

Open Microsoft Outlook → Tools → Account Settings... → select the your account and click on “change”

Inbox - Microsoft Outlook

### 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

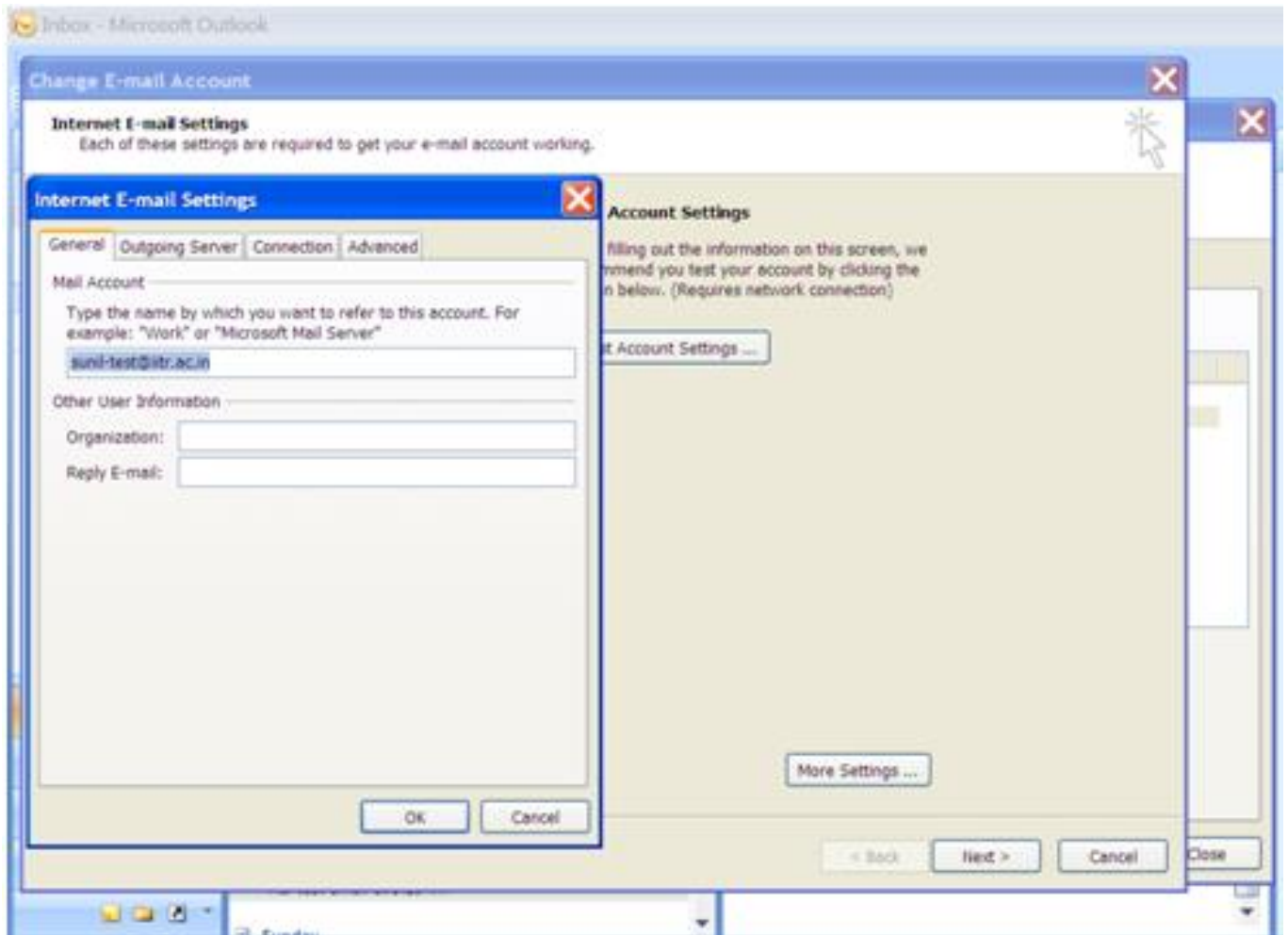
Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

