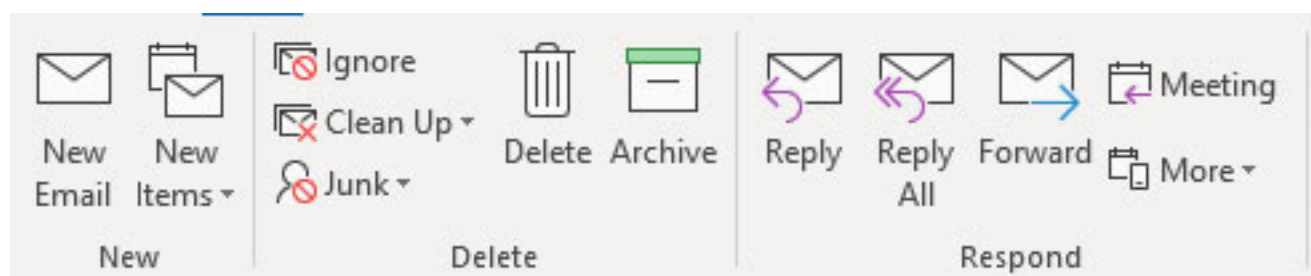# Secure Client Settings for Outlook Email (newer Outlook version)

These instructions are for the newer version of Outlook. At this time, Microsoft has not pushed the new version to all computers. The way to tell if you have the new version is that the toolbar has changed. Below is a representation of the new toolbar. This may not be exact, but it should be close.
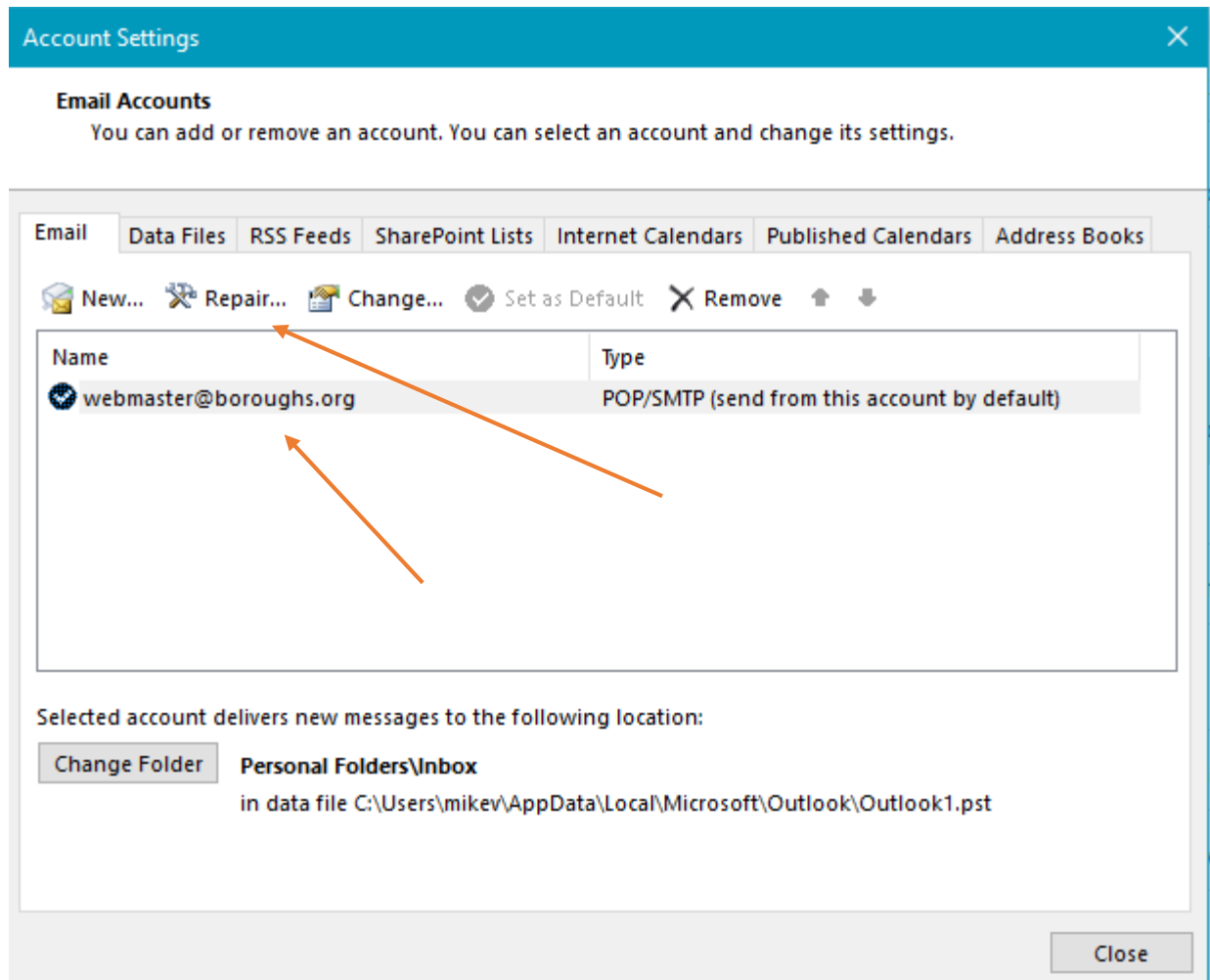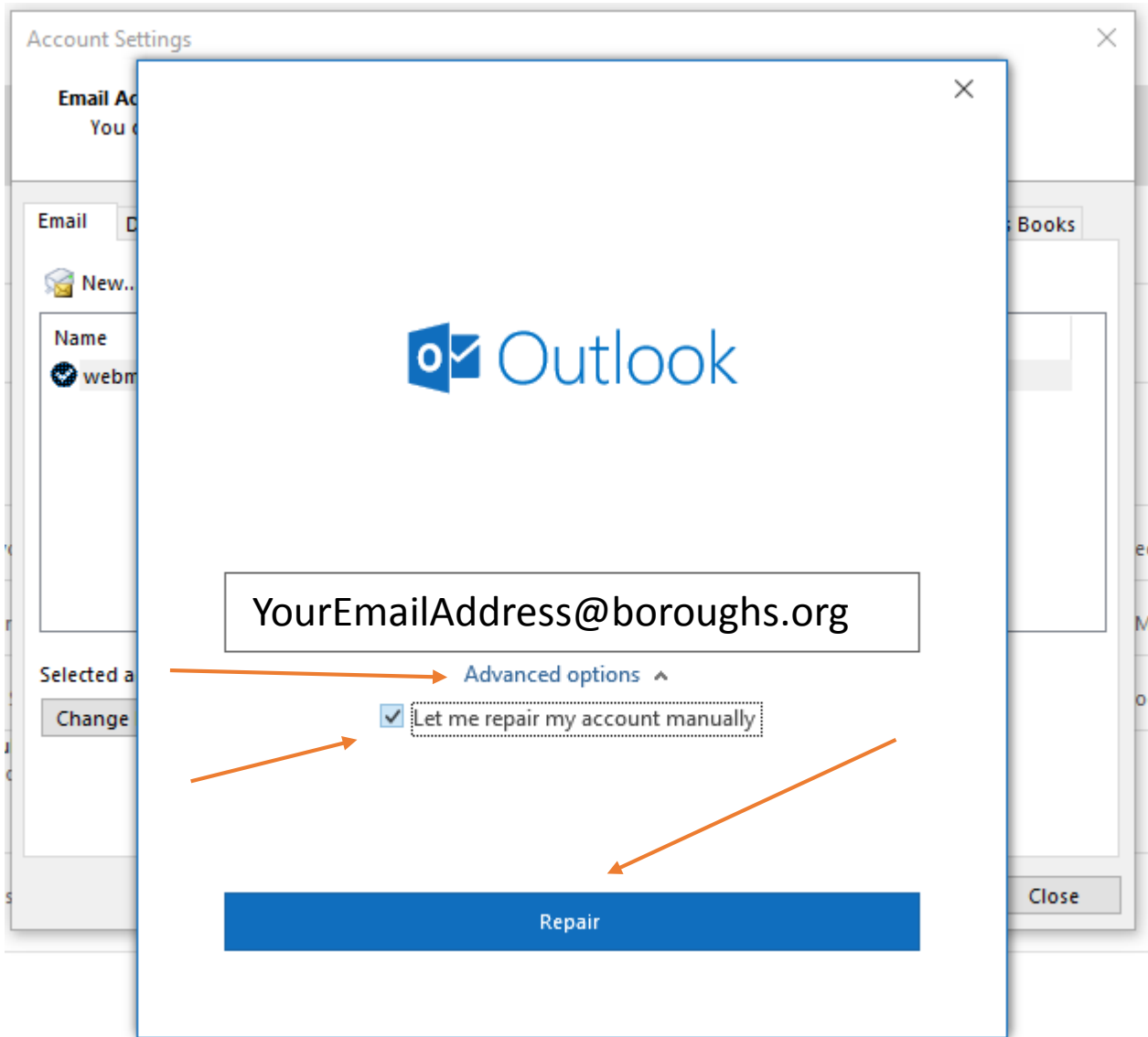
Open Outlook
File
Account Settings
Now you should see the box below:

