

# Email Client Configuration for Sabah Government Users

# **Windows Computer**

# 2022



# Contents

1.0	Abo	ut This Document	3
2.0	POP	3 and IMAP Configuration	4
	2.1	Mozilla Thunderbird Client	4
	2.2	Windows Live Mail Client	.12
	2.3	Windows Mail App	.18
	2.4	Outlook Express	.25
3.0	Micr	osoft Outlook (Exchange ActiveSync)	.31
4.0	Outl	ook Web App (OWA) Configuration	.36
	4.1	Outlook Web App	.36



### **1.0** About This Document

This Email Client Configuration document contains steps by step client email configuration to configure IMAP/POP3 and Outlook Exchange ActiveSync.

This document covered a wide range of Email Client Software like, Mozilla ThunderBird, Windows Live Mail, Windows mail app, Outlook Express, and Microsoft Outlook. These Email client softwares can be downloaded from the Internet using an Internet browser.



# 2.0 POP3 and IMAP Configuration

#### 2.1 Mozilla Thunderbird Client

2.1.1 In Mozilla Thunderbird, from the **Tools** menu select **Account Settings**. (If the menu bar is not present, right click the blank space beside the inbox tab and click **Menu Bar**)

<u>File E</u> dit <u>V</u> iew <u>G</u> o <u>M</u> essage <u>T</u> oo	ols <u>H</u> elp		-		×
⊡ Inbox	Address <u>B</u> ook	Ctrl+Shift+B			
🖵 Get Messages 🖌 🖋 Write	Saved Fi <u>l</u> es <u>A</u> dd-ons and Themes	Ctrl+J	🖌 Quick Fil	ter 🔎	≡
Folders ••	Acti <u>v</u> ity Manager		ondents	Date	~ ₽
Cocal Folders     Trash	<u>C</u> hat status Join Cha <u>t</u>	>			
🖄 Outbox	<b>Message <u>F</u>ilters</b> <u>R</u> un Filters on Folder R <u>u</u> n Filters on Message				
	Run Junk Mail <u>C</u> ontrols o <u>D</u> elete Mail Marked as Ju	on Folder nk in Folder			
	Import OpenPGP Key Manager Developer Tools Clear Recent <u>History</u> O Account <u>Settings</u> Preferences	<b>&gt;</b> Ctrl+Shift+Del			
(0)			_		

2.1.2 From Account Settings screen, Select Account Actions, and then







2.1.3 Enter Your Name, Sabah Gov Email address and Password. Then click **Configure** manually

Eile Edit View Go Message Iools Help - □ く ① ① Account S ① ⊕ Accour × > 箇 舀 ~	×							
	^							
Set Up Your Existing Email Address								
To use your current email address fill in your credentials. Thunderbird will automatically search for a working and recommended server configuration.								
Your full name								
Josh								
Email address								
test.sabah@sabah.gov.my ①								
Password								
····· Ø								
Remember password								
Configure manually Cancel Continue								
Your credentials will only be stored locally on your computer.	~							
(••) No messages to download								

2.1.4 Select IMAP or POP3 protocol then click Advanced config

<u>F</u> ile <u>E</u> dit	t <u>V</u> iew	<u>G</u> o <u>M</u> essage <u>T</u> oo	ols <u>H</u> elp				- [	) X
🖂 Inbo	x	Account Set	Acco	ount X	₿ (	2		
N	/lanual	configuration						^
	INCOMI	NG SERVER						
	Protoco	:	POP3	}			~	_
	Hostnan	ne:	IMAP POP3	) }				
	Port:			~ ~				
	Connect	ion security:	Auto	detect			~	
	Authenti	cation method:	Auto	detect			~	
	Usernan	ne:	test.sa	abah@sal	bah.gc	iv.my		
	OUTGOI	NG SERVER						
	Hostnan	ne:	.sabał	n.gov.my				- 1
	Port:			~				
	Connect	ion security:	Auto	detect			~	- 1
	Authenti	cation method:	Auto	detect			~	- 1
	Usernan	ne:	test.sa	abah@sal	bah.gc	iv.my		
					(	Advanced	l config	
	Re-te	st		Cano	cel	Do	ine	,
(••) No	message	s to download						



# 2.1.5 Click OK



2.1.6 At Account Settings tab, click Server Settings and match the following settings:

For POP3, Server Name: mail.sabah.gov.my Select Port: 110

On the Security Settings section: Connection security: None Authentication method: NTLM

