

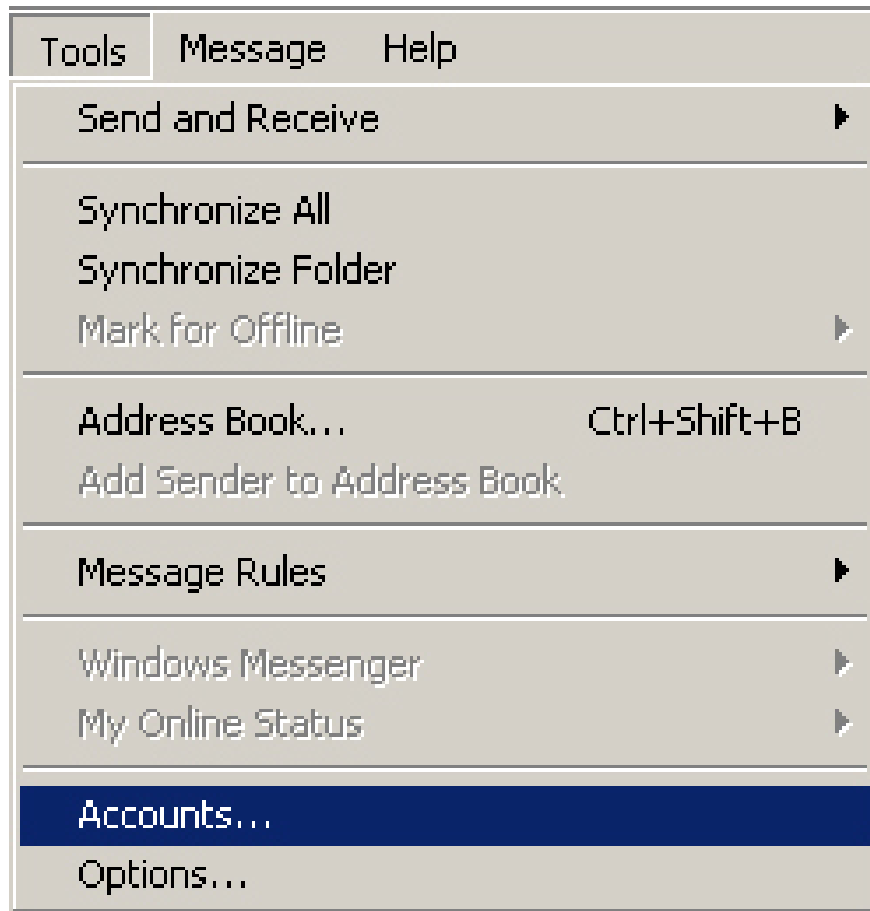
# Make email management of email notifications using Outlook Express

For office workers today, effectively declaring and managing the company's email is an essential need. Microsoft with the built-in Outlook Express program gives you the convenience and professionalism when you need to manage corporate mail (you can manage both Gmail or Yahoo mail, ...)

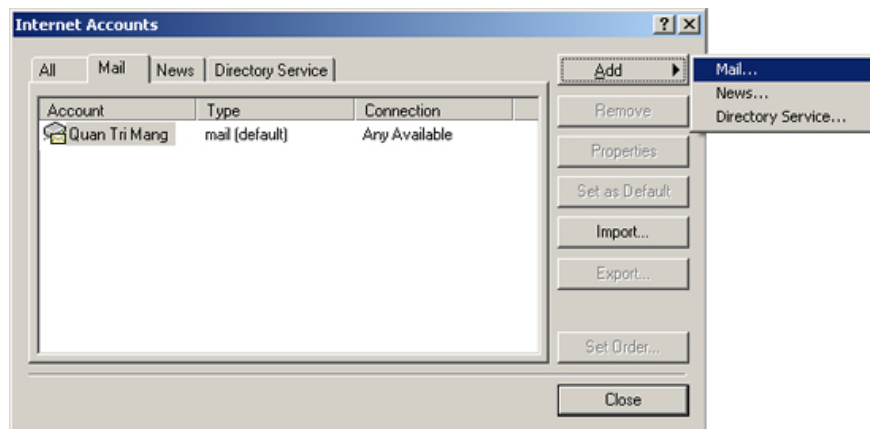
**For office workers today, effectively declaring and managing the company's email is an essential need. Microsoft with the built-in Outlook Express program gives you the convenience and professionalism when you need to manage your company's mail (you can manage both Gmail or Yahoo mail, .). We take an example here, email support@quantangang.com, if you declare by the company's email address, you must change it to ten\_email @ ten\_mien\_cty and replace mail.quantrimang.com to mail.ten\_mien\_cty**

