How to setup Microsoft outlook 2010 e-mail in new e-mail profile?  

(For HKBU network & outside campus use )

1. Go to Control Panel, Double Click the mail icon.

2. In the Mail Setup, click “Show Profiles”. Then click “Add” button.
3. Give a name for Profile Name. Then click “OK”

4. Select “E-mail Account”, then click “Next” button.
5. Select “Manually configure server settings or additional server types.” Then click “Next” button.

6. Select “Microsoft Exchange or compatible service”. Then click “Next” button.
7. Enter the server name “exmail.hkbu.edu.hk”, and your “User Name” then click “More Setting”

8. Choose “Connection” Tab, Please select and then click “Exchange Proxy Setting” and Configure setting as below picture. Then apply the setting and exit those windows.
9. Click “Next” button.

10. Enter the login information.

11. Complete setup in outlook. Click “Finish”