Microsoft Outlook 365 on Windows

Changing your Settings

Open the Outlook app by clicking the Windows Start menu and choosing Outlook.



Outlook may prompt you for your user name and password. If so, click Cancel

1. Click File, Options (on the left)



2. Select Advanced (on the left)



3. Scroll down to Send and receive and click Send/Receive...



- Go to the IMAP Email or POP Email tab. Verify the following settings, and change them if necessary:
 - a. Incoming Mail Server
 - a. If (IMAP): imap.xplore.net
 - b. If (POP3): 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

- 7. Go to the Outgoing Server tab
 - a. Verify "My outgoing server (SMTP) requires authentication" is <u>checked</u>, and it's set to "Use same settings as my incoming mail server"

Internet Ema	il Settings		×
IMAP Email	General	Outgoing Server	Advanced
	oing serve	r (SMTP) requires a	uthentication
● <u>U</u> se s	ame settir	igs as my incoming	mail server
	on using		
User	Name:		
Passy	word:		
	\sim	<u>Remember passw</u>	ord
R	e <u>q</u> uire Sec	ure Password Auth	entication (SPA)
			OK Cancel

- 8. Go to the Advanced tab. Verify the following settings, and change them if necessary:
 - e. encrypted connection: SSL/TLS for both the Incoming and Outgoing servers
 - f. Incoming server Port Number
 - a. If (IMAP): 993
 - b. If (POP3): 995
 - g. Outgoing server (SMTP) Port Number: 465

Internet Email Settings	×	Internet Email Settings	\times
IMAP Email General Outgoing Server Advanced Server Port Numbers Incoming server (IMAP): 993 Use Defaults Use the following type of gncrypted connection: SSL/TLS Qutgoing server (SMTP): 555 Use the following type of engrypted connection: SSL/TLS Server Timeouts Short Long Short Long 1 minute Polders Root folder path: Server Imeouts Sent Items Deleted Items Deleted Items Deleted Items arked for deletion will be permanently deleted when items in the mailton are purged. Mark items for deletion will be permanently deleted when items when switching folders while online OK Car	↓ ↓ the	POP Email General Outgoing Server Advanced Server Port Numbers Incoming server (POP2): 995 Use Defaults ☐ This server requires an encrypted connection (SSL/TLS) @utgoing server (SMTP): 165 Use the following type of engrypted connection: SSL/TLS Server Timeouts Short Long 1 minute Delivery Leave a copy of messages on the server Leave a copy of messages a copy of messages on the server Leave a copy of messages a copy of messages a copy	V

9. Click OK, OK, Close, and then OK