

# Email Account Settings Change Guide

## Outlook 2010

### Step 1

Open Outlook

### Step 2

Open your Account Settings

ÿ Click 'File'

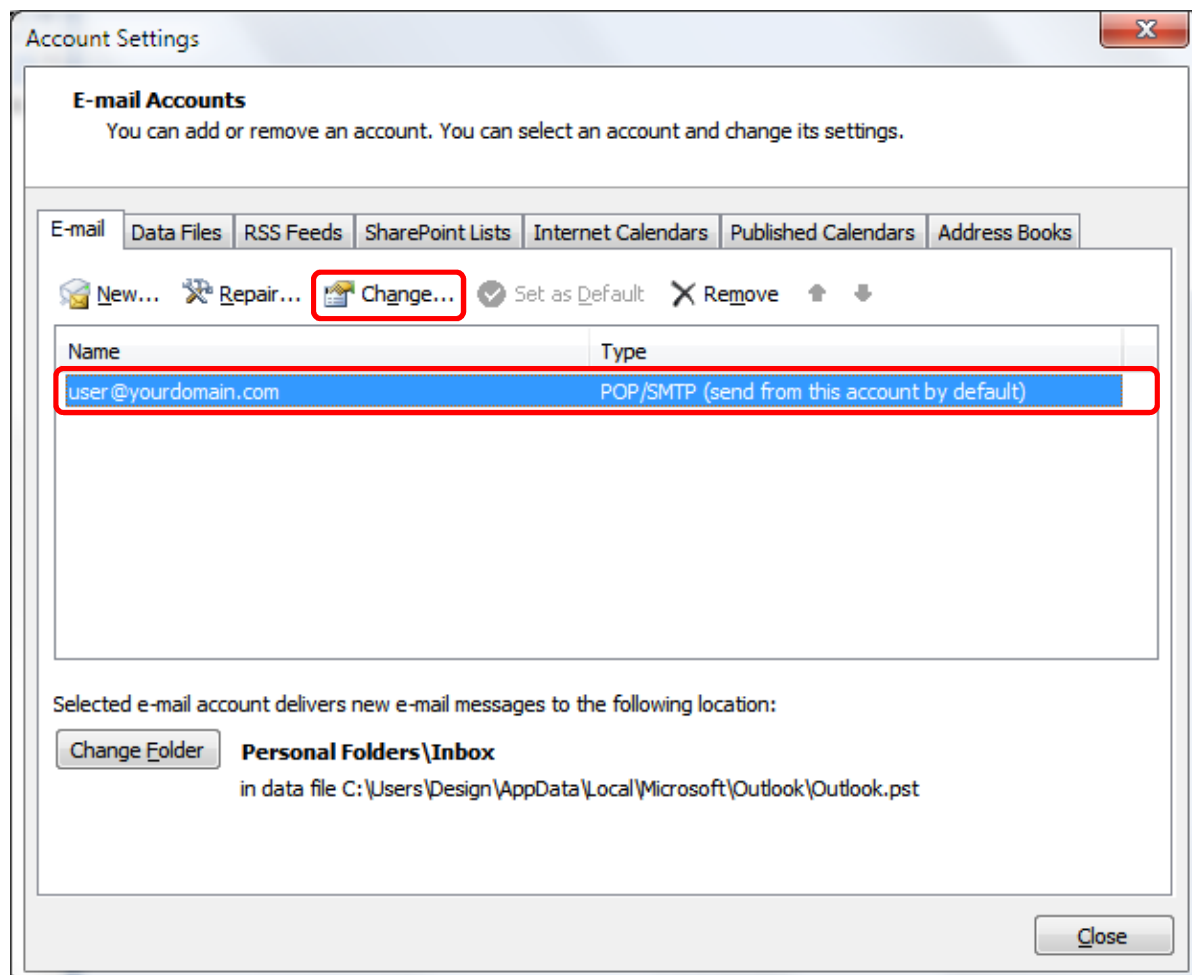
ÿ Click 'Account Settings'

### Step 3

Change your Account Settings

ÿ Select your account

ÿ Click 'Change'



## Step 4

### Server Information Settings

- ÿ Change the 'Incoming mail server' to **pop27.niner.net**
- ÿ Change the 'Outgoing mail server (SMTP)' to **smtp27.niner.net**

