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.

E-m	ail Account ou can add	ts or remove an	account. You can	select an account and	d change its settings.	
mail	Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books
🗟 Ne	ew 🔆 F	Repair 😭	Change 📀	Set as Default 🗙 R	temove 👚 🖶	
Name				Туре		
9	echsupport	@domain.net		IMAP/SMTP (se		oy default)
lecte	d account d	elivers new m techsuppo	essages to the fol	lowing location:		

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.

Internet E-mail Settings Each of these settings ar	re required to get your e-mail accour	nt working.
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 clicking 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 clicking the Next button
Outgoing mail server (SMTP):	see instructions	
Logon Information		
User Name:	johndoe@domain.net	
Password:	******	
V 8	Remember password	
Require logon using Secure	Password Authentication (SPA)	More Settings

- 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 Serve	er Connect	ion Ad	vanced		
Server P	ort Numbers —	1985				
Incomi	ng server (POP3); 110	Use	Defaults		
	This server requ	ires an encr	voted co	nnection	n (SSL)	
Outoo	na server (SMTP): 25		-	. ()	
Jul	- 44 6-11	20. 1 H			None	
US	e the following t	ype of end y	ptea con	necuon	NONE	lad.
Server T	imeouts		20. 00			
Short	r.J	Long 1	minute			
Delivery	}					
ELea	ive a copy of me	ssages on t	ne serve	-		
	Remove from se	erver after	10	* day	15	
	Remove from se	erver when a	leleted fi	om 'Dele	eted Items'	

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.

Change E-mail Account	a Berner Kame a a	x
	Congratulations! You have successfully entered all the information required to setup your account. To close the wizard, click Finish.	
	< Back Finish	