

# Office365 mailbox instructions

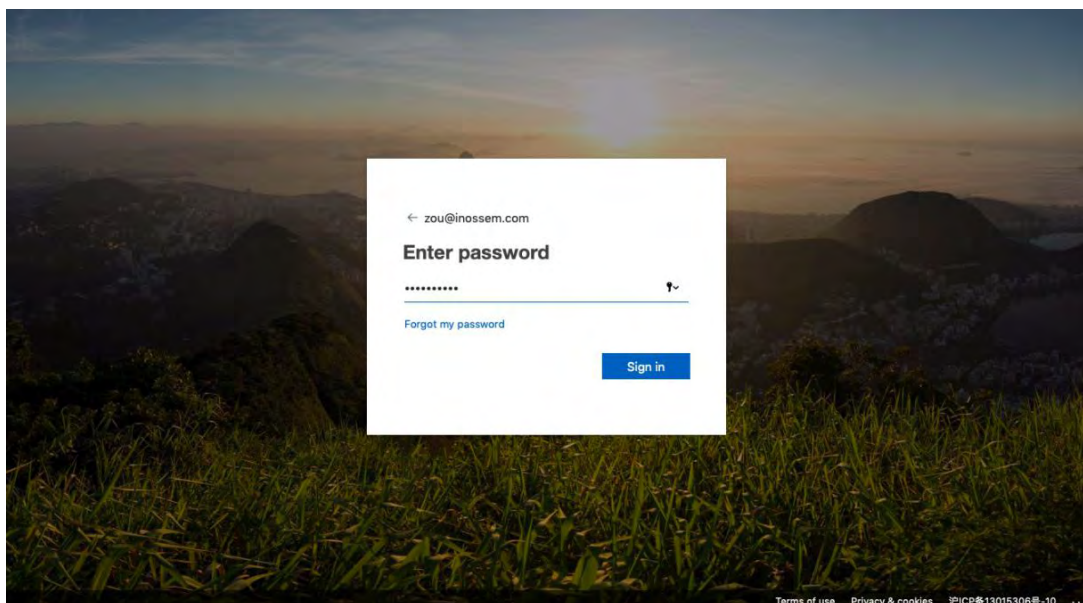
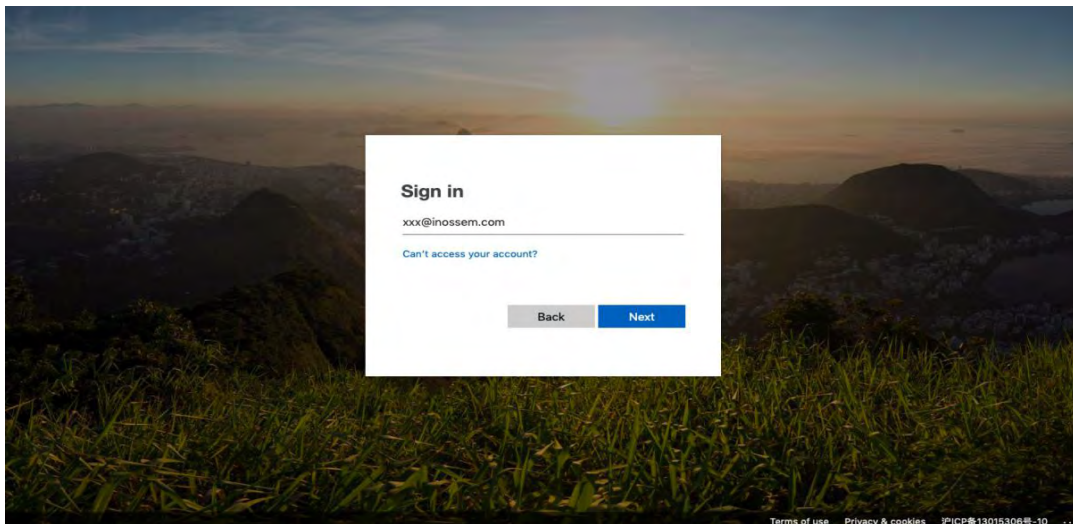
Email communication must be accessed daily. Every employee must download and install the email computer client and mobile client to ensure the timeliness and standardization of work.

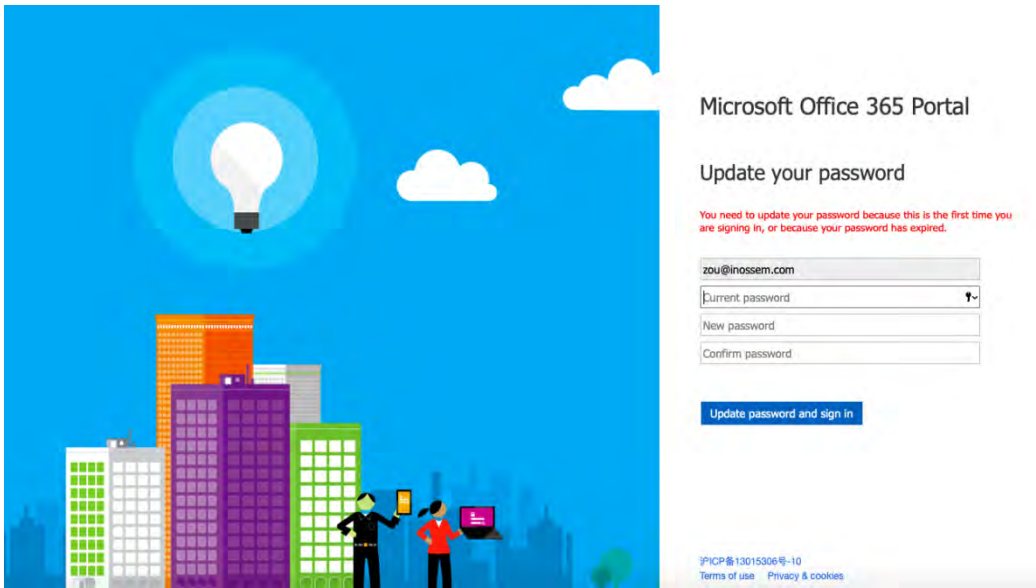
Email login address: **mail.inossem.com**

Email account: **XXX@inossem.com**

Initial password: **Admin @ 7890**

Please log in to your mailbox to change your password.





The following is the configuration of the email client (Foxmail / Airmail / Outlook, etc.) Note: It is recommended to use the Outlook client

IMAP Server: partner.outlook.cn Port 993  
POP3/SMTP Server: smtp.partner.outlook.cn Port 587



手机配置如下：

按照以下参数配置您的 Office365 邮箱，然后登录

Email address: your office365 email account

Password: your office365 password

Description: Default

Server: partner.outlook.cn

Domain: None

Username: your office365 email account

If you have any questions, please contact JessieCAO—[jessie.cao@inossem.com](mailto:jessie.cao@inossem.com)