## **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.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

Internet E-mail Settings	×						
General Outgoing Server Advanced							
My outgoing server (SMTP) requires authentication							
Output Server Output Server							
🔘 Log on using							
User <u>N</u> ame:	1						
Password:	1						
Remember password	1						
Reguire Secure Password Authentication (SPA)							
_							
OK Cancel							
Caller							

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

Internet E-mail Settings	Internet E-mail Settings
General       Outgoing Server       Advanced         Server Port Numbers	General Outgoing Server Advanced Server Port Numbers Incoming server (POP3): 995 Use Defaults Image: This server requires an groypted connection (SSI) Qutgoing server (SMTP): 465 Use the following type of engrypted connection: SSL Server Jimeouts Short Long 1 minute Delivery Image: Leave a copy of messages on the server Bemove from server after 14 days Remove from server when deleted from 'Deleted Items'

- 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.

Test Account Settings			Test Account Settings			
Congratulations! All tests completed successfully. Click Close to Stop		<u>S</u> top <u>C</u> lose	Congratulations! All te continue.	Congratulations! All tests completed successfully. Click Close to continue.		
Tasks Errors			Tasks Errors			
Tasks	Status		Tasks		Status	
✓ Log onto incoming mail server (IMAP)	Completed		🗸 🗸 Log onto incomi	ng mail server (POP3)	Completed	
✓ Send test e-mail message	Completed		Send test e-mail	message	Completed	

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