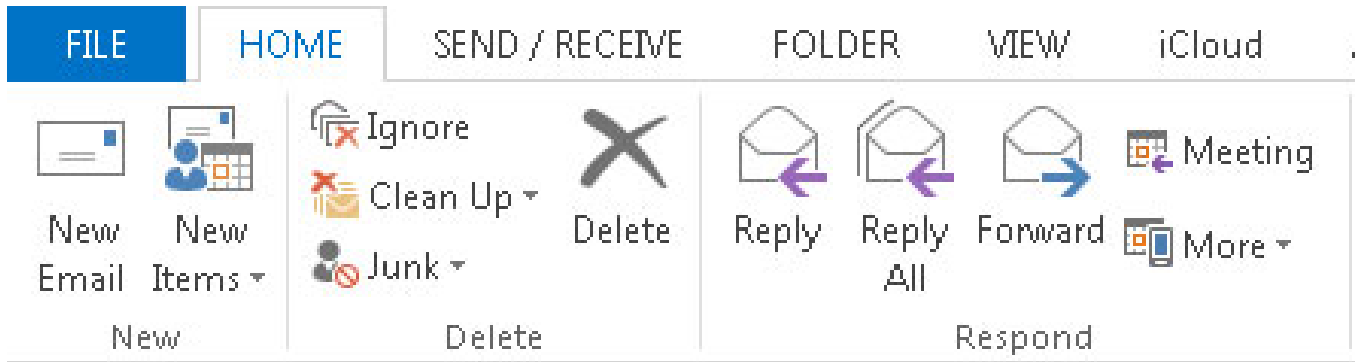


## Secure Client Settings for Outlook Email (older Outlook version)



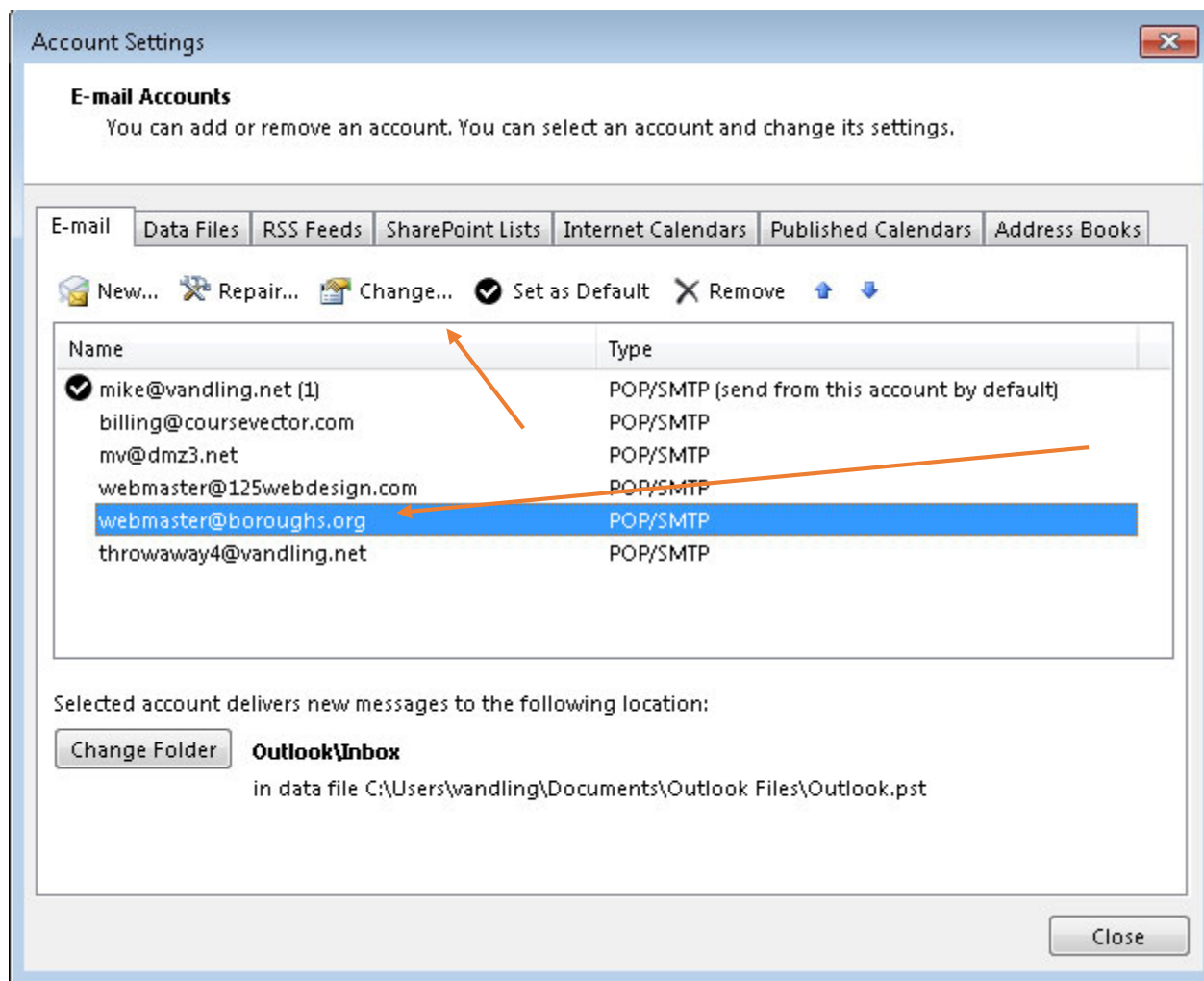
These instructions are for the old version of Outlook. At this time, Microsoft has not pushed the new version to all computers. The way to tell if you have the old version is if your toolbar icons look like the above.

