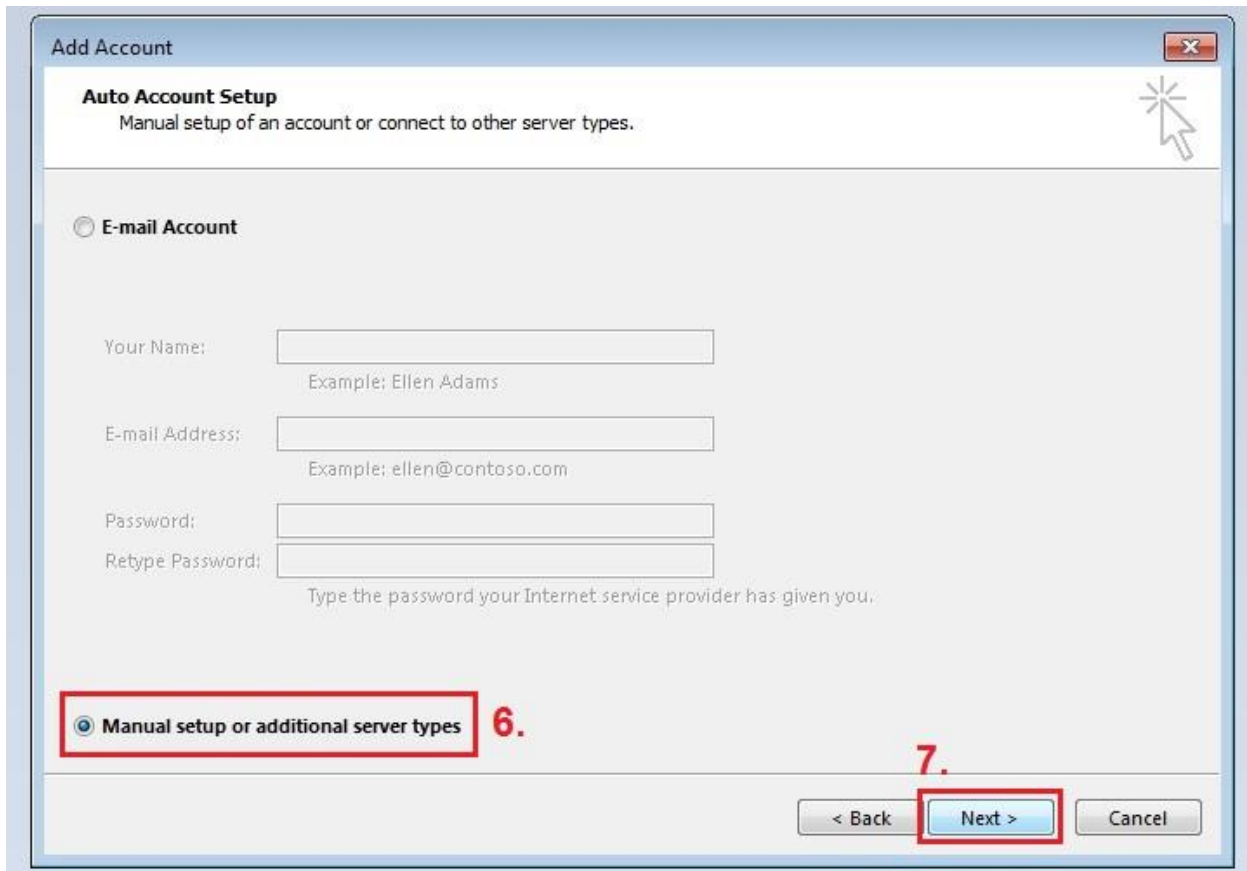