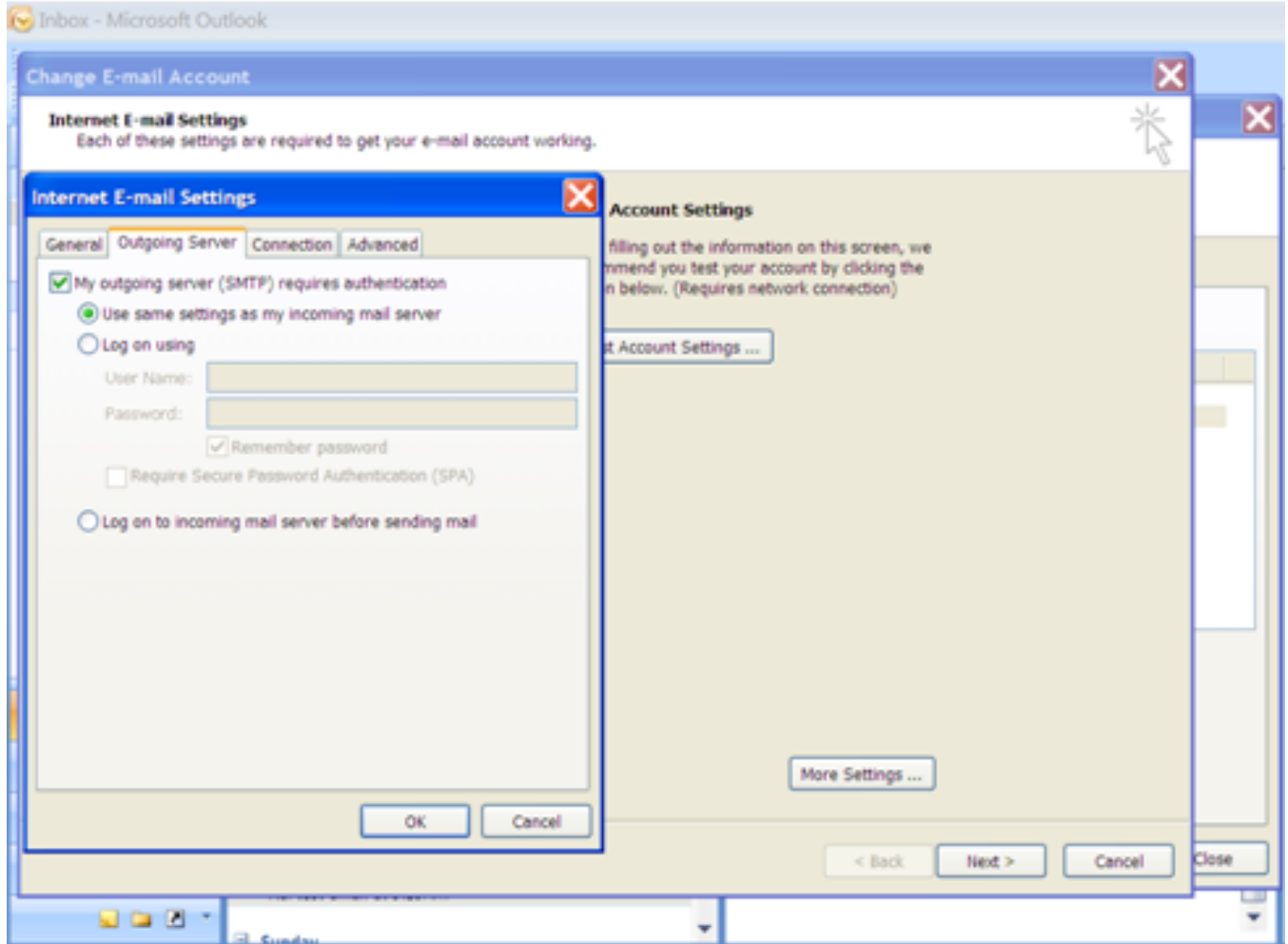
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

