
Email Client Setup Guide

Customer	All Mail Customers
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1. Purpose of this document

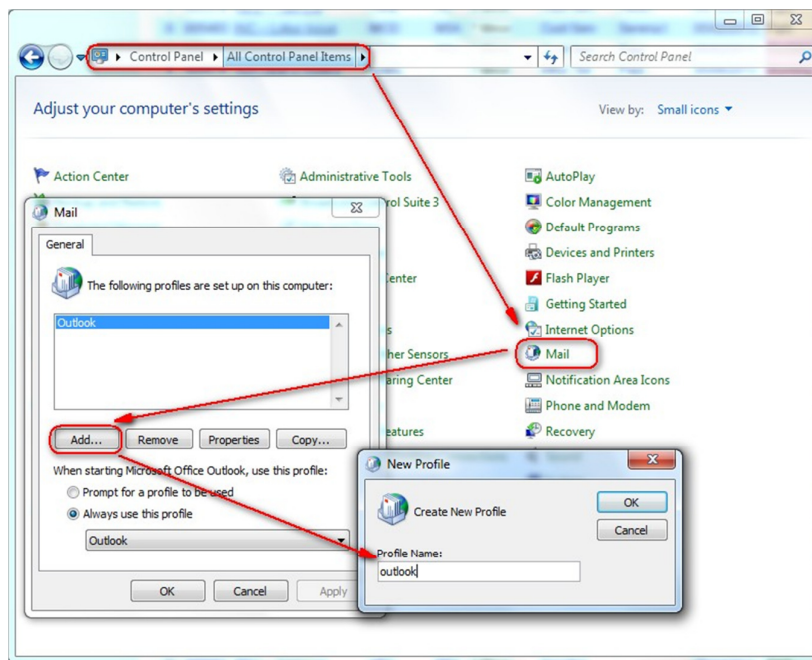
This guide is for how to setup mailbox in different system or mail client
这个手册介绍如何在不同的系统、不同的客户端上设置邮箱

2. How to setup POP account in Outlook in Windows system

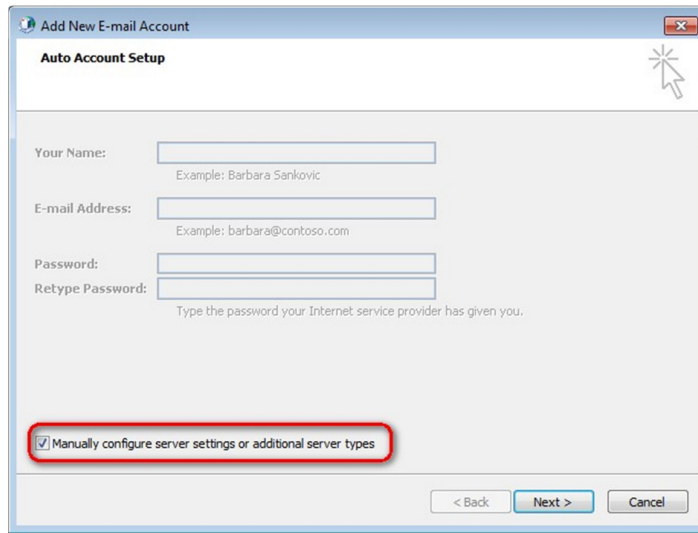
Note: It works for Outlook2003, Outlook2007, Outlook2010 and Outlook2013

备注：本文档适用于版本 Outlook2003, Outlook2007, Outlook2010 和 Outlook2013

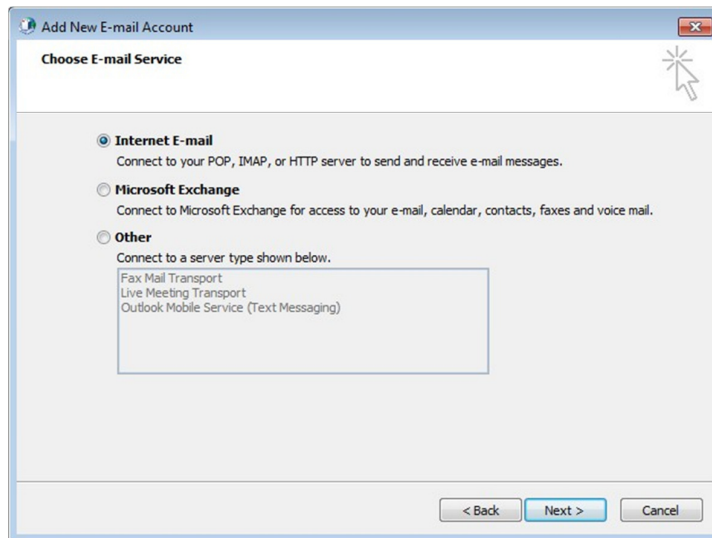
- a) Go to Control Panel, click Mail, then Add a new profile
打开控制面板，点击邮件，新建一个配置文件



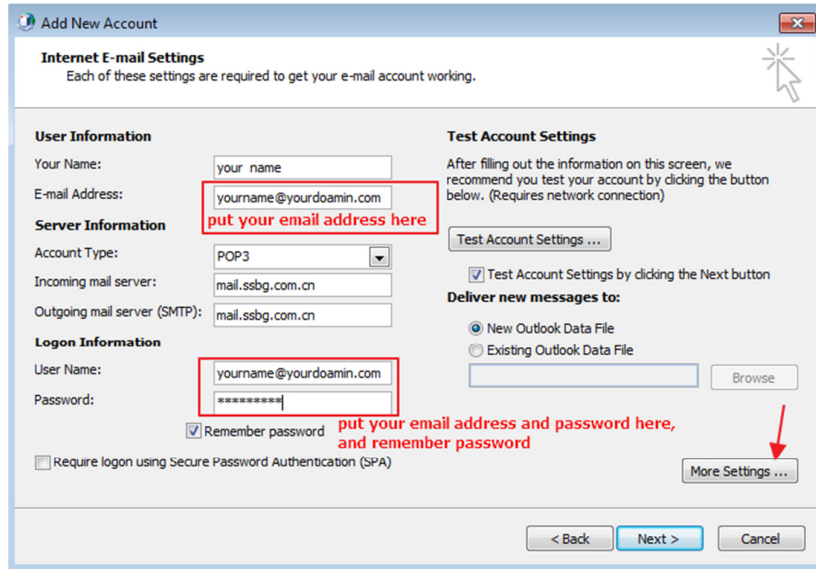
- b) In "Add New E-mail account" page, choose "Manually configure settings or additional server type", then Next
在添加账户一页，选择手动设置或其他服务器类型,然后点击下一步



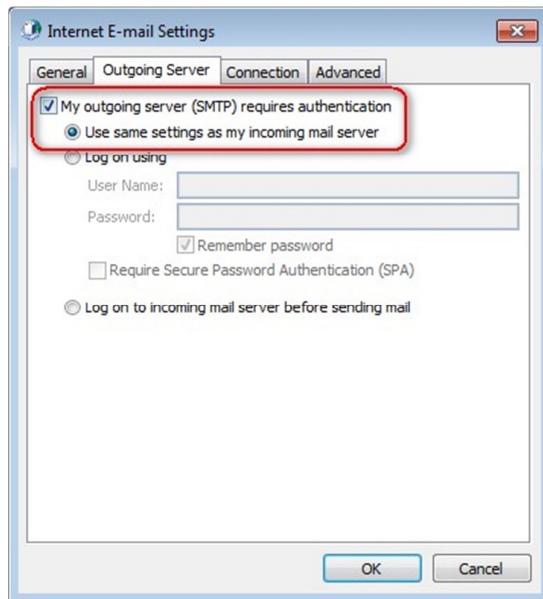
- c) Choose "Internet E-mail", then Next
选择类型为 POP 或 IMAP



- d) In this page, choose Account Type as POP3, put your email address and password and follow up below settings, then click "More Settings..."
在这一页，选择账户类型为 POP3，将你的邮箱地址和密码输入进去，并按照图所示填写服务器信息，之后点击“其他设置”



- e) In Internet E-mail settings page, go to tab “Outgoing server” and select “My outgoing server (SMTP) requires authentication”
 在发送服务器一项中，选择 “我的发送服务器（SMTP）要求验证”

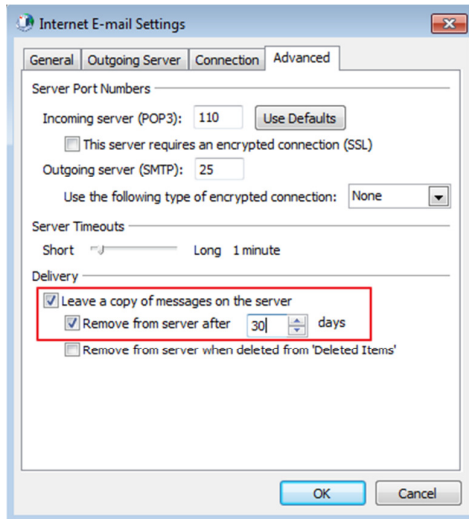


Go to “Advanced”, use the default port 110 & 25, select “Leave a copy of messages on the server” and “Remove from server after 30 days”, click OK.

