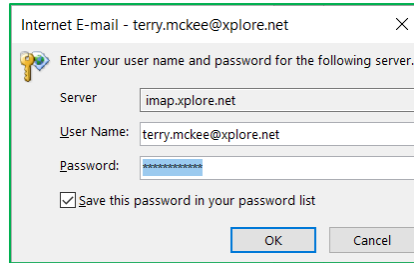


Outlook 2016 on Windows

Changing your Settings

Outlook may prompt you for your user name and password:



Internet E-mail - terry.mckee@xplore.net

Enter your user name and password for the following server.

Server: imap.xplore.net

User Name: terry.mckee@xplore.net

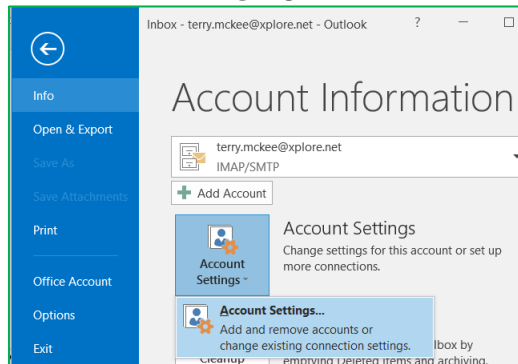
Password: [masked]

☒ Save this password in your password list

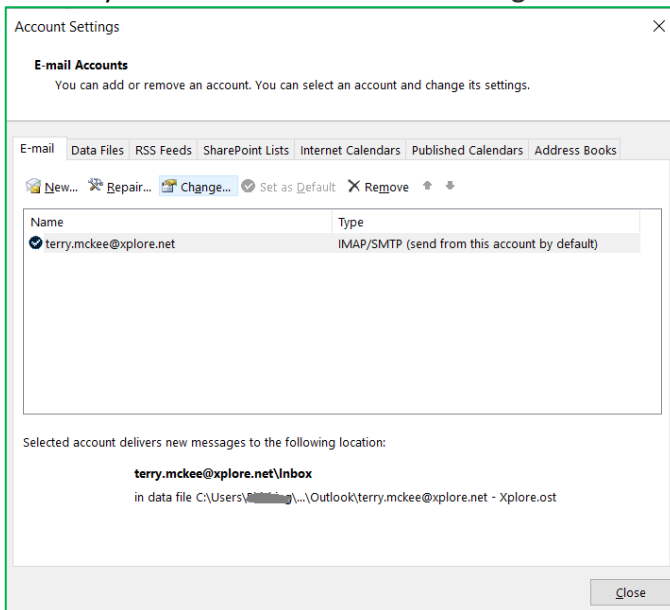
OK Cancel

If so, click **Cancel**

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



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



Account Settings

E-mail Accounts
You can add or remove an account. You can select an account and change its settings.

E-mail | Data Files | RSS Feeds | SharePoint Lists | Internet Calendars | Published Calendars | Address Books

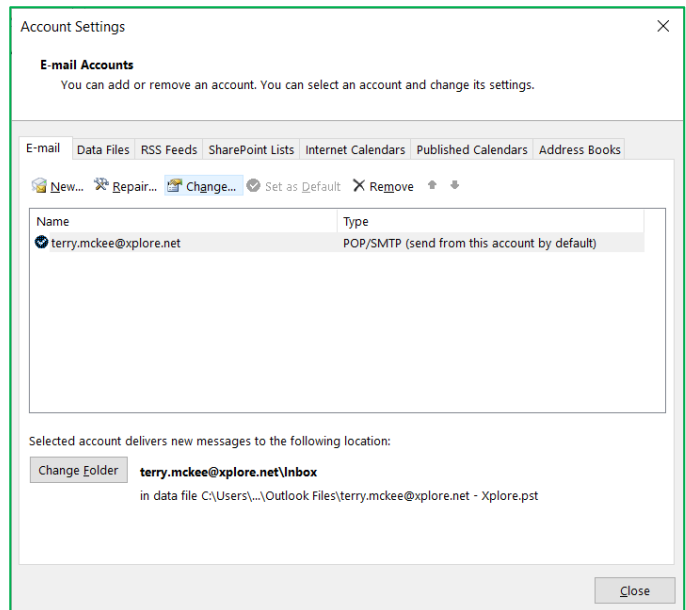
New... Repair... Change... Set as Default Remove

Name	Type
terry.mckee@xplore.net	IMAP/SMTP (send from this account by default)

Selected account delivers new messages to the following location:

terry.mckee@xplore.net\Inbox
in data file C:\Users\...\\Outlook\terry.mckee@xplore.net - Xplore.ost

Close



Account Settings

E-mail Accounts
You can add or remove an account. You can select an account and change its settings.

