

Email Account Settings Change Guide

Outlook 2013

Step 1

Open Outlook

Step 2

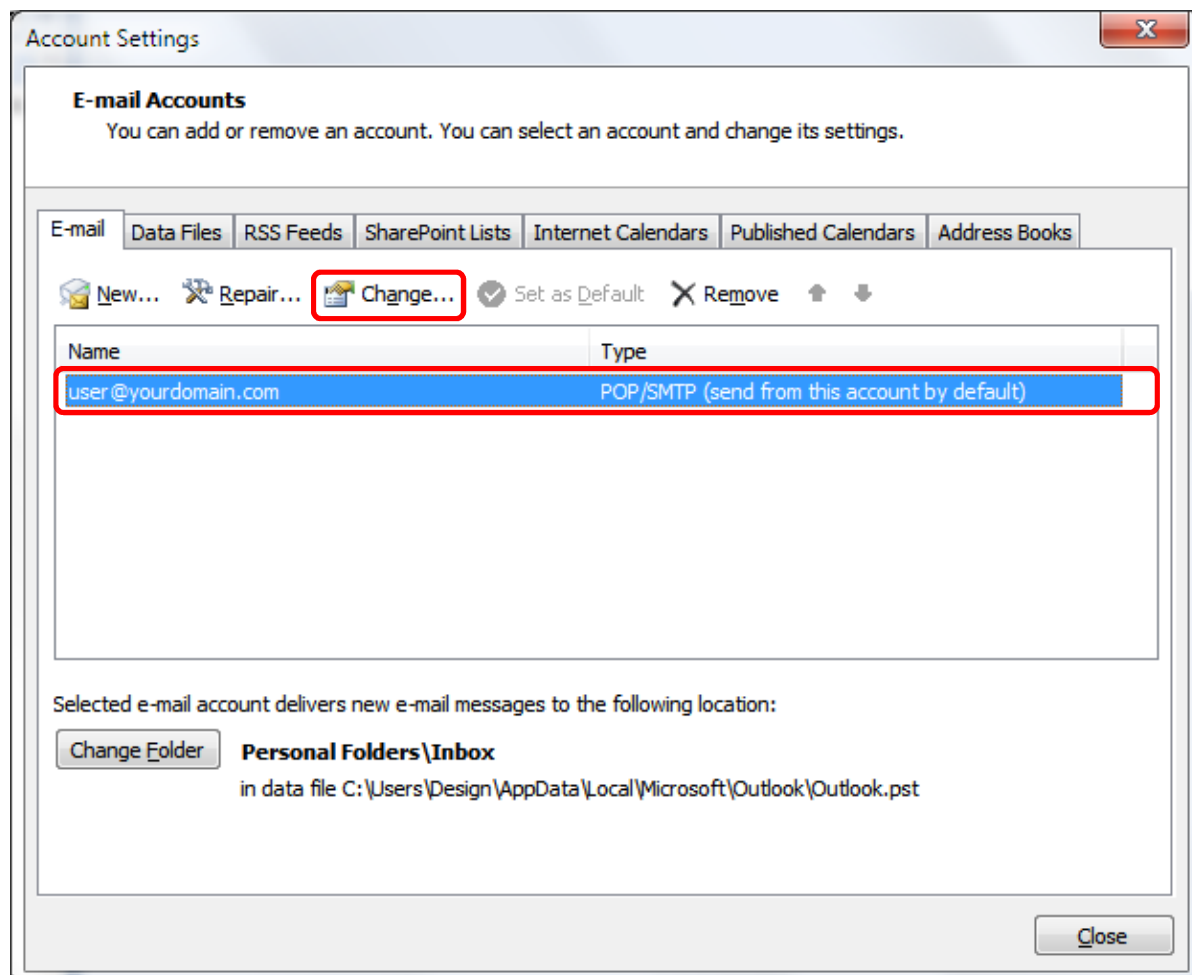
Open your Account Settings

- ÿ Click 'File'
- ÿ Click 'Account Settings'