<u>File Edit View Go M</u> essage <u>T</u> ools <u>H</u> elp	X
Inbox 🖪 Accou	nt Settings 🗙 🗰 🖻
<ul> <li>Ctest.sabah@sabah.gov.my</li> <li>Server Settings</li> <li>Copies &amp; Folders</li> <li>Composition &amp; Addressing</li> <li>Junk Settings</li> <li>Disk Space</li> <li>End-To-End Encryption</li> <li>Return Receipts</li> <li>Clocal Folders</li> <li>Junk Settings</li> <li>Disk Space</li> </ul>	Server Settings Server Type: POP Mail Server Server Name: mail.sabah.gov.my Port: 110 perfault: 110 User Name: test.sabah@sabah.gov.my Security Settings Connection security: None Authentication method: NTLM V
Outgoing Server (SMTP)	Server Settings
	Check for new messages at startup
Account Actions V	Check for new messages every 10 💭 minutes
<ul> <li>Thunderbird Preferences</li> <li>Add-ons and Themes</li> </ul>	Automatically download new messages Fetch headers only Leave messages on server For at most 14 A days
(••) No messages to download	



For IMAP, Server Name: mail.sabah.gov.my Select Port: 143 or 993

On the Security Settings section:

# **Connection security: None**

# Authentication method: NTLM

<u>File E</u> dit <u>V</u> iew <u>G</u> o <u>M</u> essage <u>T</u> ools <u>H</u> elp	×
Inbox Account	t Settings X
<ul> <li>Cotest sabah@sabah.gov.my</li> <li>Server Settings</li> <li>Copies &amp; Folders</li> <li>Composition &amp; Addressing</li> <li>Junk Settings</li> <li>Synchronization &amp; Storage</li> <li>End-To-End Encryption</li> <li>Pacura Pacointr</li> </ul>	Server Settings Server Type: IMAP Mail Server Server Name: mail.sabah.gov.my Port: 143 Default: 143 User Name: test.sabah@sabah.gov.my Security Settings
✓ ■ Local Folders Junk Settings	Connection sec <u>u</u> rity: None ~ Authent <u>i</u> cation method: NTLM ~
Disk Space	Server Settings
Account Actions 🗸 🗸	
<ul> <li>Thunderbird Preferences</li> <li>Add-ons and Themes</li> </ul>	<ul> <li>Check for new messages every 10 minutes</li> <li>Allow immediate server notifications when new messages arrive</li> <li>When I delete a message:</li> <li>Move it to this folder: Choose Folder </li> </ul>
(••)	



2.1.7 For the outgoing server settings, both POP3 and IMAP are the same. Go to Outgoing Server (SMTP), select the default server and click Edit...

File Edit View Go Message Tools Help	- □ ×
<ul> <li>Copies &amp; Folders</li> <li>Composition &amp; Addressing</li> <li>Junk Settings</li> <li>Disk Space</li> <li>End-To-End Encryption</li> <li>Return Receipts</li> <li>Clocal Folders</li> <li>Junk Settings</li> </ul>	Outgoing Server (SMTP) Settings When managing your identities you can use a server from this list by selecting it as the Outgoing Server (SMTP), or you can use the default server from this list by selecting "Use Default Server". Test. sabah@sabah.gov.mysabah.gov.my (Default) Edit Remove Set_Default
Disk Space	Details of selected server:
Account Actions ✓ ★ Thunderbird Preferences ★ Add-ons and Themes	Description: <not specified=""> Server Name: .sabah.gov.my Port: <not specified=""> User Name: test.sabah@sabah.gov.my Authentication method: <not specified=""></not></not></not>
<ul> <li>Aud-ons and Themes</li> <li>No messages to download</li> </ul>	Connection Security: None

