

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

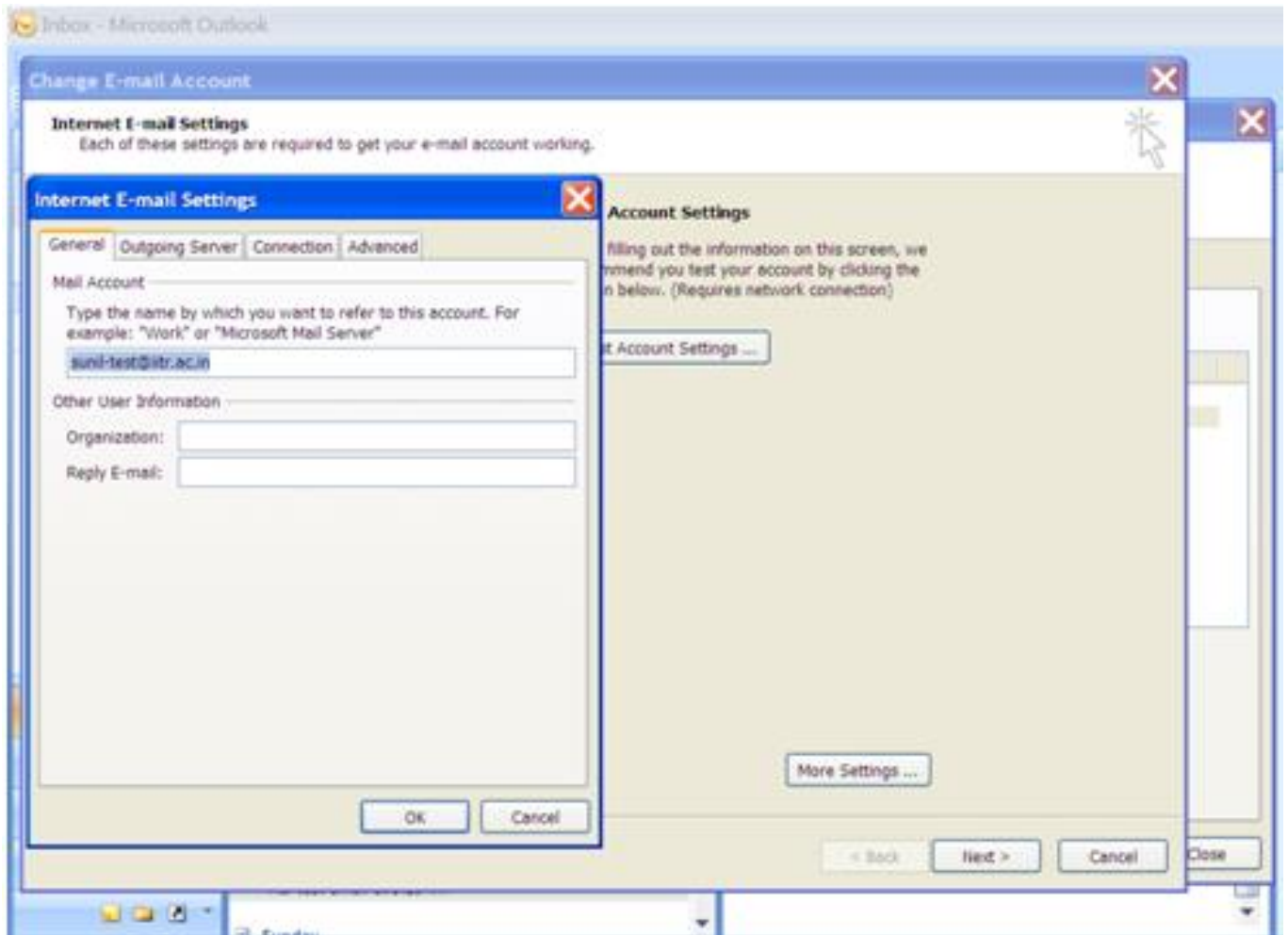
Require logon using Secure Password Authentication (SPA)

