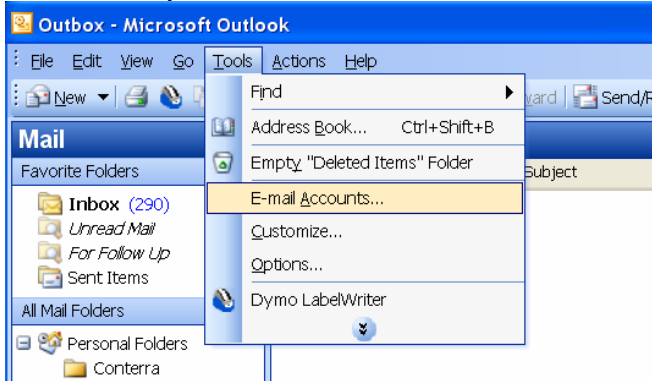
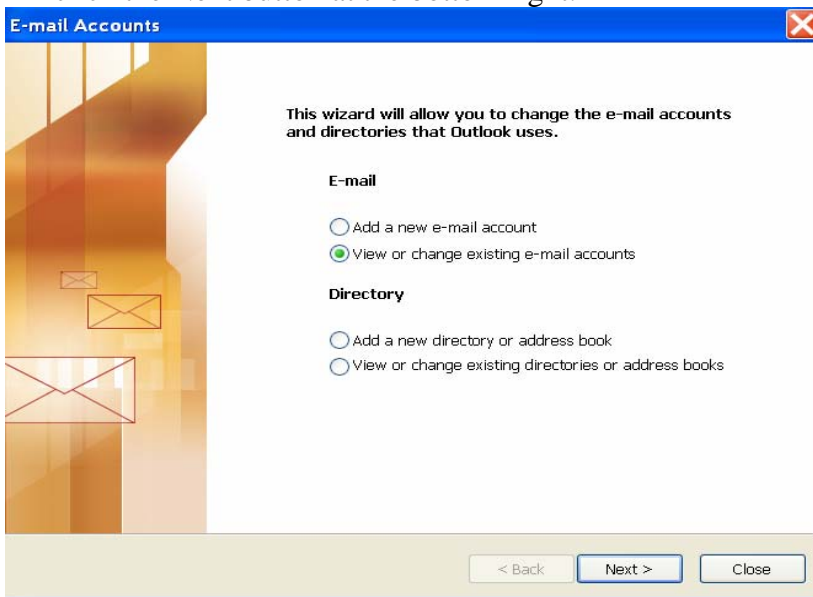


# Mail Client SMTP Settings Change For New Email Server

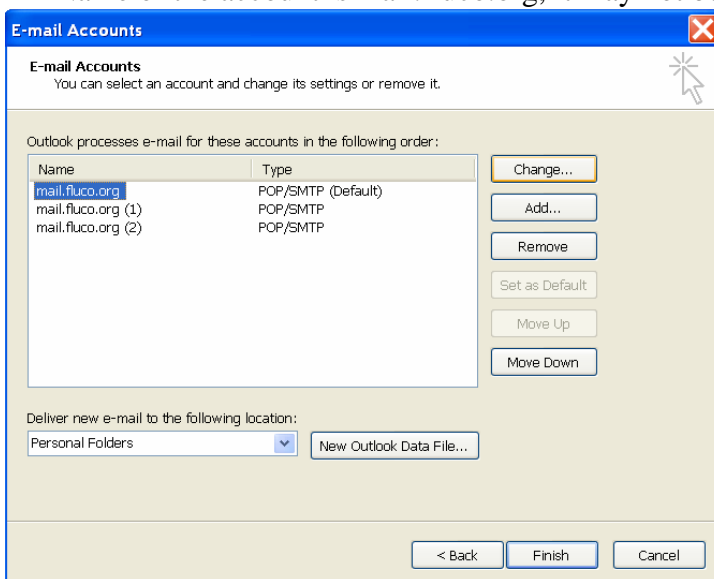
1. Open Microsoft Outlook
2. At the top menu, click on Tools and select E-Mail Accounts....



3. When the E-Mail Accounts window pops up, select "View or change existing e-mail accounts". Then click the Next button at the bottom right.



4. In the next window, highlight your default email account and click the change button. If you have more than 1 Fluco email account, You will have to repeat the following steps. Please note that just because the Name of the account is mail.fluco.org, it may not be a Fluco email account.



5. You are now at the screen where you can change the email settings for the specific user. Please click on the "More Settings..." button towards the bottom right corner.