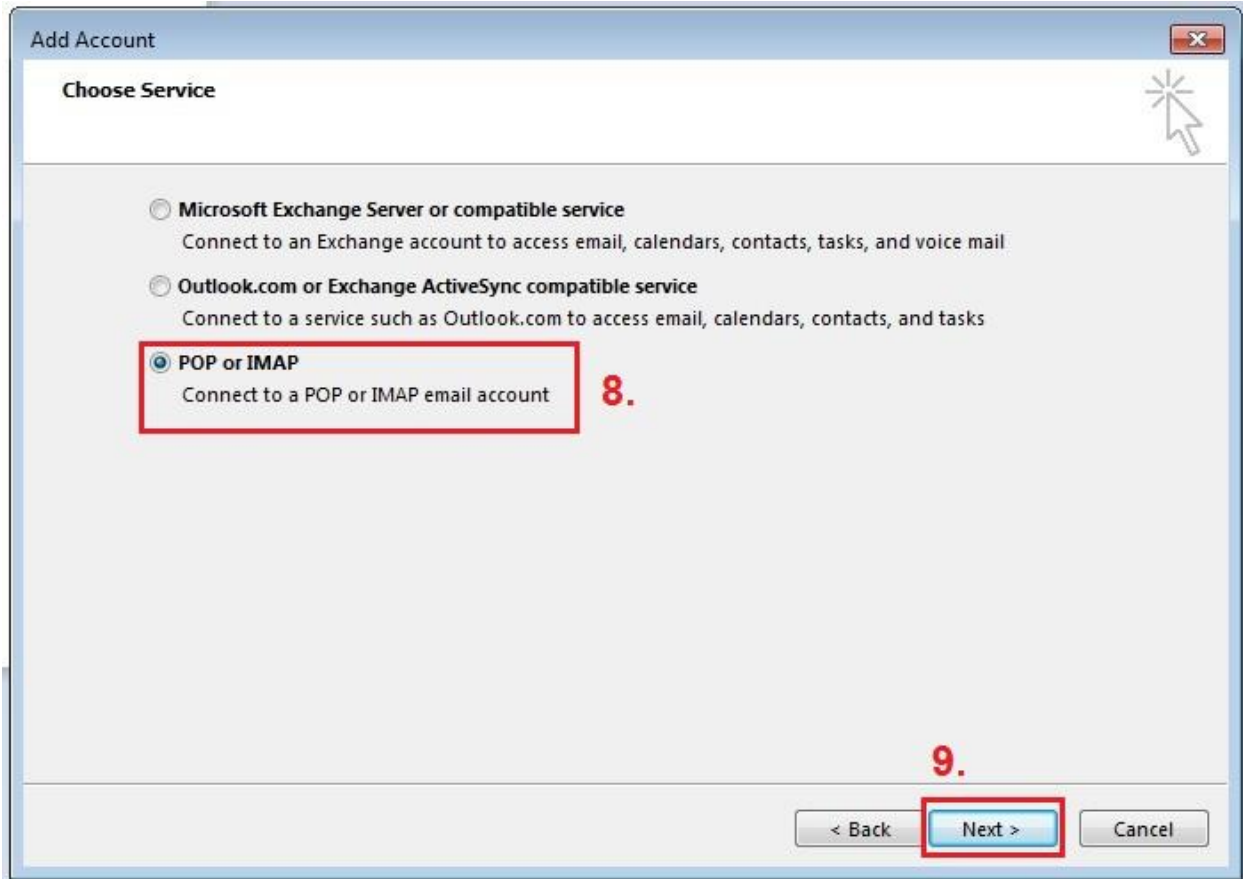
4) Select Yes.

