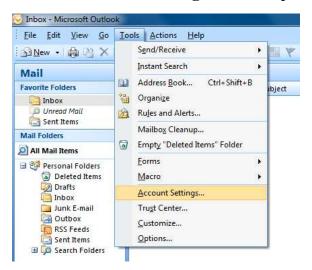
Changes to Microsoft Outlook 2007

## Access the Account Settings:

- Open Microsoft Outlook 2007
- Click **Tools** from the drop-down menu

Click on Account Settings in the drop down.



• From the Account Settings wizard, select the profile you want to edit and click the Change...

		A remove an		select an account and	change to seconds.	
-mail	Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books
😪 Ne	ew 🎾 R	epair 😭	Change 📀	Set as Default 🗙 R	emove 👚 🖶	
Name				Type		
0						
- L	echsupport@	gdomain.net		IMAP/SMTP (se	nd from this account b	y default)
	echsupport@	gdomain.net		IMAP/SMTP (se	nd from this account b	y default)
	echsupport@	gdomain.net		IMAP/SMTP (se	nd from this account b	y default)
	ectisupport@	∂domain.net		IMAP/SMTP (se	nd from this account b	y default)
	ectisupport@	∂domain.net		IMAP/SMTP (se	nd from this account b	y default)
	echsupport@	∂domain.net		IMAP/SMTP (se	nd from this account b	y default)
			essages to the fol		nd from this account t	y default)
		elivers new m techsuppo	rt@domain.net.lr	lowing location: nBox		y default)
		elivers new m techsuppo	rt@domain.net.lr	lowing location:		y default)

## Verify / Update Server Settings:

•

- Verify the Name and Email Address field are correct.
- The Account Type should show POP or IMAP. You cannot change this field, but it will tell you what server settings you need to be verifying.
- Verify the Incoming Mail Server settings are mail.hamiltoncom.net

- Update the Outgoing Mail Server (SMTP) settings to mail.hamiltoncom.net
- Verify the Username is your full email address, ex. <u>example@hamiltoncom.net</u>
- Verify the **Password** is correct. There should be a box checked below to remember that password.

User Information		Test Account Settings
Your Name:	John Doe	After filling out the information on this screen, we
E-mail Address:	johndoe@domain.net	recommend you test your account by dicking the button below. (Requires network connection)
Server Information		
Account Type:	IMAP or POP	Test Account Settings
Incoming mail server:	see instructions	V Test Account Settings by dicking the Next button
Outgoing mail server (SMTP):	see instructions	
Logon Information		
User Name:	johndoe@domain.net	
Password:	*******	
	Remember password	
	e Password Authentication (SPA)	

If no other settings are required, you can click Next to proceed to the final screen.

## Advanced Settings (If Needed):

- SSL needs to be enabled for new accounts. Click on the **More Settings** button and verify / change to the partners settings. Then click on the Advanced Tab.
  - Verify the Incoming and Outgoing server ports match the partner's requirements. For POP3 the port is 995, or for IMAP the port is 993. The port for SMTP is 587.
  - For SSL encryption for the Incoming / Outgoing servers, check the appropriate boxes.
  - If you need to adjust the Delivery settings, uncheck options like Leave a copy of messages on the server. You can leave that option checked and adjust other settings like Remove from server after a certain number of days and Remove from the server when the Deleted items folder.

General	Outgoing Server Connection Advanced	
Server P	Port Numbers	_
Incomi	ing server (POP3): 110 Use Defaults	
	This server requires an encrypted connection (SSL)	
Outgoi	ing server (SMTP): 25	
Us	e the following type of encrypted connection: None	-
Server T		
Short		
Delivery		
Lea	ave a copy of messages on the server	
	Remove from server after 10 days	
	Remove from server when deleted from 'Deleted Items'	
		_
	OK Cancel	

When finished, click **OK**.

- Click the **Next** button when you have verified / changed all necessary settings.
- Click **Finish** to go back to the Accounts page.
- Click **Close** on this window and test your email to verify it is working.