Step 3

Change your Account Settings

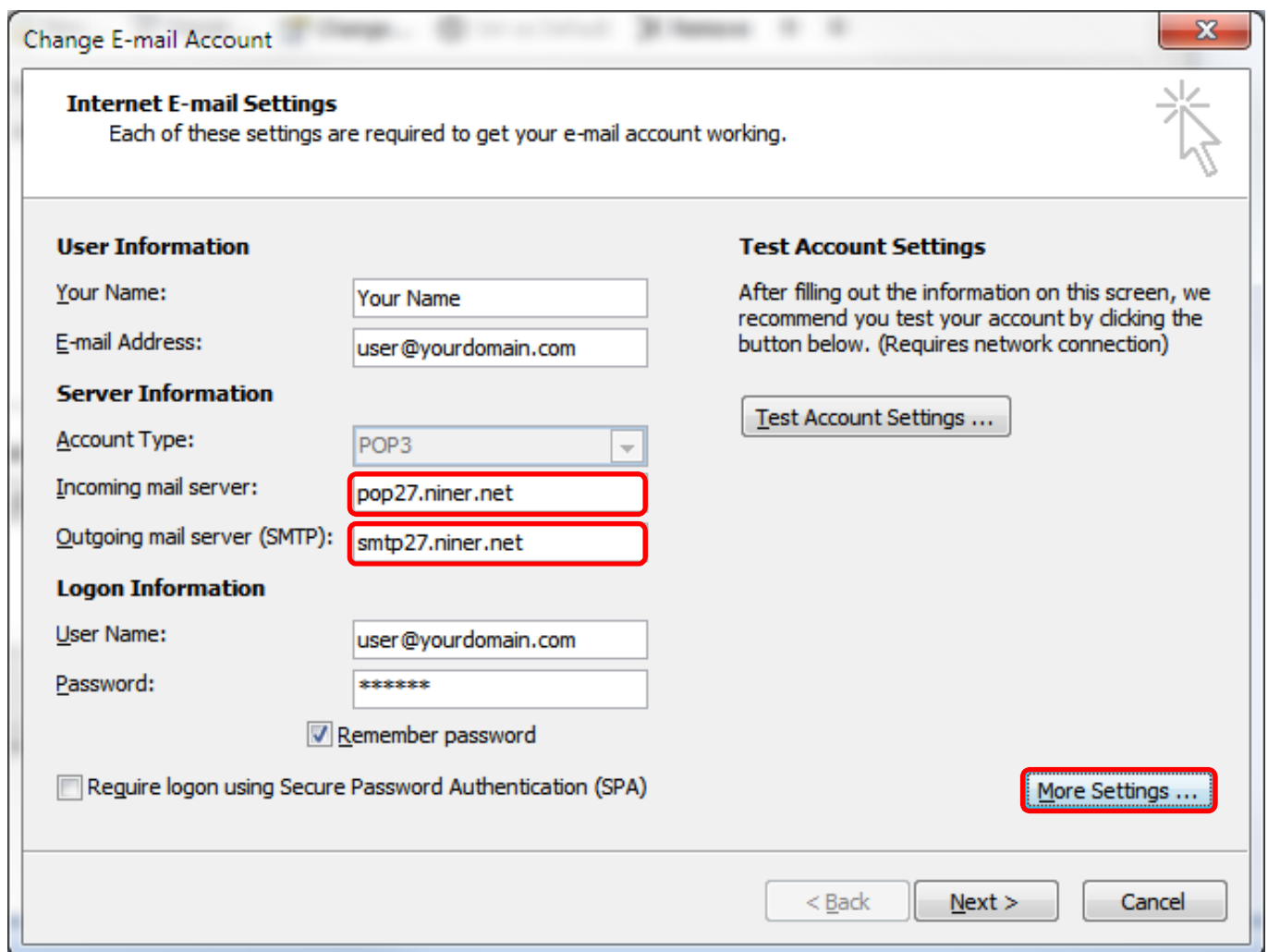
- ÿ Select your account
- ÿ Click 'Change'



