

How to configure email Client

Outlook 2003

1. Open Outlook and under the **Tools** menu select **Email Accounts...**
2. Select "**View or Change existing Email Accounts**" and click **Next**.
3. Select your Sabah Gov account in the next window and click **Change**.



The screenshot shows the 'E-mail Accounts' dialog box in Outlook 2003, specifically the 'Internet E-mail Settings (POP3)' tab. The window title is 'E-mail Accounts' and it has a help icon and a close button in the top right corner. Below the title bar, there is a sub-header 'Internet E-mail Settings (POP3)' and a note: 'Each of these settings are required to get your e-mail account working.' The dialog is divided into four main sections: 'User Information', 'Server Information', 'Logon Information', and 'Test Settings'. 'User Information' contains fields for 'Your Name' (filled with 'My Name') and 'E-mail Address' (filled with 'MYEmail@sabah.gov.my'). 'Server Information' contains fields for 'Incoming mail server (POP3):' (filled with 'mail.sabah.gov.my') and 'Outgoing mail server (SMTP):' (filled with 'asmtsp.sabah.gov.my'). 'Logon Information' contains fields for 'User Name:' (filled with 'test@sabah.gov.my') and 'Password:' (filled with '*****'), a checked 'Remember password' checkbox, and an unchecked 'Log on using Secure Password Authentication (SPA)' checkbox. 'Test Settings' contains a text box with the instruction: 'After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)' and a 'Test Account Settings ...' button. At the bottom right, there is a 'More Settings ...' button. At the very bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

4. Click the "**More Settings**" button in the Internet E-mail Settings window.
5. Under the **Outgoing Server** tab, check the box for "**My outgoing server (SMTP) requires authentication**", then select the option for "**Log on using...**" and fill in your regular user name(eg test@sabah.gov.my) and your normal password used to check email.



6. Then Click “**Advanced Tab**” and change “**Out Going Server(SMTP)**”, from port 25 to port 587

Internet E-mail Settings ? X

General | **Outgoing Server** | Connection | Advanced

Server Port Numbers

Incoming server (POP3):

This server requires a secure connection (SSL)

Outgoing server (SMTP):

This server requires a secure connection (SSL)

Server Timeouts

Short Long 1 minute

Delivery

Leave a copy of messages on the server

Remove from server after days

Remove from server when deleted from 'Deleted Items'

Mozilla Thunderbird

1. Open Mozilla Thunderbird and under the **Tools** menu select **Accounts Settings..**
2. Select Outgoing Server(SMTP)
3. Edit your default outgoing server
4. Under Security And Authentication
5. Select Use name and password
6. fill in your regular user name(eg test@sabah.gov.my) and your normal password used to check email
7. set your port 587 instead of 25