Follow the settings below for both POP3 or IMAP, when done click OK

Server Name: smtp.sabah.gov.my

Port: 25

Connection security: none

Authentication method: Password, transmitted insecurely



<u>File E</u> dit <u>V</u> iew <u>G</u> o <u>M</u> essage <u>T</u> oo	ls <u>H</u> elp			- 0	×
⊡ Inbox	Account Settings	×	<b></b>		
	Outgo	oing Server (SMTP) Set	tings		Â
✓	ov.my	J ( /	5		
Server Settings	When ma	anaging your identities you can	use a server from	this list by	
Copies & Folders		SMTP Server	× can use	the default	
Composition & Adc			er".		
Junk Settings	Settings		efault)	A <u>d</u> d	
Disk Space	Description:			Edit	
End-To-End Encrypt	Server Name: smtp.sal	bah.gov.mv			
Return Receipts	Darti 25	A sefective 507			
✓ □Local Folders	<u>Port.</u> 25	verault.367			
Junk Settings	Security and Authen	tication			
Disk Space	Connection security:	None	~ )		
🔁 Outgoing Server (SI					
	Authentication method:	Password, transmitted insecurely	<u> </u>		
<u>A</u> ccount Actions	User Na <u>m</u> e:	test.sabah@sabah.gov.my			
		ОК	Cancel		
🗱 Thunderbird Pre			<i>///</i> , <b></b> у		
👍 Add-ons and The	emes Authen	tication method: <not specifie<="" th=""><th>d&gt;</th><th></th><th></th></not>	d>		
	Con	nection Security: None			
(*) No messages to download					v

2.1.8 Close the Account Settings tab and go to the Inbox tab.

Eile <u>E</u> dit <u>V</u> iew <u>Go M</u> essage <u>I</u> ools <u>H</u> elp ☑ Inbox	Settings 🗙
✓ ☑ <u>test.sabah@sabah.gov.my</u> Server Settings	Outgoing Server (SMTP) Settings When managing your identities you can use a server from this list by
Copies & Folders Composition & Addressing	selecting it as the Outgoing Server (SMTP), or you can use the default server from this list by selecting "Use Default Server".
Junk Settings	test.sabah@sabah.gov.my - smtp.sabah.gov.my (Defa A <u>d</u> d
Disk Space End-To-End Encryption	<u>E</u> dit
Return Receipts	Re <u>m</u> ove
Local Folders	Cat Default
Junk Settings	< > Sei Derautt
Disk Space	
Outgoing Server (SMTP)	Details of selected server:
Account Actions V	Description: <not specified=""> Server Name: smtp.sabah.gov.my Port: 25</not>
Thunderbird Preferences	User Name: test.sabah@sabah.gov.mv
Add-ons and Themes	Authentication method: Password, transmitted insecurely Connection Security: None
(M) No messages to download	



2.1.9 Click **Get Messages**, type in your Sabah Gov email password and click **Sign in**. (Optional: tick the box the arrow is pointing to remember password)

<ul> <li>test.sabah@sabah.gov.my</li> <li>Get Messages</li> <li>Write</li> <li>Chat</li> <li>Address Book</li> <li>Tag</li> <li>Folders</li> <li>Enter your password for test.sabah@sabah.gov.my</li> <li>Enter your password for test.sabah@sabah.gov.my on mail.sabah.gov.my</li> <li>Enter your password for test.sabah@sabah.gov.my on mail.sabah.gov.my</li> <li>Use Password Manager to remember this password.</li> </ul>	ov.my:					
Get Messages       Write       Chat       Address Book       Tag         Folders       •••         Enter your password for test.sabah@sabah.gov.my         Image: Chat with the password for test.sabah@sabah.gov.my         Image: Chat withe password for test.sabah@sabah.gov.my	ov.my:					
Folders       •••         Enter your password for test.sabah@sabah.gov.my         Image: Control of the stabah@sabah.gov.my on mail.sabah.gov.my         Image: Control of the stabah@sabah.gov.my         Image: Control of the stabah@sabah.gov.my <th>ov.my:</th>	ov.my:					
Enter your password for test.sabah@sabah.gov.my  Enter your password for test.sabah@sabah.gov.my on mail.sabah.gov.my Use Password Manager to remember this password.	ov.my:					
<ul> <li>Enter your password for test.sabah@sabah.gov.my on mail.sabah.go</li> <li>Use Password Manager to remember this password.</li> </ul>	ov.my:					
Use Password Manager to remember this password.						
Set Up Another Account						
(••) test.sabah@sabah.gov.my: Connected to mail.sabah.gov.my						

