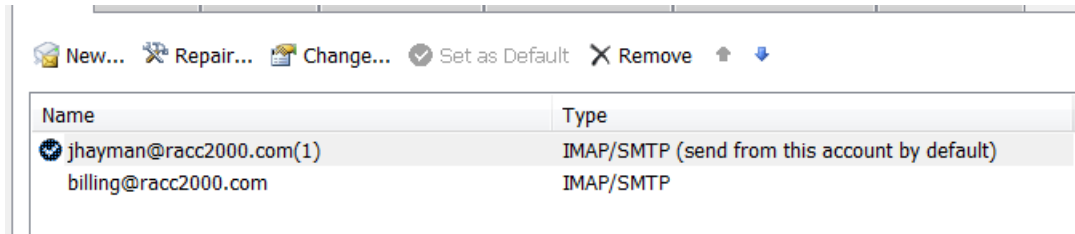
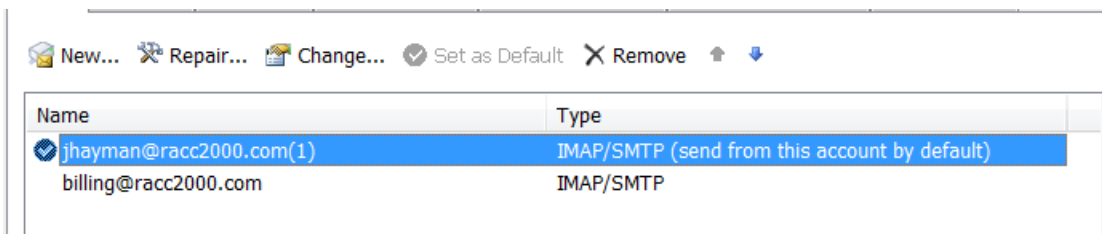


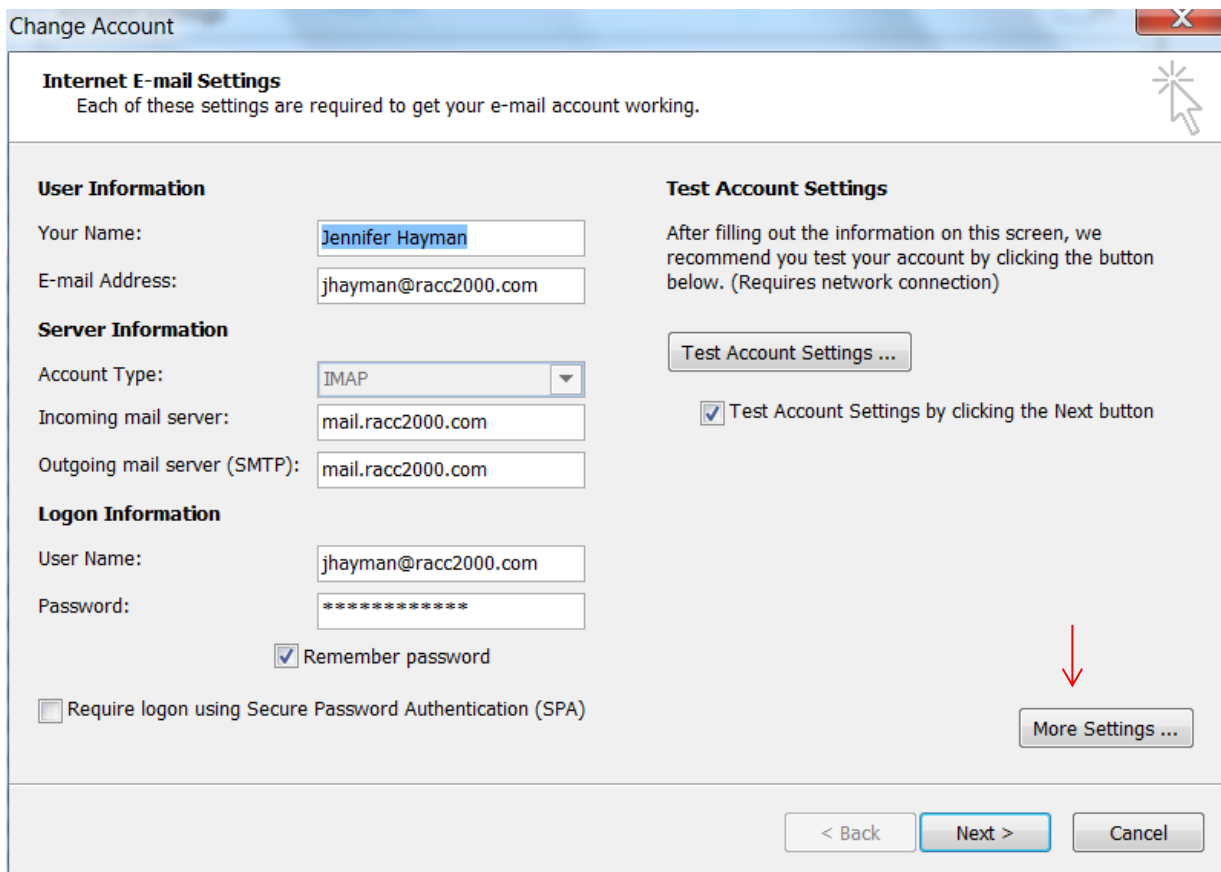
1. Open Outlook.
2. Find and open your account settings. They are either in File or Tools.
3. You will see something similar to the following picture.



