

These instructions are for the olderversion of Outlook. At this time, Microsoft has not pushed the new version to all computers. The way to tell if you have the old version is if your toolbar icons look like the above.

Open Outlook File Account Settings Now you should see the box below:

ccount Settings	
E-mail Accounts You can add or remove an account. You can	select an account and change its settings.
E-mail Data Files RSS Feeds SharePoint Lists	Internet Calendars Published Calendars Address Books
Name	Type
mike@vandling.net (1) billing@coursevector.com mv@dmz3.net webmaster@125webdesign.com	POP/SMTP (send from this account by default) POP/SMTP POP/SMTP POP/SMTP
webmaster@boroughs.org throwaway4@vandling.net	POP/SMTP POP/SMTP
Selected account delivers new messages to the fo Change Folder Outlook\Inbox in data file C:\Users\vandling\	llowing location: \Documents\Outlook Files\Outlook.pst
	Close

Highlight the account that you wish to confirm/change and press the Change icon.

Change Account		×
POP and IMAP Account Set Enter the mail server setting	t tings ngs for your account.	×
User Information		Test Account Settings
Your Name:	Mike Vandling	We recommend that you test your account to ensure that
Email Address:	webmaster@boroughs.org	
Server Information		Test Assessed Cettinger
Account Type:	POP3	Test Account Settings
Incoming mail server:	mail.boroughs.org	Automatically test account settings when Next is clicked
Outgoing mail server (SMTP):	mail.boroughs.org	
Logon Information		
User Name:	webmaster@boroughs.org	
Password:	*****	
📝 Re	emember password	
Require logon using Secur (SPA)	e Password Authentication	More Settings
		< Back Next > Cancel

You should see a screen like the above. Press the "More Settings" button.

nternet E-i	mail Settings 🛛 🔁
General	Outgoing Server Advanced
Mail Acco	ount 💦
Type th exampl	e name by which you want to refer to this account. For e: "Work" or "Microsoft Mail Server"
webma	aster@boroughs.org
Other Us	er Information
Organi	zation:
Reply E	-mail:
	OK Cancel

Now you should see this screen with your Email address in the top box. Nothing needs done on this screen so simply press the Advanced tab on the top.

Internet Email Settings	×		
General Outgoing Server Advanced			
Server Port Numbers			
Incoming server (POP3): 995 Use Defaults			
This server requires an <u>encrypted</u> connection (SSL/TLS)			
Outgoing server (SMTP): 587			
Use the following type of encrypted connection: STARTTLS	\sim		
Server <u>T</u> imeouts			
Short Long 1 minute			
Delivery	_		
✓ Leave a copy of messages on the server			
Remove from server when deleted from 'Deleted Items'			
OK Car	cel		

Make sure "incoming server (POP3) is 995.

Make sure that "This server requires an encrypted connection (SSL/TLS)" is checked.

Make sure "Outgoing server (SMPT)" is 587.

Make sure "Use the following type of encrypted connection" is STARTTLS.

Press OK and then confirm any popups that may appear.