2.1.10 You should be able to receive emails if all is correct.

<u>F</u> ile <u>E</u> dit <u>V</u> iew <u>G</u> o <u>M</u> essage <u>T</u> o ☑ Inbox	ols <u>H</u> elp			÷	¥E	- (		×
Get Messages 🗸 🖋 Write	Chat	🛃 Ac	ldress B	Book 🔊	Tag 🗸 🛛	<b>V</b> Quick Fil	ter 🔎	
Folders •••	\$x [	ាជ		<b>D</b>	2	Filter these	messages	<ct< th=""></ct<>
✓	ኑ ★ 🛛	) ==	J	Subject	Corr	espondents	Date 🔨	₽₽
Trash	\$7	•	ଚ \star	Test	test	dr@sabah	5/10	^
✓ ☐ Local Folders	1	•	9 *	Test	test	dr@sabah	5/10	
🔟 Trash	1	•	9 *	Test	test	dr@sabah	5/10	
🔁 Outbox	1	•	9 *	Test	test	dr@sabah	5/10	
	~~	•	N #	Tect	tect	dr@cahah	5/10	~
(**)						Unread: 478	Total: 4	78



2.1.11 **Optional:** Configure Authenticated SMTP server (Works on both POP and IMAP)

- a) Open Mozilla Thunderbird and under the Tools menu select Accounts Settings..
- b) Select Outgoing Server (SMTP)
- c) Edit your default outgoing server
- d) Follow the settings from the diagram on the next page and click OK.

<u>F</u> ile <u>E</u> dit <u>V</u> iew <u>G</u> o <u>M</u> essage <u>T</u> oo	ls <u>H</u> elp	– 🗆 ×
🖸 Inbox	Account Settings ×	<b>₩</b> 12
		^
✓ ☑ test.sabah@sabah.	SMTP Server	× us
Server Settings		5-
Copies & Folders	Cattin ar	e a server from this list
Composition & Ad	Setungs	P), or you can use the
Junk Settings	Description:	e Default Server".
Synchronization &	Server Name: Casmtp.sabah.gov.my	ı <b>h.gov.</b> A <u>d</u> d
End-To-End Encryp	Port: 587 Default:587	Edit
Return Receipts		
🗠 🛅 Local Folders	Security and Authentication	Damaya
tourte d'autorité	Co <u>n</u> nection security: STARTTLS ~	<u>Remove</u>
<u>A</u> ccount Action	Authentication method: Normal password	Se <u>t</u> Default
ىد	User Name: test.sabah@sabah.gov.my	
*		
÷.	OK Cancel	
	Server Name: asmtp.saba	ah.gov.my
(••)		



### 2.2 Windows Live Mail Client

2.2.1 Open Windows Live Mail. Click Accounts Tab and Click Email button



2.2.2 In Add Your Email Accounts page, Type the following information for

# Email Address, Password and Display Name

#### Tick Manually configure server settings

Click Next Button





**2.2.3** For **POP** email configuration:

Under Incoming Server Information:

For Server Type, select POP

For Server Address, enter:

mail.sabah.gov.myFor Port, type: 110

# Under Outgoing Server Information:

For Server Address, type: smtp.sabah.gov.myFor Port, type: 25

🥏 Windows Live Mail	×
Configure server settings, contact your ISP or n         If you don't know your email server settings, contact your ISP or n         Incoming server information       Outgoin         Server type:       Outgoin         POP       Into mail.sabah.gov.my         Server address:       Port:         mail.sabah.gov.my       Into         Clear text       Clear text         Logon user name:       test.sabah	etwork administrator. g server information dress: bah.gov.my res a secure connection (SSL) res authentication
(	Cancel Back Next



**2.2.4** For **IMAP** email configuration:

Under Incoming Server Information: For Server Type, select IMAP For Server Address, type: mail.sabah.gov.myFor Port, type: 143 Optional: Tick box: Requires a secure connection (SSL)

Under Outgoing Server Information:

For Server Address, type:

smtp.sabah.gov.myFor Port, type: 25

🥏 Windows Live Mail		×
Configure server settings If you don't know your email server settings, contact y	our ISP or network administrator.	
Incoming server information Server type: IMAP	Outgoing server information server address: smtp.sabah.gov.my Requires a secure connection (SSL) Requires authentication	]
Logon user name: test.sabah	Cancel Back Next	$\rightarrow$



2.2.5 Click Next button and Finish button



- **2.2.6 Optional:** Configure Authenticated SMTP server (Apply to POP3 **ONLY**)
  - a) On Windows Live Mail, click File > Options > Email accounts.





b) On Accounts window, click the **Default Account** and click **properties**.



c) On the Sabah.gov (name) Properties, under Outgoing Mail (SMTP) > change Outgoing Mail to asmtp.sabah.gov.my > Tick box "My Server requires authentication" > Click Settings.. > Select Log on using and fill in your email and password then click OK.