Open Outlook

File

Account Settings

Now you should see the box below:



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

Change Account ✕

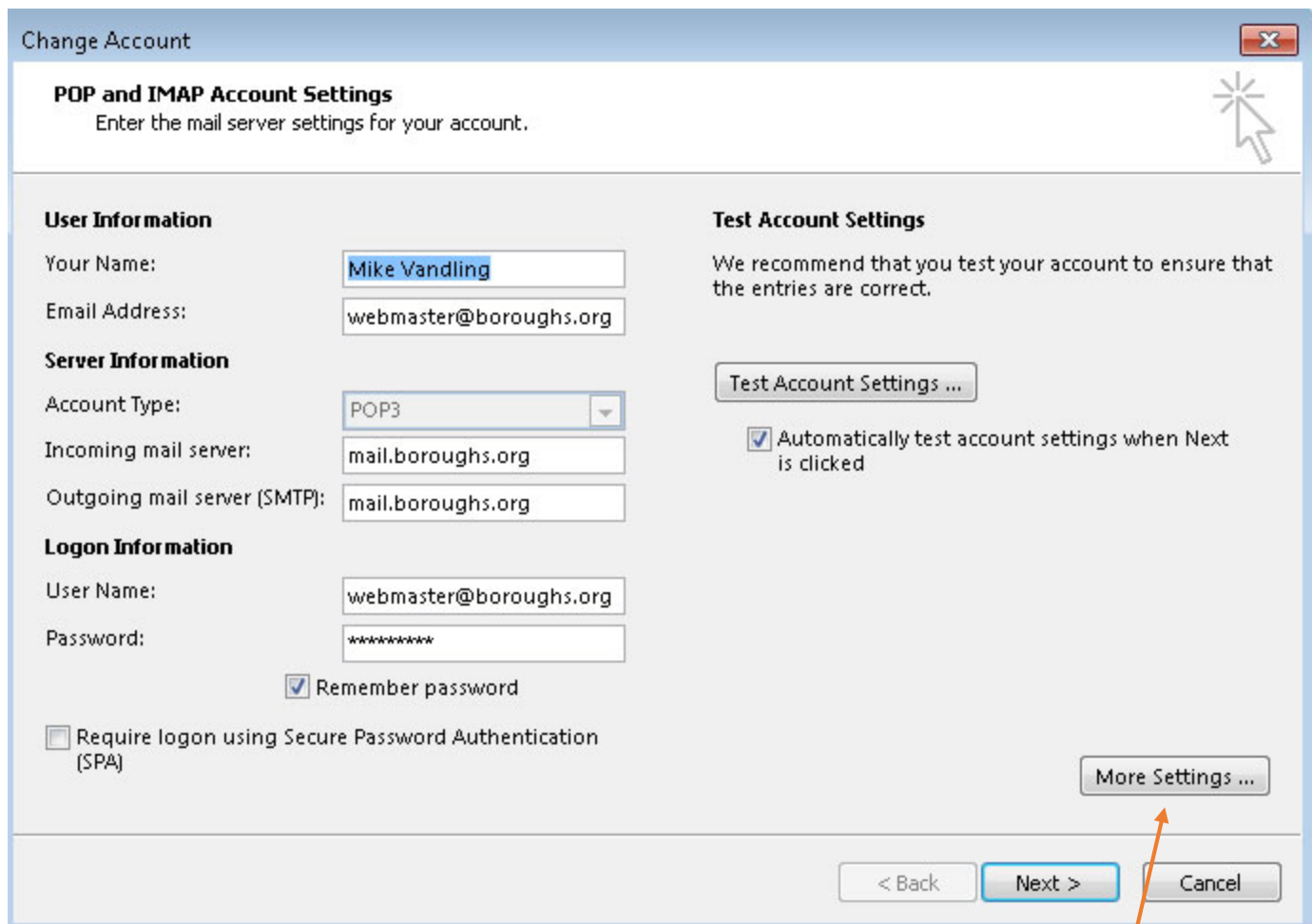
**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**  
Your Name:   
Email Address:

