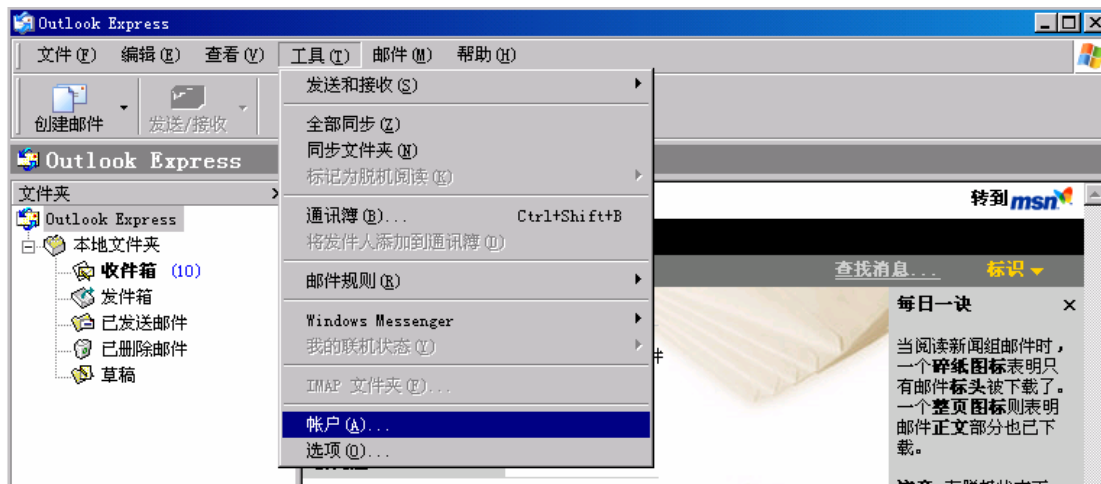
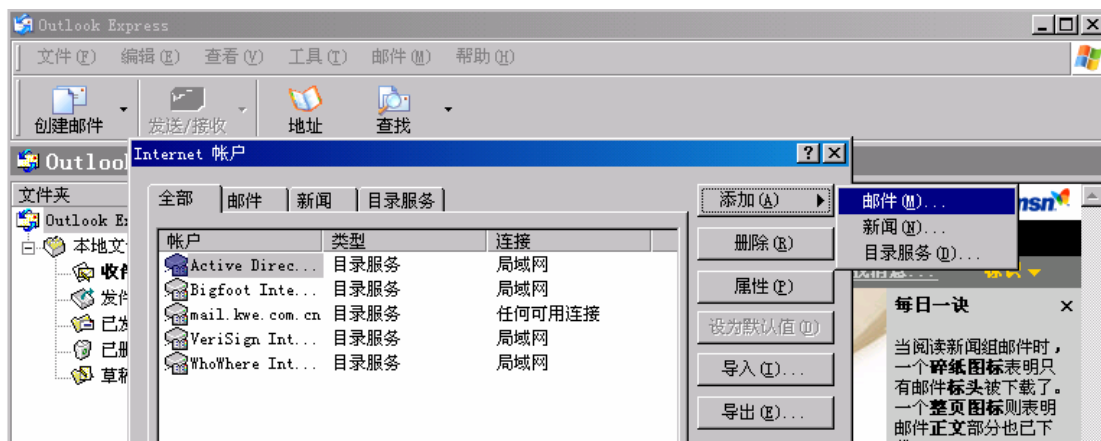


虚拟服务器邮箱使用方法: [假设您的域名为:abc.com.cn, 您的邮箱为:abc@abc.com.cn]

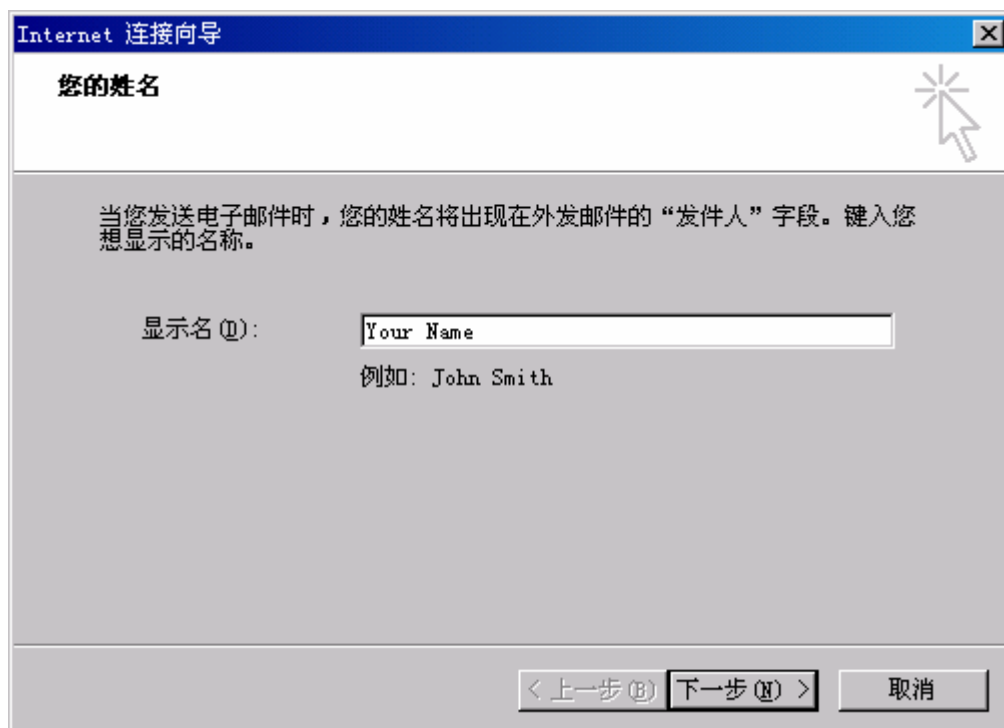
如上图所示, 点击工具 -> 帐户, 弹出 Outlook Exoress 账户管理窗口;



