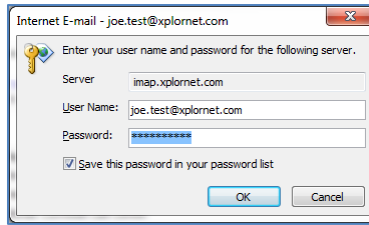


Microsoft Outlook 2013 on Windows

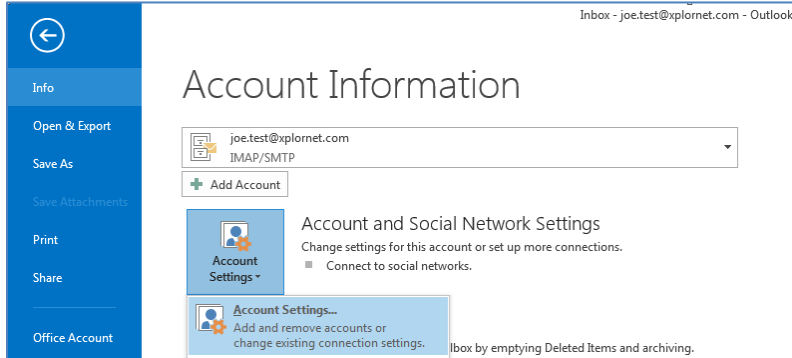
Changing your Settings

Outlook may prompt you for your user name and password:

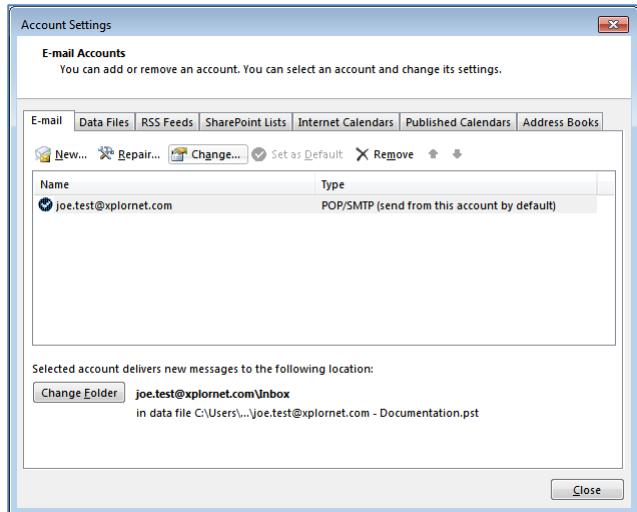
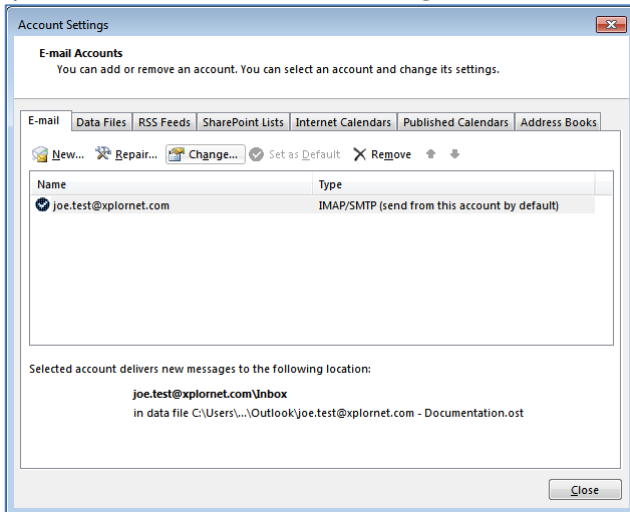


If so, click **Cancel**

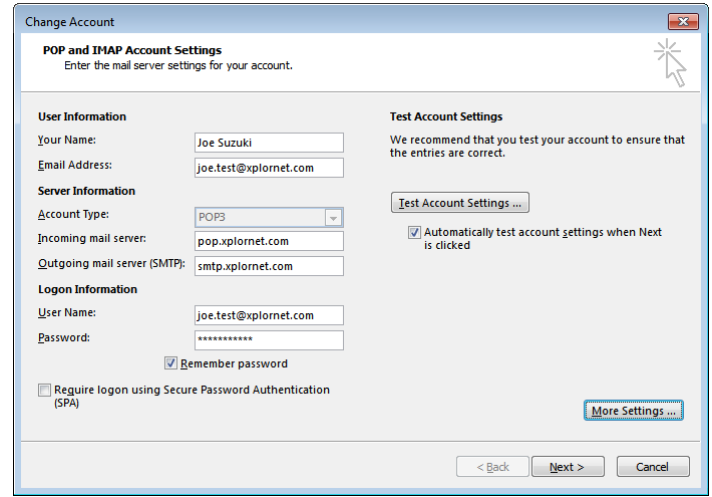
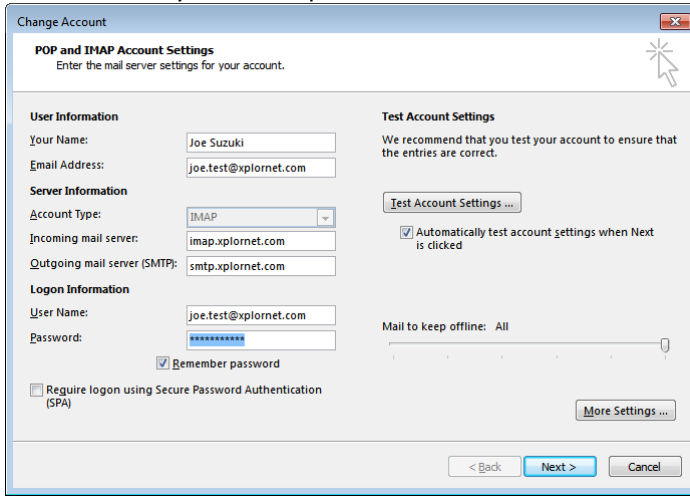
1. Click **File**, then click on **Account Settings**, then click on **Account Settings** again



