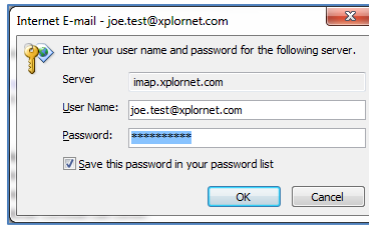


Microsoft Outlook 2010 on Windows

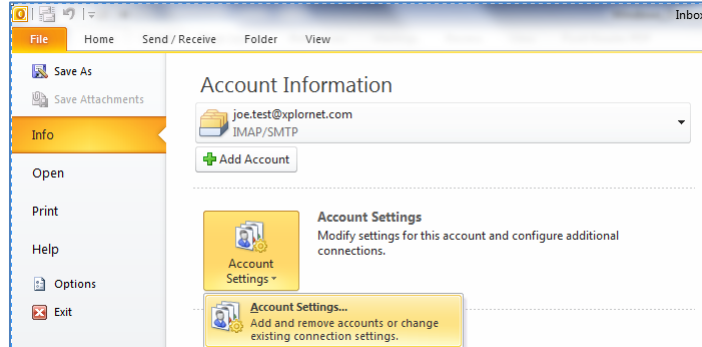
Changing your Settings

Outlook may prompt you for your user name and password:

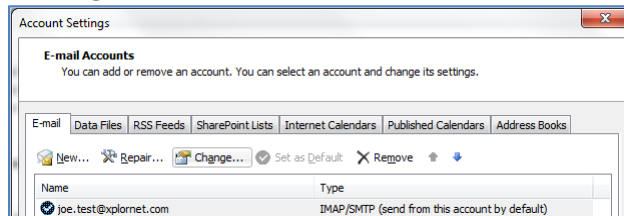


If so, click **Cancel**

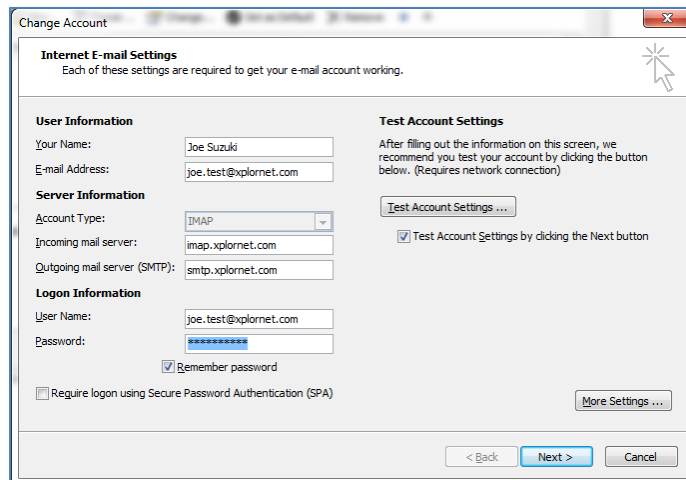
1. Click **File**, then click on **Account Settings**, then click on **Account Settings** again



2. Select your **email account** and click **Change...**

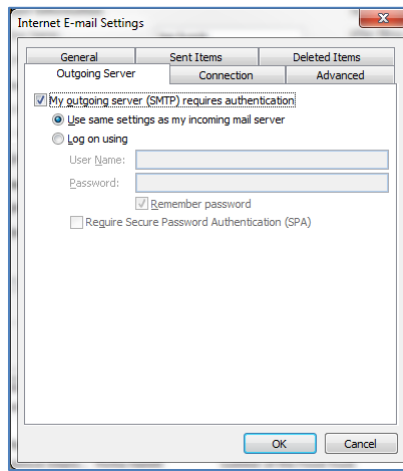


3. Verify the following settings, and change them if necessary:
 - a. Account Type
 - i. If it's **IMAP**, Incoming mail server: **imap.xplornet.com**
 - ii. If it's **POP3**, Incoming mail server: **pop.xplornet.com**
 - b. **Outgoing mail server (SMTP): smtp.xplornet.com**
 - c. **User Name:** your **full email address**, including the portion after the @ symbol
 - d. **Password:** your email password



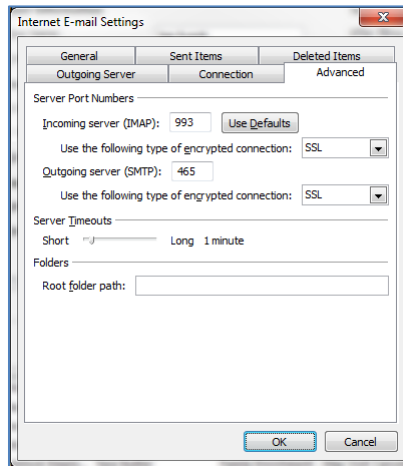
- e. Click on **More Settings...**

f. Go to the **Outgoing Server** tab



i. **My outgoing server (SMTP) requires authentication: checked**

g. Go to the **Advanced** tab



i. For both the **Incoming server** and **Outgoing server (SMTP)**, “**encryption connection**”: **SSL**

ii. Incoming server

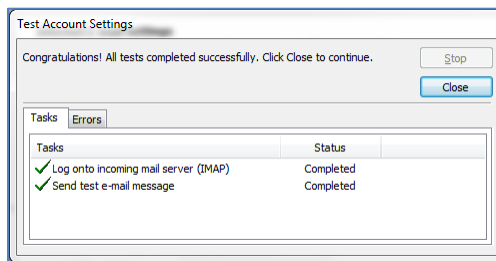
1. If **IMAP**, **Port Number: 993**
2. If **POP3**, **Port Number: 995**

iii. **Outgoing server (SMTP) Port Number: 465**

h. Click **OK**

4. Click **Next >**

a. If both test Tasks fail (red **X**), then you entered something wrong. Click **Close**, verify your settings again, reenter your Password, and try again.



5. Once the test **Tasks complete** successfully (**green** checkmarks), click **Close** and then **Finish**

The settings can also be found [here](#).