如上图所示, 点击添加->邮件, 弹出 Outlook Exoress 用户向导;



在用户名处填入您喜欢的名字，如：abc，这将显示在你发送的邮件中；



The screenshot shows a window titled "Internet 连接向导" (Internet Connection Wizard). The main heading is "您的姓名" (Your Name). Below the heading is a text box containing "Your Name" and an example "例如: John Smith". At the bottom, there are three buttons: "< 上一步 (P)" (Previous), "下一步 (N) >" (Next), and "取消" (Cancel). A mouse cursor is pointing at the "Next" button.

Internet 连接向导

**您的姓名**

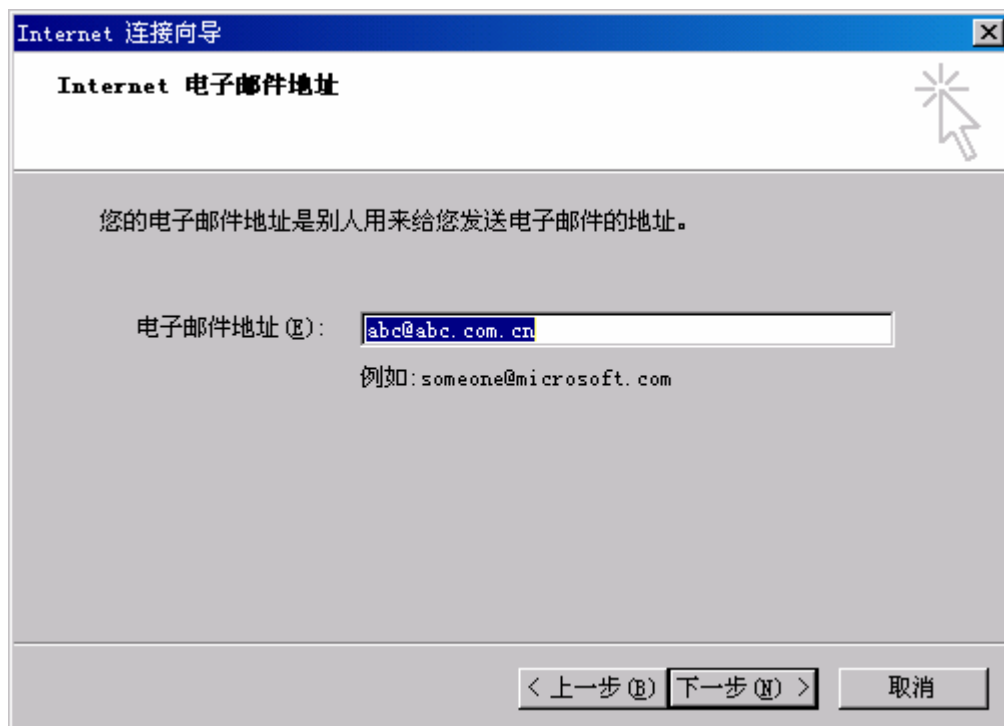
当您发送电子邮件时，您的姓名将出现在外发邮件的“发件人”字段。键入您想显示的名称。

显示名 (N):

例如: John Smith

< 上一步 (P) 下一步 (N) > 取消

点击下一步弹出以下窗口，填写发送者邮箱地址(如：abc@abc.com.cn)



The screenshot shows a window titled "Internet 连接向导" (Internet Connection Wizard). The main heading is "Internet 电子邮件地址" (Internet Email Address). Below the heading is a text box containing "abc@abc.com.cn" and an example "例如: someone@microsoft.com". At the bottom, there are three buttons: "< 上一步 (P)" (Previous), "下一步 (N) >" (Next), and "取消" (Cancel). A mouse cursor is pointing at the "Next" button.

