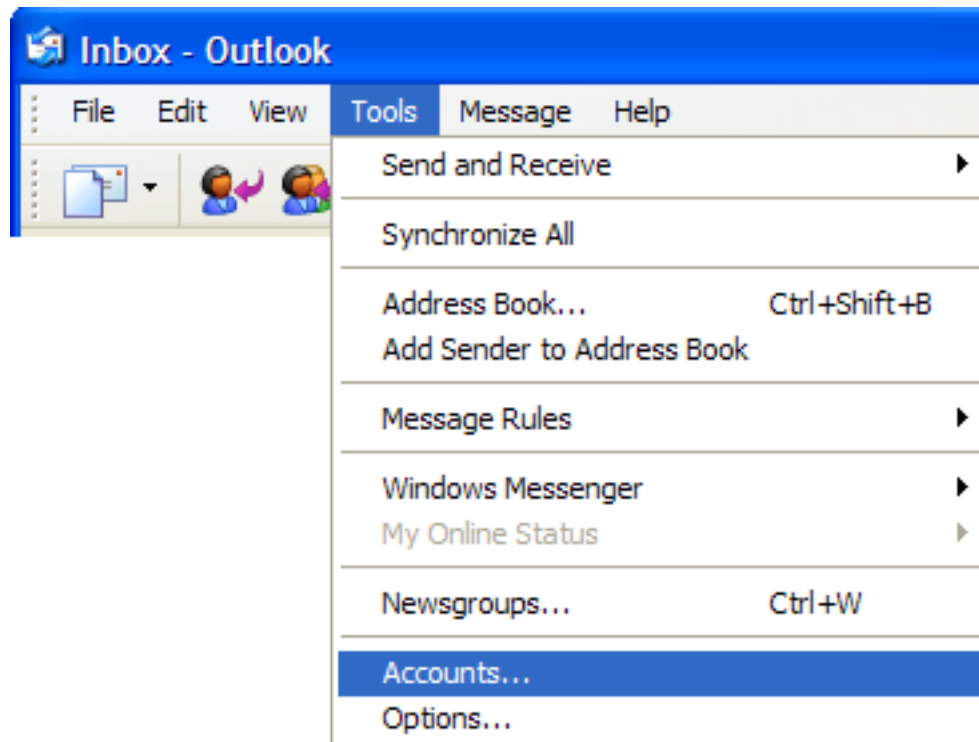
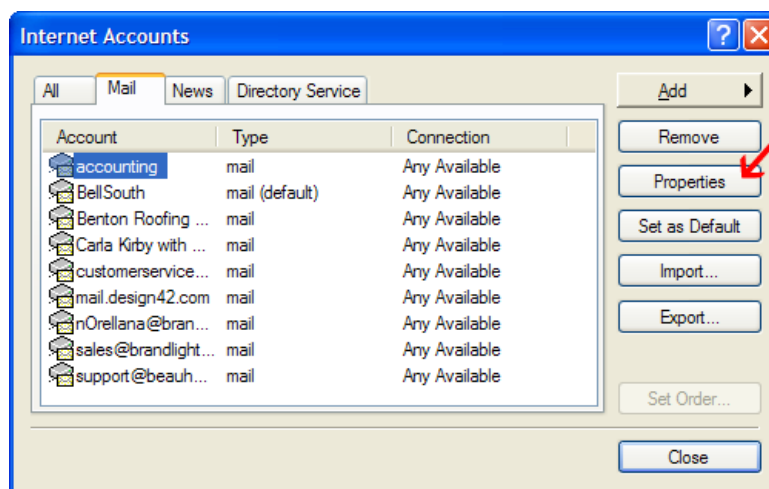


# Changes to Outlook for Tore's Home Email

In Outlook Select Tools > Accounts >



This is what you should see, or something like it.