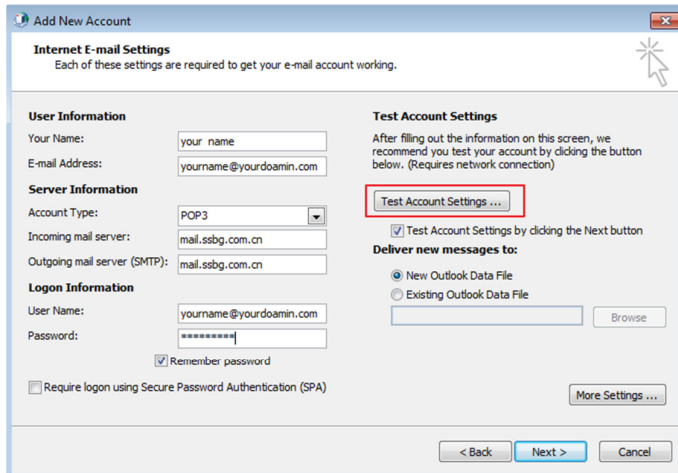
在高级选项处，端口保留默认设置（POP 110 和 SMTP 25），选择在服务器上保留邮件的副本，并添加相应的时间，例如为 30 天，点击确认进入下一步

Note: This setting will remove old mails that are more than 30days old from server, in this case, your mailbox will not get full easily

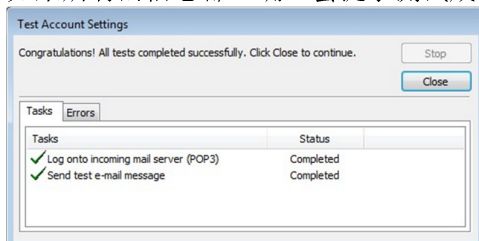
备注：这个设置将会在服务器上删除 30 天之前的邮件，这样邮箱不会容易满



- f) Go back to “Add New Account” page, click “Test Account Settings...” to test your settings.
 在添加账户一页，点击测试账户设置



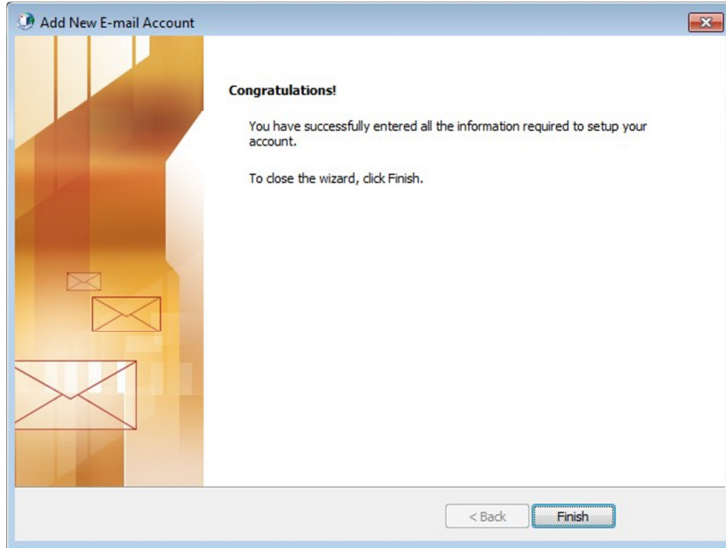
If all settings are correct, it will tell you all tests completed successfully, click Close to continue.
 如果所有的信息都正确，会提示测试成功，关闭此对话框进入下一步



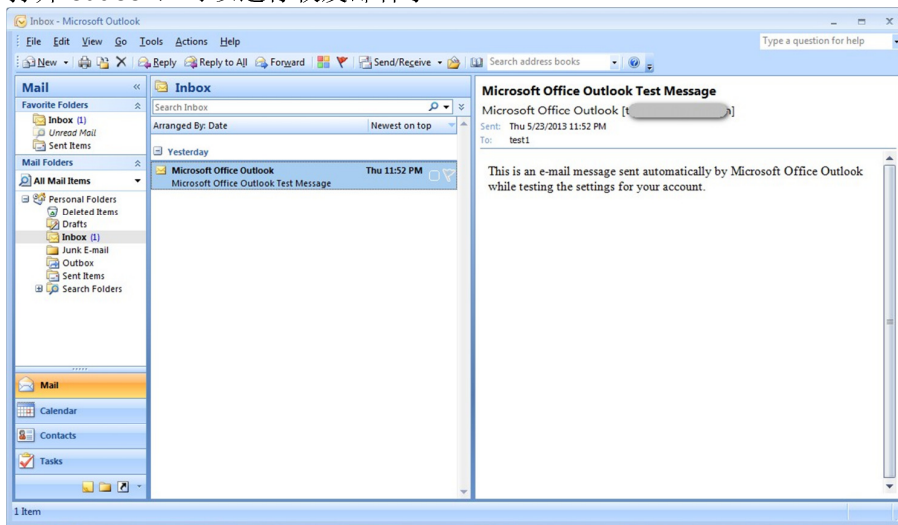
If it shows errors, check up your settings and try again, if still get failed, you can ask SSBG for further help.

如果测试出现错误，需要重新检查设置，如果尝试结果一直失败，您可以咨询 SSBG

- g) Congratulations! You are ready to use your outlook with your email.
祝贺! 您的 outlook 设置成功了



