



“CTM e-mail configuration”

Microsoft Outlook (SMTP/POP3)

User Guideline



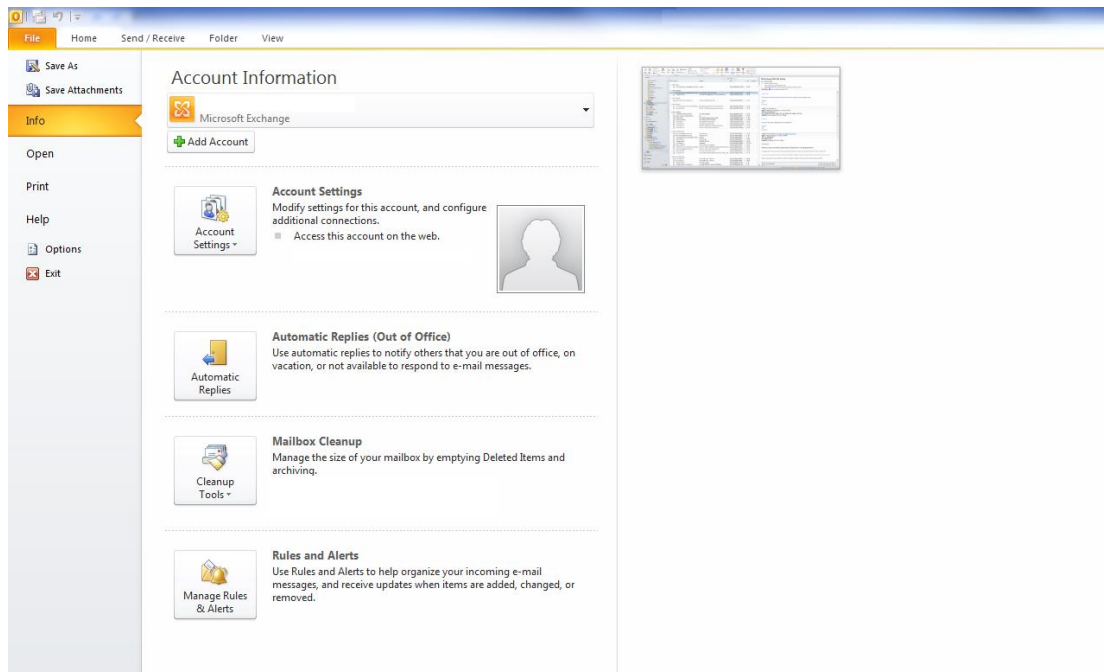
**For Server Information:**

Incoming mail server: pop3.macau.ctm.net

Outgoing mail server (SMTP): smtpauth.macau.ctm.net (\*need authentication)

