

## Setting up Your New SSBG Email Account

This guide explains how to access your new SSBG email account via the web, or using Outlook or Outlook Express. If you have any difficulties you can contact SSBG Customer Support for assistance.

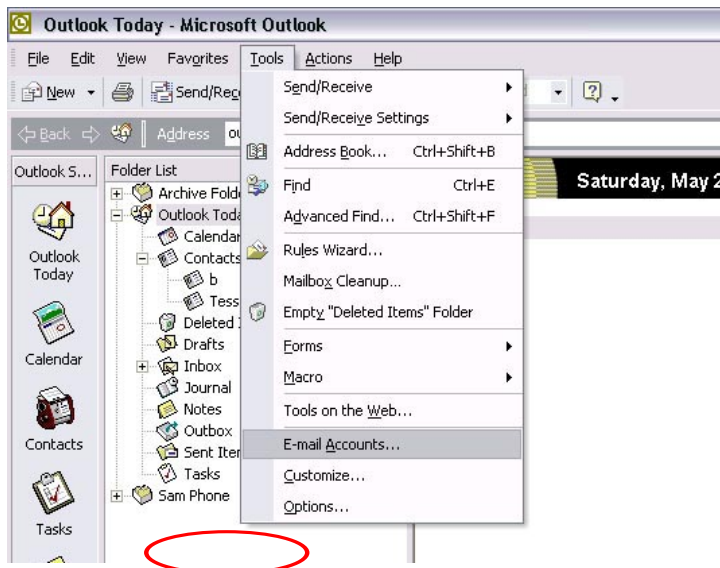
In the guide **yourdomain** refers to your company domain name e.g [abcd.com](http://abcd.com) or [xyz.com.cn](http://xyz.com.cn) etc.

### Using Your New Email Account on the Web

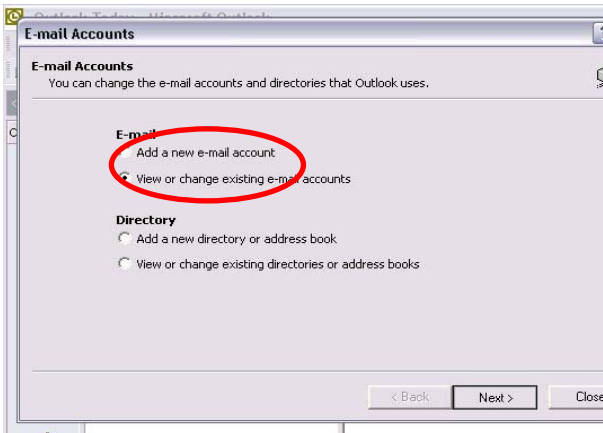
- 1) Open your Web browser (usually MS Internet Explorer)
- 2) In the Address Bar, type <http://www.ssbg.com.cn>
- 3) This will take you to our website. You can log in from the panel at the left hand side. "\*\*\*\*\*"
- 6) ~~WWW~~ Enter your **Email Address** ([yourname@yourdomain](mailto:yourname@yourdomain)) and your new **Password**, which has been provided to you by your IT Administrator. If you click the "Remember Me" box, the next time you "access this page, the Email Address and Password boxes" will remember your previous login entry.
- 7) Click "Log In"
- 8) An Inbox window opens → You can now read and send your messages!

### Microsoft Outlook – Account Setup Guide

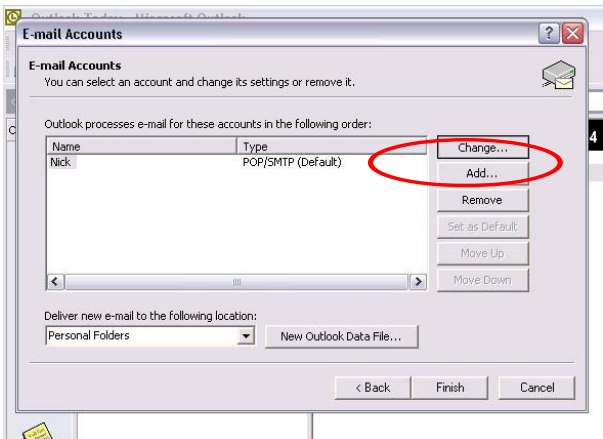
**Step 1** - Open your Outlook on your laptop and from the menu bar at the top, select **TOOLS> EMAIL ACCOUNTS**