- h) Open Outlook
打开 outlook, 可以进行收发邮件了

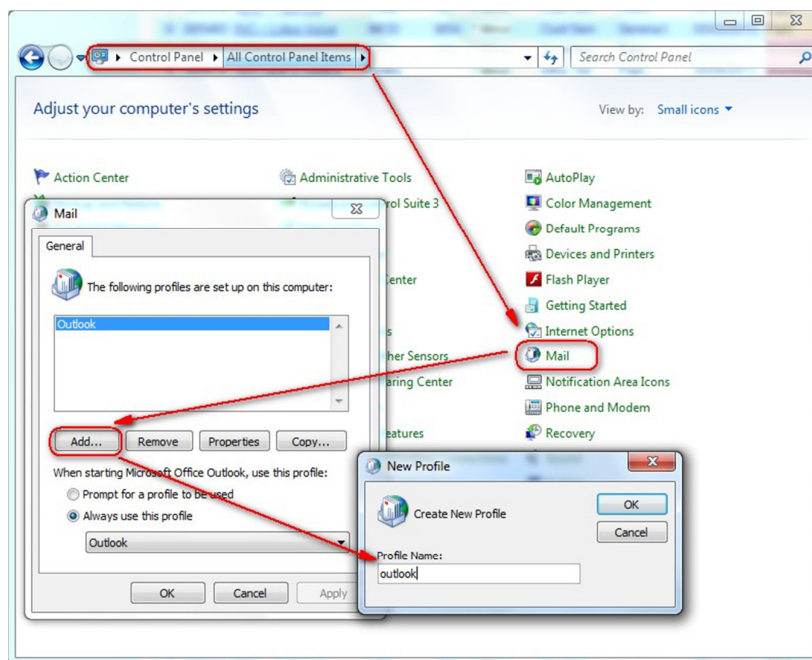


3. How to setup IMAP account in Outlook in Windows system

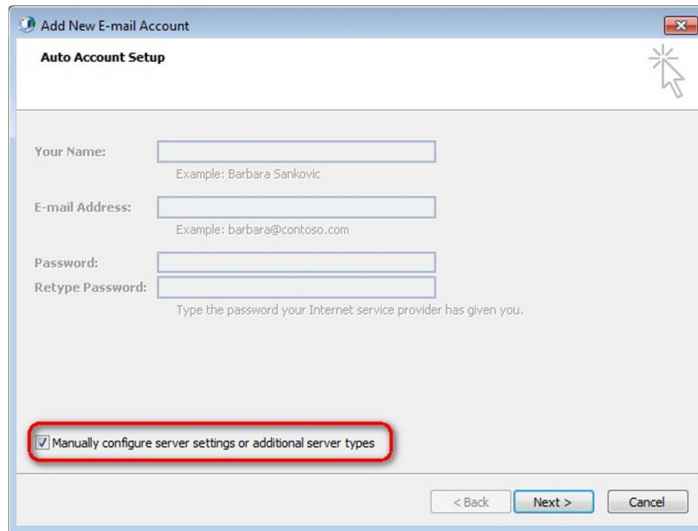
Note: It works for Outlook2003, Outlook2007, Outlook2010 and Outlook2013

备注: 本档适用于版本 Outlook2003, Outlook2007, Outlook2010 和 Outlook2013

- a) Go to Control Panel, click Mail, then Add a new profile
打开控制面板，点击邮件，新建一个配置文件

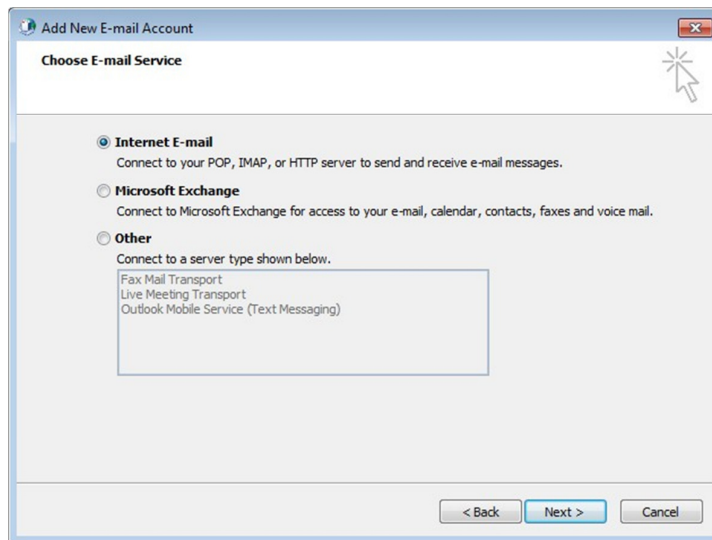


- b) In “Add New E-mail account” page, choose “Manually configure settings or additional server type”, then Next
在添加账户一页，选择手动设置或其他服务器类型,然后点击下一步



The screenshot shows the 'Add New E-mail Account' dialog box with the 'Auto Account Setup' tab selected. The dialog contains several input fields: 'Your Name' (with example 'Barbara Sankovic'), 'E-mail Address' (with example 'barbara@contoso.com'), 'Password', and 'Retype Password' (with a note: 'Type the password your Internet service provider has given you.'). At the bottom, there is a checkbox labeled 'Manually configure server settings or additional server types' which is checked and highlighted with a red rectangular box. Below the checkbox are three buttons: '< Back', 'Next >', and 'Cancel'.

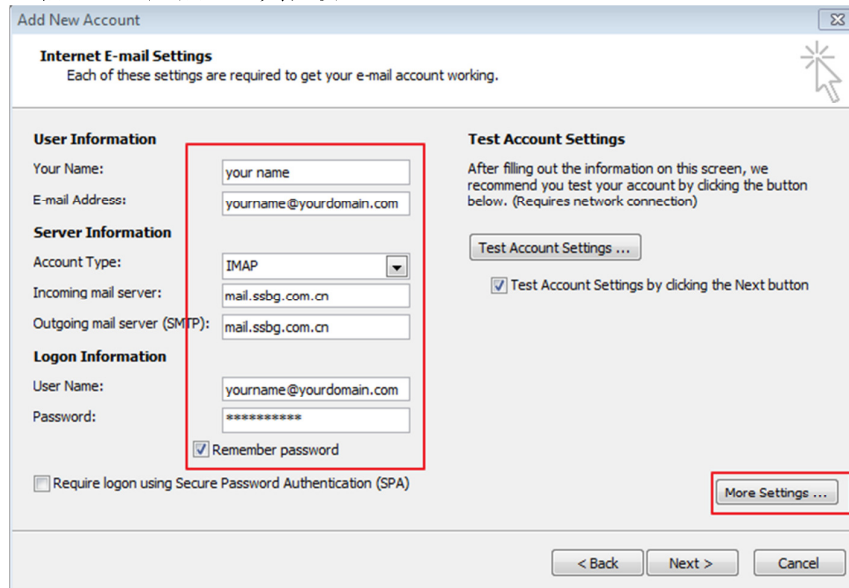
- c) Choose “Internet E-mail”, then Next
选择类型为 POP 或 IMAP



The screenshot shows the 'Add New E-mail Account' dialog box with the 'Choose E-mail Service' tab selected. It features three radio button options: 'Internet E-mail' (selected), 'Microsoft Exchange', and 'Other'. The 'Internet E-mail' option is described as 'Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.' The 'Other' option is described as 'Connect to a server type shown below.' and lists 'Fax Mail Transport', 'Live Meeting Transport', and 'Outlook Mobile Service (Text Messaging)'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

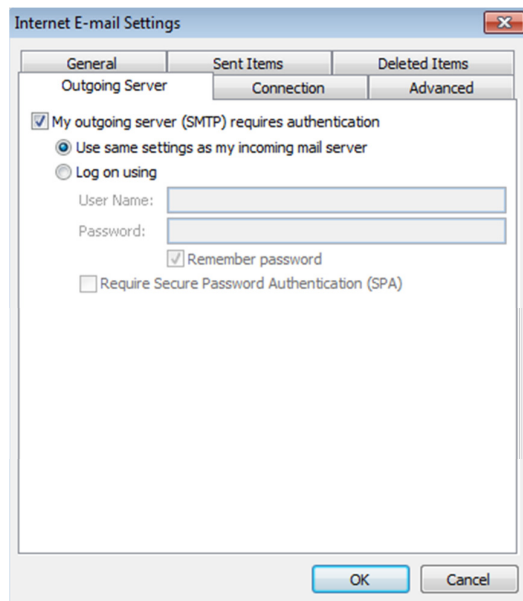
- d) In this page, choose Account Type as IMAP, put your email address and password and follow up below settings, then click “More Settings...”