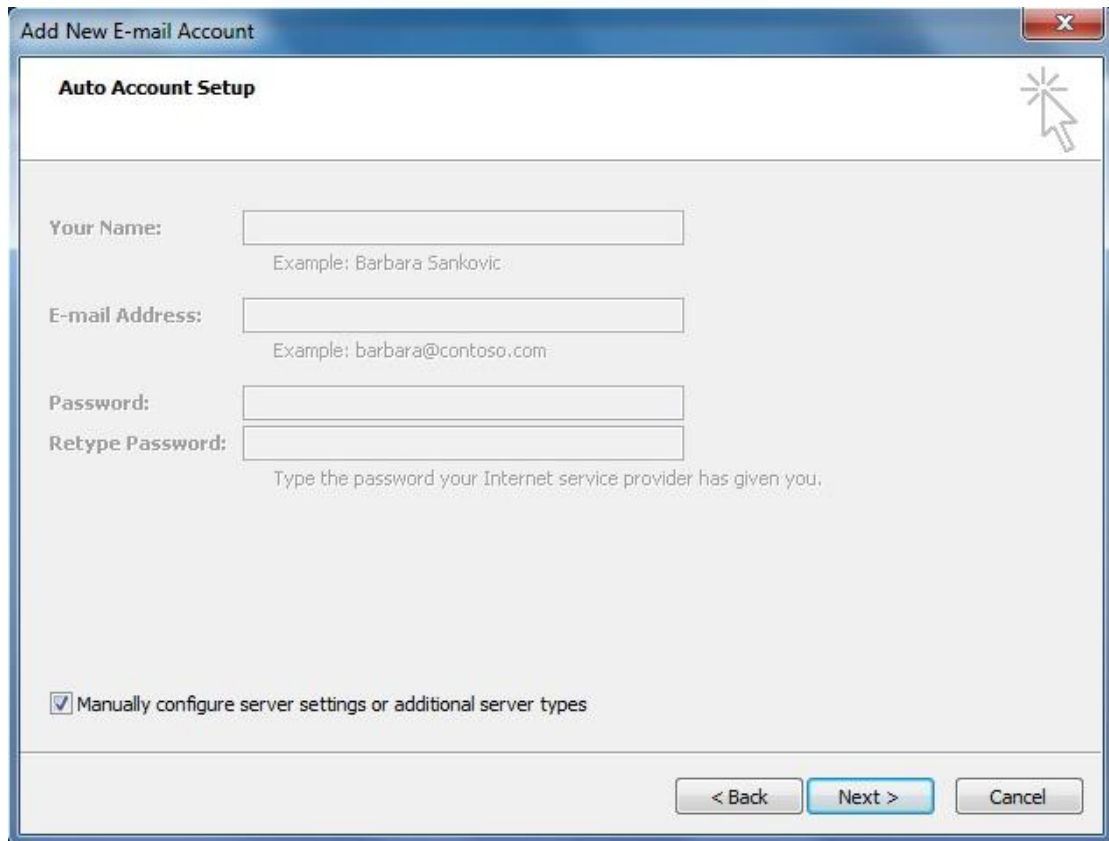
### Step 1 :

First open Microsoft Outlook , then add new account , please select **【File】** → **【Info】** → **【Add Account】** in Outlook ◦