## **I. Start email creation in Outlook**

1. Go to **Tools**
2. Select **Accounts** .

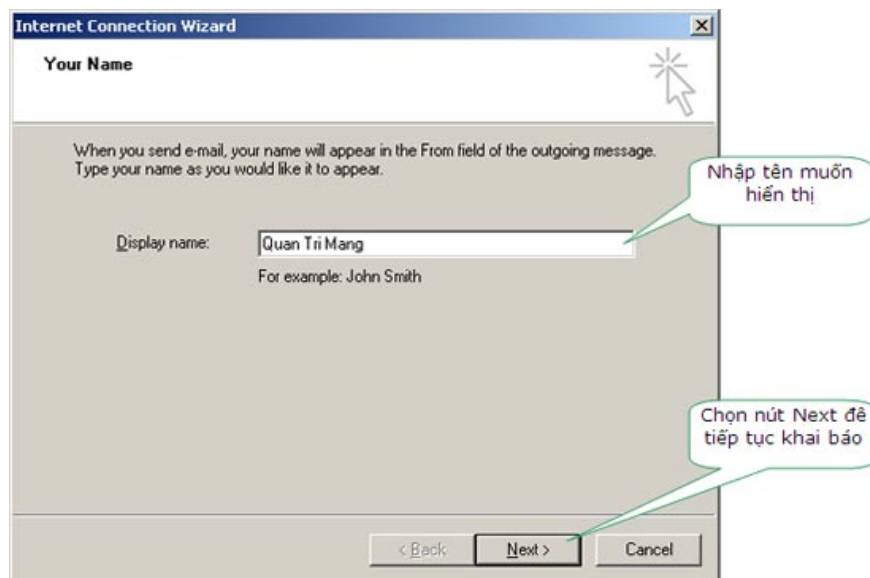


3. Export the **Internet Accounts** dialog box. Choose **AddMail** .



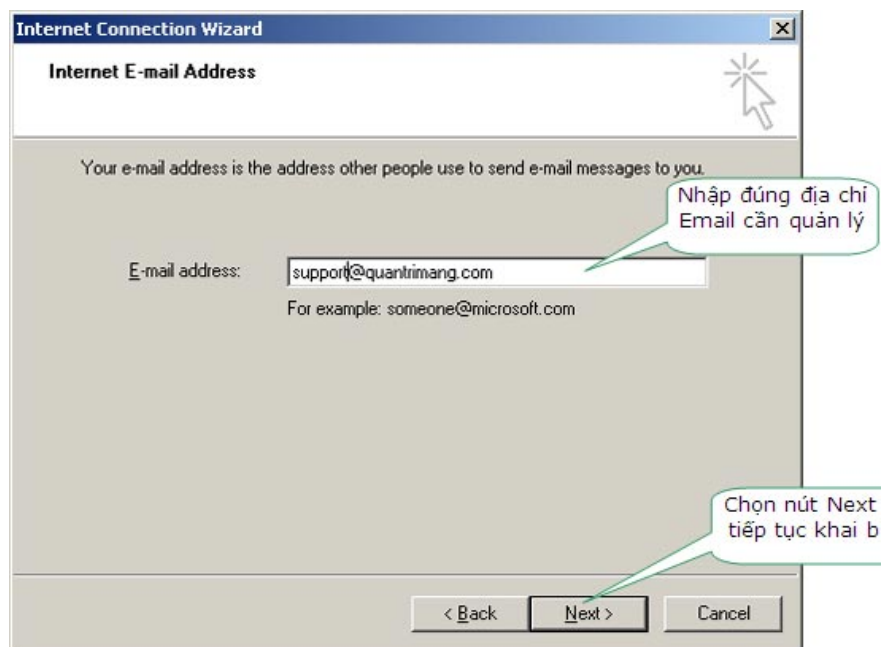
4. The **Internet connection Wizard** dialog box appears