在这一页，选择账户类型为 IMAP，将你的邮箱地址和密码输入进去，并按照图所示填写服务器信息，之后点击“其他设置”

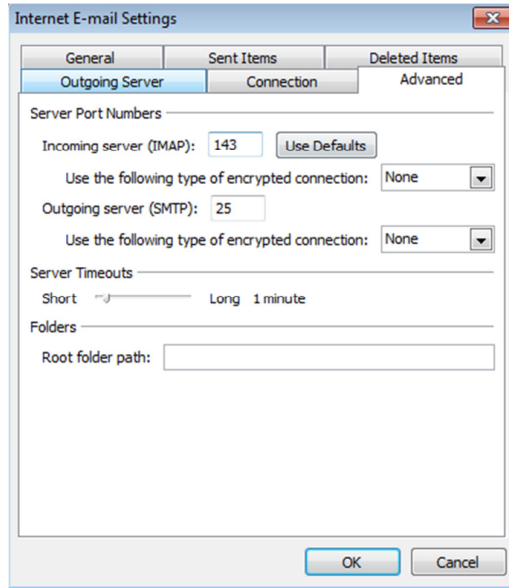


- e) In Internet E-mail settings page, go to tab “Outgoing server” and select “My outgoing server (SMTP) requires authentication”

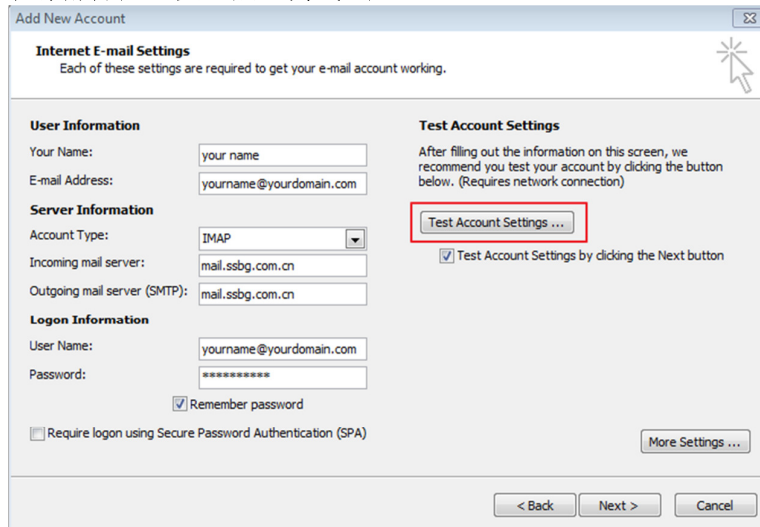
在发送服务器一项中，选择“我的发送服务器（SMTP）要求验证”



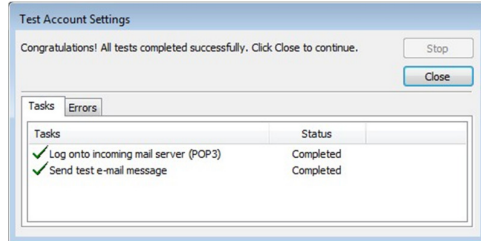
Go to “Advanced”, use the default port 143 & 25
在高级选项处，端口保留默认设置（IMAP 143 和 SMTP 25）



- f) Go back to “Add New Account” page, click “Test Account Settings...” to testing your settings.
在添加账户一页，点击测试账户设置



If all settings are correct, it will tell you all tests completed successfully, click Close to continue.
如果所有的信息都正确，会提示测试成功，关闭此对话框进入下一步

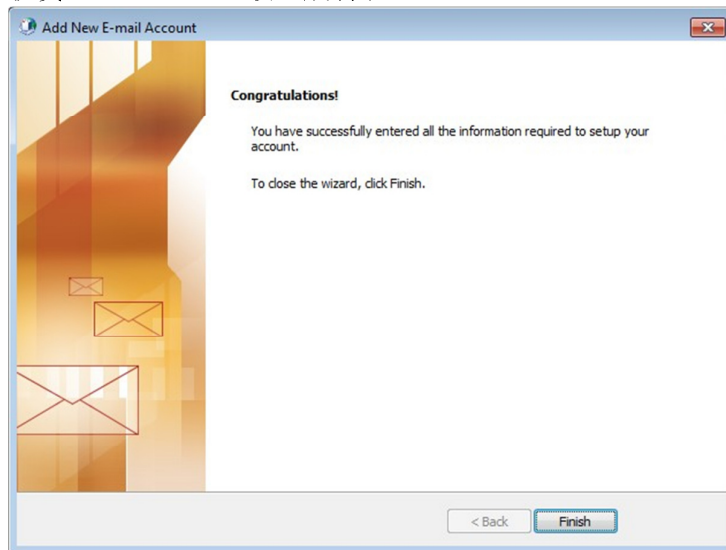


If it shows errors, check up your settings and try again, if still get failed, you can ask SSBG for further help.

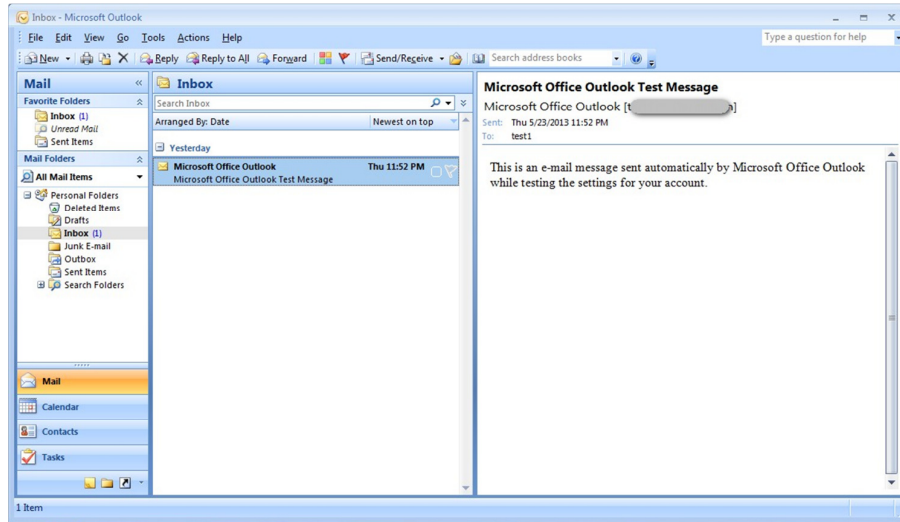
如果测试出现错误，需要重新检查设置，如果尝试结果一直失败，您可以咨询 SSBG

g) Congratulations! You are ready to use your outlook with your email.

