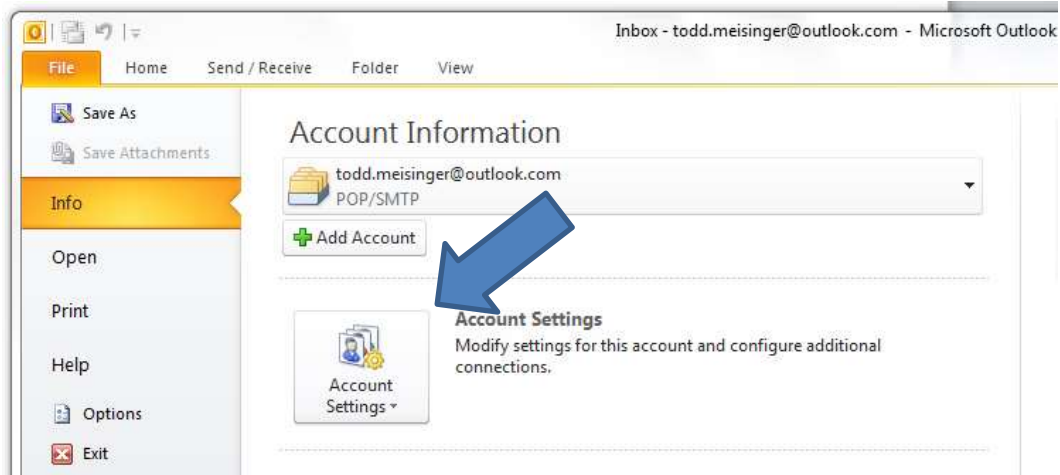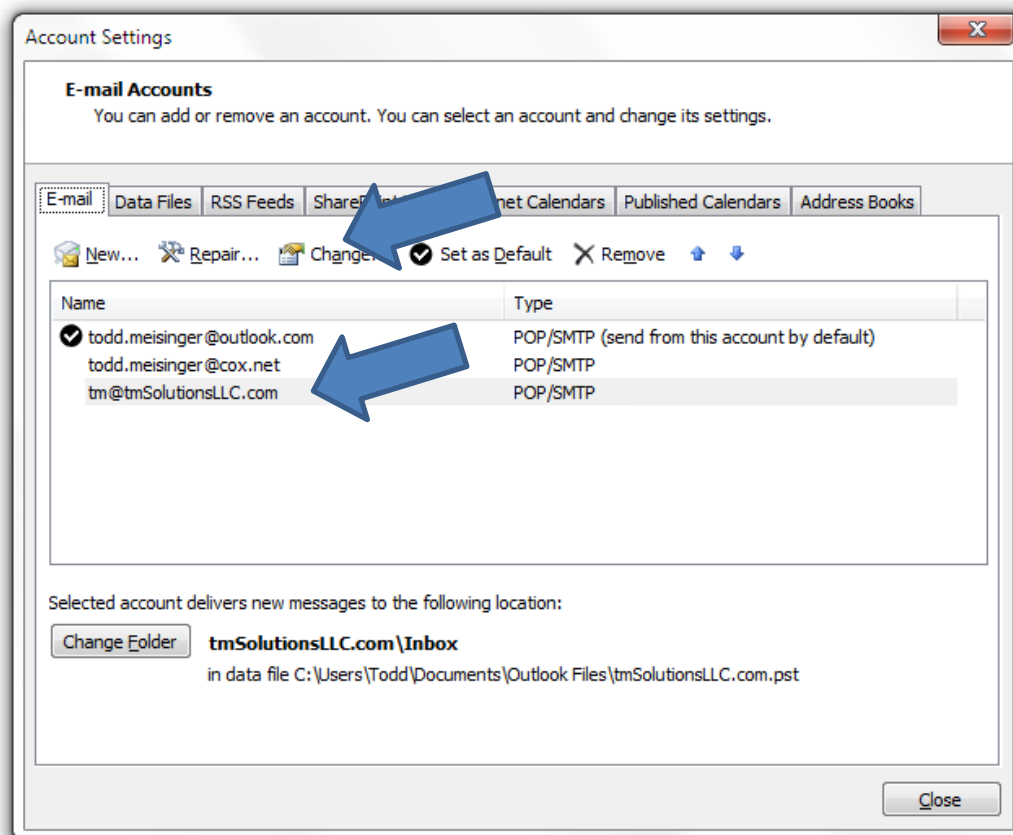# Changing Outlook To Our New Host

First, go to Account Settings, this could be in many different places depending on your version of Outlook, but often it is under the File Menu at the top


Next click on your email account associated with your website, and then click on Change.

