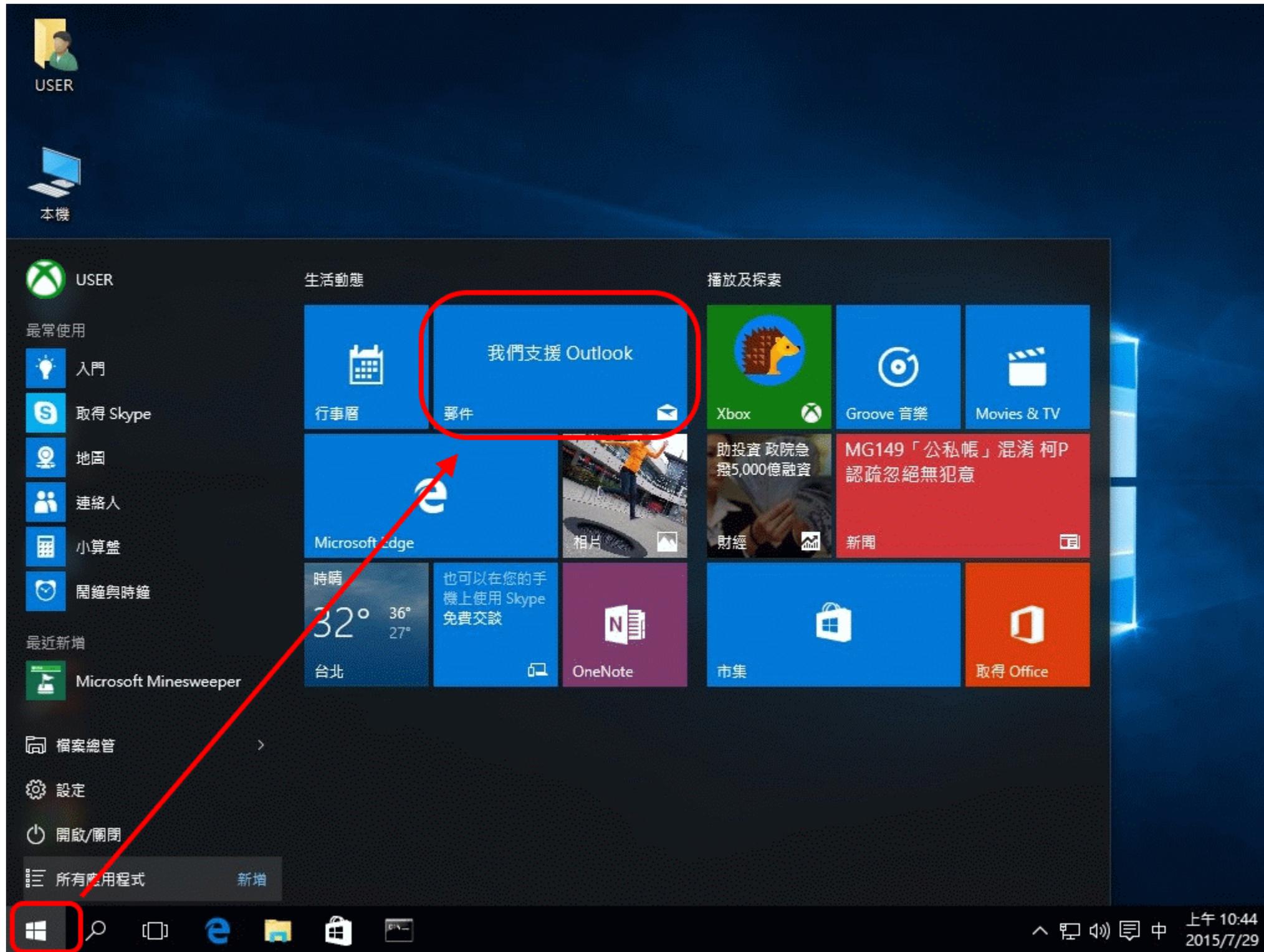
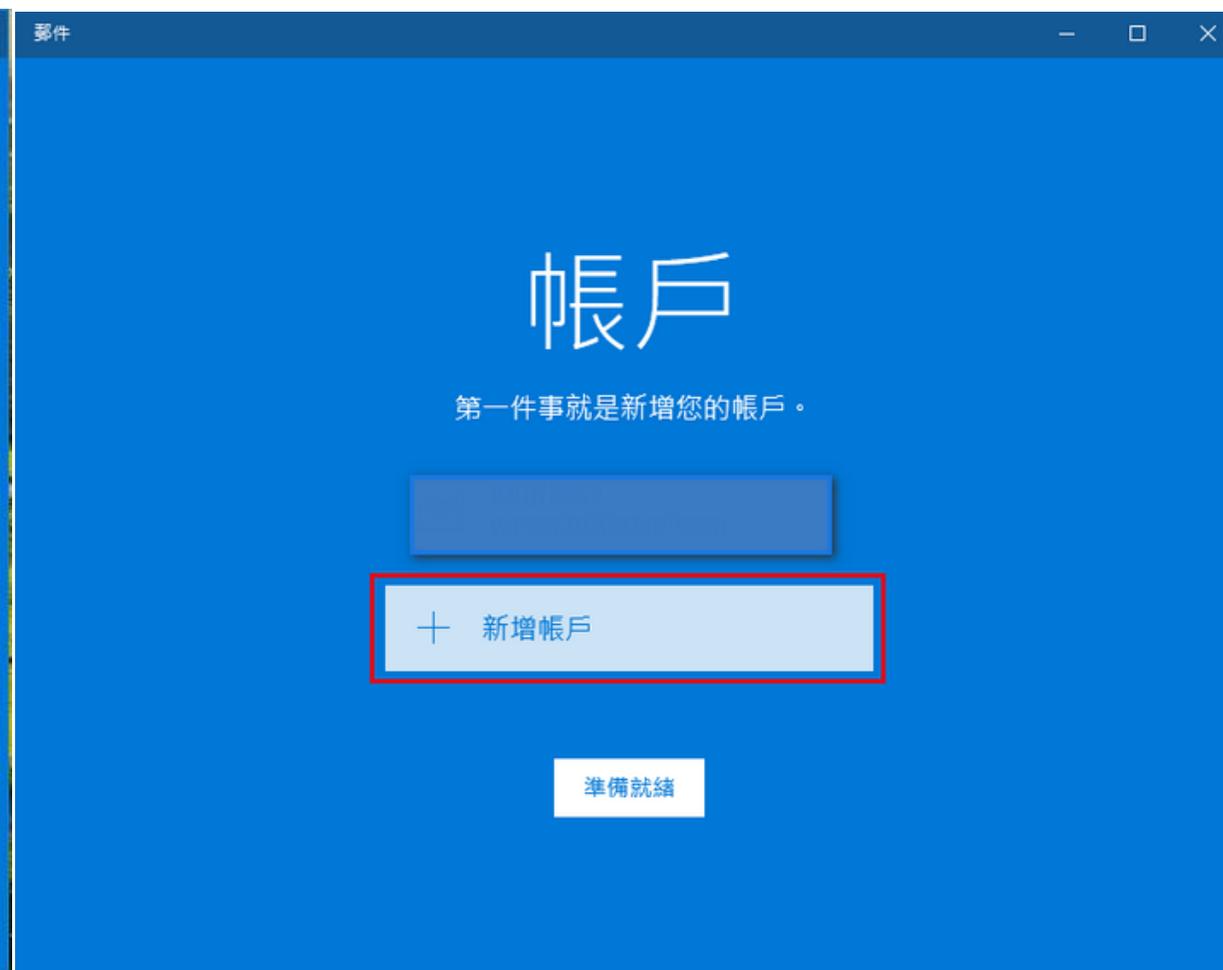