祝贺！您的 outlook 设置成功了

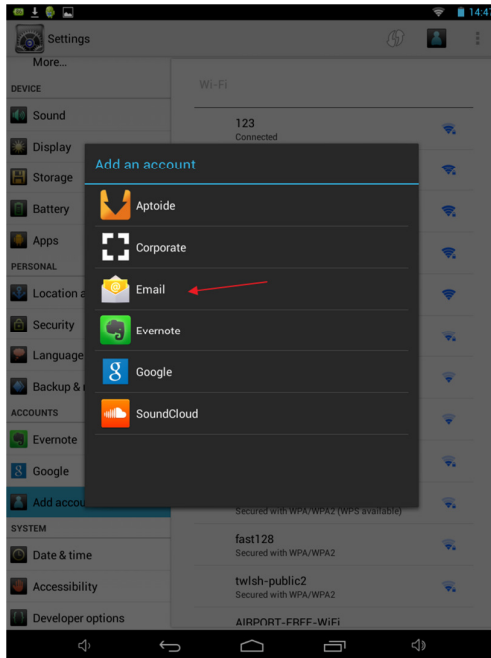


- h) Open Outlook
打开 outlook, 可以进行收发邮件了

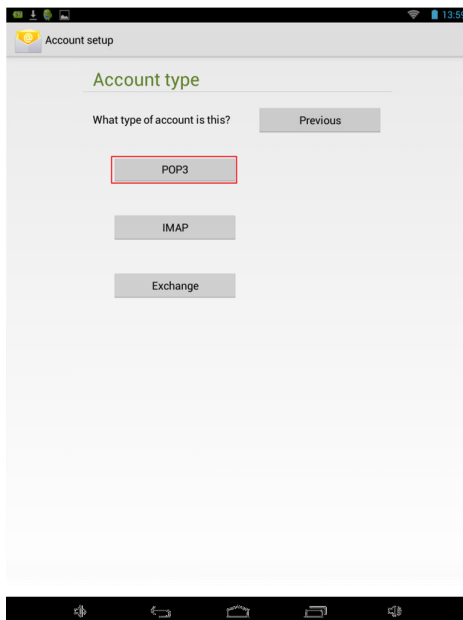


4. How to setup mail with POP account on Android system

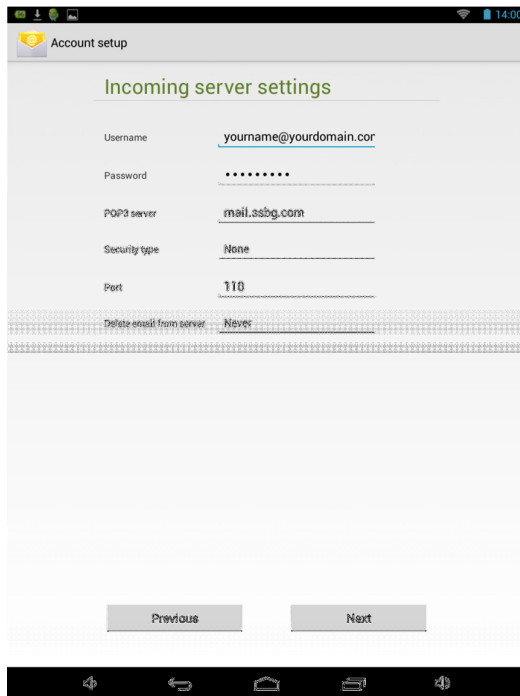
a> Add an account



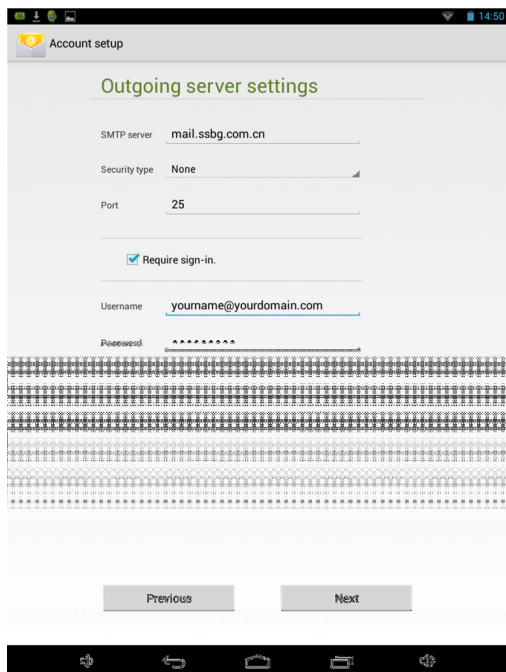
b> Choose POP as account type



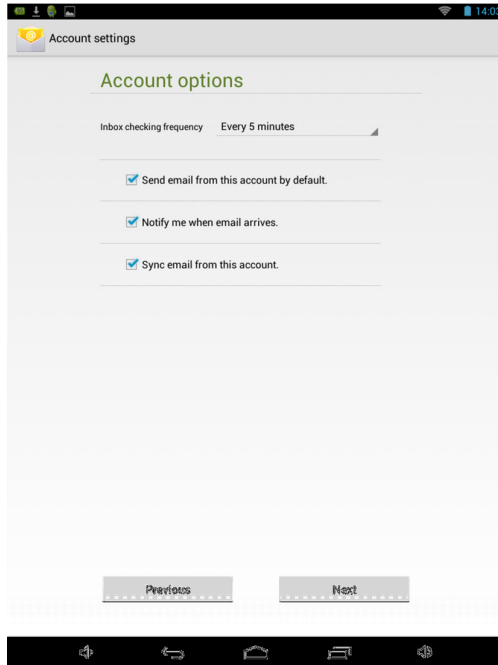
c> Input your email address and password, POP3 server is mail.ssbg.com.cn, Port is 110



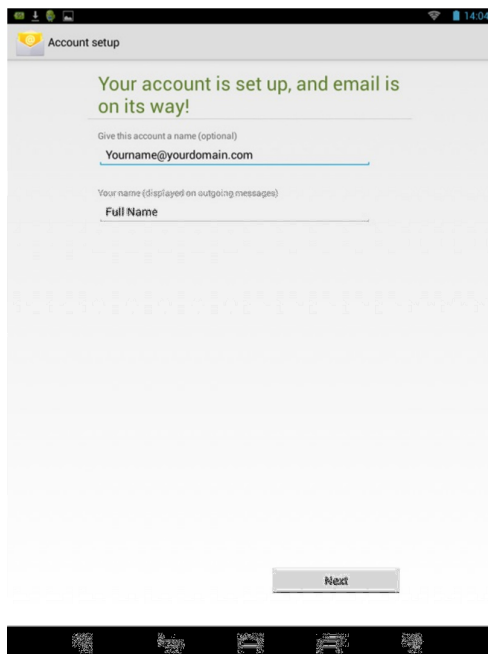
d> Outgoing server settings as following



e> **Account options**



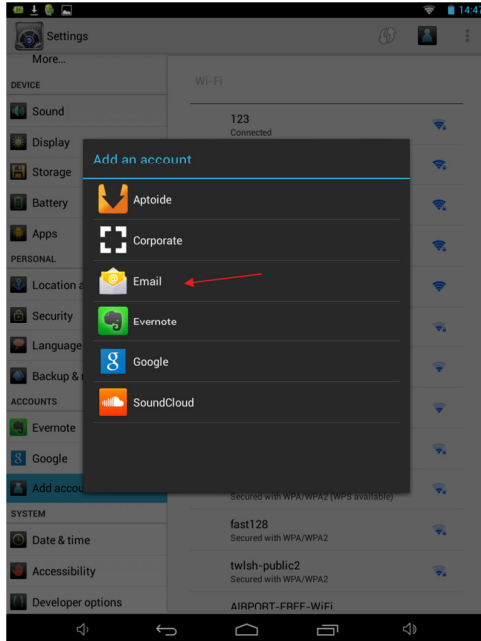
f> **Congratulation! Your account is set up!**



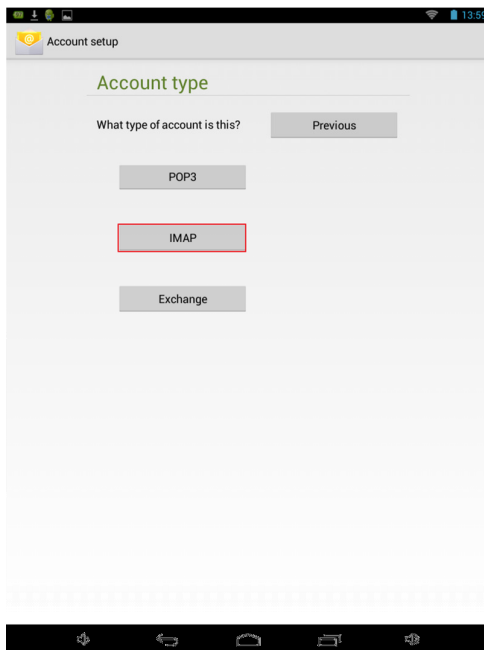
If you have any problem, please feel free to contact SSBG.

