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

	/Receive Folder	View
Save As	Account In	formation
Info	POP/SMTP	er@outlook.com
Open	🖶 Add Account	
Print	-57	Account Settings
Help	Account	Modify settings for this account and configure additional connections.
Dptions	Settings *	

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

Account Settings	×
E-mail Accounts You can add or remove an account. You can sel	ect an account and change its settings.
E-mail Data Files RSS Feeds Sharet	net Calendars Published Calendars Address Books
Mew 🎌 Repair 🚰 Change 🍼 Set	as Default 🗙 Remove 🔮 🏺
Name	Туре
♥ todd.meisinger@outlook.com todd.meisinger@cox.net tm@tmSolutionsLLC.com	POP/SMTP (send from this account by default) POP/SMTP POP/SMTP
Selected account delivers new messages to the follow Change Folder tmSolutionsLLC.com\Inbox in data file C:\!\sers\Todd\Dog.um	ing location: ents\Outlook Files\tmSolutionsLLC.com.pst

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).

Internet E-mail Settings Each of these settings ar	e required to get your e-mail accour			
Your Name:		Test Account Settings After filling out the information on this screen, we		
-	Todd Meisinger	recommend you test your account by clicking the button		
E-mail Address:	tm@tmSolutionsLLC.com	below. (Requires network connection)		
Server Information		Test Account Settings		
Account Type:	POP3 👻	Test Account Setungs		
Incoming mail server:	mail.tmSolutionsLLC.com	$\overline{\mathbb{V}}$ Test Account Settings by dicking the Next button		
Outgoing mail server (SMTP):	mail.tmSolutionsLLC.com			
Logon Information				
<u>U</u> ser Name:	tm@tmSolutionsLLC.com			
Password:	*******			
V F	emember password			
Reguire logon using Secure	Password Authentication (SPA)	More Settings		

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.

	Outgoing Server	Connecta	n Advan		
Server F	ort Numbers		~		
Incom	ng server (POP3):	110	Use Def	aults	
	This server require	s an encry	pted conne	ection (SSL)	Ú.
Outgo	ing server (SMTP):	465			
Us	e <mark>t</mark> he following type	ofencryp	ted connec	tion: SSL	
	ive a copy of messa Remove from serve Remove from serve	er after	14	days 'Deleted It	ems'

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:

est Account Settings						
Congratulations! All tests completed successfully, Click Close to continue.						
		Close				
Tasks Errors						
Tasks	Status					
✓ Log onto incoming mail server (POP3)	Completed					
✓ Send test e-mail message	Completed					

Feel free to contact me if you have problems.