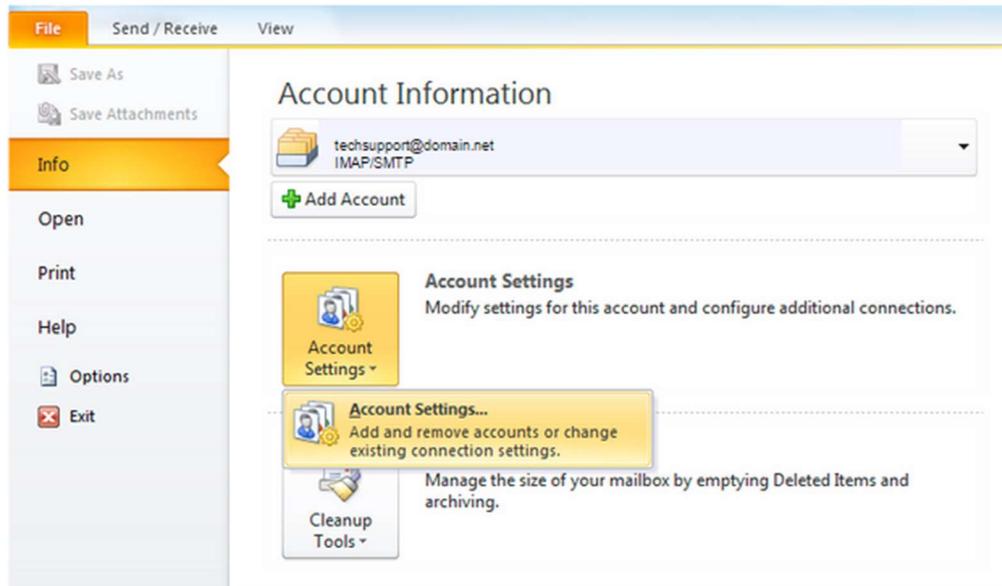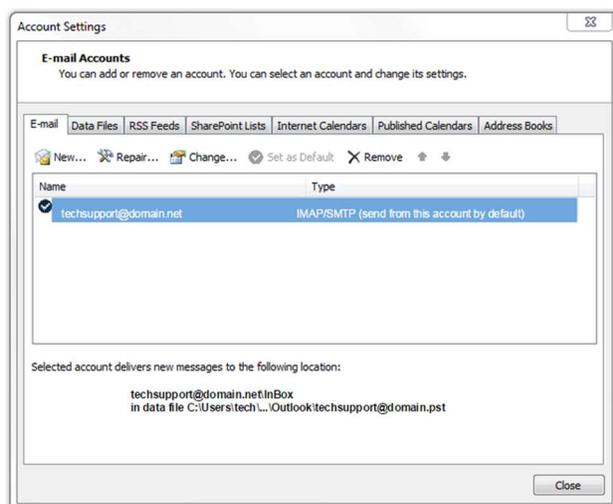Microsoft Outlook 2010-2013

Access the Account Settings:

- Open **Microsoft Outlook** *(versions 2010 and 2013 have the same screenshots)*
- Click **File** in the top left.
- Inside the Account Information window, click on the **Account Settings** button. This will bring up a drop-down menu. Click **Account Settings** inside this.
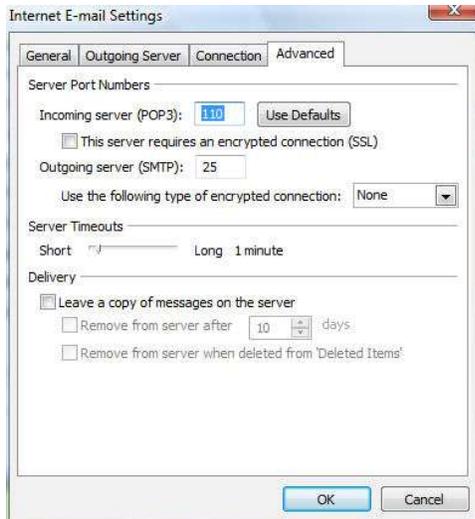

- From the **Account Settings** wizard, select the profile you want to edit and click the **Change...** option.

Verify / Update Server Settings by clicking **Change…**

- 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 **mail.hamiltoncom.net**
- Verify the **Username** is your full email address, ex (example@hamiltoncom.net).
- Verify the **Password** is correct. There should be a box checked below to remember that password.

- 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 por 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.

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.