**Step 2** – Select change or view your existing email accounts.

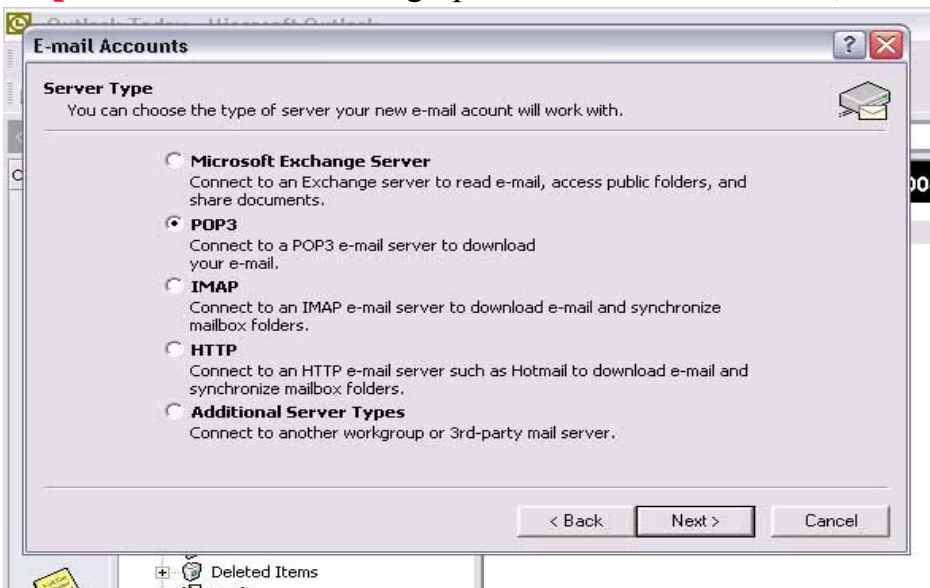


**Step 3** – You will see your existing account listed there, but instead of deleting it right now, you will want to create a new email account, so you can still access the mail on your old mail server. To do this, select the “ADD” button

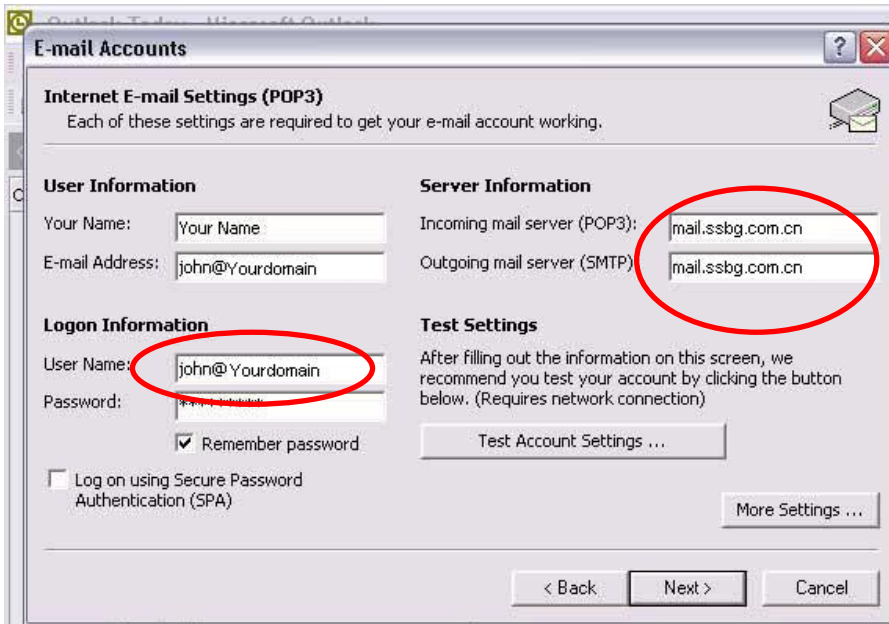


If a confirmation box pops up, choose “Yes”