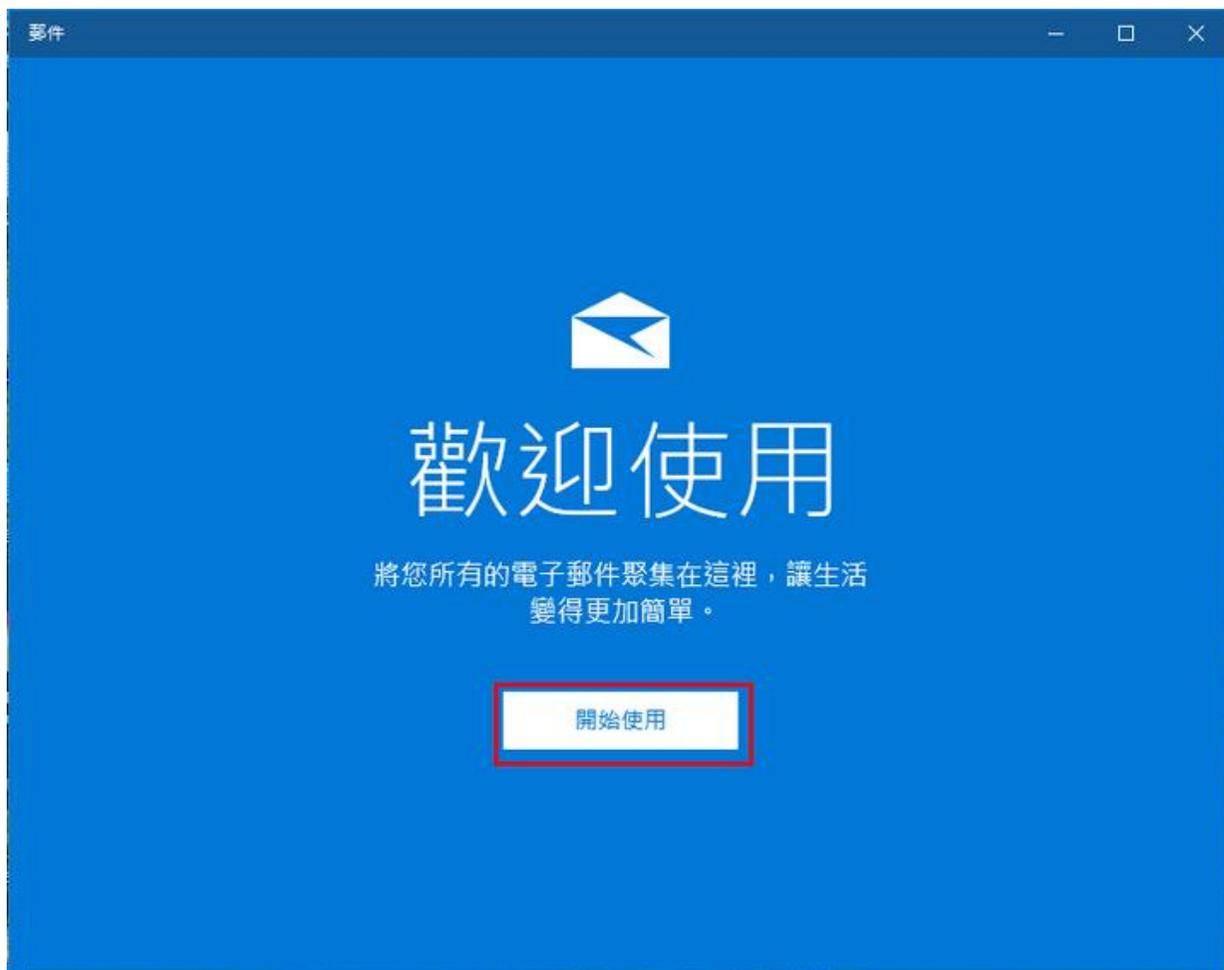