E-mail | Data Files | RSS Feeds | SharePoint Lists | Internet Calendars | Published Calendars | Address Books

New... Repair... Change... Set as Default Remove

Name	Type
terry.mckee@xplore.net	POP/SMTP (send from this account by default)

Selected account delivers new messages to the following location:

terry.mckee@xplore.net\Inbox
in data file C:\Users\...\\Outlook Files\terry.mckee@xplore.net - Xplore.pst

Change Folder

Close

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

- e. Click on **More Settings...**, then go to the **Outgoing Server** tab

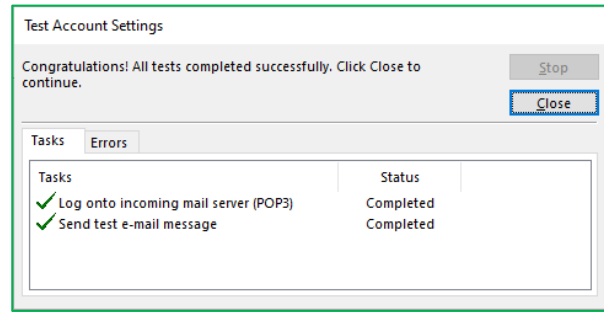
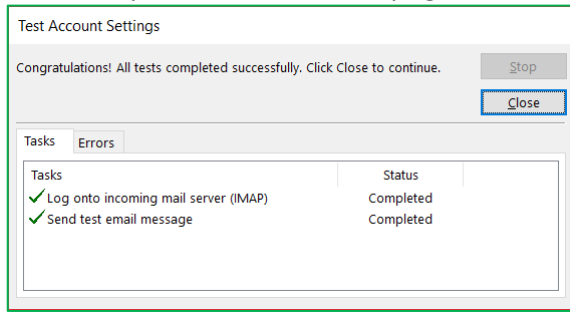
- i. **My outgoing server (SMTP) requires authentication: checked**
- f. Go to the **Advanced** tab

- 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**

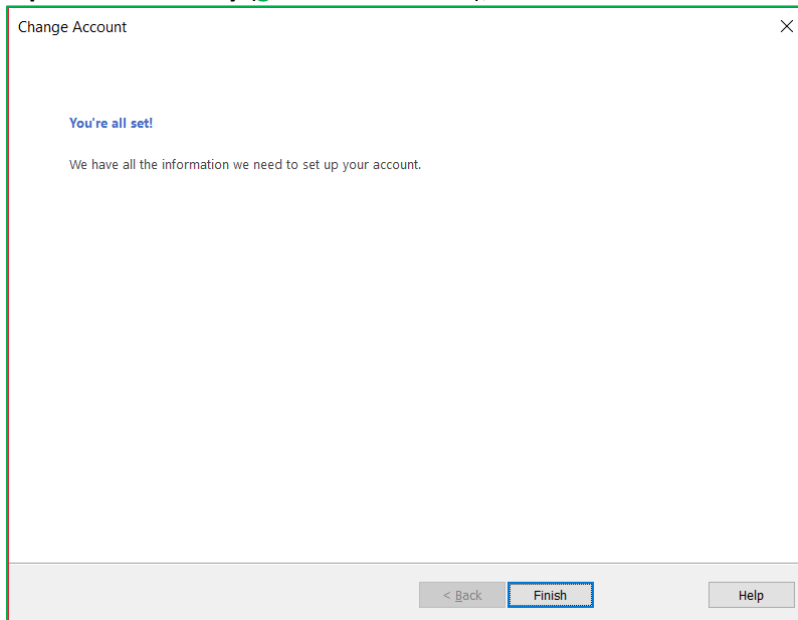
- g. Click **OK**

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**



6. Click **Close**