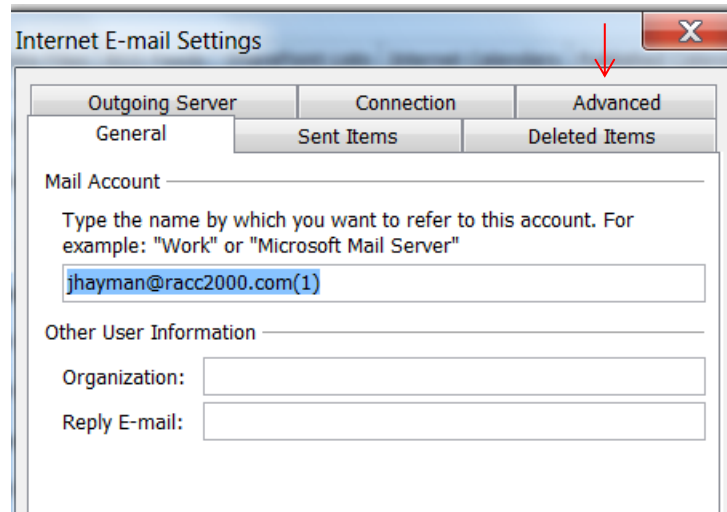
4. Select your account. When it is selected, it turns blue.



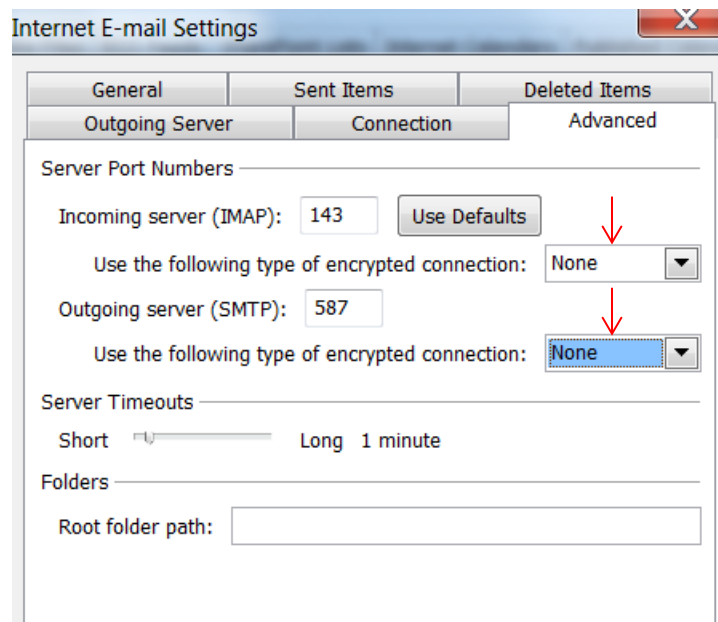
5. Click "Change."
6. Click "More Settings"



7. Click the Advanced tab.



8. Change both of the boxes indicated below to "None". If you have a check mark for the first one, just uncheck it. Your port numbers may change. If they do, the only one that needs to be changed back is the outgoing. It **must** be 587.



9. Click OK at the bottom to save the new settings. Do not click cancel or close with the X.

10. At this point, you can click either “Test Account Settings” or “Next.” **Do not click the red X to close.** I like to test the settings before I click next so I don’t have to get back into the settings page, but this is a bit redundant as the next button also tests the settings.

Change Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: Jennifer Hayman
E-mail Address: jhayman@racc2000.com

Server Information
Account Type: IMAP
Incoming mail server: mail.racc2000.com
Outgoing mail server (SMTP): mail.racc2000.com

Logon Information
User Name: jhayman@racc2000.com
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

Test Account Settings by clicking the Next button

More Settings ...

< Back Next > Cancel

11. Notice the green checks next to the tests. This means that the account is set up properly and will work. Click the close button. If you selected test account settings in step ten, now you need to click the next button.

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Stop

Close

Tasks Errors

Tasks	Status
Log onto incoming mail server (IMAP)	Completed
Send test e-mail message	Completed

12. You are almost done. **Do not click the red X** because it will not save the settings. Click the Finish button at the bottom of the page.