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

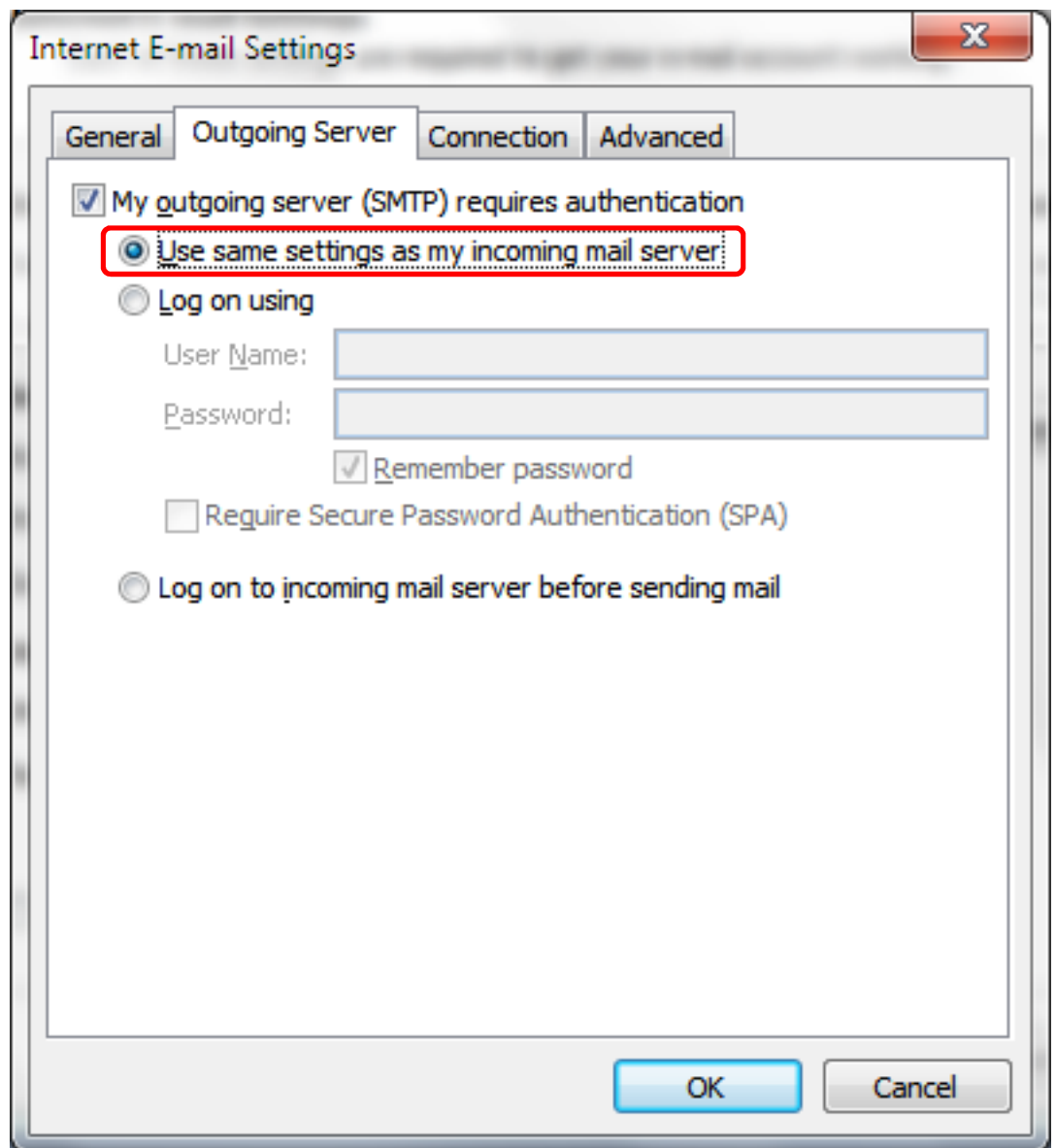
More Settings

- ÿ Click 'More Settings...'