5. Enter the name you want to display in the **Display name** box.



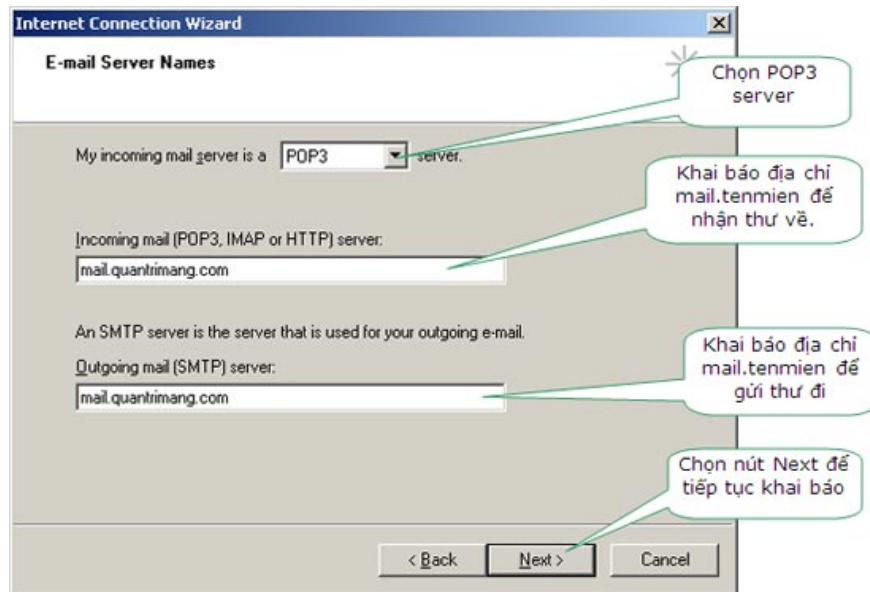
6. Select the **Next** button to continue the report

7. Enter your email address in the **E-mail address box** .



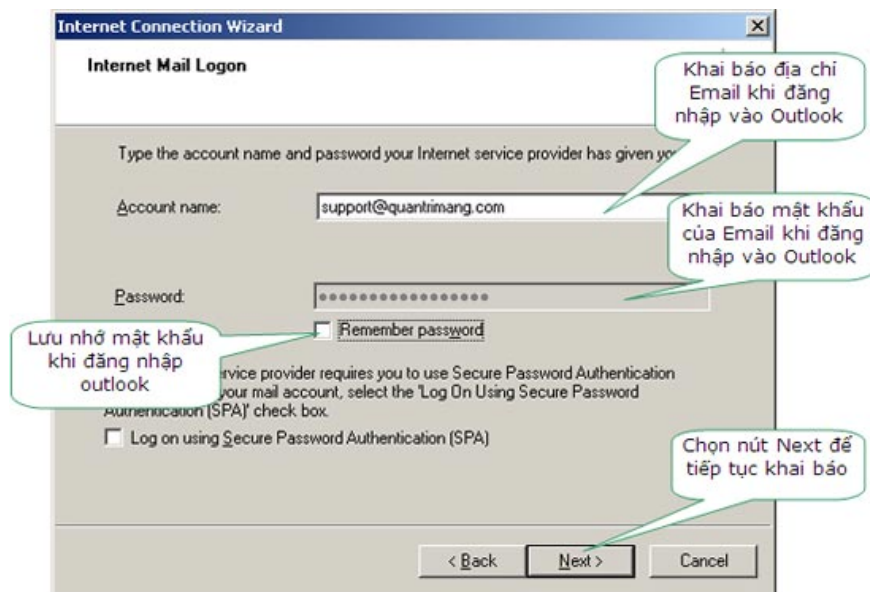
8. Select the **Next** button to continue the declaration

