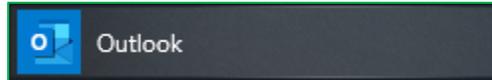# Microsoft Outlook 365 on Windows

Changing your Settings

Open the Outlook app by clicking the Windows **Start** menu and choosing **Outlook**.
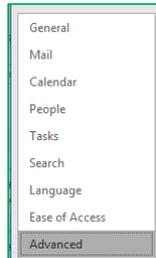
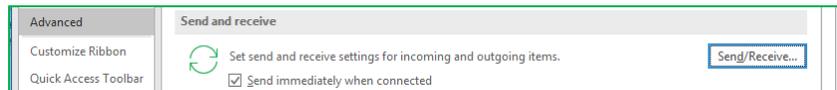Outlook may prompt you for your user name and password. If so, click **Cancel**

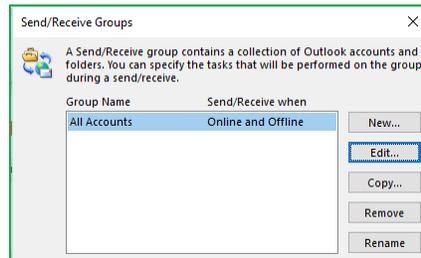1. Click **File**, **Options** (on the left)

2. Select **Advanced** (on the left)

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

4. Click **Edit…**

5. Select your **Account** on the left (typically your email address) and click **Account Properties…**
6. 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**
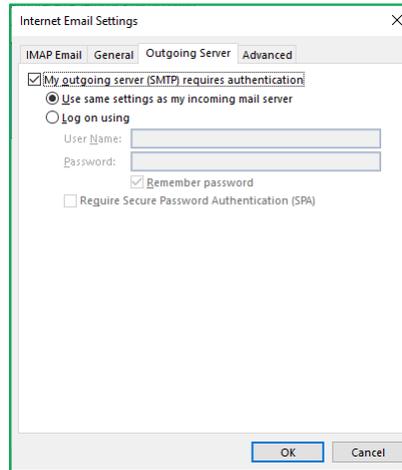   b. If **(POP3): pop.xplore.net**
    b. **Outgoing Mail Server (SMTP): smtp.xplore.net**
    c. **User Name**: your **full email address**, including the portion after the @ symbol
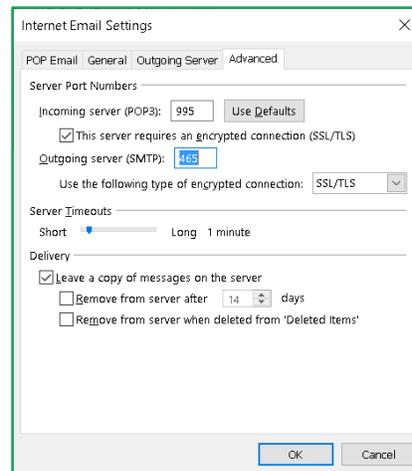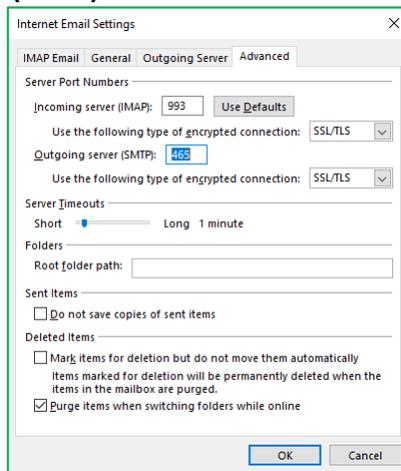   d. **Password**: your email password

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**"

8. Go to the Advanced tab. Verify the following settings, and change them if necessary:
    e. **encrypted connection**: **SSL/TLS** for <u>both</u> 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**

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