🖺 Sabah.gov (test.sabah)	Properties	×	
General Servers Security Server Information My incoming mail server	Advanced		
Incoming mail (POP3):	mail.sabah.gov.my	Outgoing Mail Server	×
Outgoing mail (SMTP): Incoming Mail Server	asmtp.sabah.gov.my	Logon Information Use same setting	s as my incoming mail server
Password:	Remember password	Account name: Password:	test.sabah@sabah.gov.my
Log on using clear te     Log on using secure     Log on using authent	ext authentication password authentication ticated POP (APOP)	Log on using S	Remember password     Secure Password Authentication     OK Cancel
Outgoing Mail Server	uthentication	Settings	
	OK Cancel	Apply	



d) Go to Advanced tab and change the Outgoing mail (SMTP) to 587 > Click Apply > OK

🐌 Sabah.gov (test.sabah) Properties 🛛 🗙
General Servers Security Advanced
Server Port Numbers
Outgoing mail (SMTP): 587 Use Defaults
This server requires a secure connection (SSL)
Incoming mail (POP3): 110
This server requires a secure connection (SSL)
Server Timeouts
Short Long 1 minute
Sending
Break apart messages larger than 60 🗧 KB
Delivery
Leave a copy of messages on server
Remove from server after 5 and day(s)
Remove from server when deleted from Deleted items.



# 2.3 Windows Mail App

\*Note: This mail app can only setup Sabah Gov email using POP/IMAP

2.3.1 Open the Mail App on your computer.



#### 2.3.2 Select POP, IMAP

Add an	account >	<	
0	Outlook.com Outlook.com, Live.com, Hotmail, MSN		
•	Create Free Account Get a free personal Outlook email address		
0	Office 365 Office 365, Exchange		
G	Google		
	Yahoo!		
	iCloud	100	
(C)	Other account POP, IMAP		
\$	Advanced setup		
DECEMBER OF STREET			



2.3.3 Type in your Sabah Gov Email address, you name, and password then click Sign in

		- 🗆 ×
	Add an account X	punts
+ New mail	Other account	dit settings.
A Accounts	Some accounts require additional steps to sign in. Learn more Email address	25
	test.sabah@sabah.gov.my	nt
	Sabah	
	Password	
	We'll save this information, so you don't have to sign in every time.	
	Sign in X Cancel	
Get your email on you	r phone	
⊠ ඕ x <sup>A</sup> ♦	儆	

### 2.3.4 Click Done





#### 2.3.5 Click Accounts then select your Sabah Gov Email account

Inbox - Sabah		- 🗆 X
	Search	< Manage accounts
+ New mail	Inbox	Select an account to edit settings.
R Accounts		Sabah test.sabah@sabah.gov.my
Sabah test.sabah@sabah.gov.my		ල Link inboxes
Folders		
Inbox		, Add decount
More		
Des 1000		
States and the second second	Noth	1
- 100 D.C.		
Get your email on your phone		
전 🗎 x <sup>4</sup> 🗇 🖗		

2.3.6 Based on the image below, you will see this option circle in red start syncing for content. Do proceed to disconnect the Internet to stop the syncing. Remain disconnected until the email setup is completed.

Account settings	×
Sabah account settings	0
test.sabah@sabah.gov.my	edi
User name	
test.sabah@sabah.gov.my	bal
Password	
	es
Account name	
Sabah	nı
Change mailbox sync settings Options for syncing your content.	
Syncing your content	
Delete account Remove this account from your device.	
rot	
Save Cancel	
Cancer	



2.3.7 After it stop syncing, click **Change mailbox sync settings** to change the incoming and outgoing server

	×
Sabah account settings	
test.sabah@sabah.gov.my	
User name	
test.sabah@sabah.gov.my	
Password	
••••	
Account name	
Sabah	
Change mailbox sync settings Options for syncing your content. Delete account Remove this account from your device.	
Change mailbox sync settings Options for syncing your content. Delete account Remove this account from your device.	
Change mailbox sync settings Options for syncing your content. Delete account Remove this account from your device.	
Change mailbox sync settings Options for syncing your content. Delete account Remove this account from your device.	