9. Declare the E-mail name initialized on the Server



10. Select the **Next** button to continue the report

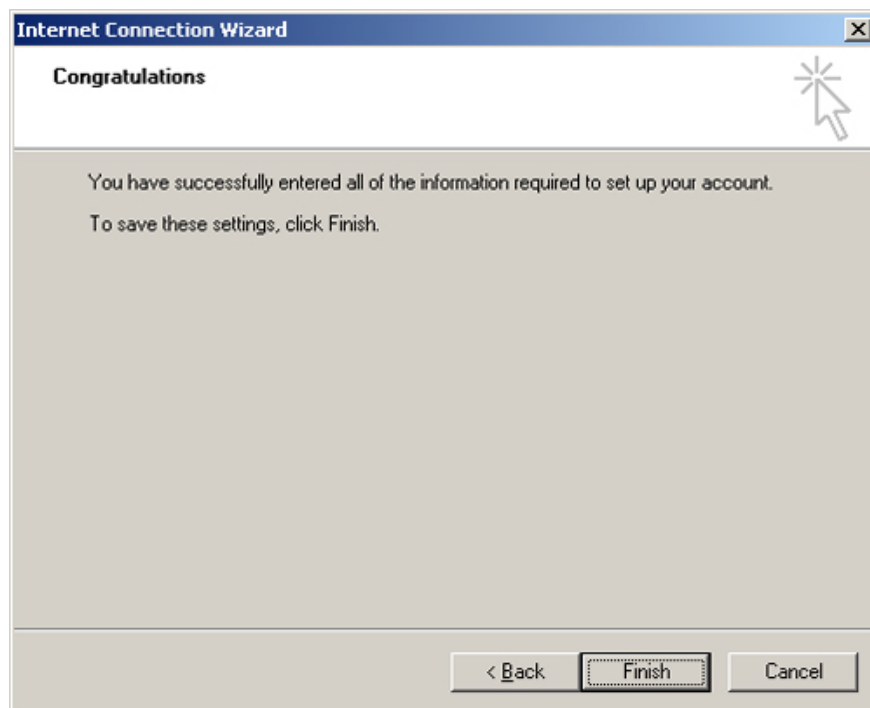
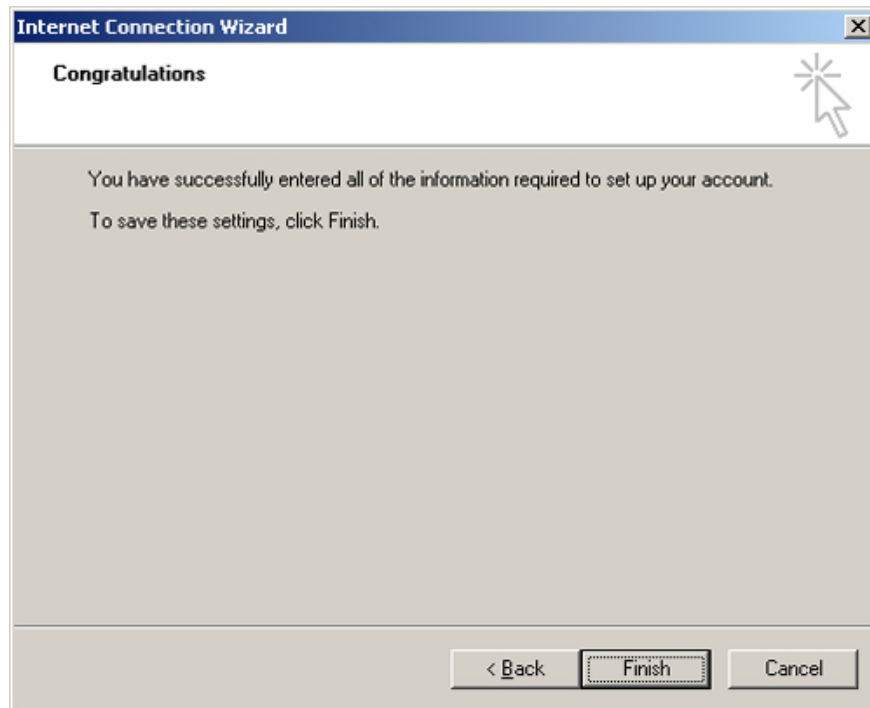
11. Declare your Email account when logging into Outlook



**Note** : If you want to remember the password so that the next time you do not have to log in to Outlook, enter the correct password in the Password box and check the **Remember password** (if it is a personal machine). If your computer has the same users, you should not save and remember the password here to secure your mail.

