

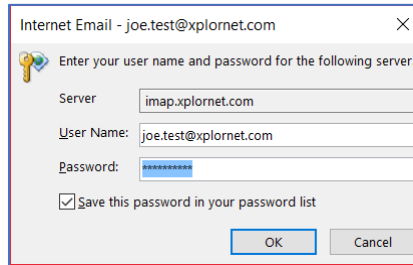
Microsoft Outlook 365 on Windows

Changing your Settings

Open the Outlook app by clicking the Windows **Start** menu and choosing **Outlook**.

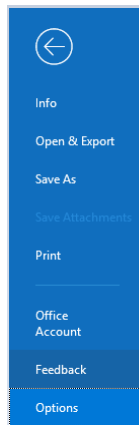


Outlook may prompt you for your user name and password:

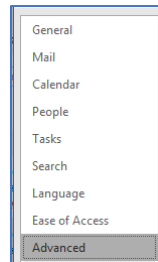


If so, click **Cancel**

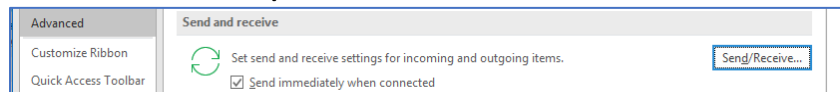
1. Click **File, Options** (on the left)



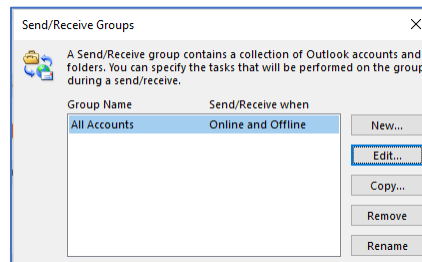
2. Select **Advanced** (on the left)



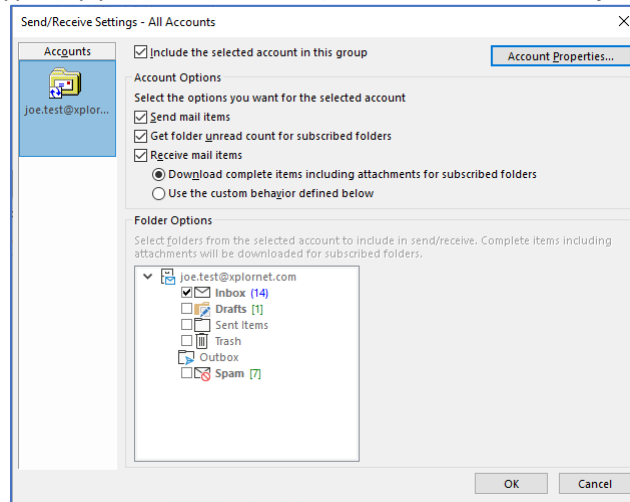
3. Scroll down to **Send and receive** and click **Send/Receive...**



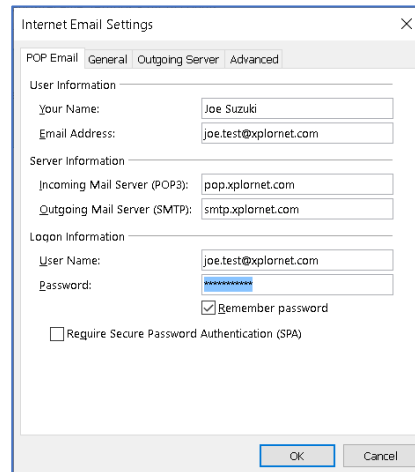
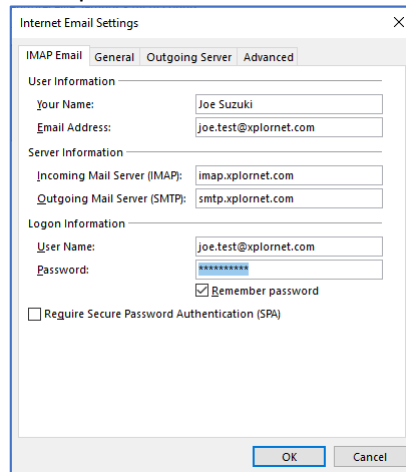
4. Click **Edit...**



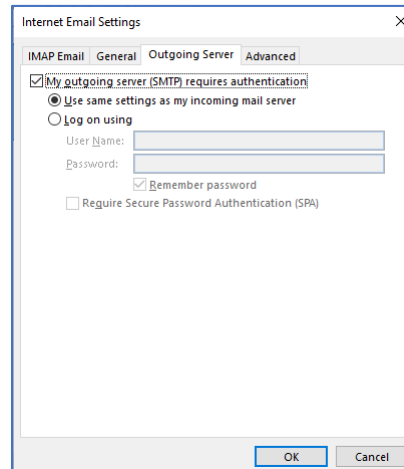
5. Select your **Account** on the left (typically your email address) and click **Account Properties...**



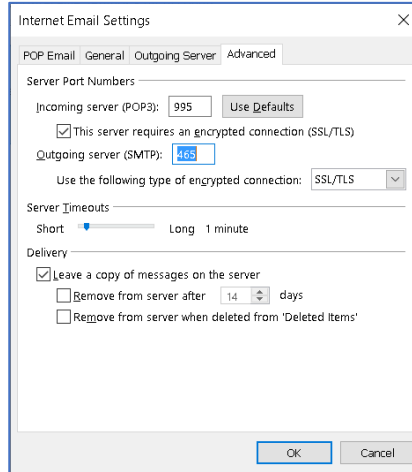
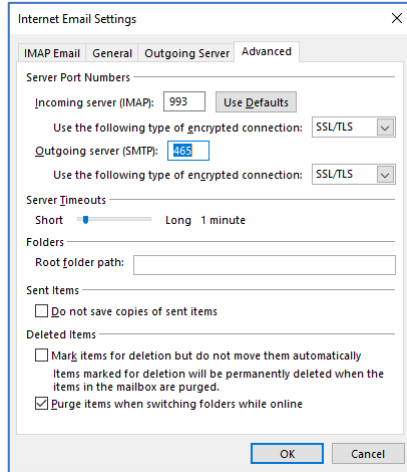
6. Go to the **IMAP Email** or **POP Email** tab. Verify the following settings, and change them if necessary:
- Incoming Mail Server**
 - If (**IMAP**): **imap.xplornet.com**
 - If (**POP3**): **pop.xplornet.com**
 - Outgoing Mail Server (SMTP): smtp.xplornet.com**
 - User Name:** your **full email address**, including the portion after the **@** symbol
 - Password:** your email password



7. Go to the **Outgoing Server** tab
- Verify **“My outgoing server (SMTP) requires authentication”** is **checked**, and it’s set to **“Use same settings as my incoming mail server”**



8. Go to the Advanced tab. Verify the following settings, and change them if necessary:
 - e. **encrypted connection: SSL/TLS** for both the Incoming and Outgoing servers
 - f. **Incoming server Port Number**
 - a. If (IMAP): **993**
 - b. If (POP3): **995**
 - g. **Outgoing server (SMTP) Port Number: 465**



9. Click **OK**, **OK**, **Close**, and then **OK**

The settings are also found [here](#).