**Step 4** – You will be setting up a new “POP3” Account, and then click “Next”



**Step 5** – Now you will need to enter the mail account information as seen here:

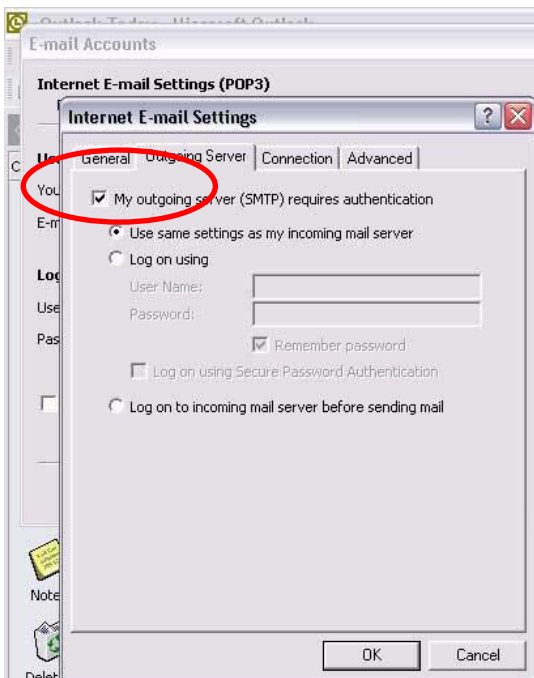


**POP3: mail.ssbg.com.cn**  
**SMTP: mail.ssbg.com.cn**

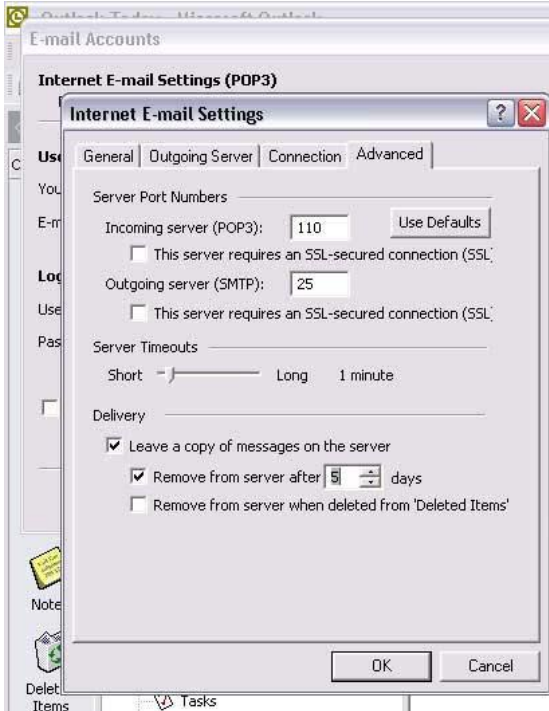
**Note:** Please don't forget to input your full email address (**yourname@ yourdomain**) in the space marked "USERNAME"

**Step 6** – Once you have all of the fields entered correctly, you will want to click on "More Settings" to bring up the final properties for the account to work properly.

**Step 7** - Once you have clicked on the "More Settings" button, you will then select the "Outgoing Server" tab, and check the box beside "My outgoing server (SMTP) requires authentication."



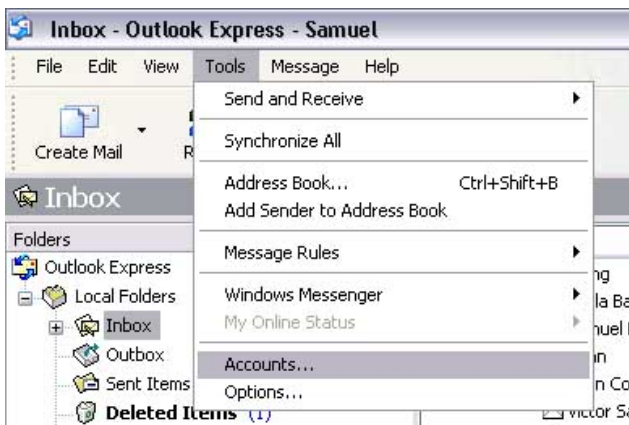
**Step 8** – Now you need to select the “Advanced” tab, and slide the arrow point over under the “Server Timeouts” section. About 3 minutes should be more than enough. Also, please set the bottom Delivery Option to “Leave a copy of messages on the server”, and check the “Remove after” 2 days.