Test Account Settings

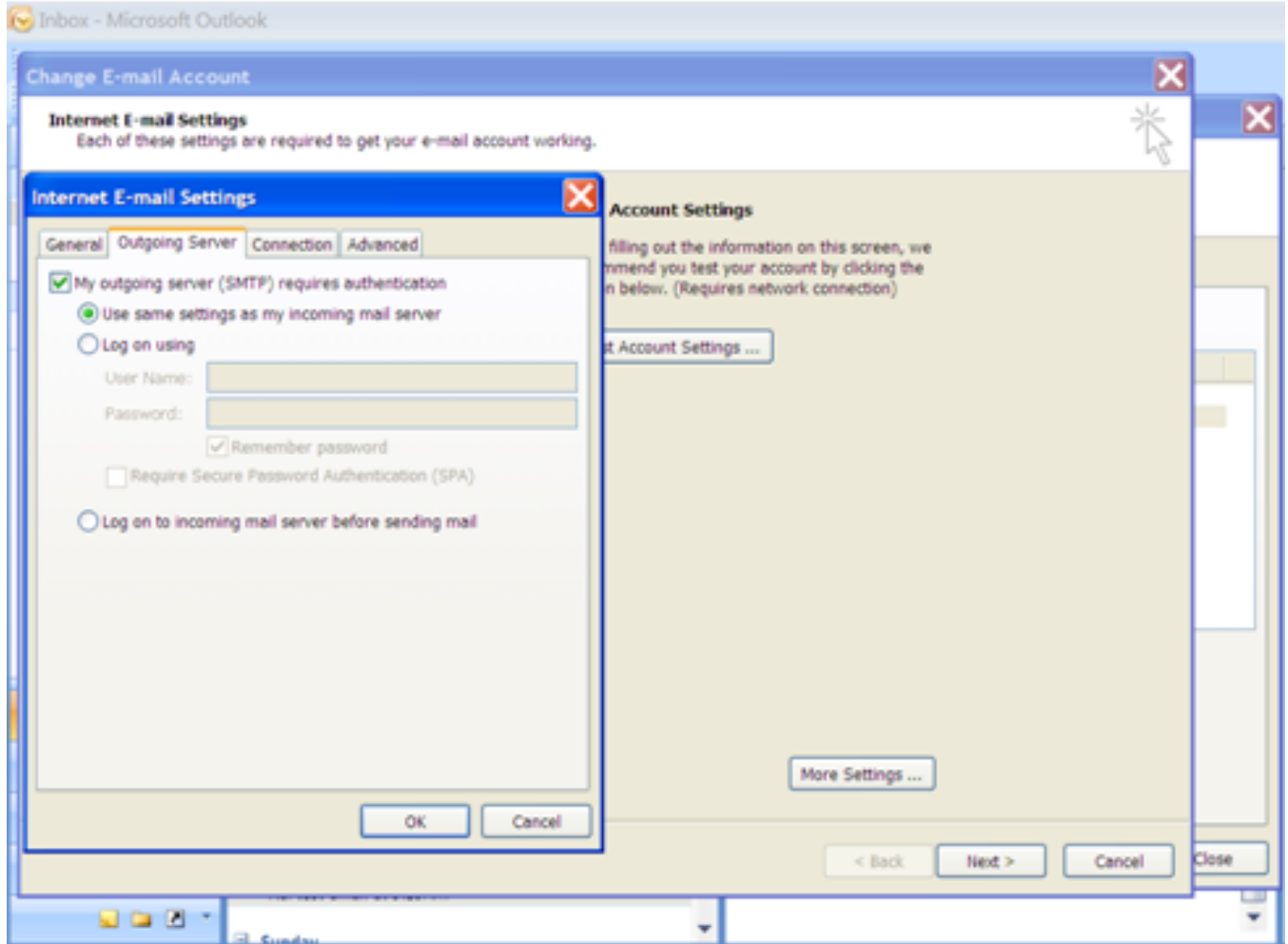
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