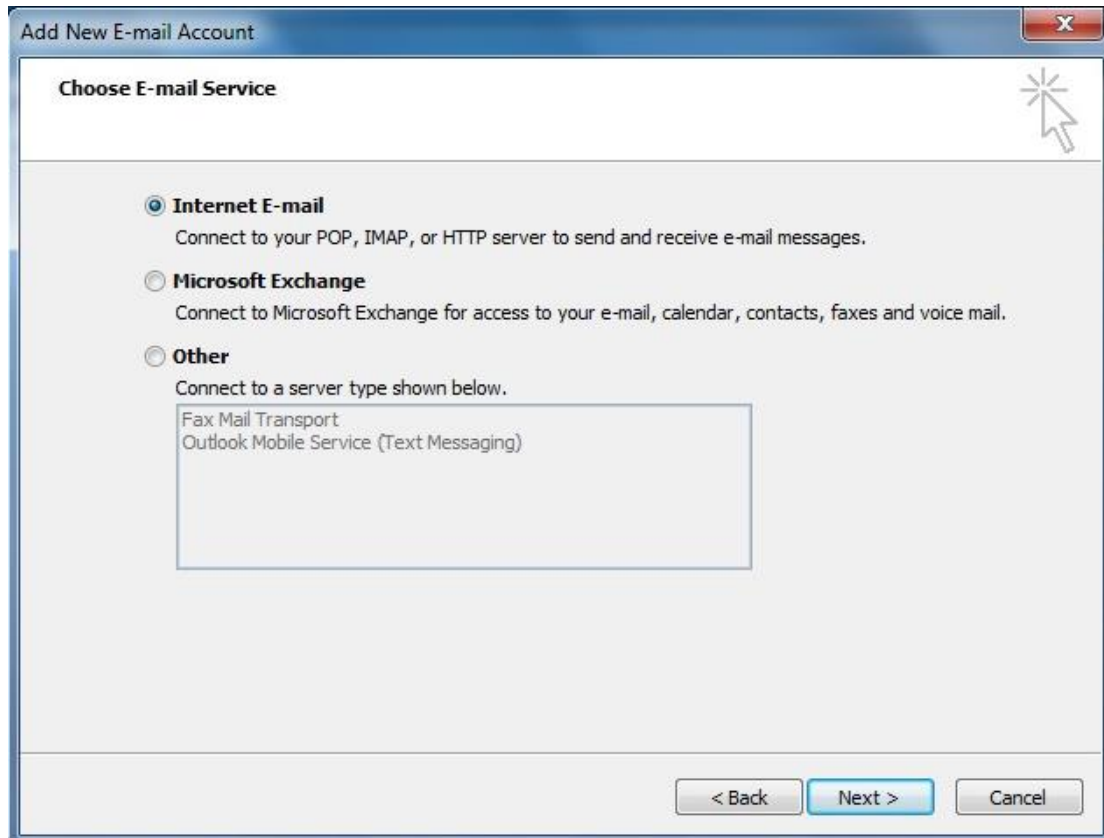
**Step 2 :**

Select **【Manually configure server settings or additional server types】** , then press **【Next】** .

A screenshot of a Windows-style dialog box titled "Add New E-mail Account". The dialog has a blue title bar with a close button (X) in the top right corner. Below the title bar, the text "Auto Account Setup" is displayed in bold. To the right of this text is a mouse cursor icon pointing at a star-shaped icon. The main area of the dialog contains four input fields: "Your Name:" with an example "Barbara Sankovic", "E-mail Address:" with an example "barbara@contoso.com", "Password:", and "Retype Password:" with a note "Type the password your Internet service provider has given you.". At the bottom left, there is a checked checkbox labeled "Manually configure server settings or additional server types". At the bottom right, there are three buttons: "< Back", "Next >" (highlighted in blue), and "Cancel".