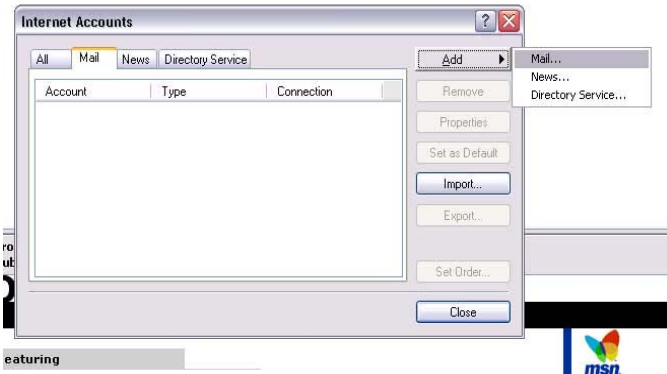
**You are now ready to use your new account in Outlook.**

## Microsoft Outlook Express – Account Setup Guide

**Step 1** - Open your Outlook Express on your laptop/Desktop and from the menu bar at the top, select **TOOLS> ACCOUNTS**



**Step 2** – You will want to “ADD” a new “MAIL” account.



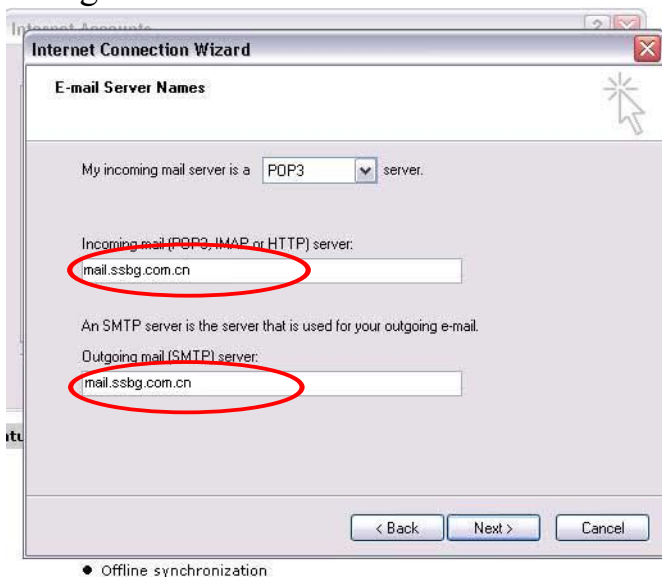
**Step 3** – This will bring up the Setup Wizard for you to follow the steps. You will start by Entering you full name as you want others to see it.