< Back Next > Cancel Close

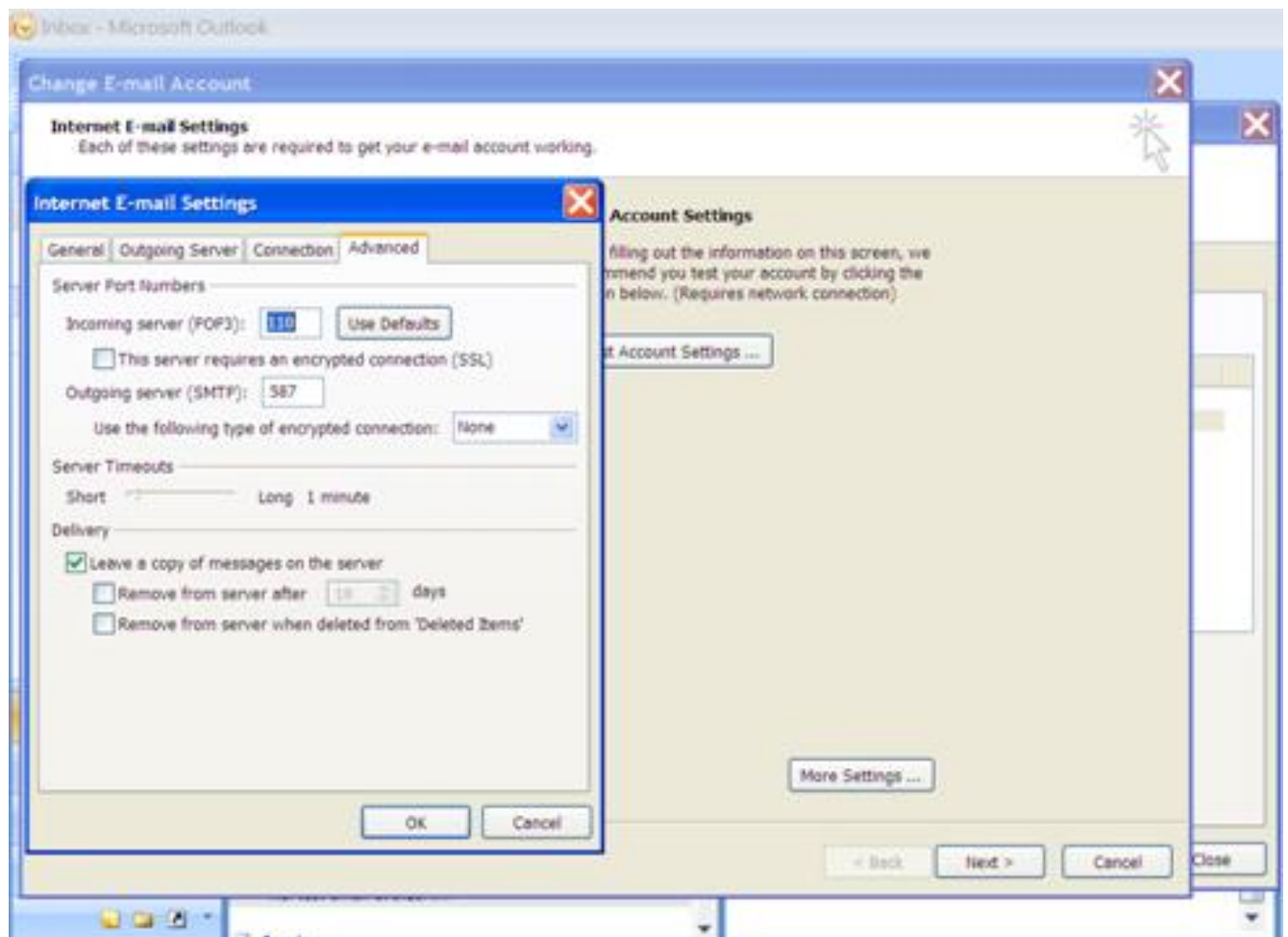
Click on "More Settings...".



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



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



Save the settings.