13. Select the **Next** button

14. Select **Finish**



## II. Check the information declared Email in Outlook Express

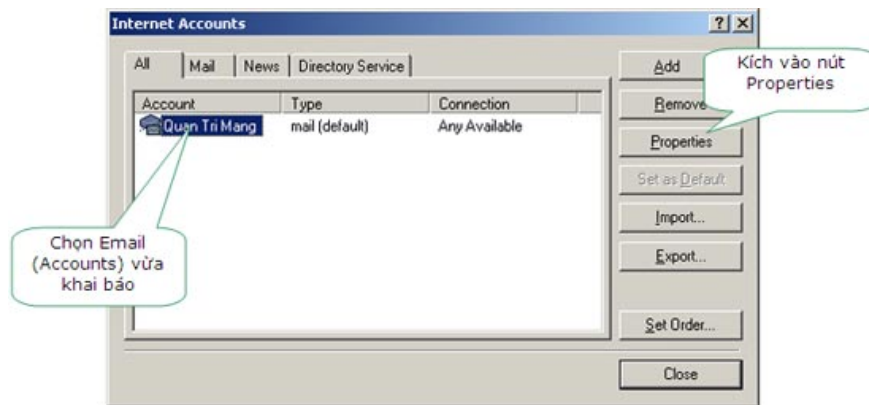
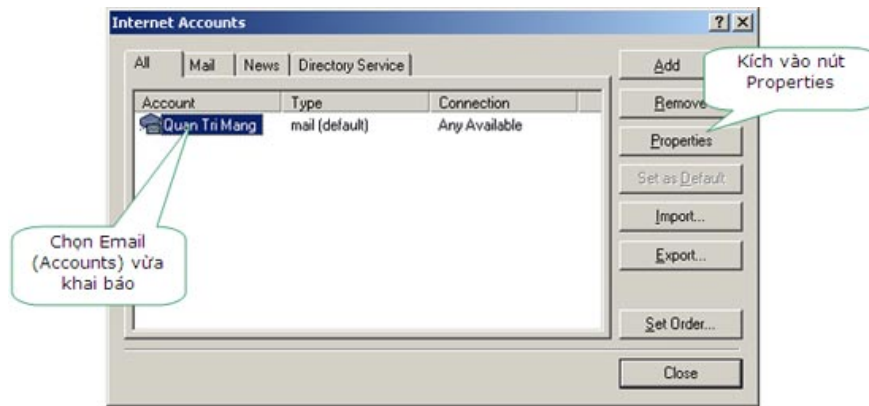
When the email creation report in Outlook Express still does not have all the necessary parameters to ensure that incoming and outgoing mail is securely secured, please see and fill in some more information.

Compare and fill the email properties with the following steps:

1. Go to **Tools**

2. Select **Accounts** .

3. The **Internet Accounts** dialog box appears



4. Select **Accounts** just declared

5. Select the **Properties** button

6. Compare the **General** tab

mail.quantrimang.com Properties

General Servers Connection Security Advanced

Mail Account

Type the name by which you would like to refer to these servers. For example: "Work" or "Microsoft Mail Server".

mail.quantrimang.com

User Information

Name: Quan Tri Mang

Organization:

E-mail address: support@quantrimang.com

Reply address:

Include this account when receiving mail or synchronizing

OK Cancel Apply

mail.quantrimang.com Properties

General Servers Connection Security Advanced

Mail Account

Type the name by which you would like to refer to these servers. For example: "Work" or "Microsoft Mail Server".

mail.quantrimang.com

User Information

Name: Quan Tri Mang

Organization:

E-mail address: support@quantrimang.com

Reply address:

Include this account when receiving mail or synchronizing

OK Cancel Apply

## 7. Compare **Server** card

**mail.quantrimang.com Properties** [?] [X]

General Servers Connection Security Advanced

Server Information

My incoming mail server is a  server.