5) Click on "Next".

6) Check "Manually configure server settings or additional server types".

7) Click on "Next".

8) Select "POP or IMAP".

9) Click on "Next".

10) Select "IMAP" at the Account Type.

IMAP - Mapping the emails onto Mobile Mail (synchronizing with web mail). So that user can view their emails on multiple platforms. (Please take note IMAP configuration is slightly slower than POP3)

11) Fill in the respective fields accordingly.

Your Name : demo@mydomain.com

Email Address : demo@mydomain.com

Username : demo@mydomain.com (key in your full email address)
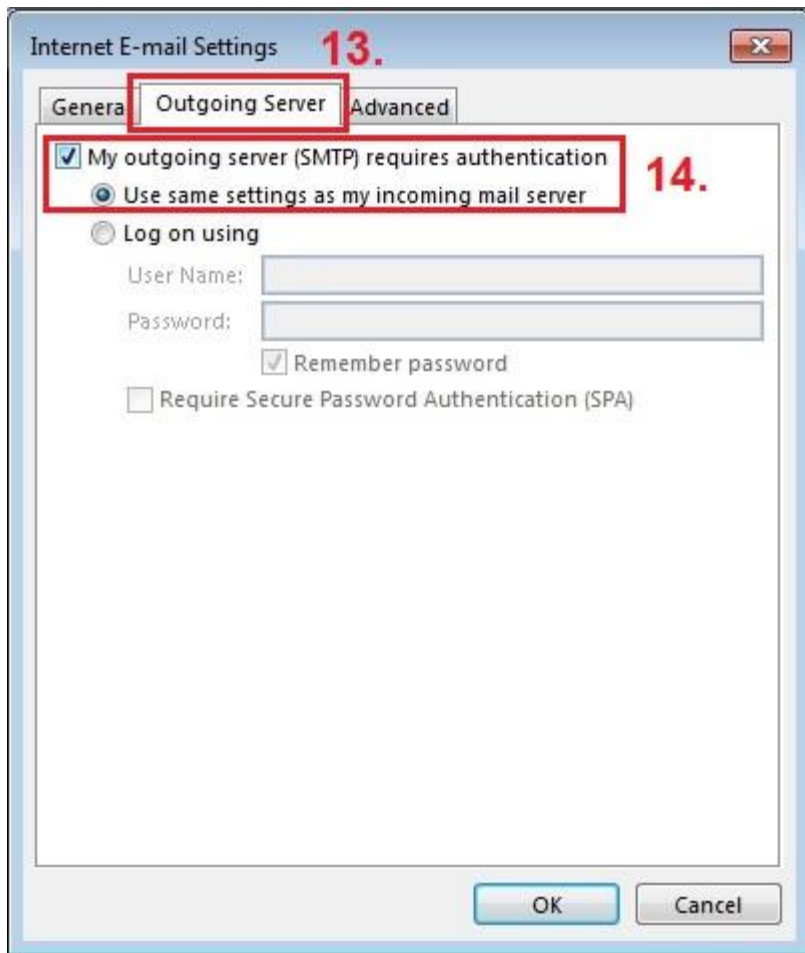
Password : ********

Incoming mail server : mail.mydomain.com

Outgoing mail server : mail.mydomain.com

Check remember password

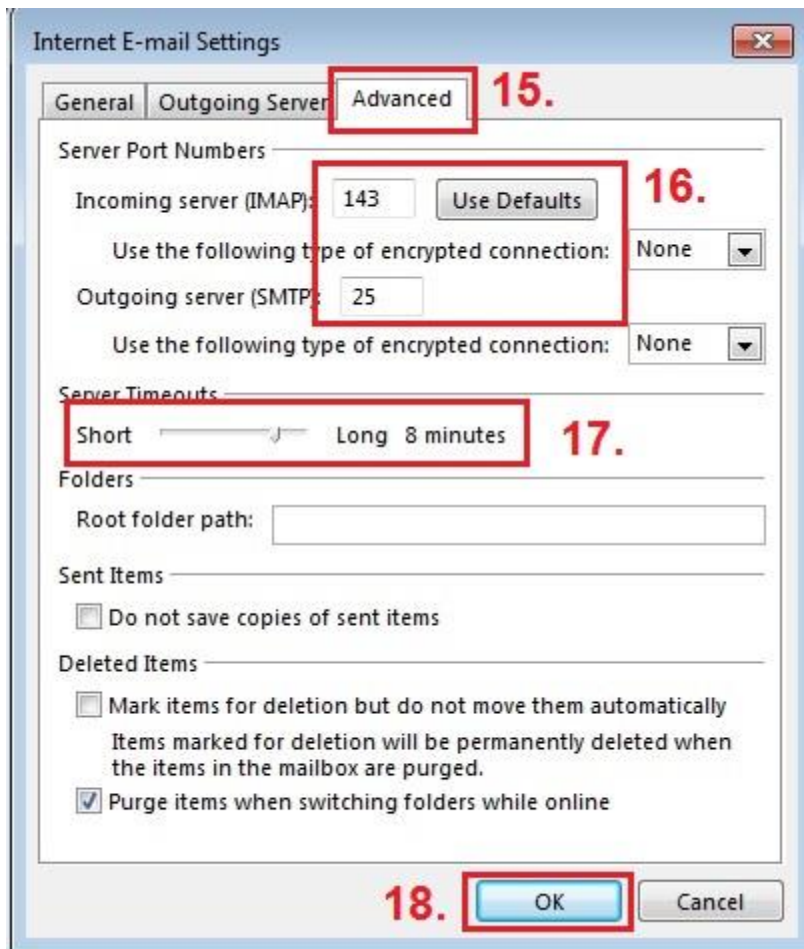12) Once filled up, select "More Settings" and proceed to "Outgoing Server" tab.