Step 6

Outgoing Authentication

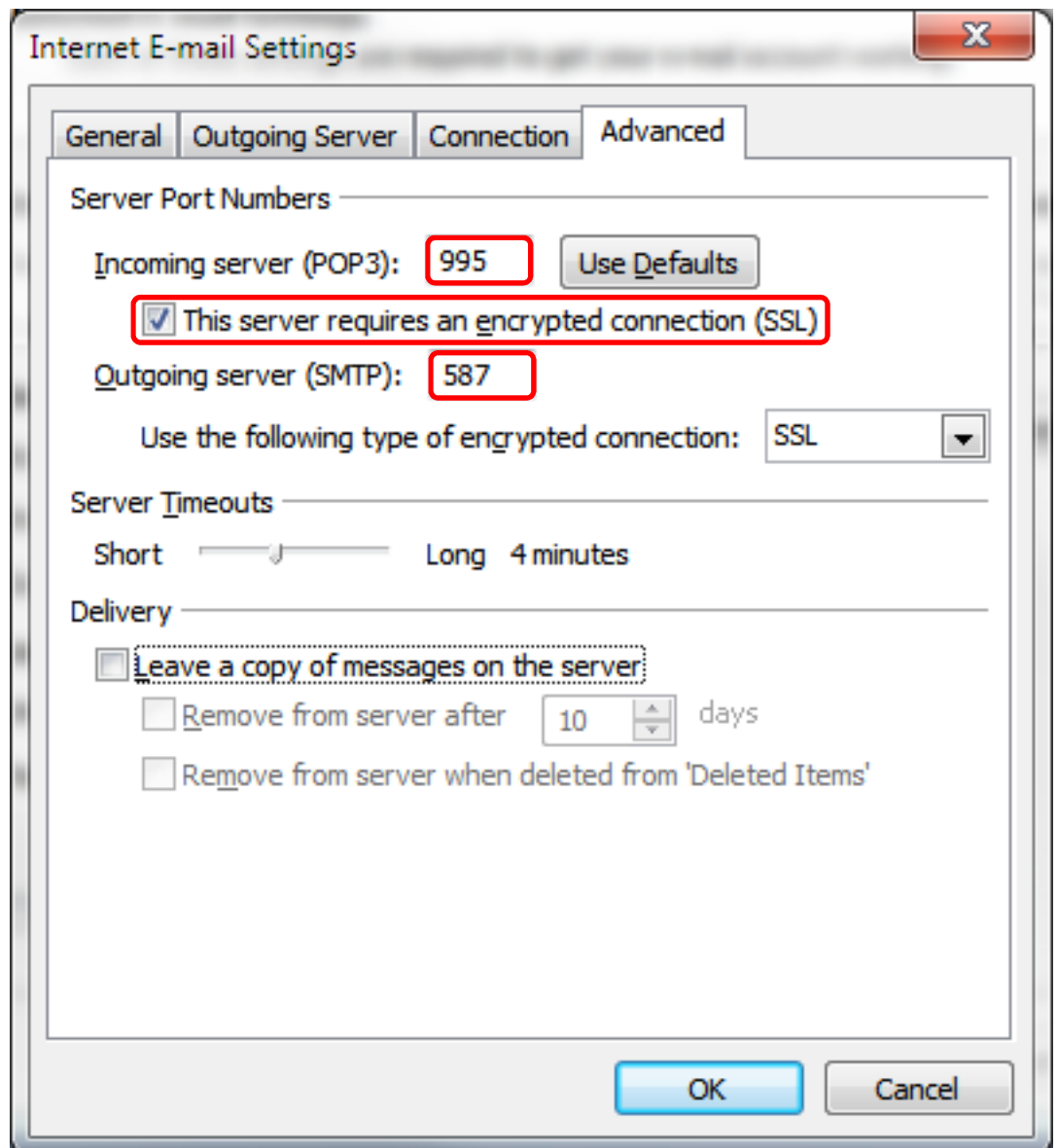
- ✓ Select the 'Outgoing Server' tab
- ✓ Ensure 'My outgoing server (SMTP) requires authentication' is ticked
- ✓ Select 'Use same settings as my incoming mail server'



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'