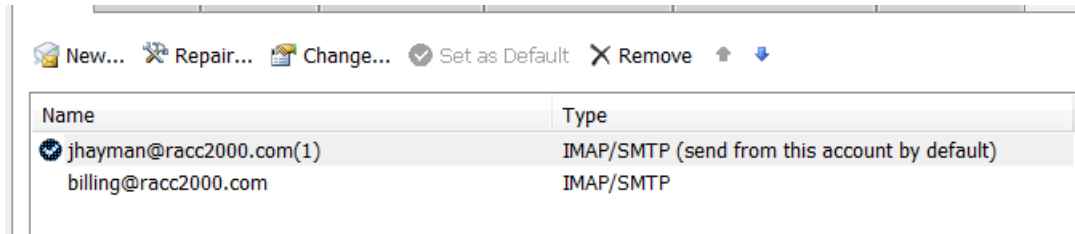
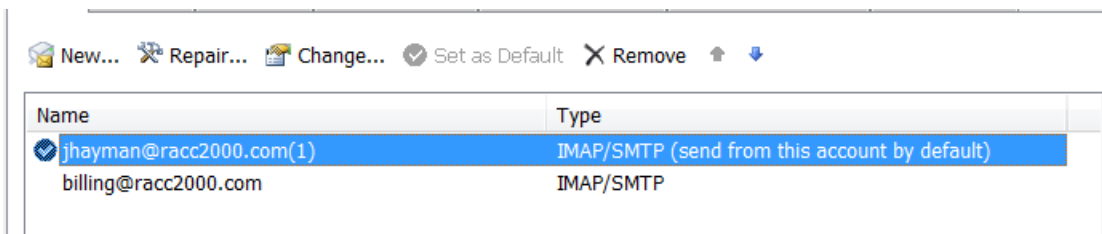


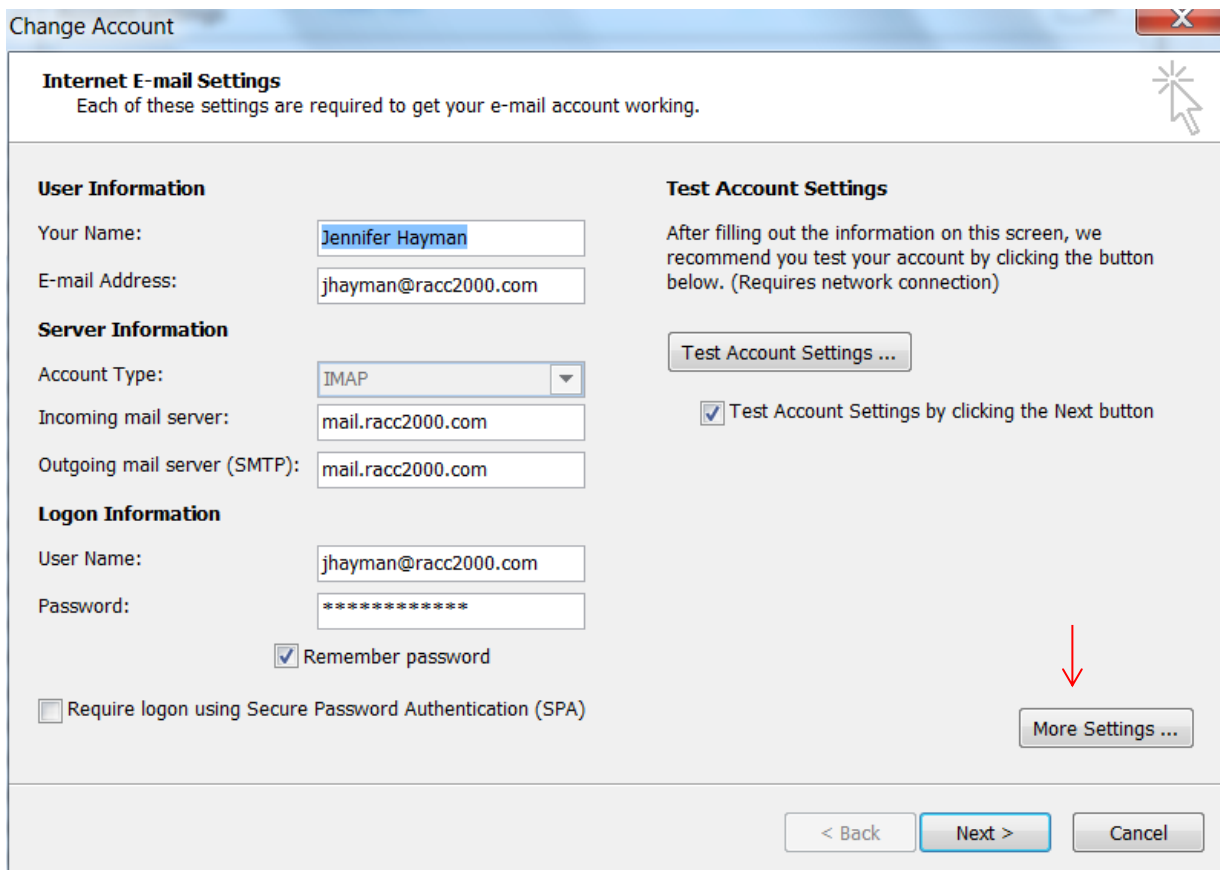
1. Open Outlook.
2. Find and open your account settings. They are either in File or Tools.
3. You will see something similar to the following picture.