**E-mail Accounts**

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**  
Your Name: John Doe  
E-mail Address: jdoe@mail.fluco.org

**Server Information**  
Incoming mail server (POP3): mail.fluco.org  
Outgoing mail server (SMTP): mail.fluco.org

**Logon Information**  
User Name: jdoe@mail.fluco.org  
Password: \*\*\*\*\*  
 Remember password  
 Log on using Secure Password Authentication (SPA)

**Test Settings**  
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...  
More Settings ...

< Back   Next >   Cancel

6. When the “Internet E-Mail Settings” window pops up, click on the “Outgoing Server” Tab.

**Internet E-mail Settings**

General   **Outgoing Server**   Connection   Advanced

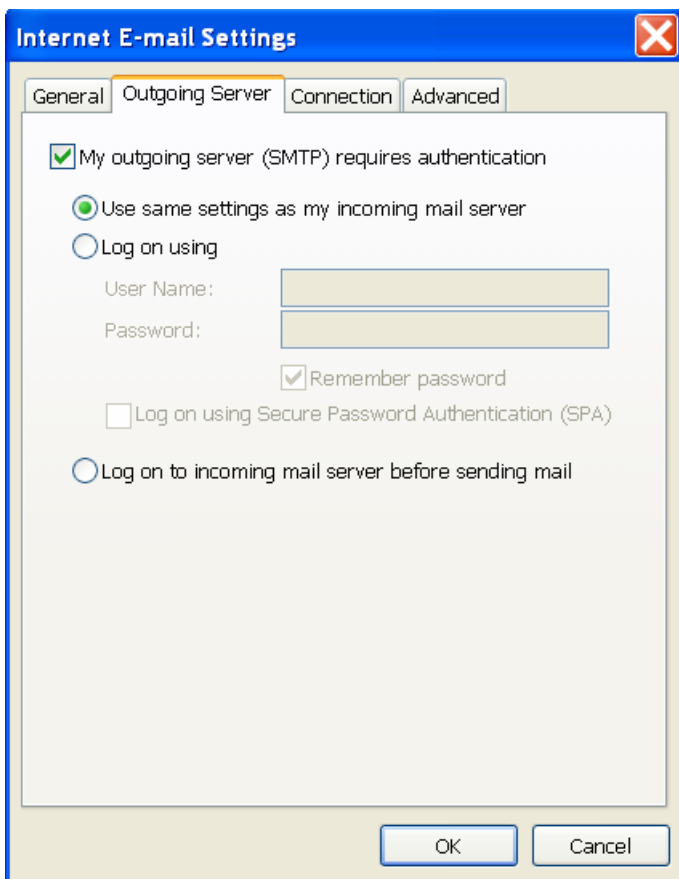
Mail Account \_\_\_\_\_  
Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Mail Server"

mail.fluco.org

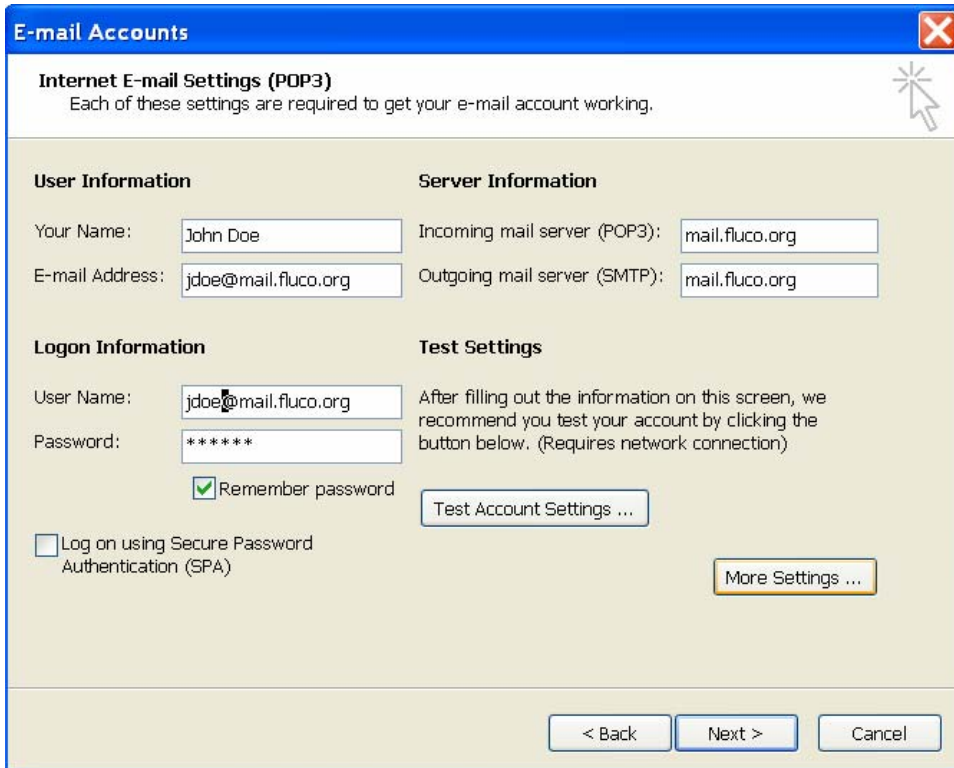
Other User Information \_\_\_\_\_  
Organization: \_\_\_\_\_  
Reply E-mail: \_\_\_\_\_

OK   Cancel

7. Check the “My outgoing server (SMTP) requires authentication” check box and click ok.



8. You are now back at the E-Mail Accounts window. Click the Next button at the bottom right.



9. If you have more than one FLUCO email account, you will need to repeat steps 4-8 until all of your FLUCO email accounts have been updated.

10. Once they have all been updated, click on the Finish Button.