## Windows 10 系統內建【郵件】收發信件信箱設定詳細圖示說明

### 1. 點選【視窗鍵】再選擇點選【郵件】點選【新增帳戶】





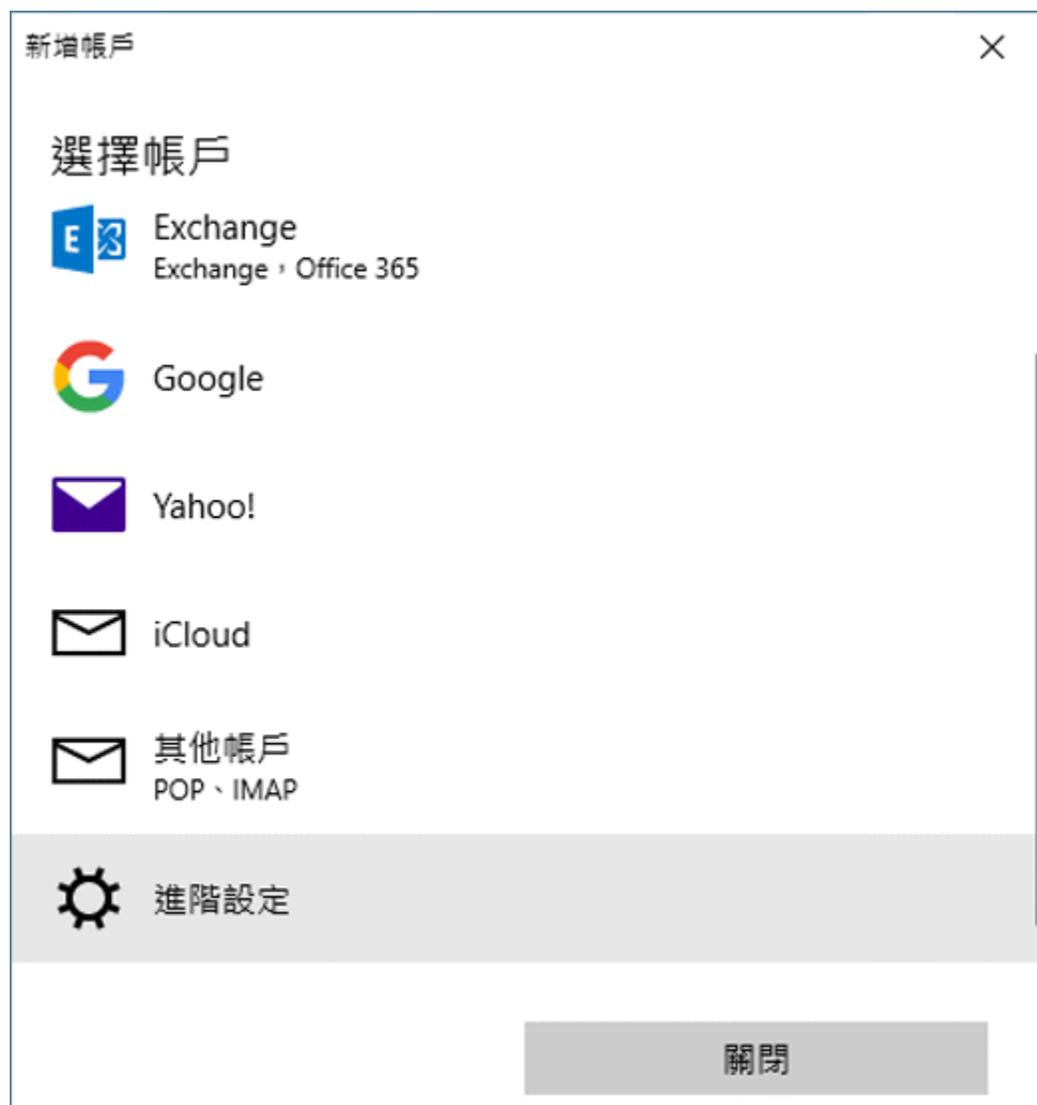
您也可以從 Windows 【開始】功能表【設定】進入，電子郵件與 App 帳號，點選【新增帳戶】