5. How to setup mail with IMAP account on Android system

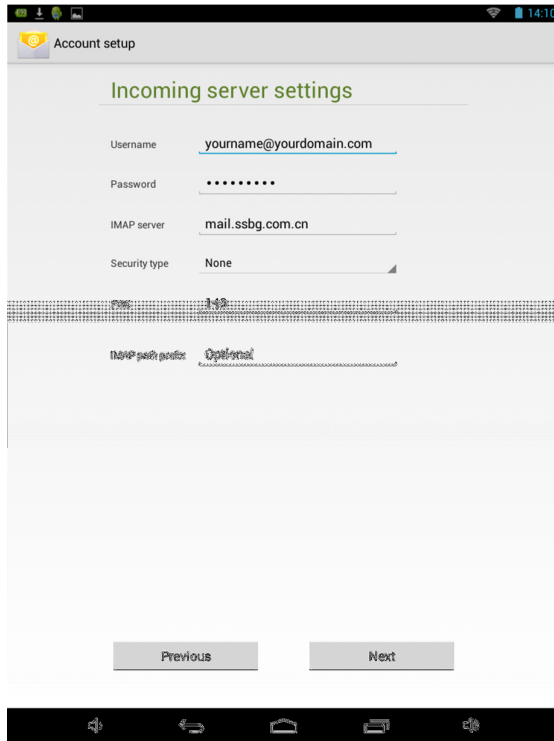
a> Add an account



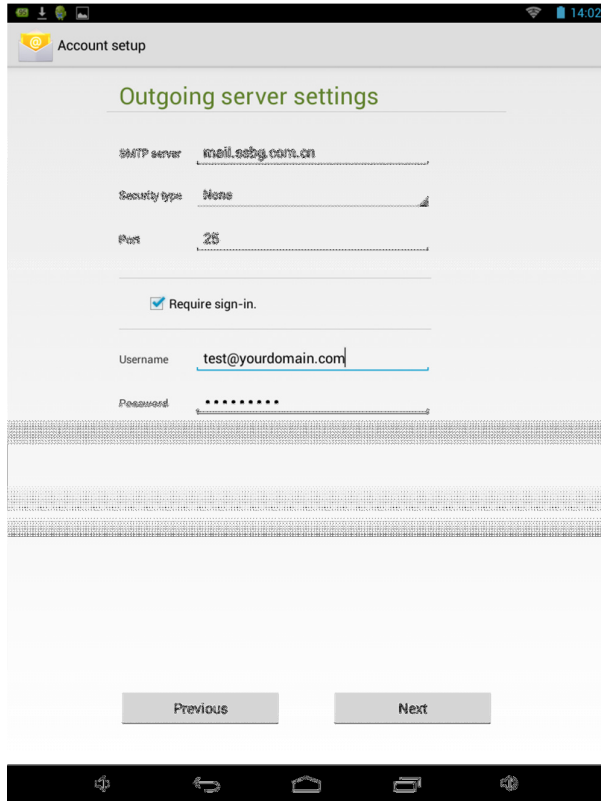
b> Choose IMAP as account type



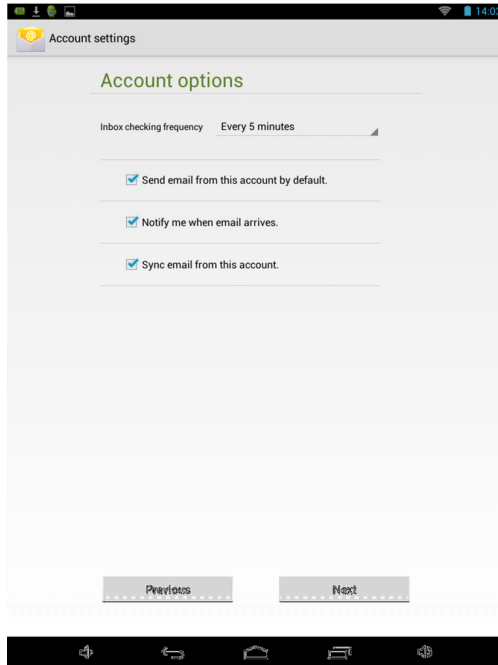
C> Input your email address and password, IMAP server is mail.ssbg.com.cn, Port is 143



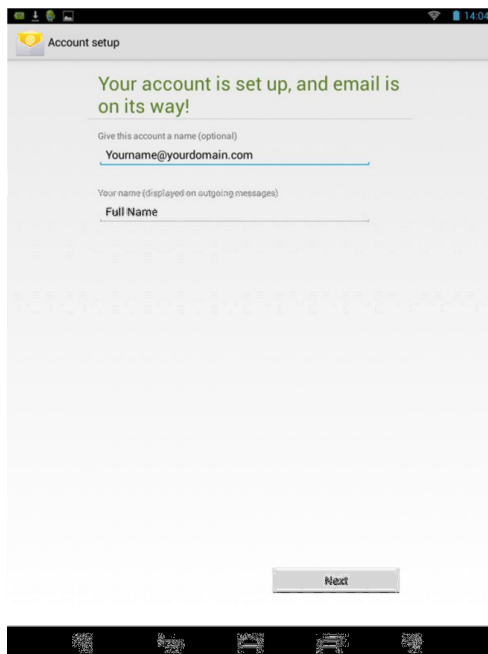
d> **Outgoing server information as following**



e> **Account options**



f> **Congratulation! Your account is set up!**

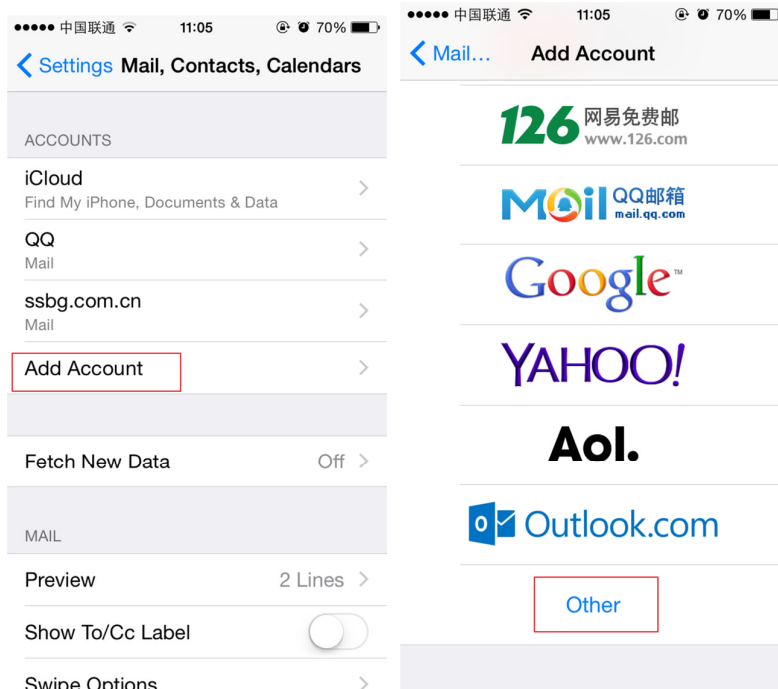


If you have any problem, please feel free to contact SSBG.

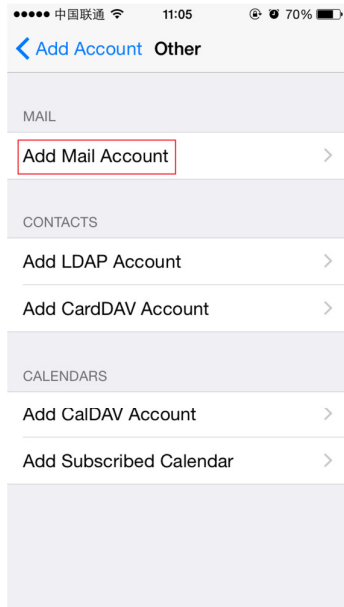
6. How to setup mail with POP account on iPhone\iPod touch\iPod system

备注：以 iPhone 为例(iPod touch/iPod 中除了界面略有区别外，操作基本类似)

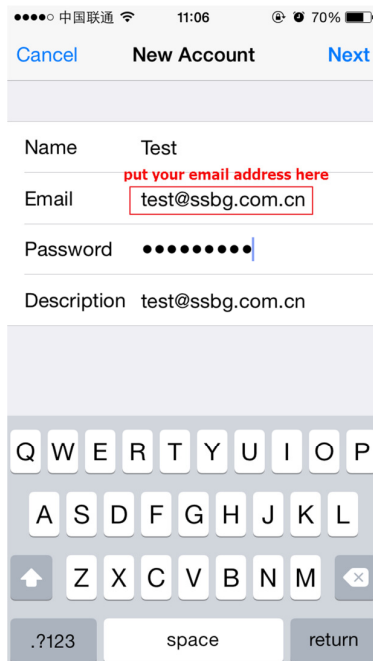
- a> On iPhone, go to Settings -> Mail, Contacts, Calendars -> Add Account
In the next page, choose other



b> Click “Add Mail Account”



c> Input your account information



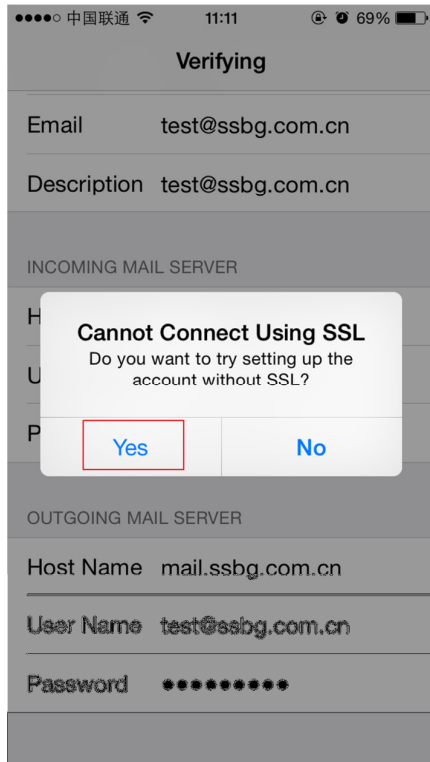
d> Choose POP, and with your account information, incoming mail server is mail.ssbg.com.cn