13) Ensure that the "My outgoing server (SMTP) requires authentication" is checked.

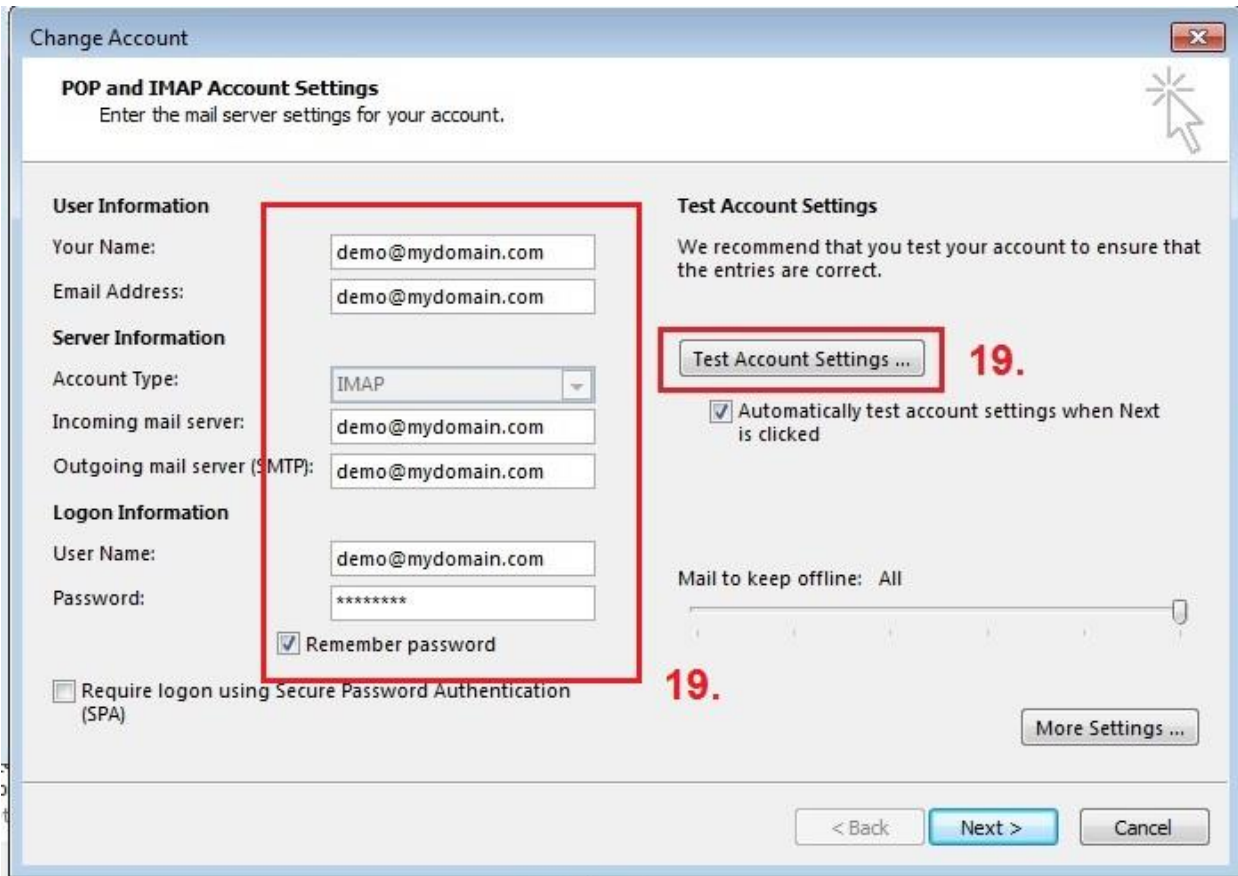14) Ensure that the "Use same settings as my incoming mail server" is selected.