#### 2.3.8 Select Advanced mailbox settings

Account settings	×
Sabah sync settings	
based on my usage	~
If you get a lot of mail one day or few days, we'll change your sync : data and battery.	r don't check your account for a settings accordingly to save you
Currently syncing: every 2 hours	
Always download full message	ge and Internet images
Download email from	
the last 3 months	$\sim$
Send your messages using this na	ame
test.sabah	
Sync options	
Email	
On	
Advanced mailbox settings Incoming and outgoing mail server info	
Done	Cancel



2.3.9 Change the mailbox settings by following the circled area from the image below

Incoming email server: mail.sabah.gov.my

Outgoing (SMTP) email server: smtp.sabah.gov.my

Tick the first 3 boxes under the outgoing email server setting

Account settings	×
Sabah sync settings Send your messages using this name	
Sabah	
Sync options	
Email	
On On	
Incoming email server	_
mail.sabah.gov.my	:
Outgoing (SMTP) email server	
smtp.sabah.gov.my	
Outgoing server requires authentication	
Use the same user name and password for sending email	
Require SSL for incoming email	
Require SSL for outgoing email	
Done Cancel	



2.3.10 Retype your Sabah Gov Email password for authentication and click Save

Account settings		×
Sabah account settings		
test.sabah@sabah.gov.my		
User name		
test.sabah@sabah.gov.my		
Password		
Account name		
Sabah		
Change mailbox sync settings Options for syncing your content.		
Delete account		
Remove this account from your device.		
Sava	<u> </u>	
Nava	( 20200)	



2.3.11 Turn back on the Internet connection and try send a test mail to another Sabah Gov email user. The first email sending out from this newly setup Sabah Gov email will take some minutes to send out. After that, the other emails sending out from this Sabah Gov email will not have this issue. Therefore, your Sabah Gov email is ready to be used.





# 2.4 Outlook Express

2.4.1 In Microsoft Outlook Express, from the **Tools** menu, select **Accounts...** 

🗐 Outlook Express					×
File Edit View	ols Message Help				
	Send and Receive	>			
Create Mail S	Synchronize All				
💐 Outlook Expi	Synchronize Folder Mark for Offline	,			
Folders	Address Daish	Chill, Chiffe, D		Go to <b>msn</b> 🍕	
🔄 Outlook Express	Address Book Add Sender to Address Book	Ctri+Snirt+B			Ê
🙀 Inbox (52)	Message Rules	>	a Message	Identities <del>•</del>	
Sent Items	IMAP Folders		in appear	Use the preview	
Drafts	Accounts		Jaadyes III	pane to quickly open or save	-
Contacts -	Options			file attachments.	
Sabah.test	Kead Mail			Select a message	
	Newsgroups			file. Click on the	~
Configures your accounts.					

2.4.2 Go to the Mail tab and from the Add menu, select Mail.

ccount	Туре	Connection	Remove	News
			Properties	Directory Service
			Set as Default	
			Import	
			Export	
			Set Order	



2.4.3 In the Display Name field, enter your full name and click Next.

Internet Connection Wizard			×
Your Name			×
When you send e-mail, your n Type your name as you would	ame will appear in the From like it to appear.	field of the outgoing r	nessage.
Display name: S	mith John  r example: John Smith		
	< Back	Next >	Cancel

2.4.4 In the E-mail address field, enter your email address and click Next.





2.4.5 On the E-mail Server Names page, complete your information as follows: My incoming mail server is a POP3 or IMAP.

Incoming mail (POP3, IMAP or HTTP) server: mail.sabah.gov.my

Outgoing mail (SMTP) server: smtp.sabah.gov.my

Internet Connection Wizard	×
E-mail Server Names	米
My incoming mail server is a POP3 server.	~~
Incoming mail (POP3, IMAP or HTTP) server: mail.sabah.gov.my	
An SMTP server is the server that is used for your outgoing e-mail.	
smtp.sabah.gov.my	
< Back Next > C	ancel

2.4.6 In the Account name and Password fields, enter your Sabah Gov email address and password, and then click next

Internet Connection Wizard	×
Internet Mail Logon	ž
Type the account name and password your Internet service provider has given you.	
Account name:	
Password:	
If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the "Log On Using Secure Password Authentication (SPA)" check box.	
Log on using Secure Password Authentication (SPA)	
< Back Next > Ca	incel



#### 2.4.7 Click Finish button

Internet Connection Wizard	×
Congratulations	棪
You have successfully entered all of the information required to set up your accour	nt.
To save these settings, click Finish.	
< Back Finish	Cancel