The screenshot shows the 'New Account' setup screen on an iPhone. At the top, there are three buttons: 'Cancel', 'New Account', and 'Save'. Below these are two tabs: 'IMAP' and 'POP', with 'POP' selected. The account information is as follows: Name: Test; Email: test@ssbg.com.cn (with a red box around the domain); Description: test@ssbg.com.cn. Under the 'INCOMING MAIL SERVER' section, Host Name is mail.ssbg.com.cn, User Name is test@ssbg.com.cn (with a red box around the domain), and Password is masked with dots. The 'OUTGOING MAIL SERVER' section is partially visible at the bottom.

e> **Outgoing server is mail.ssbg.com.cn, then save your settings**

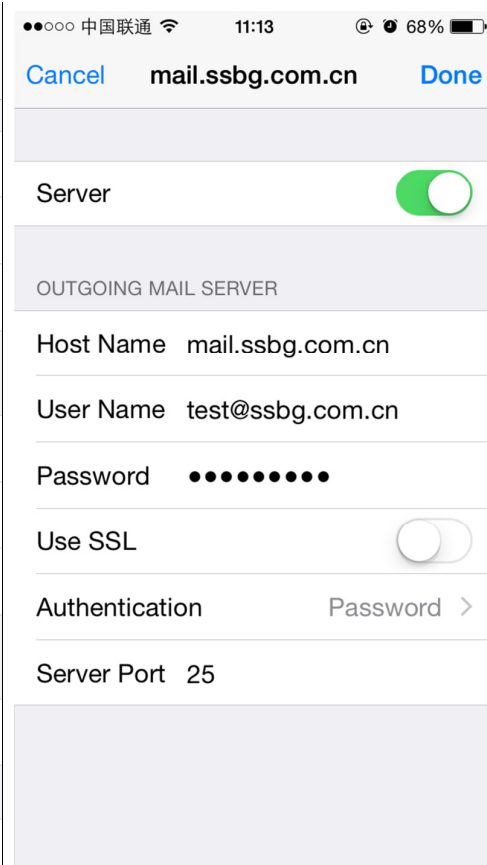
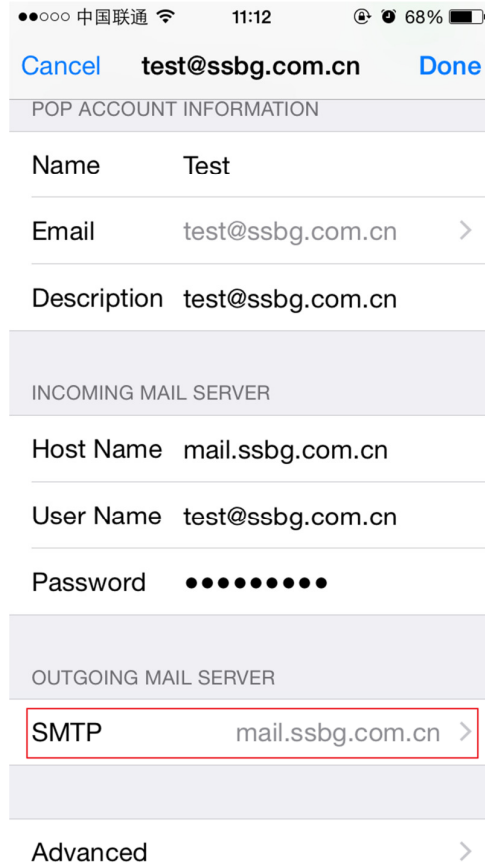
The screenshot shows the 'New Account' setup screen on an iPhone, focusing on the outgoing mail server settings. The 'Email' field is test@ssbg.com.cn and the 'Description' is test@ssbg.com.cn. Under the 'INCOMING MAIL SERVER' section, Host Name is mail.ssbg.com.cn (with a red box around the domain), User Name is test, and Password is masked with dots. Under the 'OUTGOING MAIL SERVER' section, Host Name is mail.ssbg.com.cn (with a red box around the domain), User Name is test@ssbg.com.cn, and Password is masked with dots.

If it pops up a windows ask 'Do you want to try setting up the account without SSL', choose Yes

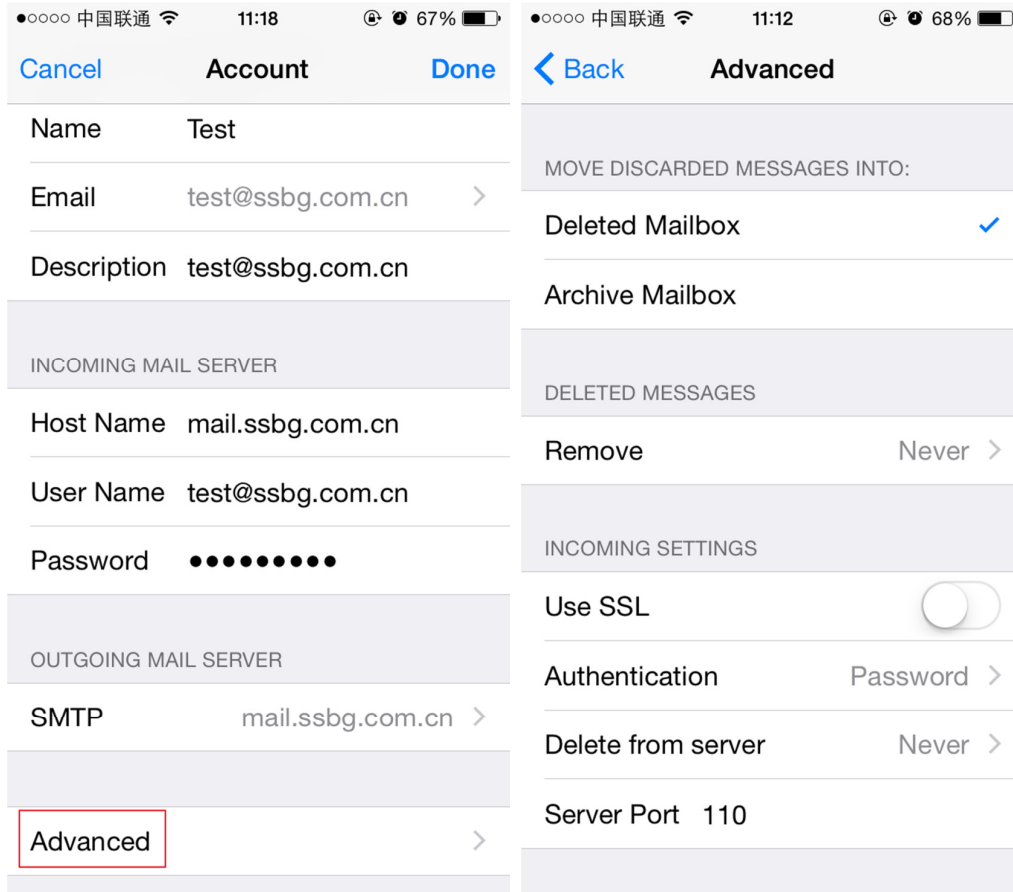


Until this step, your mail almost setup, follow up below steps and double check.

f> Go over your settings, make sure the outgoing mail server(SMTP) is mail.ssbg.com.cn, No SSL, Server port is 25.