Incoming mail (POP3):

Outgoing mail (SMTP):

Incoming Mail Server

Account name:

Password:

Remember password

Log on using Secure Password Authentication

Outgoing Mail Server

My server requires authentication



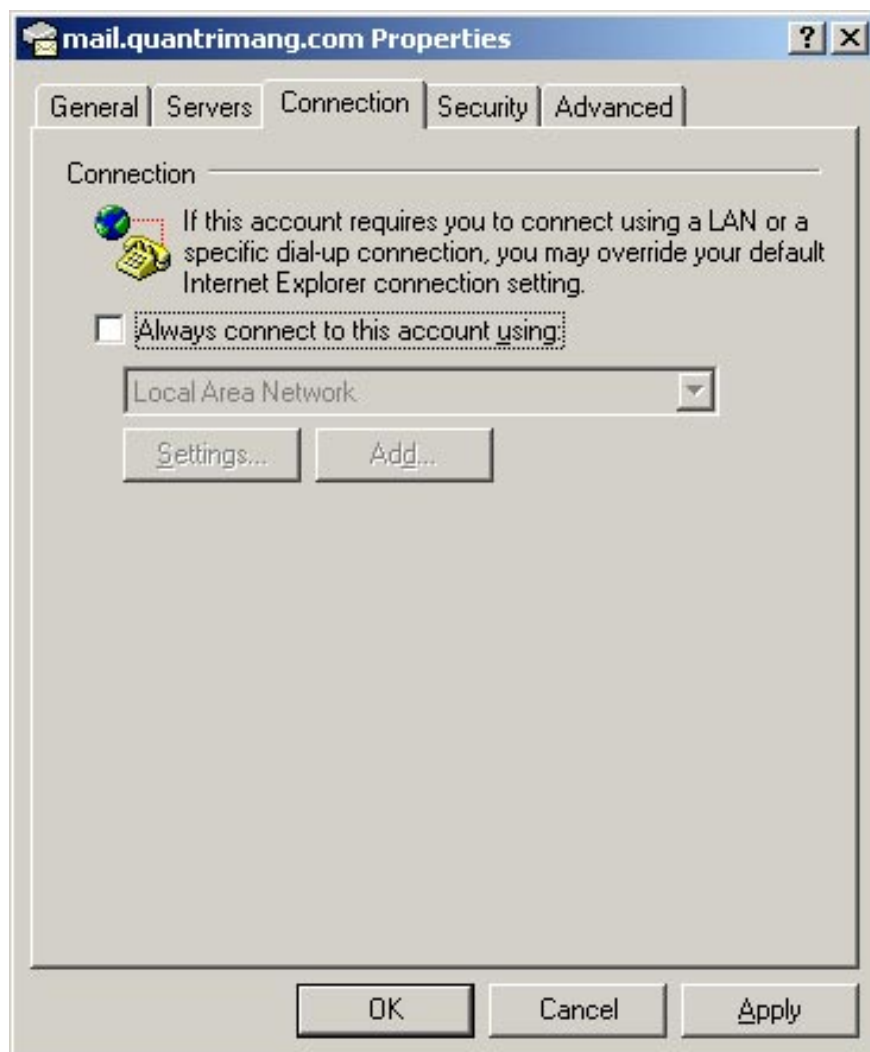
8. Please select **My server to require authentication** . Select **Settings** button . to declare Email and password when sending mail.