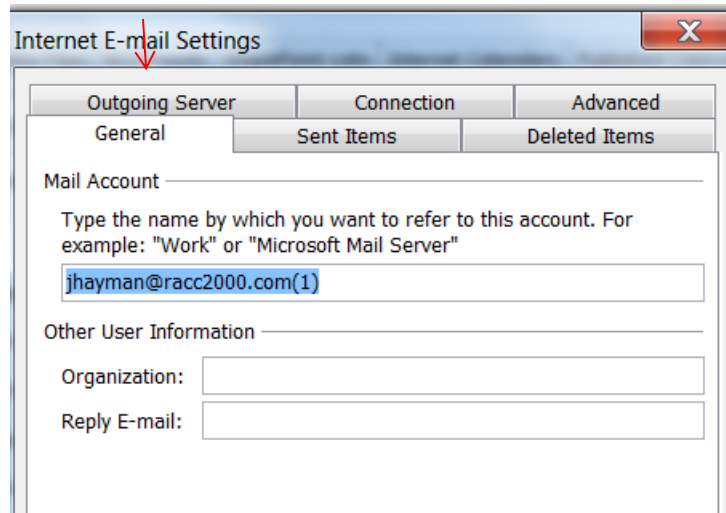
4. Select your account. When it is selected, it turns blue.



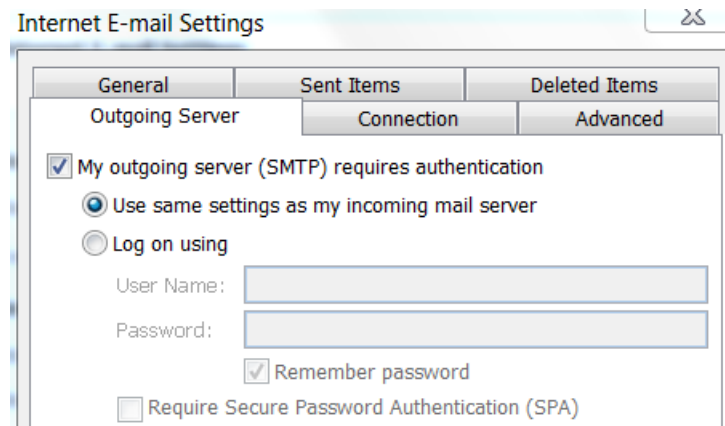
5. Click "Change."
6. Click "More Settings"