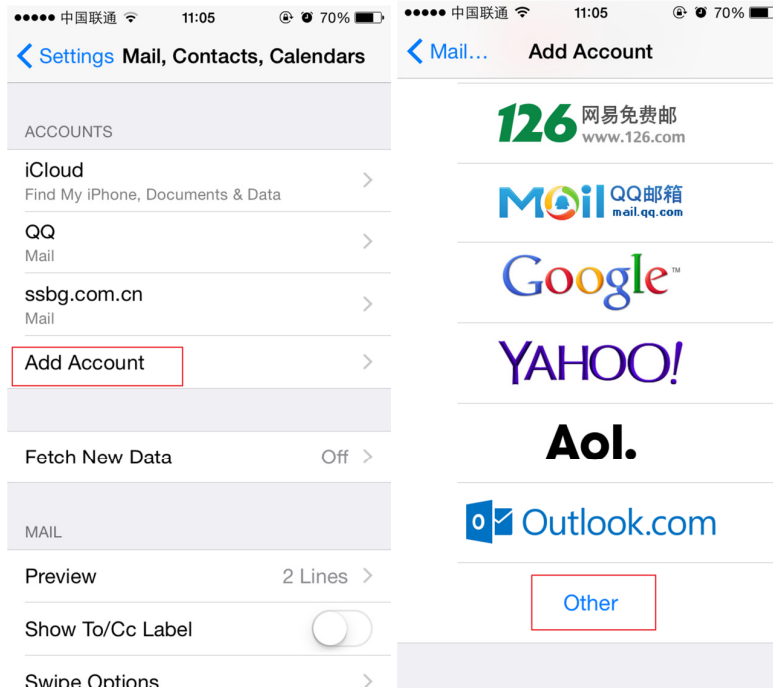


g> In Advanced settings, make sure the server port is 110, and never remove mails, No SSL.

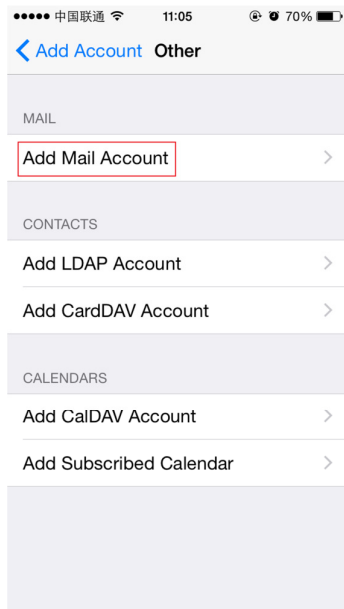


7. How to setup mail with IMAP account on iPhone\iPod touch\iPod system

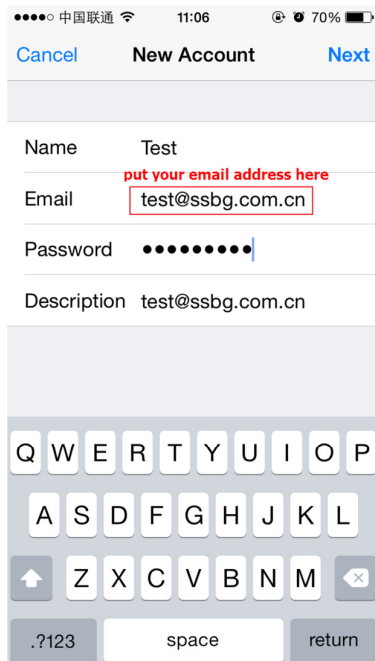
- a> On iPhone, go to Settings -> Mail, Contacts, Calendars -> Add Account
In the next page, choose other



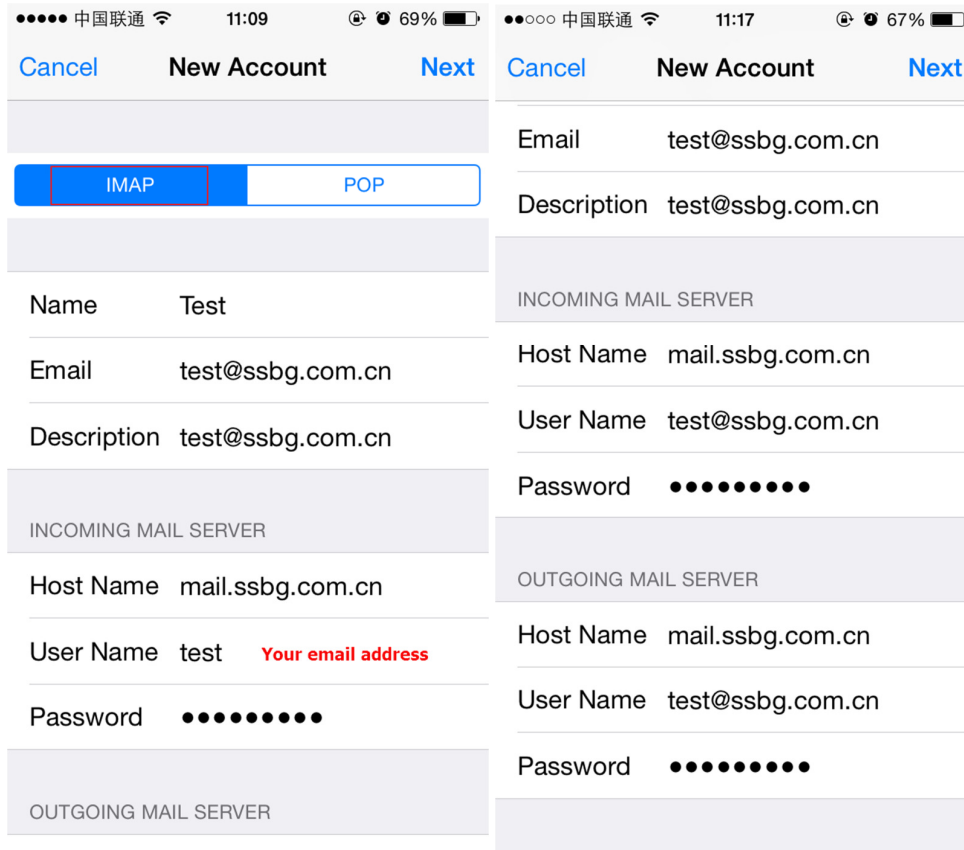
b> Click “Add Mail Account”



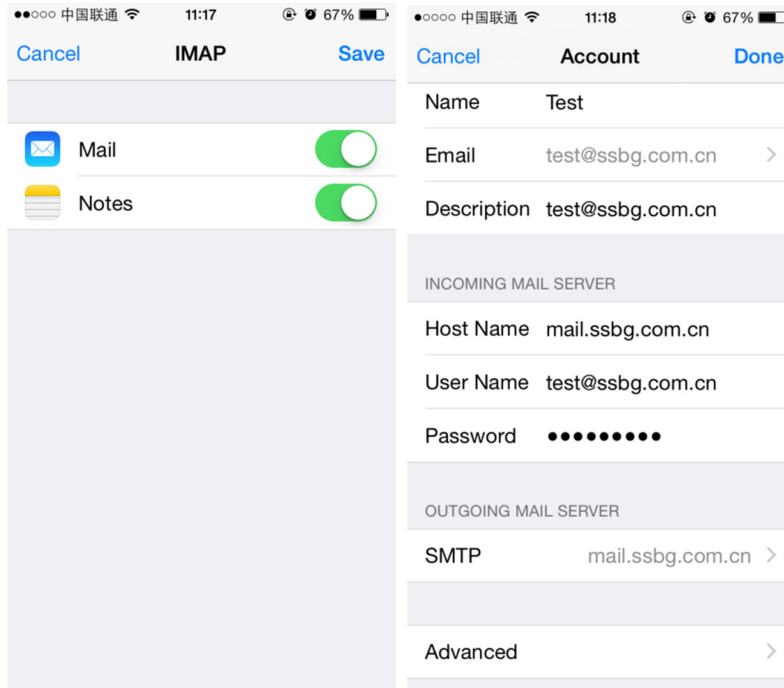
c> Input your account information



d> Choose IMAP, and with your account information, in “INCOMING MAIL SERVER” tab, Host Name is mail.ssbg.com.cn, User Name – input your email address. With the same settings in “OUTGOING MAIL SERVER” tab.



e> Choose the synchronizing item, and then save your settings.



f> The setup is finished, go over the settings, in “OUTGOING MAIL SERVER” – SMTP, make sure all server port is 25, Authentication is password, and unselect User SSL. In Advance tab, choose never remove message from server.