< Back   Next >   Cancel   Close

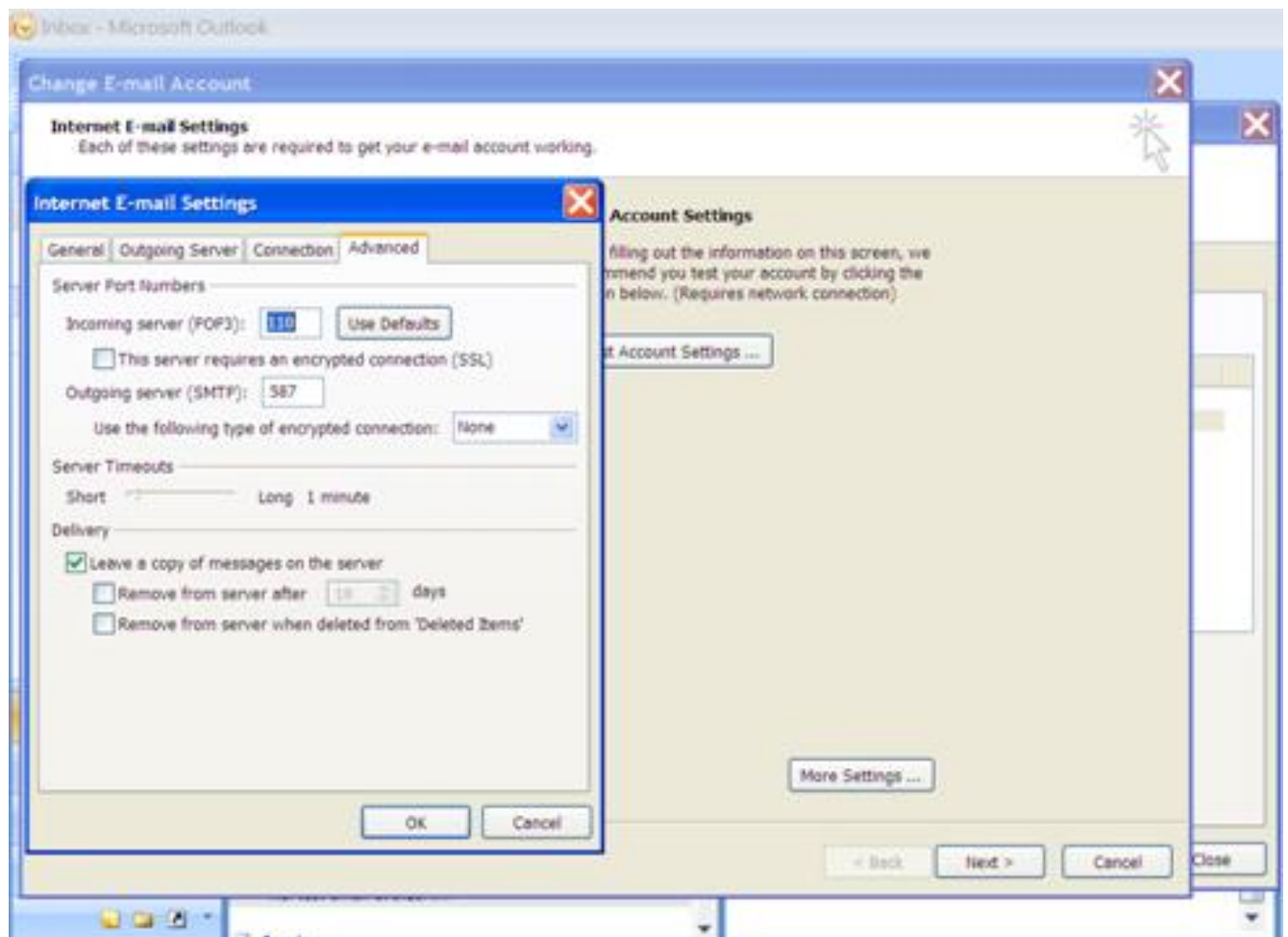
Click on "More Settings...".



Select the "Outgoing Server" tab and make the following changes.



Select the "Advanced" tab and make the following changes.



Save the settings.