**Step 4** – Enter you new FULL email address, and then click “Next”



**Step 5** – Now you will need to enter the mail account information (POP3 &SMTP server designation as seen here:



**POP3: mail.ssbg.com.cn**  
**SMTP: mail.ssbg.com.cn**

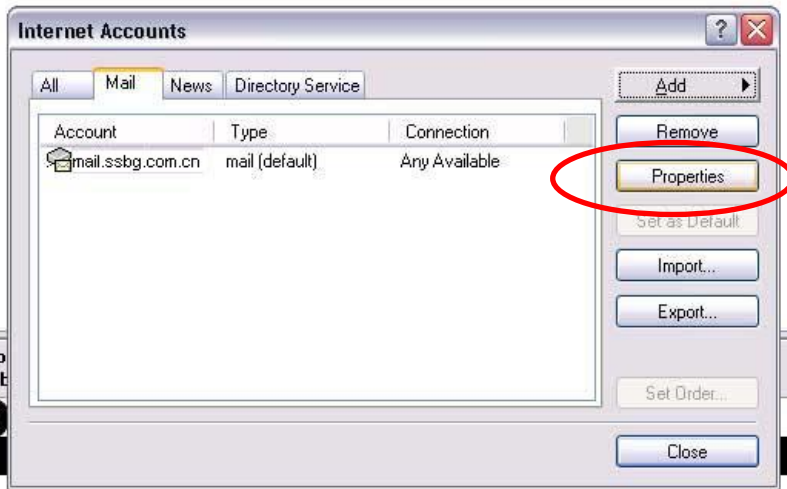
**Step 6** – Now click on “Next” and enter the account name.



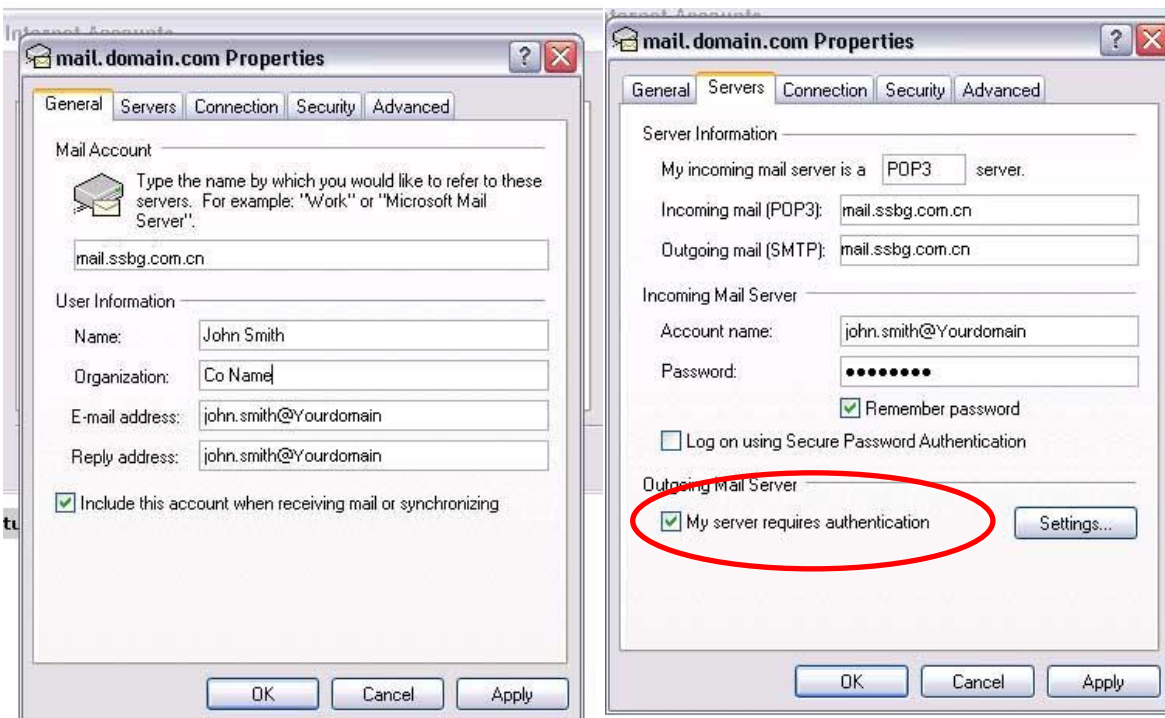
**Note:** Please don't forget to input your full email address (**yourname@ yourdomain**) in the space marked “Account Name”

Once you have all of the fields entered correctly, you will want to click on “Next” to finalize the new account setup.

**Step 7** - Once you have finished the basic account setup, you need to select the “Properties” button.



**Step 8** – Now you need to select the “Servers” tab and click the box beside “My outgoing mail server requires authentication”



**Step 9** – Now you need to select the “Advanced” tab, and set the Delivery Option to “Leave a copy of messages on the server”, and check the “Remove after” 2 days.

**You are now ready to use your new account in Outlook Express.**