**Change E-mail Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:

E-mail 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**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

## Step 5

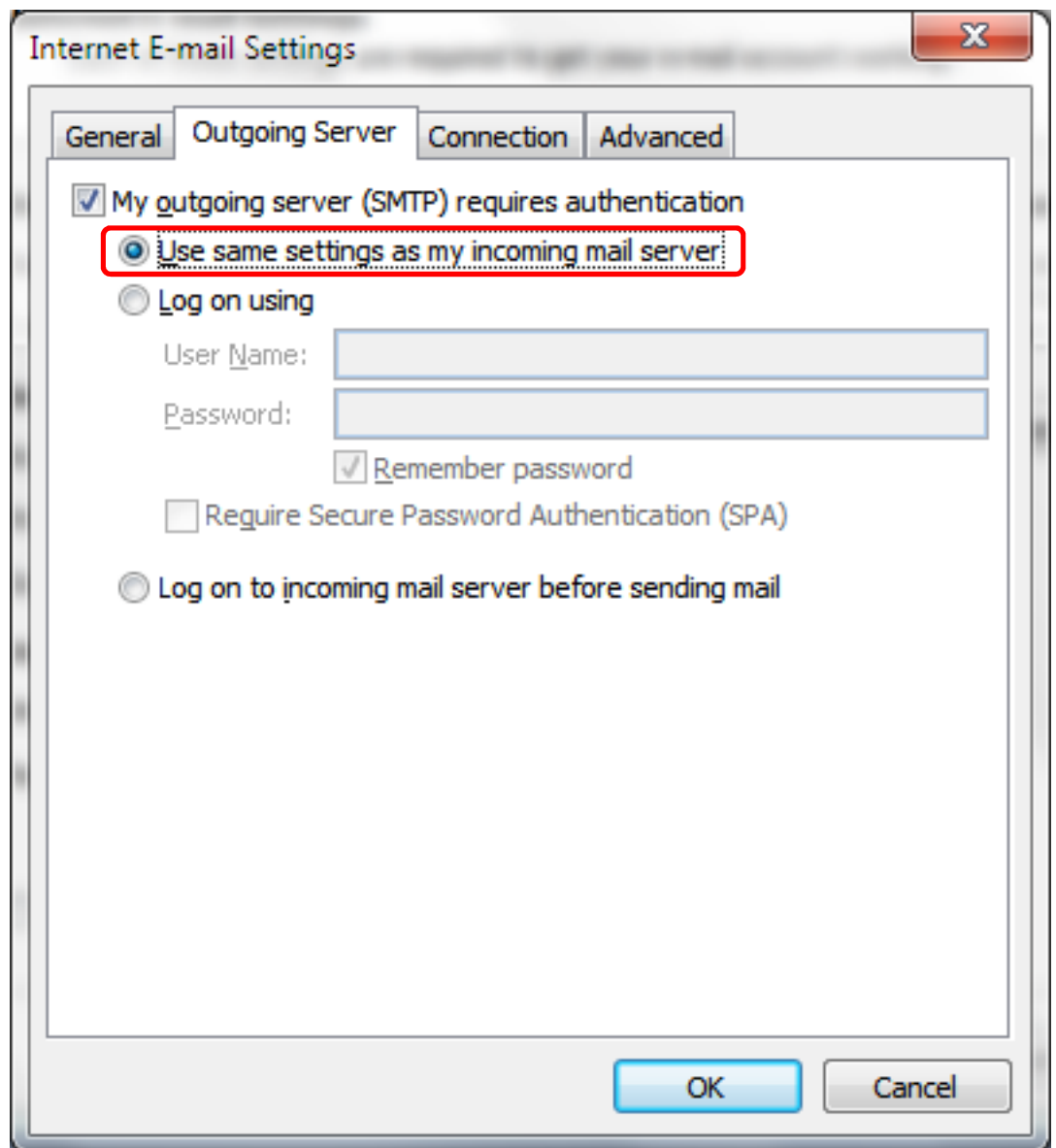
### More Settings

- ÿ Click 'More Settings...'