2.4.8 Again, from Microsoft Outlook Express, click Tools > Accounts...

🗐 Outlook Express					
File Edit View To	ols Message Help			1	7
	Send and Receive	>			
Create Mail S	Synchronize All				
😂 Outlook Expi	Synchronize Folder Mark for Offline	>			
Folders		0.1.01.0.0		Go to <b>msn</b> M	_
Outlook Express	Address Book	Ctrl+Shift+B			
E- Cocal Folders	Add Sender to Address Book		a Message	. Identities 🗸	
Outbox	Message Rules	>		Tip of the days Y	
🖓 🍅 Sent Items	IMAP Folders		-	Tip of the day ×	
🗊 Deleted Iter	$\frown$		essages in	Use the preview	
🔄 🖓 Drafts	Accounts		J.	open or save	
Contacts T	Options			file attachments.	
EiSabah.test	Read Mail			Select a message	
		-		with an attached	
	Newsgroups		2	file. Click on the	Ť
Configures your accounts.					



2.4.9Go to Account name that was created from above steps. Then click **Properties** button

Internet	Accounts			? 💌
All	Mail News	Directory Service		Add ►
Acco Ma Ma Ma Ma Ma Ma Ma Ma Ma Ma Ma Ma Ma	ount ctive Directory igfoot Internet ir.sabah.gov.my ail.sabah.gov.my eriSign Internet VhoWhere Inter	Type directory service directory service directory service mail (default) directory service directory service	Connection Local Area Network Local Area Network Any Available Any Available Local Area Network Local Area Network	Remove Properties Set as Default Import Export
				Set Order Close

2.4.10 Go to Servers Tab, make sure all information under Server Information and Incoming Mail Server are set correctly according the image below

🖷 mail.s	abah.gov.	my Properti	es		?	×
General	Servers	Connection	Security	Advanced		
Server	Information					_
My in	coming ma	ail server is a	POP3	server.		
Incor	ming mail (F	POP3): mail	.sabah.gov	.my		
Outg	oing mail (S	SMTP): smt	o.sabah.go	v.my		
Incoming Mail Server						
Account name: test.sabah						
Pass	word:	•••	•••••	•••••	•••••	
Remember password						
Log on using Secure Password Authentication						
Outgoing Mail Server						
My server requires authentication Settings						
		OK		Cancel	Арр	oly

2.4.11 Go to Advanced Tab, Under Server Port Numbers area.



For <u>POP3</u>: you can choose to use Port **110** or use port **995** by ticking **"This serverrequires a secure connection (SSL)** 

For <u>IMAP</u>: you can choose to use Port **143** or use port **993** by ticking "**This** serverrequires a secure connection (SSL)

General Servers Connection Security Advanced Server Port Numbers Outgoing mail (SMTP): 25					
Server Port Numbers					
Outgoing mail (SMTP): 25 Use Defaults					
This server requires a secure connection (SSL)					
Incoming mail (POP3):					
This server requires a secure connection (SSL)					
Server Timeouts					
Short Long 1 minute					
Sending Break apart messages larger than 60 🗘 KB					
Delivery					
Leave a copy of messages on server					
Remove from server after 5 🖨 day(s)					
Remove from server when deleted from 'Deleted Items'					
OK Cancel Apply					

2.4.12 Authenticated SMTP server is not supported for Outlook Express



# 3.0 Microsoft Outlook (Exchange ActiveSync)

#### 3.0.1 Overview of Exchange ActiveSync

Exchange ActiveSync lets mobile phone users access their email, calendar, contacts, and tasks, and lets them continue to access this information when they're working offline.

Exchange ActiveSync is enabled by default. All users who have an Exchange mailbox setup on Microsoft Outlook can synchronize their mobile device with the Microsoft Exchange server.