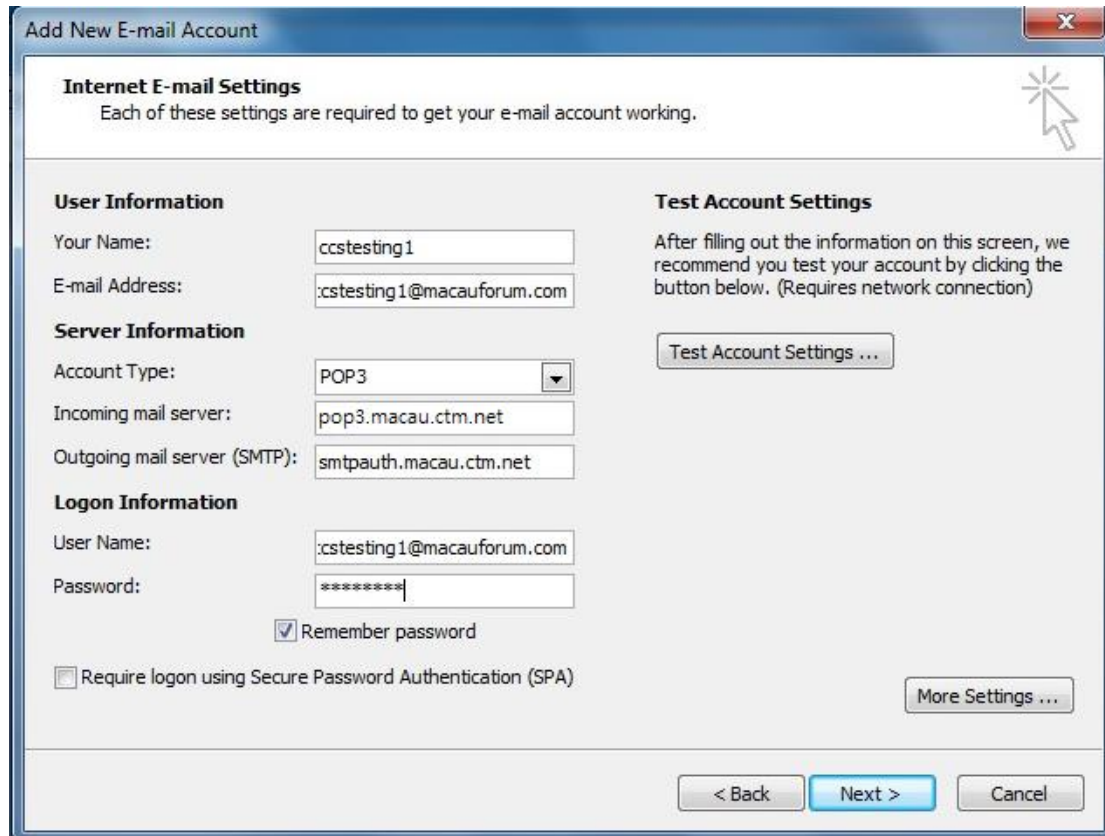
**Step 3 :**

Select **【Internet E-mail】** , then press **【Next】** ◦



**Step 4 :**

Input the User/Server/Logon information , then press **【More Setting...】**



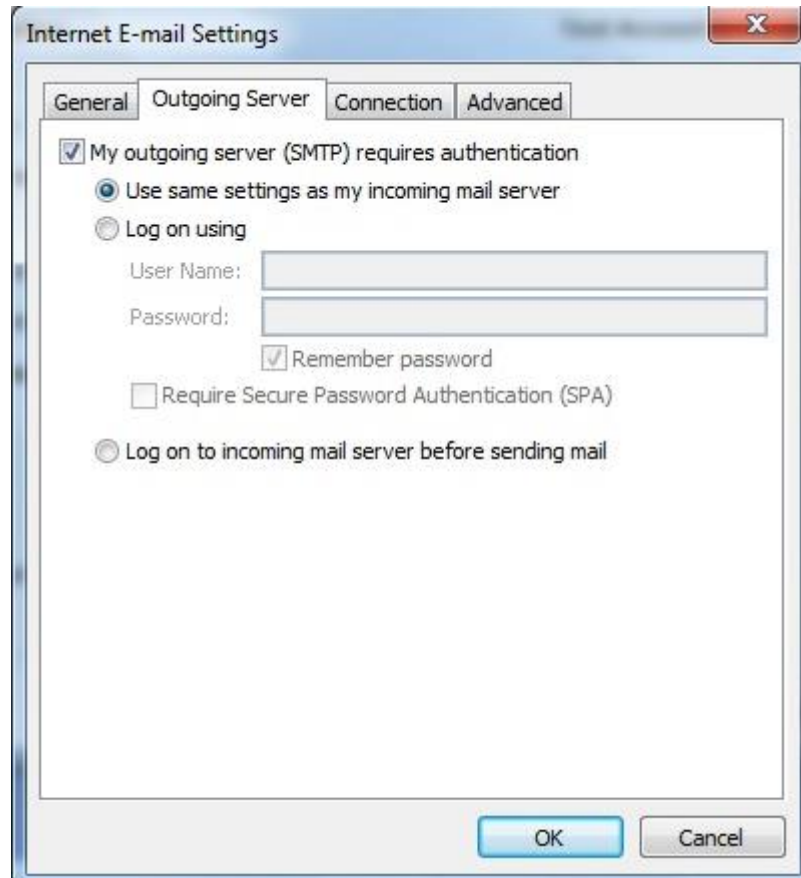
The screenshot shows a Windows-style dialog box titled "Add New E-mail Account". At the top, it says "Internet E-mail Settings" and "Each of these settings are required to get your e-mail account working." The dialog is divided into several sections:

- User Information:** "Your Name:" (ccstesting1) and "E-mail Address:" (:cstesting1@macauforum.com).
- Server Information:** "Account Type:" (POP3), "Incoming mail server:" (pop3.macau.ctm.net), and "Outgoing mail server (SMTP):" (smtpauth.macau.ctm.net).
- Logon Information:** "User Name:" (:cstesting1@macauforum.com) and "Password:" (masked with asterisks). There is a checked checkbox for "Remember password" and an unchecked checkbox for "Require logon using Secure Password Authentication (SPA)".
- Test Account Settings:** A text box explaining that after filling out the information, the user should test the account by clicking the "Test Account Settings ..." button.