有任何疑問嗎?  
在"新增帳戶"內選擇"進階設定"

然後選擇"網際網絡電子郵件"

2. 選擇【進階設定】，請按一下【網際網路電子郵件】



### 3. 在【進階設定】視窗中輸入下列資訊

註：在此我們以【service@demo.com】為範例說明之：

電子郵件地址：請輸入完整 Email，如：service@demo.com

使用者名稱：請輸入完整 Email，如：service@demo.com

密碼：只有您自己知道了！

帳戶名稱：service@demo.com

使用此名稱傳送您的郵件：寄件人名稱(中文或英文名字)，如：王小明

內送電子郵件伺服器：輸入 mail.您的網域名稱，如：mail.demo.com

外寄電子郵件伺服器：輸入 mail.您的網域名稱，如：mail.demo.com

帳戶類型：選 POP3

請勾選：外寄伺服器需要驗證

請勾選：使用相同的使用者名稱與密碼來傳送電子郵件

請視需求勾選：內送及外寄電子郵件需要 SSL 加密，無此需求可預設不用勾選

The image displays three sequential screenshots of the '新增帳戶' (Add Account) dialog box in a Windows operating system, illustrating the configuration of an internet email account.

**Left Screenshot:** Shows the initial setup for an '網際網路電子郵件帳戶' (Internet Email Account). The fields are: 電子郵件地址 (Email Address) with 'service@demo.com', 使用者名稱 (User Name) with 'service@demo.com', 範例: kevinc、kevinc@contoso.com、domain\kevinc (Examples), 密碼 (Password) with masked characters, and 帳戶名稱 (Account Name) which is empty. Buttons for '取消' (Cancel) and '登入' (Sign In) are at the bottom.

**Middle Screenshot:** Shows the '進階設定' (Advanced Settings) section. The fields are: 帳戶名稱 (Account Name) with 'service@demo.com', 使用此名稱傳送您的郵件 (Use this name to send your mail) with '王小明', 內送電子郵件伺服器 (Incoming Mail Server) with 'mail.demo.com', and 帳戶類型 (Account Type) set to 'POP3'. Buttons for '取消' (Cancel) and '登入' (Sign In) are at the bottom.

**Right Screenshot:** Shows the '進階設定' (Advanced Settings) section with checkboxes. The '密碼' (Password) field is filled with masked characters. The '外寄 (SMTP) 電子郵件伺服器' (Outgoing (SMTP) Mail Server) field is 'mail.demo.com'. The following options are checked: '外寄伺服器需要驗證' (Outgoing server requires authentication), '使用相同的使用者名稱與密碼來傳送電子郵件' (Use the same user name and password to send email). The following options are unchecked: '內送電子郵件需要 SSL' (Incoming mail requires SSL) and '外寄電子郵件需要 SSL' (Outgoing mail requires SSL). A red arrow points to the unchecked '內送電子郵件需要 SSL' checkbox with the text '已同時支援加密，視需求來勾選' (Already supports encryption, check as needed). Buttons for '取消' (Cancel) and '登入' (Sign In) are at the bottom.

4. 在輸入完所需資訊後，請按一下【登入】，再按【完成】