#### **3.1** Setup of Microsoft Outlook

3.1.1 Open Microsoft Outlook and you will see this screen.

Type in your Sabah Gov Email address and click connect





3.1.2 Select **Exchange** and wait for a dialogue box to appear

outlook				×
Advanced setu	ip			
Microsoft 365	Outlook.com	Exchange	Google	
POP	ІМАР	Exchange 2013 or earlier		
Go back				



3.1.3 Type in your Sabah Gov Email password,

Tick Remember my credentials and click OK

Outlook	×	
Adding test.sabah@sabah.gov.my		
• We're getting things ready		
Windows Security		×
Microsoft Outlook		
Connecting to test.sabah@sabah.gov.my		
test.sabah@sabah.gov.my		
Remember my credentials		
More choices		
OK Cancel		



**3.1.4** After that, your Outlook account has successfully added.

Untick the Set up Outlook on my phone too and click Done

-ccoun		
٩	test.sabah@sabah.gov.my	
dd anot	ther email address	Next
dd anot Email	ther email address address Advanced options 💌	Next
Add anot Email	ther email address address Advanced options v	Next
Add anot Email	ther email address address Advanced options v	Next



**3.1.5** Your Microsoft Outlook should look like this and is ready to be used.

File       Home       Send / Receive       View       Help       Coming Sean       Ty it now @@)         Image: Sean / Receive       Image: Sean / Re	G b ⇒				\$		- 0	
• New Email •       • • • • • • • • • • • • • • • • • • •	File Home Send / Receive	View Help			6	🖇 Coming Soor	Try it now	• Off
<ul> <li>✓ Favorites</li> <li>All Unread By Date ↑</li> <li>&gt; Today</li> <li>&gt; Vesterday</li> <li>&gt; Vesterday</li> <li>&gt; Two Wecka Ago</li> <li>&gt; Two Wecka Ago</li> <li>&gt; Sent Items</li> <li>&gt; Last Month</li> <li>&gt; Last Month</li> <li>&gt; Last Month</li> <li>&gt; Sent Items</li> <li>Archive</li> <li>Sent Items</li> <li>Conversation History</li> <li>Jank E-Mail (11)</li> <li>Ottoo</li> <li>RSS Feeds</li> <li>Sent</li> <li>&gt; Search Folders</li> <li>&gt; Search Folders</li> </ul>	덕 New Email ~ 🔟 ~ ర	$ \bullet \qquad (\bigcirc \ ) \rightarrow \qquad   Move to: ? \bullet $	🕒 Unread/ Read	Performance Search People	~   [	≝   …		~
Inhox       > Today         Unread Mail       > Yesterday         Sent Hims       > Vesterday         Inhox       > Lat Month	< ∽Favorites	All Unread By Date ∽ ↑						
Unrad Mail > Yeterday   Sent Items > Two Weeks Ago   > Last Month   Vetst.sabah@sabah.gov.my   Inbox   Dafab   Sent Items   Deleted Items   Deleted Items   Conversation History   Junk E-Mail   Junk E-Mail   Sent   Taah   > Search Folders	Inbox	> Today						
Sent Items > Two Weeks Ago   > Last Month     > test.sabah@sabah.gov.my   Inbox   Drafts   Sent Items   Deleted Items   1   Archive   Conversation History   Junk E-Mail   [11]   Outbox   RSS Feeds   Sent   Tash   > Search Folders	Unread Mail	> Yesterday						
V-test.sabah@sabah_gov.my   habox   Dafts   Sent Items   Deleted Items   1   Active   Conversion History   Junk E-Mail   [11]   Outbox   RSS Feeds   Sent   Tash   > Search Folders	Sent Items	> Two Weeks Ago						
	<ul> <li>test.sabah@sabah.gov.my</li> <li>Inbox</li> <li>Drafts</li> <li>Sent Items</li> <li>Deleted Items</li> <li>Archive</li> <li>Conversation History</li> <li>Junk E-Mail</li> <li>Junk E-Mail</li> <li>Outbox</li> <li>RSS Feeds</li> <li>Sent</li> <li>Trash</li> <li>Search Folders</li> </ul>							
	☑					69		



### 4.0 Outlook Web App (OWA) Configuration

#### 4.1 Outlook Web App

4.1.1 Open Web Browser ie, Microsoft Edge, Mozilla Firefox, Google

Chrome and etc, Type OWA URL: https://webmail.sabah.gov.my

#### **Supported Client:**

- OWA Premium is supported on Microsoft Edge, Mozilla Firefox, Google Chrome or Apple Safari 10+ and later version.
- 4.1.2 In Outlook Web App login page, Type in **Username** (email address) and **Password.**

Click Log On button

	• 🦉 ≡
Sababah Goov webmail   Source or   Source or	



In security option, you can choose two options for your OWA timeout. Here is the default timeout:

- a) This is public user or shared computer. Default timeout 15 mins
- b) This is a private computer. Default timeout 8 hours



4.1.3 Outlook Web App Inbox look's like this