At the bottom right, there is a "More Settings ..." button. At the very bottom, there are three buttons: "< Back", "Next >" (highlighted in blue), and "Cancel".

**Step 5 :**

Click to **【Outgoing Server】** , then select **【My outgoing server (SMTP) requires authentication】** .

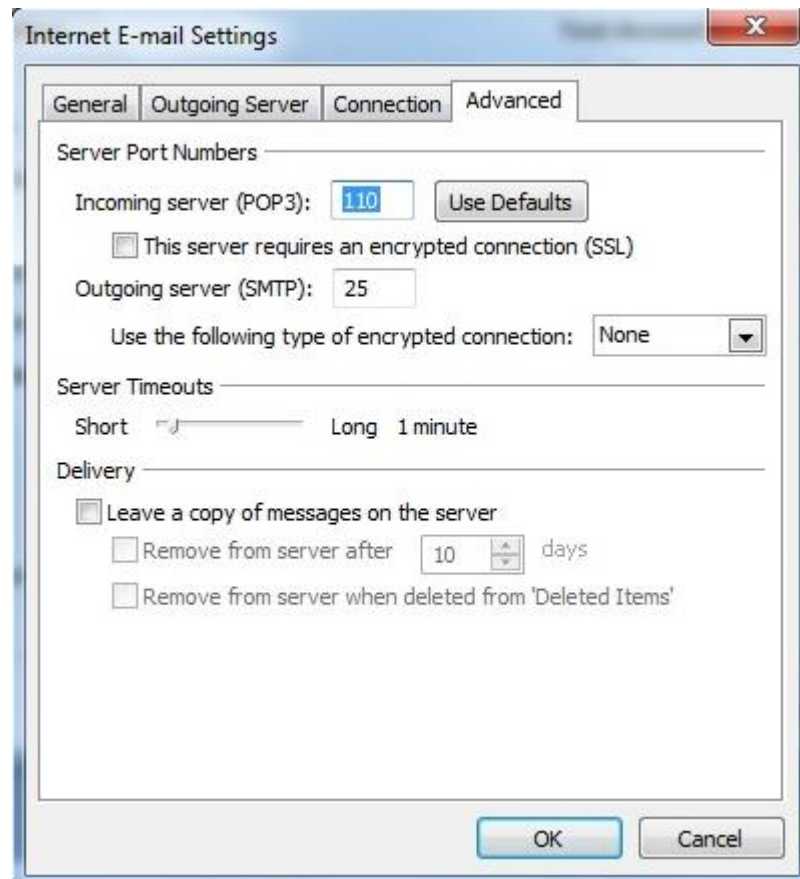


**Step 6 :**

Then click to **Advanced** , the default setting should be

Incoming server (POP3): 110

Outgoing server (SMTP): 25



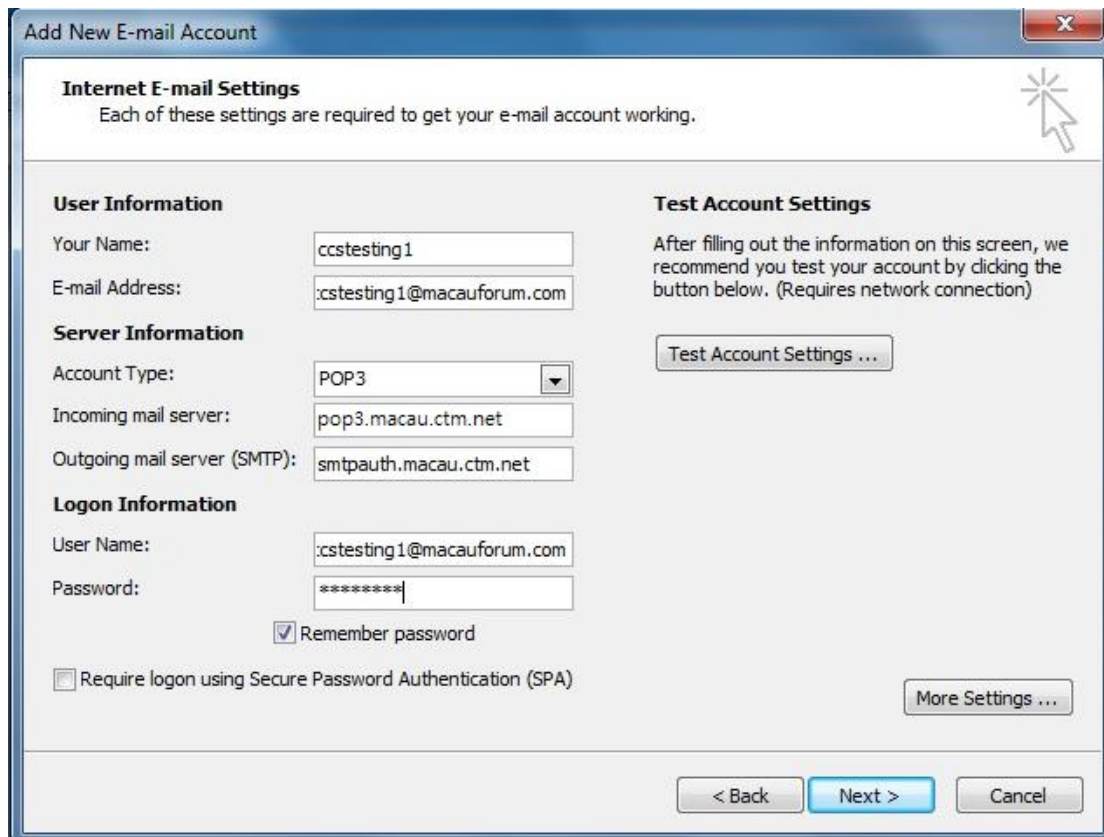
**For better security setting:**

1. Incoming server (POP3): 110 > 995