## Step 6

### Outgoing Authentication

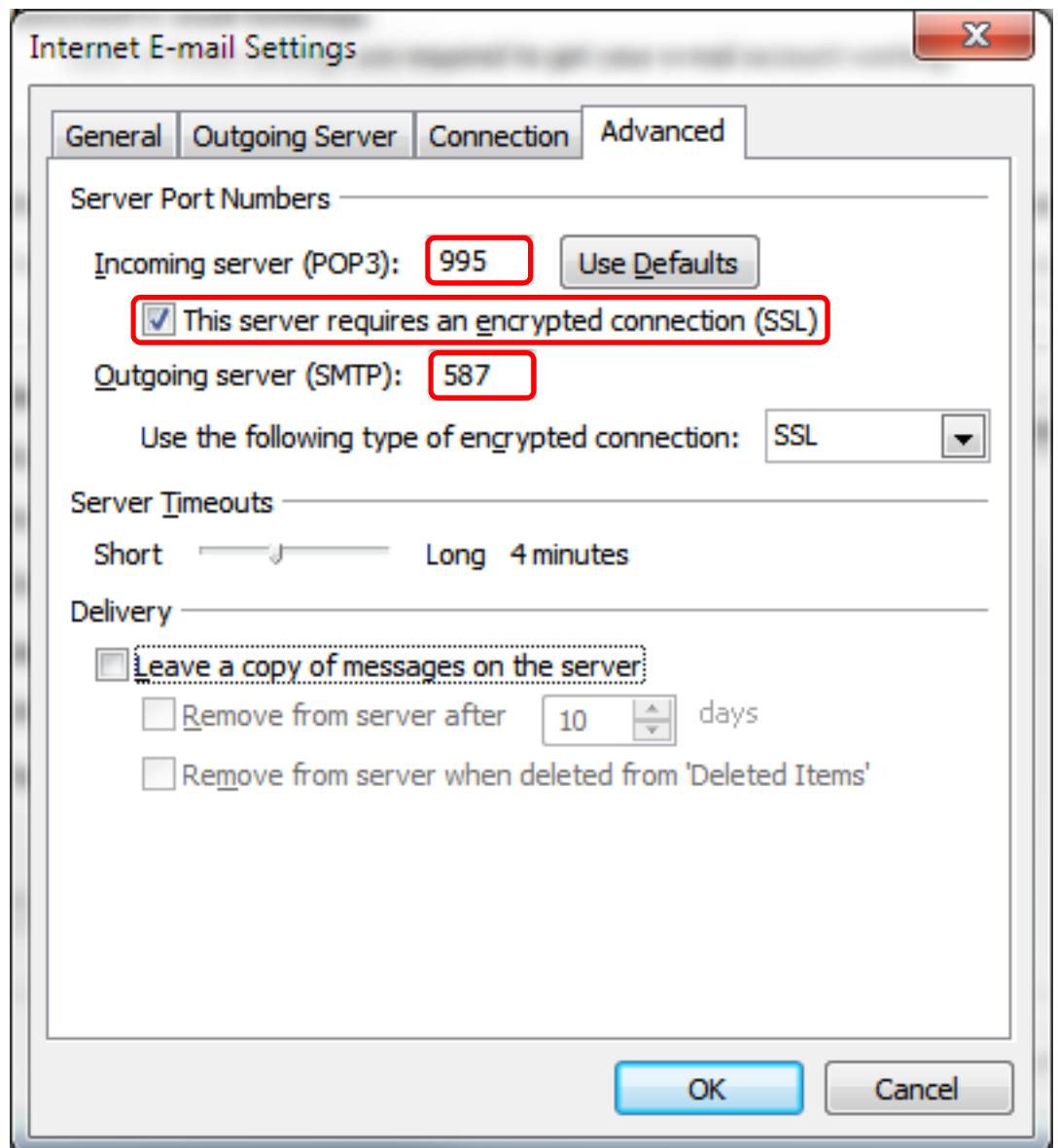
- ✓ Select the 'Outgoing Server' tab
- ✓ Ensure 'My outgoing server (SMTP) requires authentication' is ticked
- ✓ Select 'Use same settings as my incoming mail server'



## Step 7

### Sever Port Number

- Select the 'Advanced' tab
- Select 'This server requires an encrypted connection (SSL)' for the 'Incoming server (POP3)'. This will automatically change the 'Incoming server (POP3)' Port number to 995.
- Change the 'Outgoing server (SMTP)' port number to 587.



## Step 8

### Save the settings

- Click 'OK', then
- Click 'Next', then
- Click 'Finish', then
- Click 'Close'