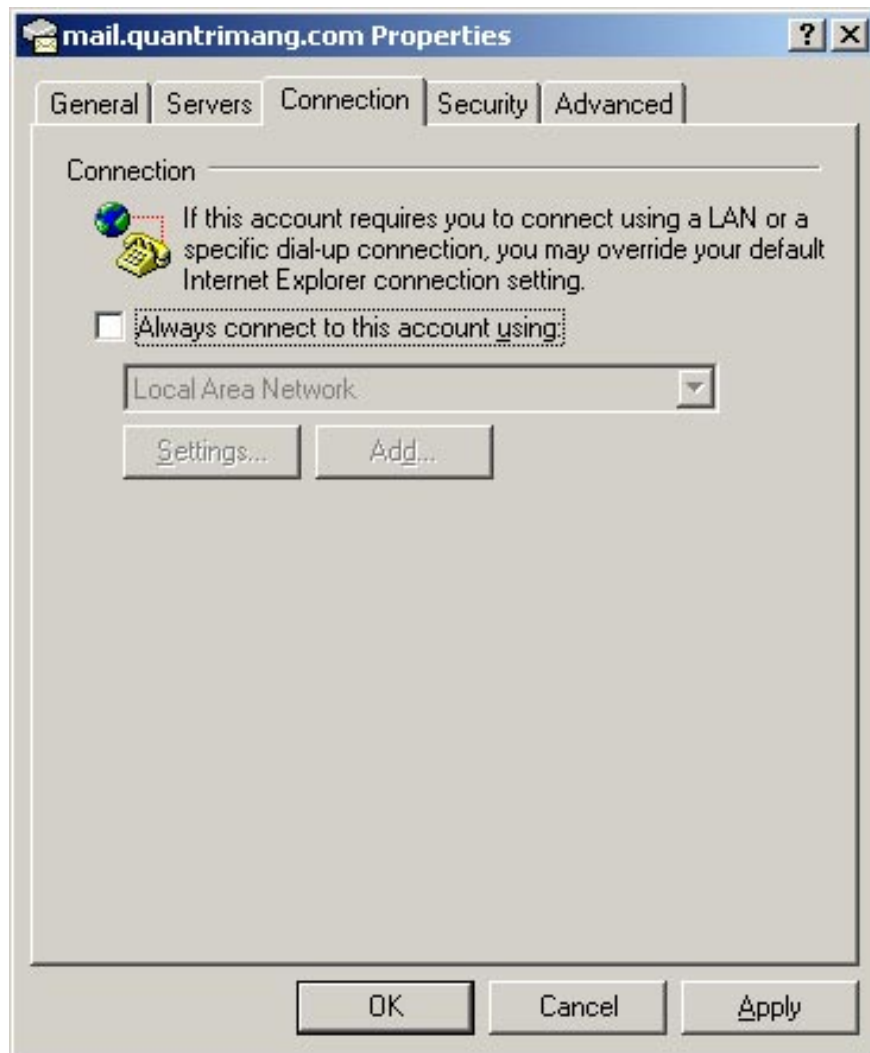




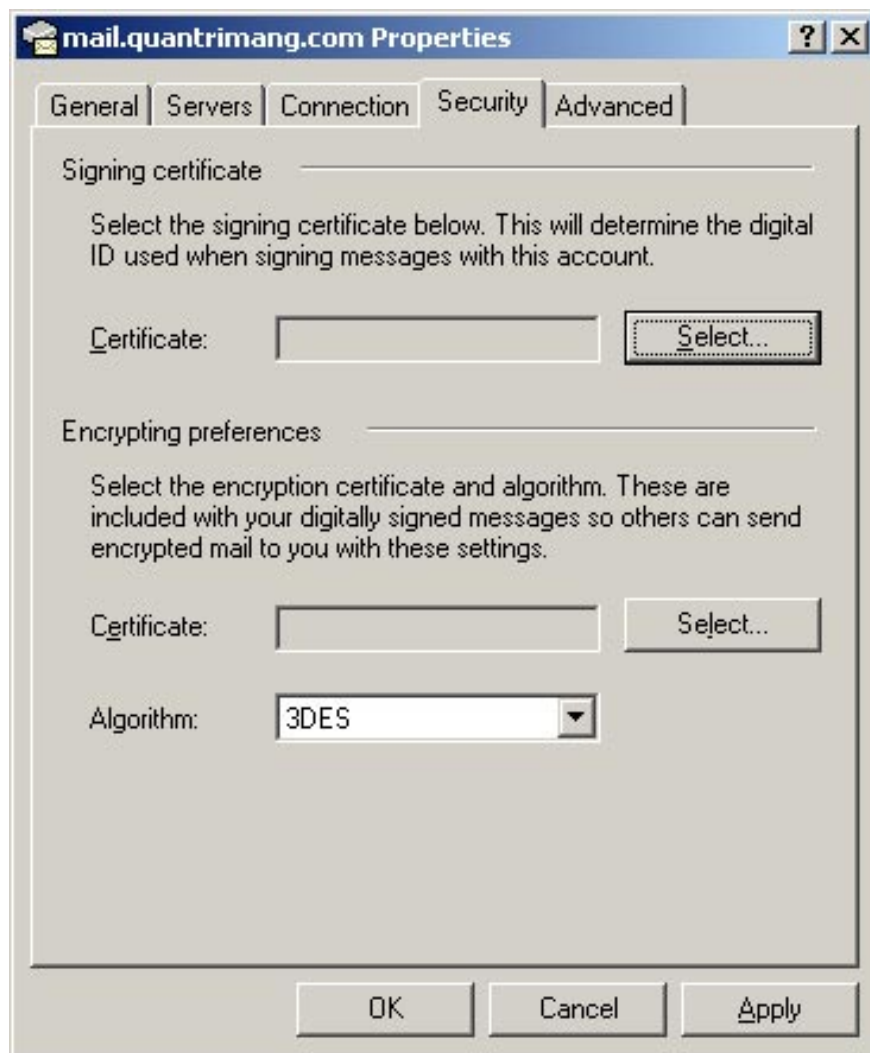
Select **Use same settings as my incoming mail server** to use the same Email and password of the declared mail.