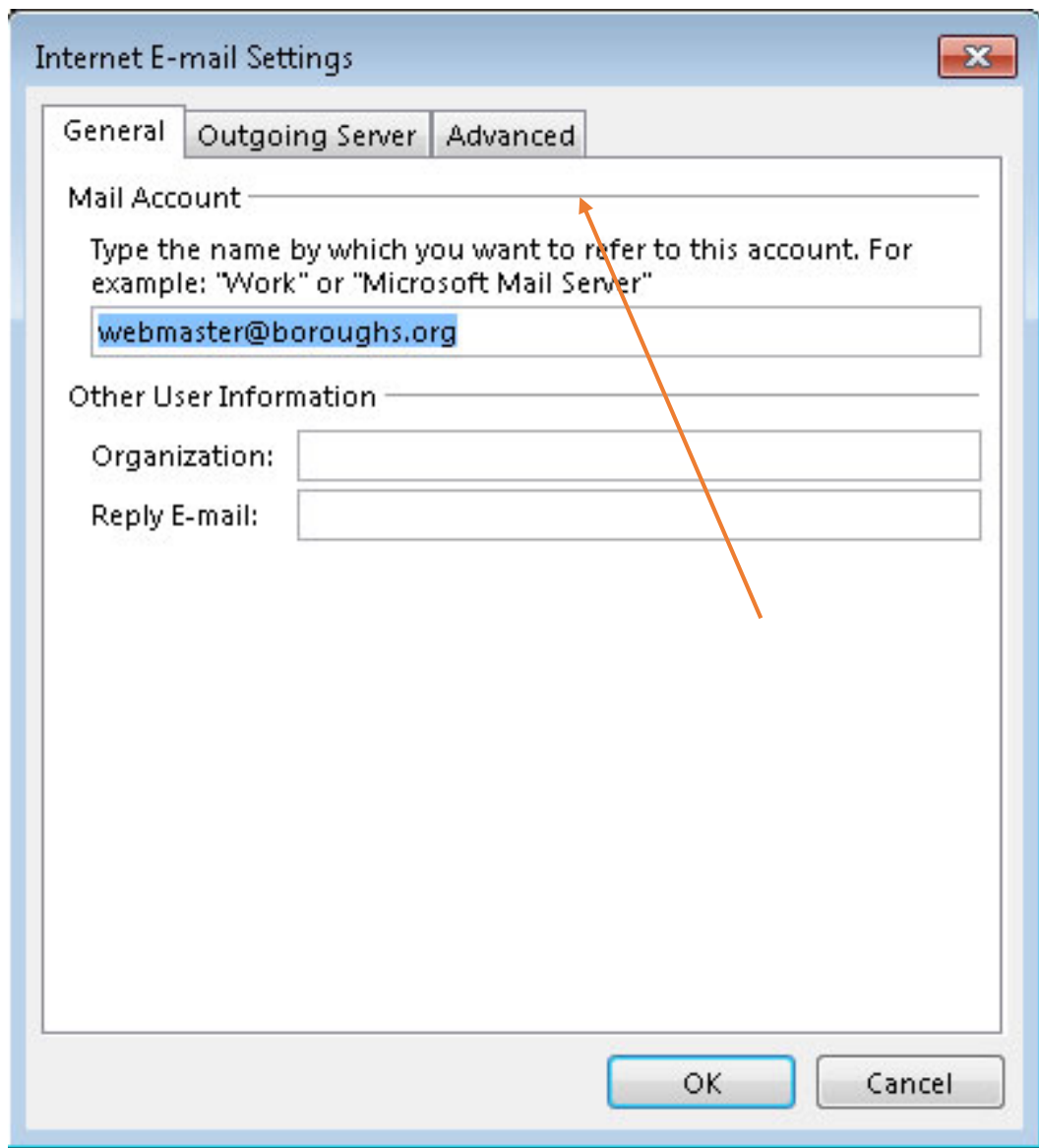
**Server Information**  
Account Type:   
Incoming mail server:   
Outgoing mail server (SMTP):