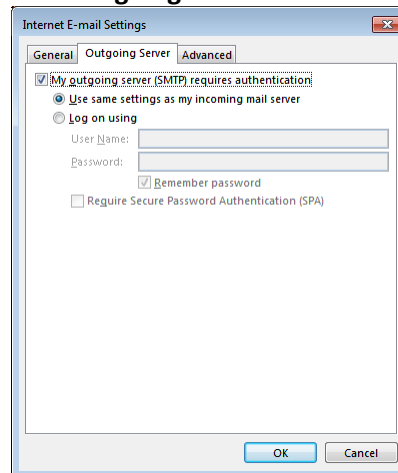
2. Select your **email account** and click **Change...**



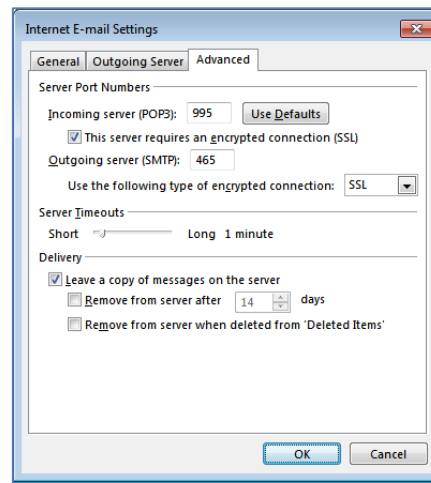
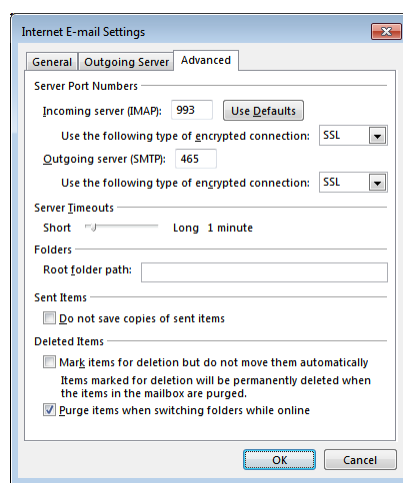
3. Verify the following settings, and change them if necessary:
 - a. Account Type
 - i. If it's **IMAP**, Incoming mail server: **imap.xplornet.com**
 - ii. If it's **POP3**, Incoming mail server: **pop.xplornet.com**
 - b. **Outgoing mail server (SMTP): smtp.xplornet.com**
 - c. **User Name: your full email address, including the portion after the @ symbol**
 - d. **Password: your email password**



- e. Click on **More Settings...**, then go to the **Outgoing Server** tab

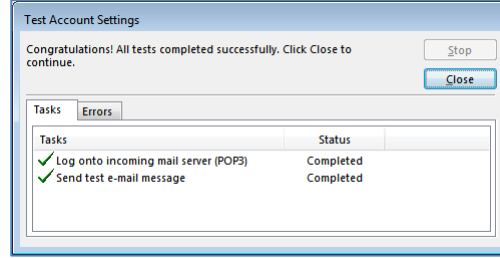
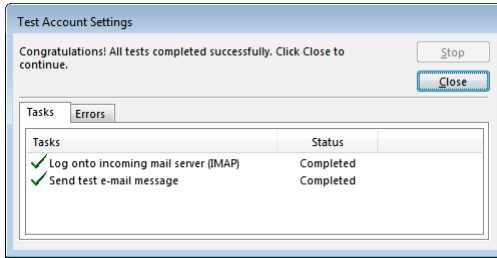


- i. **My outgoing server (SMTP) requires authentication: checked**
- f. Go to the **Advanced** tab



- i. For both the **Incoming server** and **Outgoing server (SMTP)**, "encryption connection": **SSL**
- ii. Incoming server
 1. If **IMAP**, Port Number: **993**
 2. If **POP3**, Port Number: **995**
- iii. **Outgoing server (SMTP) Port Number: 465**

- g. Click **OK**
- 4. Click **Next >**
 - a. If both test Tasks fail (red **X**), then you entered something wrong. Click **Close**, verify your settings again, reenter your Password, and try again.



- 5. Once the test **Tasks complete** successfully (green checkmarks), click **Close**, then **Finish**, then **Close**

The settings can also be found [here](#).