15) Proceed to Advanced Tab.

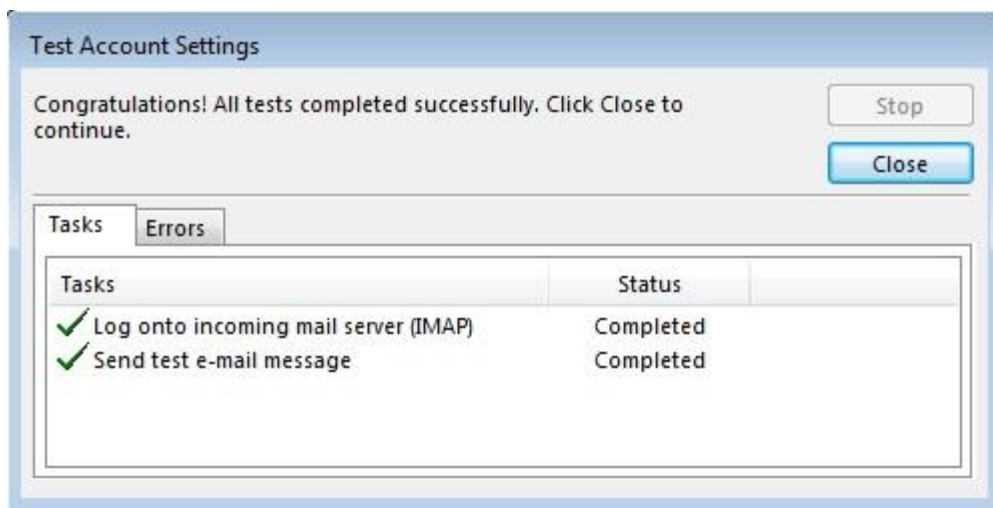16) Ensure the ports corresponds with the respective mail provider.

17) Server Time out set to 8min.

18) Once configured, click on "Ok".

19) Inspect the respective fields once more before clicking "Test Account Settings…".