**Logon Information**  
User Name:   
Password:   
 Remember password  
 Require logon using Secure Password Authentication (SPA)

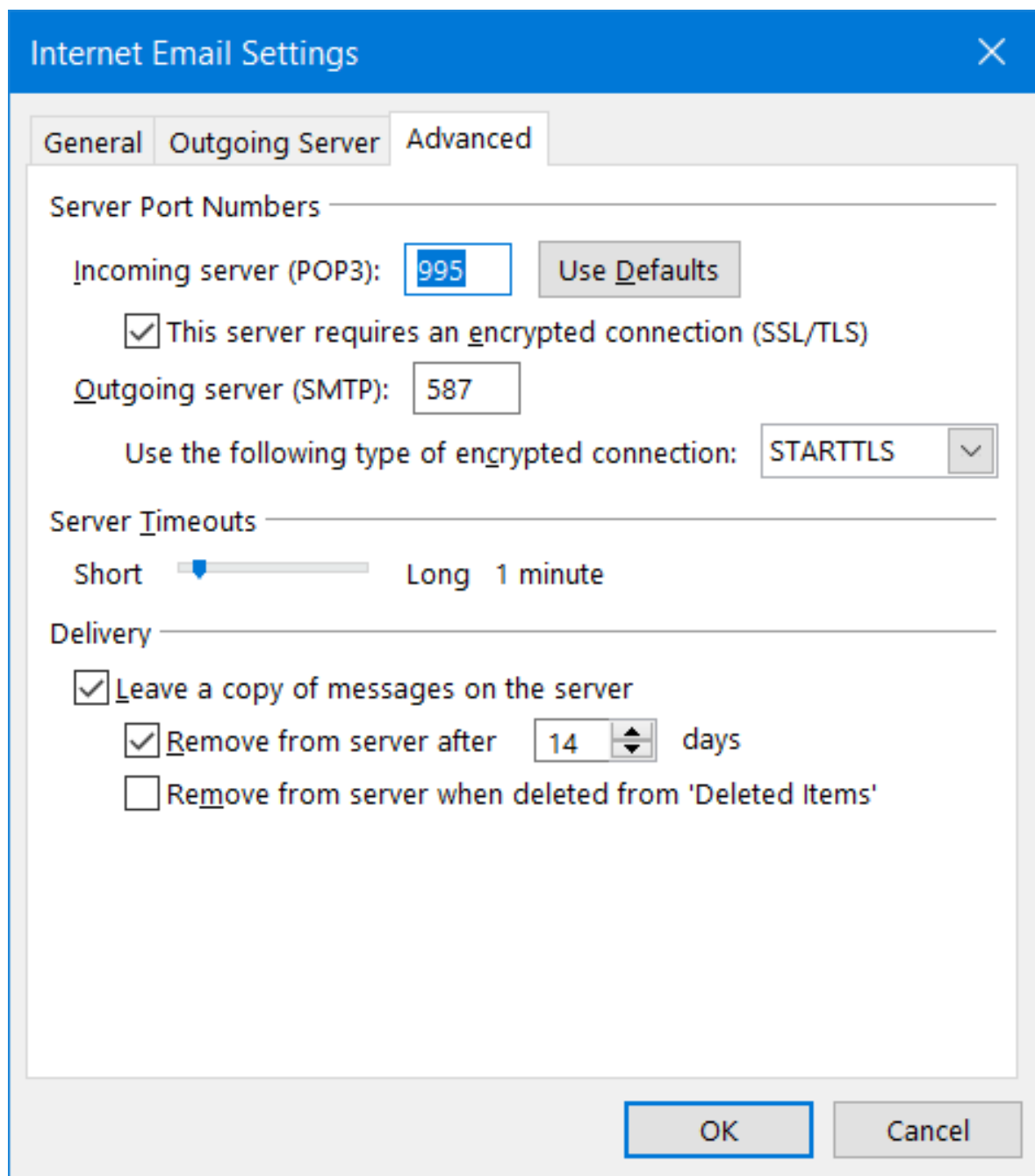
**Test Account Settings**  
We recommend that you test your account to ensure that the entries are correct.  
  
 Automatically test account settings when Next is clicked



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



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.



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.