Highlight the account that you want to confirm/change and then press Repair.

Your Email address should show in the block as above. Click Advanced options and then click the box to the left of Let me repair my account manually. Make sure that there is a checkbox in the small block, as above, and then click the Repair bar.

POP Account Settings
webmaster@boroughs.org

Incoming mail ∧

User name	YourEmailAddress@boroughs.org
Password	*********

☑ Remember password

Server	mail.boroughs.org	Port	995

☑ This server requires an encrypted connection (SSL/TLS)

☑ Require logon using Secure Password Authentication (SPA)

Outgoing mail ∨

Go back   Repair

Expand the "Incoming mail" drop down. Confirm that the port is 995 and that "This server requires an encrypted connection (SSL/TLD) is checked. Also, there is a bug that resets the Server field. Make sure the "Server" is mail.boroughs.org

POP Account Settings

webmaster@boroughs.org

Incoming mail ⌄

Outgoing mail ⌃

Server mail.boroughs.org   Port 587

Encryption method STARTTLS ▾

Server timeouts ⊢―――――――― 1 minute

☑ Require logon using Secure Password Authentication (SPA)

☑ My outgoing (SMTP) server requires authentication

⦿ Use same settings as my incoming mail server

◯ Log on using user name and password

◯ Log on to incoming mail server before sending mail

Go back   Repair

Expand the "Outgoing mail" area. Confirm the port says 587, "Encryption method" should be STARTTLS, and "Use same settings a my incoming mail server".   There is a bug that resets the Server field. Make sure the "Server" is mail.boroughs.org Now press the blue Repair box and answer any confirmation messages that may pop up. Outlook should now be configured for secure connections only.