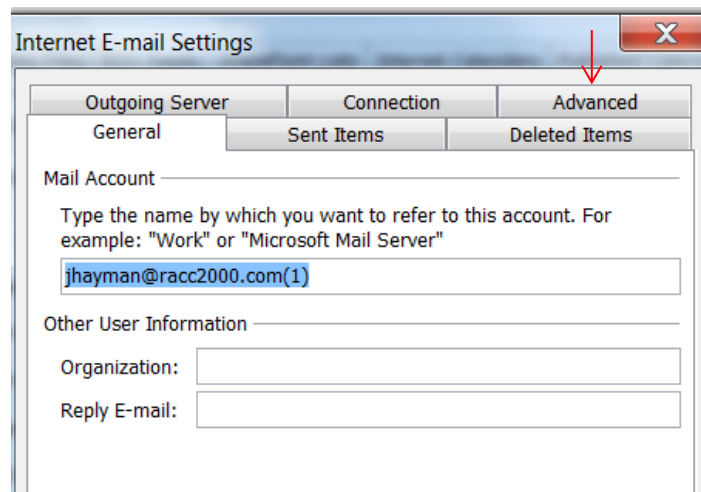
7. Click the Outgoing Server tab.



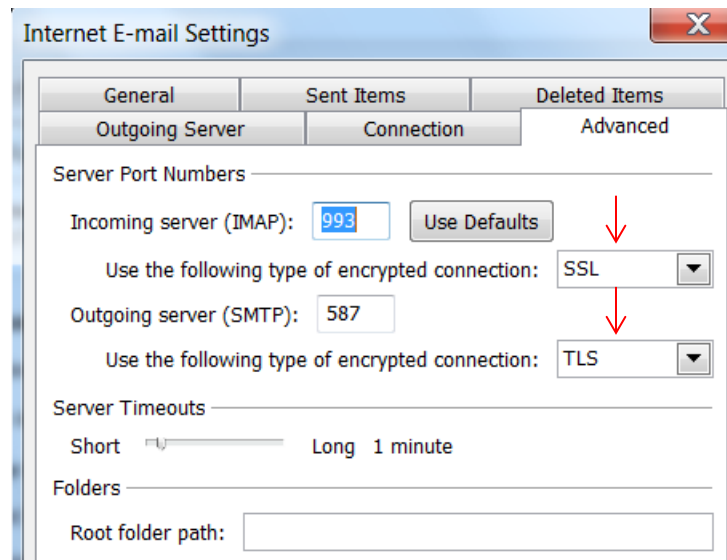
8. Make sure there is a check mark next to "My outgoing server (SMTP) requires authentication" and that "Use same settings as my incoming mail server" is selected.