20) If successful, the above will be shown. If there are errors found, please revert back to step 8.
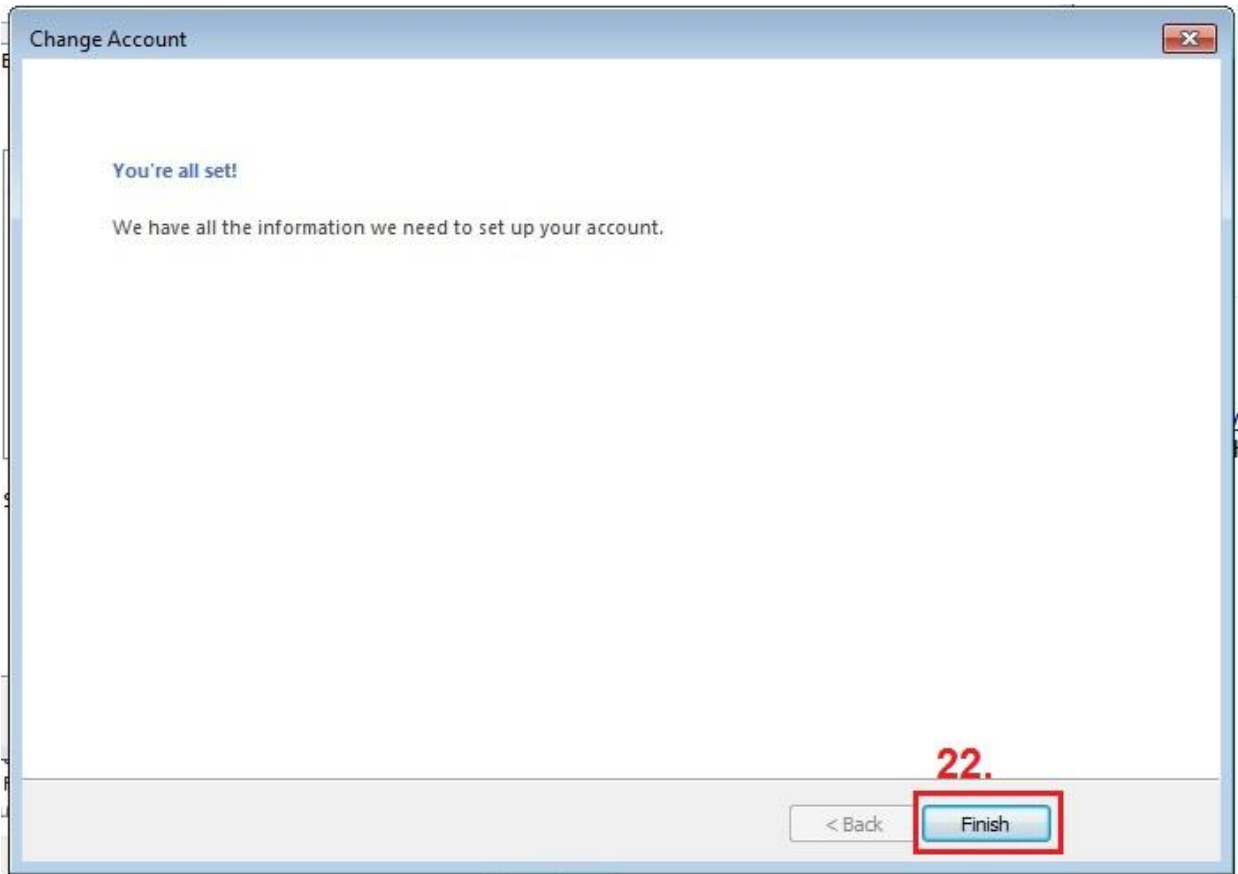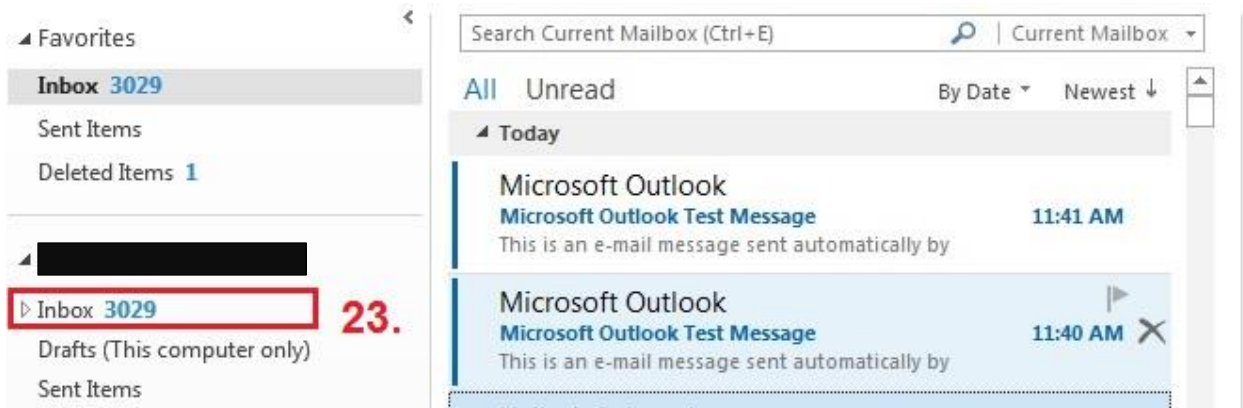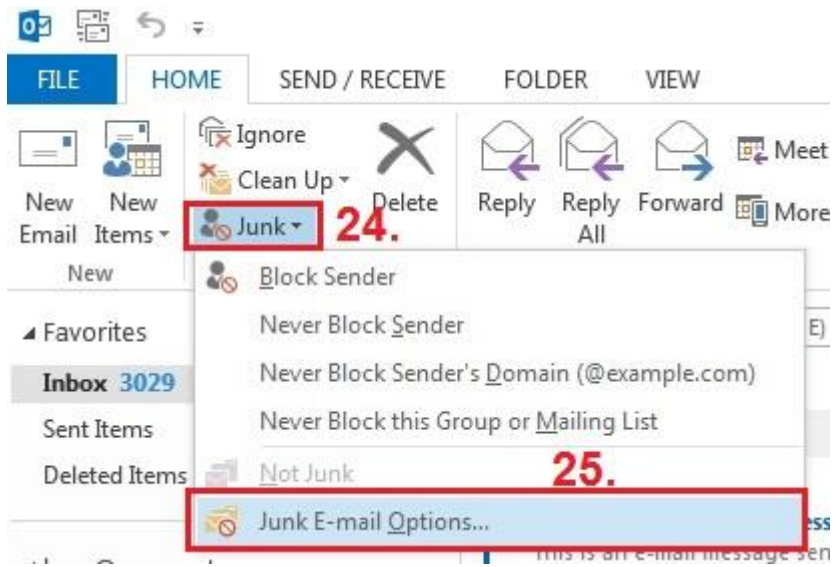
21) Click "Next" to proceed.