Internet 连接向导

**Internet 电子邮件地址**

您的电子邮件地址是别人用来给您发送电子邮件的地址。

电子邮件地址 (E):

例如: someone@microsoft.com

< 上一步 (P) 下一步 (N) > 取消

点击下一步弹出以下窗口，在填入"mail.abc.com.cn"；

The screenshot shows a window titled "Internet 连接向导" (Internet Connection Wizard) with a sub-header "电子邮件服务器名" (Email Server Name). The main content area contains the following text and controls:

- "我的邮件接收服务器是 (S)  服务器。" (My mail receiving server is (S)  server.)
- "接收邮件 (POP3, IMAP 或 HTTP) 服务器 (I):" (Receive mail (POP3, IMAP or HTTP) server (I):)
- (The text "mail.abc.com.cn" is circled in red.)
- "SMTP 服务器是您用来发送邮件的服务器。" (SMTP server is the server you use to send mail.)
- "发送邮件服务器 (SMTP) (Q):" (Send mail server (SMTP) (Q):)
- (The text "mail.abc.com.cn" is circled in red.)

At the bottom right, there are three buttons: "< 上一步 (B)" (Previous step), "下一步 (N) >" (Next step), and "取消" (Cancel).

点击下一步弹出以下窗口，填入您的整个邮箱地址(如 abc@abc.com.cn,注意要带上后缀@abc.com)；

The screenshot shows a window titled "Internet 连接向导" (Internet Connection Wizard) with a sub-header "Internet Mail 登录" (Internet Mail Login). The main content area contains the following text and controls:

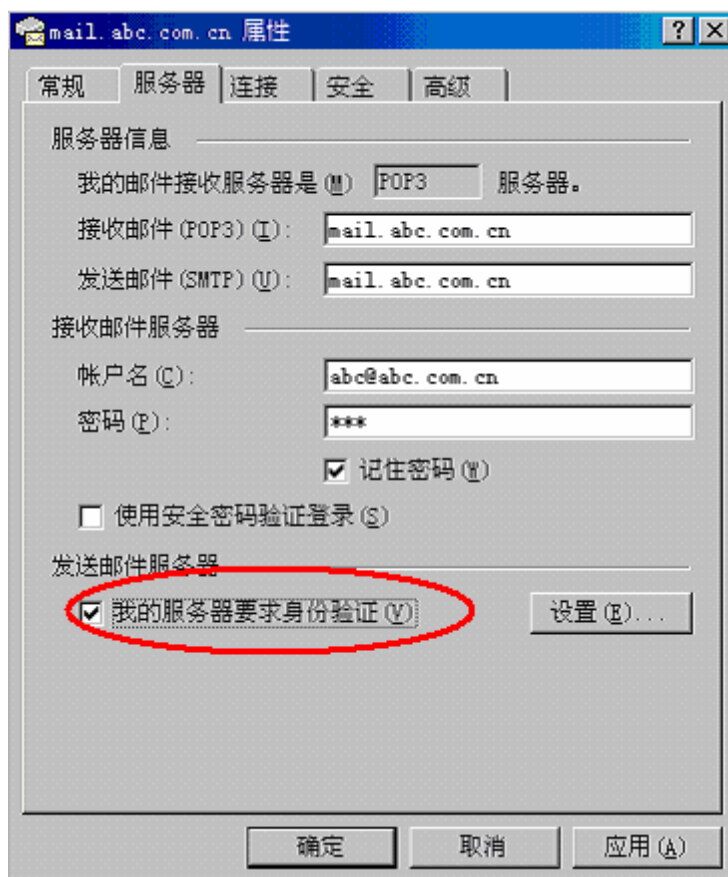
- "键入 Internet 服务提供商给您的帐户名称和密码。" (Enter the account name and password given to you by the Internet service provider.)
- "帐户名 (A):" (Account name (A):)
- (The text "abc@abc.com.cn" is circled in red.)
- "密码 (P):" (Password (P):)
- (The password field contains three asterisks.)
- 记住密码 (R) (Remember password (R))
- "如果 Internet 服务供应商要求您使用“安全密码验证 (SPA)”来访问电子邮件帐户，请选择“使用安全密码验证 (SPA) 登录”选项。" (If the Internet service provider requires you to use "Secure Password Authentication (SPA)" to access your email account, select the "Use Secure Password Authentication (SPA) Login" option.)
- 使用安全密码验证登录 (SPA) (S) (Use Secure Password Authentication Login (SPA) (S))

At the bottom right, there are three buttons: "< 上一步 (B)" (Previous step), "下一步 (N) >" (Next step), and "取消" (Cancel).

完成上述步骤后，在 Outlook Exoress 账户管理窗口中按属性按钮



由于我司邮件服务器作了安全验证，请在“我的邮件服务器要求身份验证”打钩



为了尽可能的利用邮箱空间，避免不必要的退信，请尽量不要选择“在服务器上保留邮件副本”