2. Use SSL connection
3. Outgoing server (SMTP): 25 > 465
4. Use the following type of encrypted connection: SSL



**Step 7 :**

Back to **【Internet E-mail】** , click 「Test Account Settings...」 for testing ◦



**Add New E-mail Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**  
Your Name: ccstesting1  
E-mail Address: :cstesting1@macauforum.com

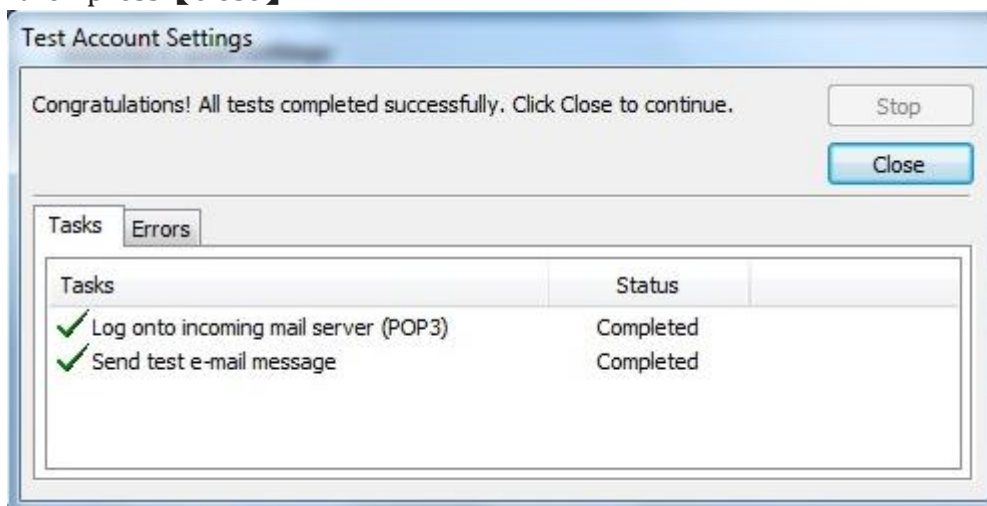
**Server Information**  
Account Type: POP3  
Incoming mail server: pop3.macau.ctm.net  
Outgoing mail server (SMTP): smtpauth.macau.ctm.net