22) Click on finish and proceed to your Inbox.

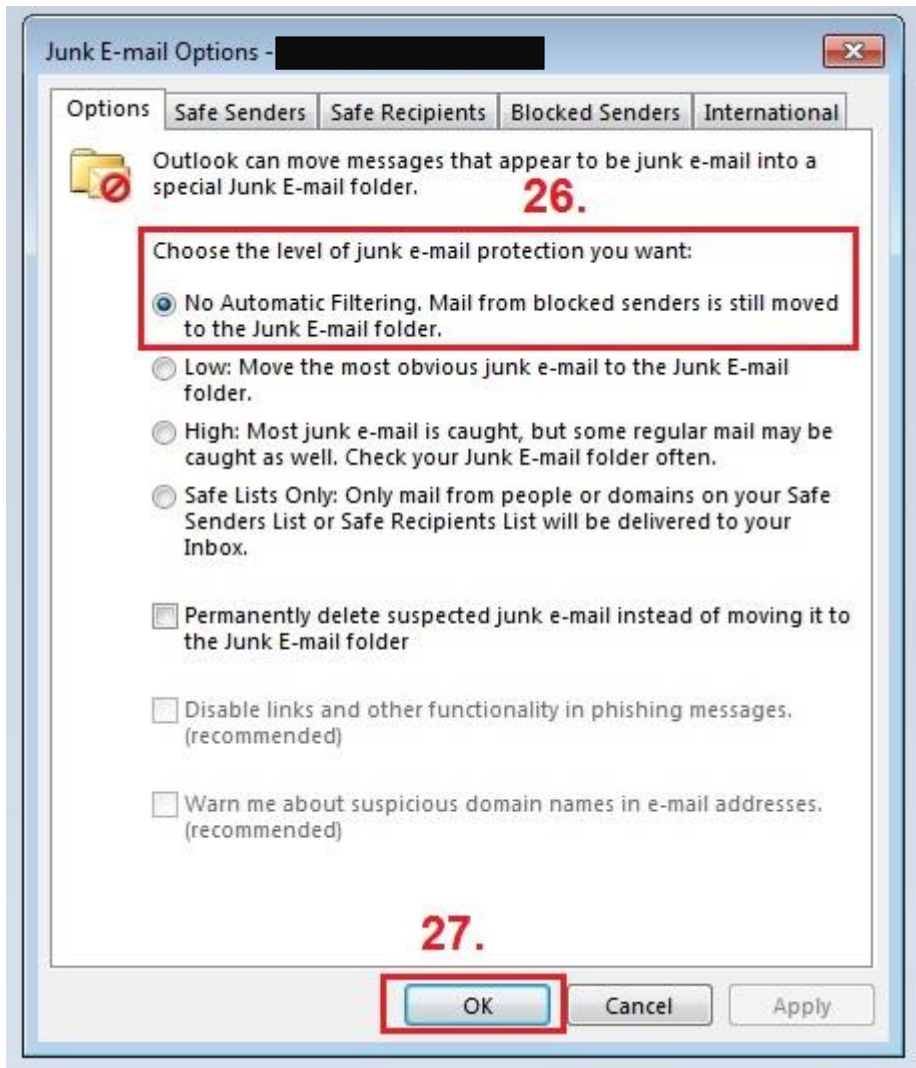23) Select your Inbox to verify if it is the correct email.

24) Proceed to Home Tab. Select on the Junk above.

25) Select "Junk E-Mail Options…".

26) Select the "No automatic Filtering" Option. This is to ensure that your mail do not proceed to the Junk Box.

27) Select "OK".

28) You are done. Please remember to test send and receive to confirm that your account is functioning.