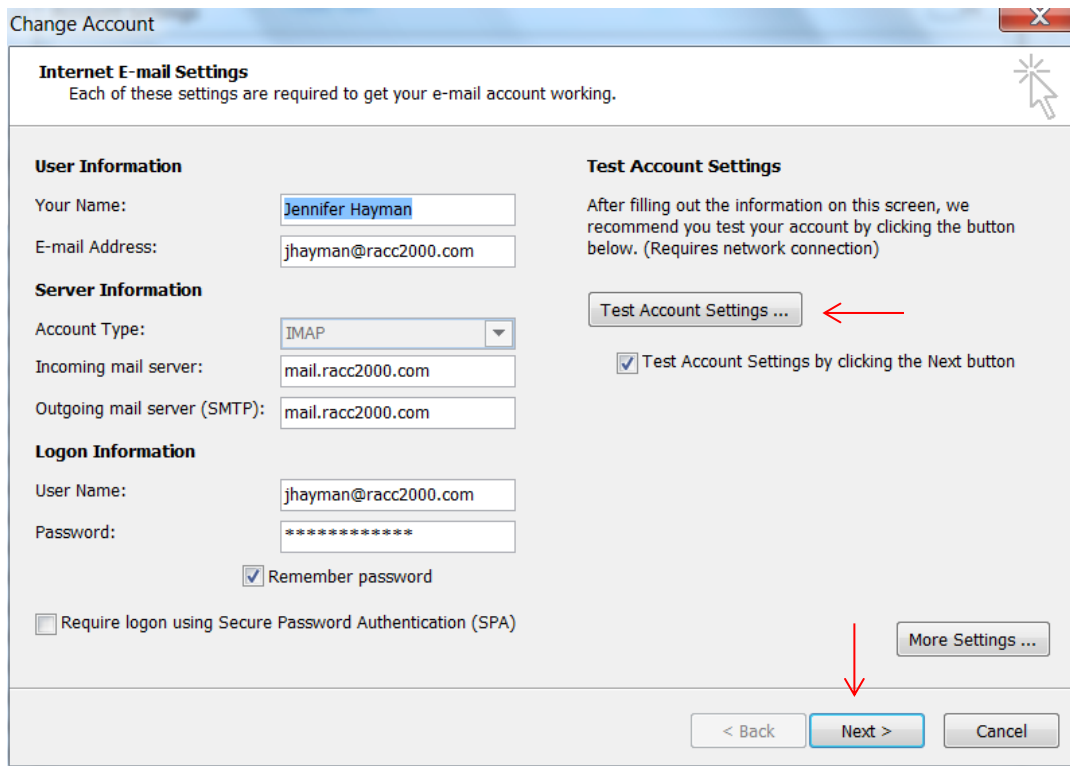
9. Click the Advanced tab.



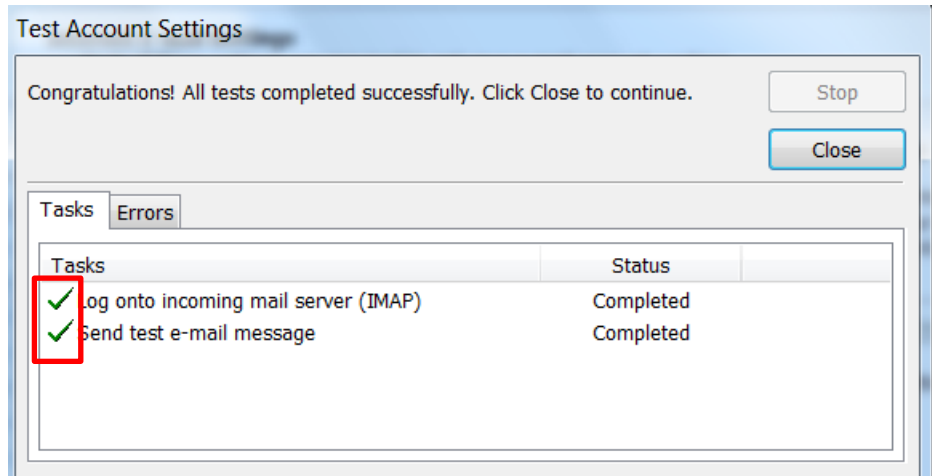
10. Change the first of the boxes indicated below to “SSL”. If you have a check box, just check it. Change the second to “TLS.” Your port numbers may change. If they do, the only one that needs to be changed back is the outgoing. It **must** be 587.



11. Click OK at the bottom to save the new settings. Do **not** click cancel or close with the X.
12. At this point, you can click either “Test Account Settings” or “Next.” I like to test the settings before I click next so I don’t have to get back into the settings page.



13. The system will test your settings. If you do not get two green check marks, there is a problem. Go back and fix it. Sometimes, it isn't just those settings that need correcting, and it can take a little tinkering.



14. Close the test box.
15. If you clicked for the test, you need to click "Next" and let it test again.
16. You need to click finish to complete and save the changes.