From the change accounts page, everything should be able to stay the same, so click on More Settings, (Note: this is where you could change your password).
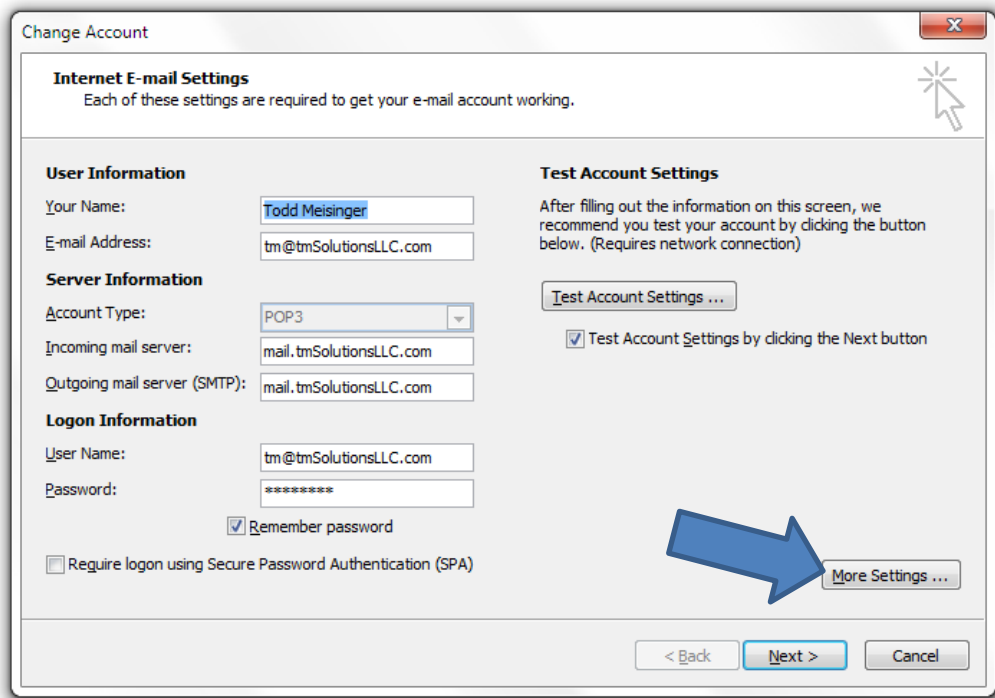
On the Internet E-mail Settings page, make sure you Incoming server (POP3) is set to 110, your Outgoing server (SMTP) is set to 465, and Use the following type on encrypted connection is SSL.
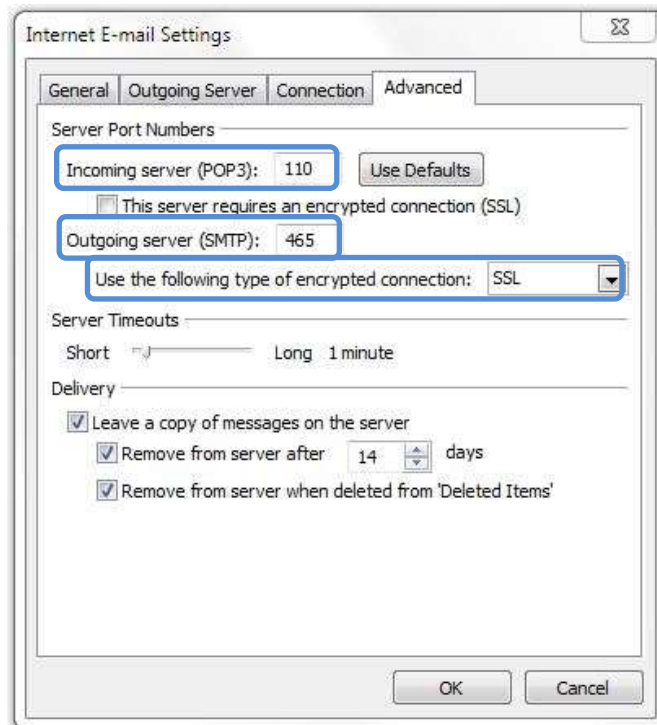
You can update the Delivery options at the bottom as well before clicking on OK.

A little explanation:

- Leave a copy of messages on the server
  - When you check your email with Outlook, Outlook downloads your messages to your local PC. By checking this box, it will leave a copy of the email on your website's server. The reason you might want to do this is if you ever might want to check your email from another PC via WebMail, or from your Phone, it will be available.
- Remove from server after ?? days
  - There is a limit of how many emails you can store on the websites server, 500 MBs. So after 7 days, 14 days, or maybe 30 days, we'll need to remove the emails from the website server, but you will have them in Outlook. If you are expecting a lot of large email attachments daily, you might have to remove from server after fewer days so your website email doesn't fill up and start rejecting emails.
- Remove from server when Deleted from 'Deleted Items'
  - When you delete an email from Outlook, it will actually stay on the website server in the Inbox, no matter if this check box is checked or not. However, if you check this box and Empty your Wastebasket, it will remove the email from the website server. I know a number of people like to keep their deleted emails as a form of record keeping and don't often empty their wastebasket in Outlook. That's OK, but remember those deleted items stay on the website server and count toward your 500 MB limit.

So in summary, if you want to leave a copy of your emails on the website server, that's fine, but remember you have a 500 MB limit. Try to set the Remove from server after ?? days as short as possible so your website email account doesn't reach the 500 MB limit.

Finally, press OK.

NOTE: You may get a pop-up saying something about a Certificate. It might say it is not valid, don't worry if it does. Accept the Certificate, it really is OK.

The Internet E-mail Settings pop-up should close and you'll be back at the Change Account window. If we did everything right, you can press Next > and it will run a quick test and you should see the results:
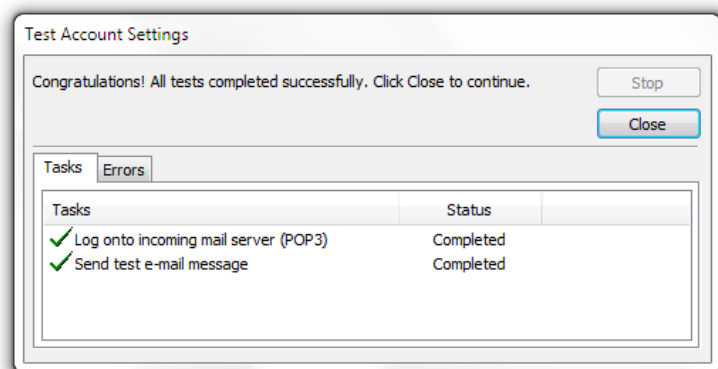
Feel free to contact me if you have problems.