#### 9. Connection Card

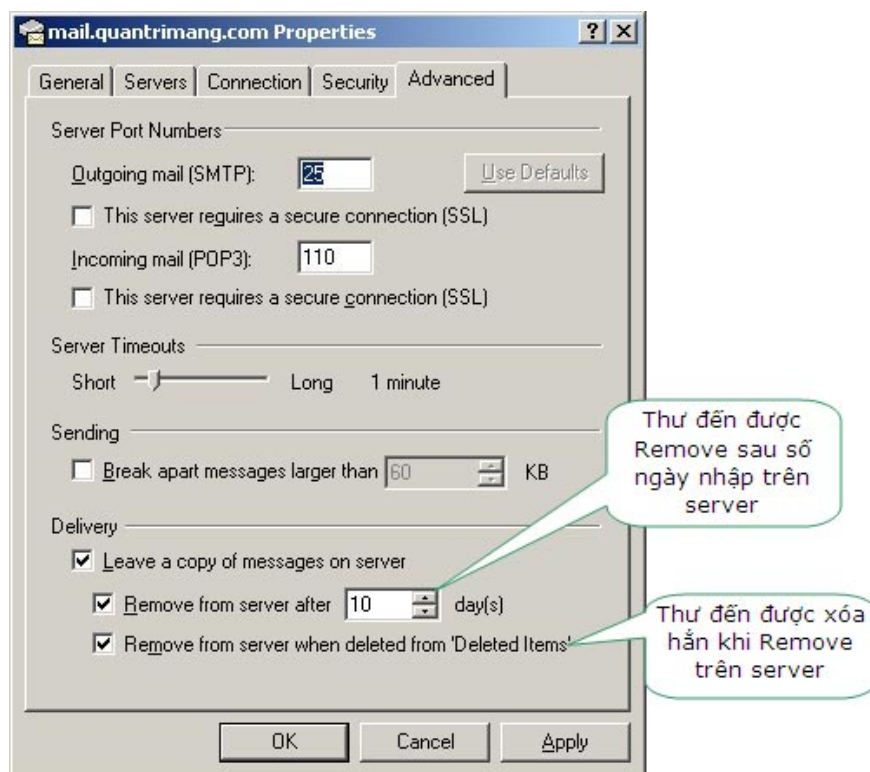




## 10. Security Card



## 11. Advanced card



Finally click OK to save the selected changes.

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