**Logon Information**  
User Name: :cstesting1@macauforum.com  
Password: \*\*\*\*\*  
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account Settings**  
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Buttons: Test Account Settings ... , More Settings ... , < Back , Next > , Cancel

If ok then press **【close】**



**Test Account Settings**

Congratulations! All tests completed successfully. Click Close to continue.

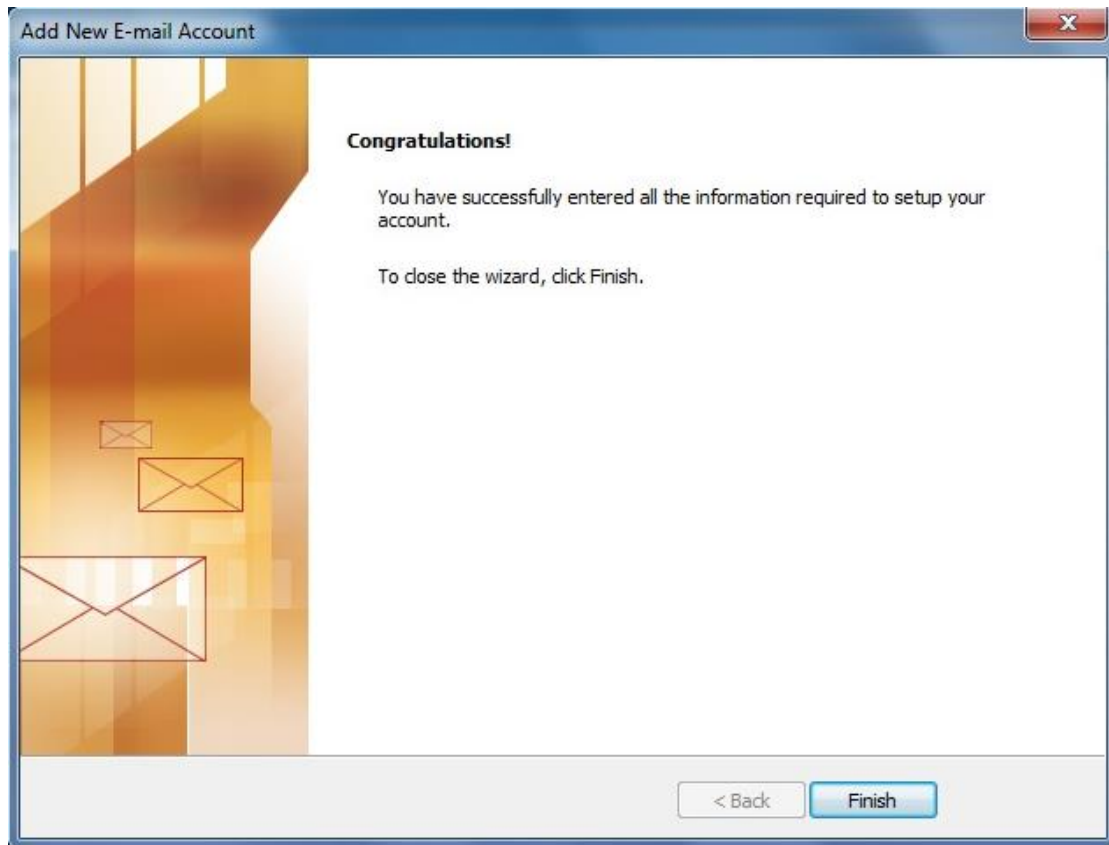
Buttons: Stop , Close

Tasks Errors

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed

**Step 8 :**

Completed to configure a mail account in Microsoft Outlook , then press **【Finish】** .



**---Microsoft Outlook configuration completed---**