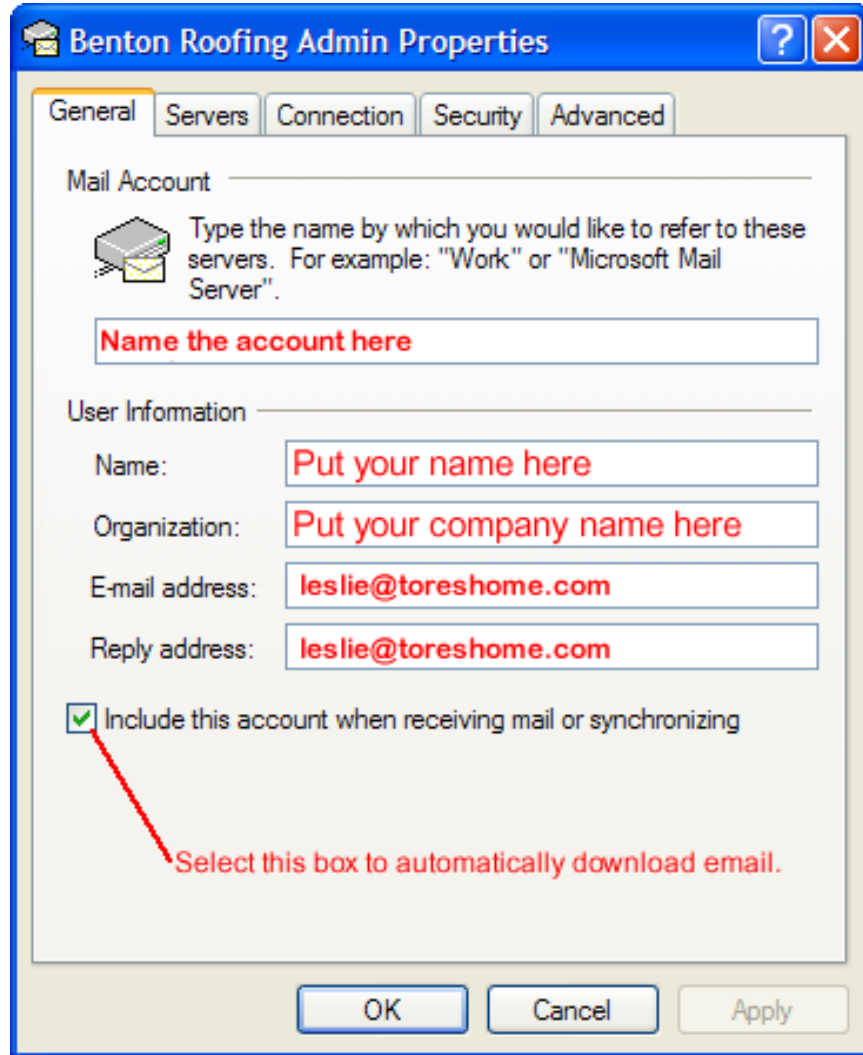
You should only have one account here.

Make sure it is highlighted and click Properties.

This is what you will see.

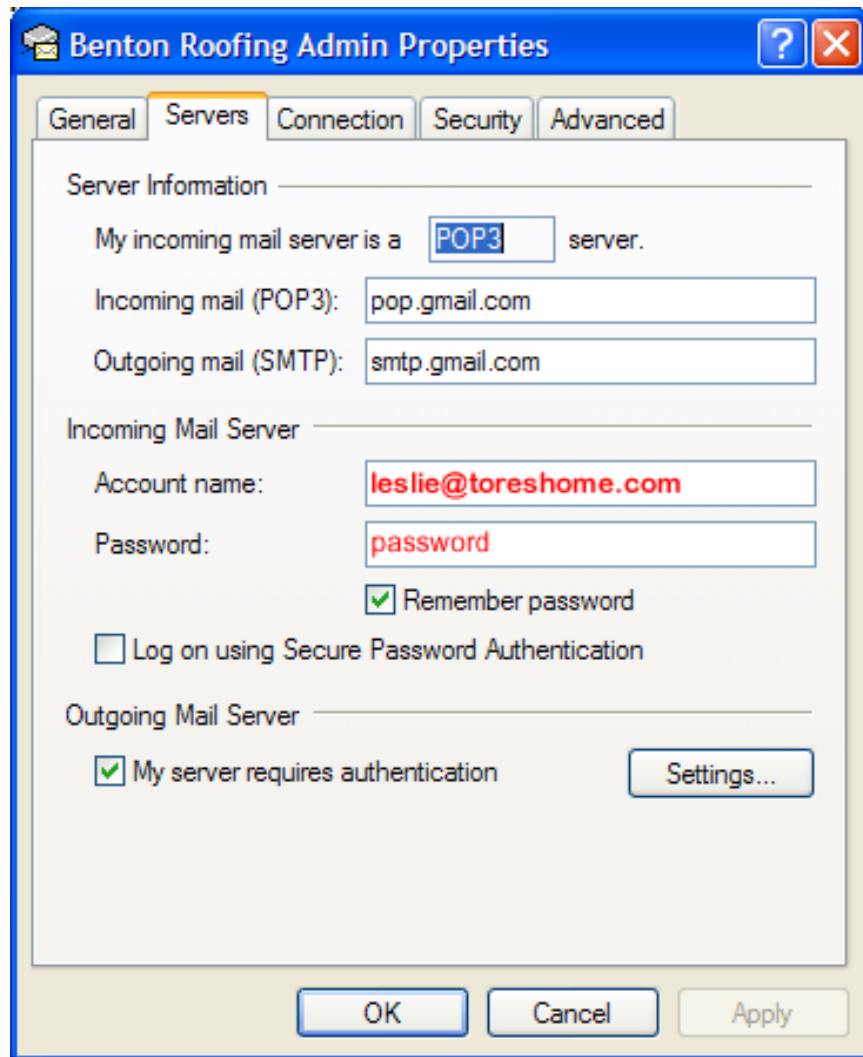
Most of your settings should not have to be changed. But, if you want to, this is a good opportunity.

Confirm that they match the settings here.



The account name is if you have lots of accounts. If you only have one, it doesn't really matter.

Be sure to check **"Include this account when receiving mail or synchronizing"**



**This is where the changes will be:**

**Incoming mail (POP3): pop.gmail.com**

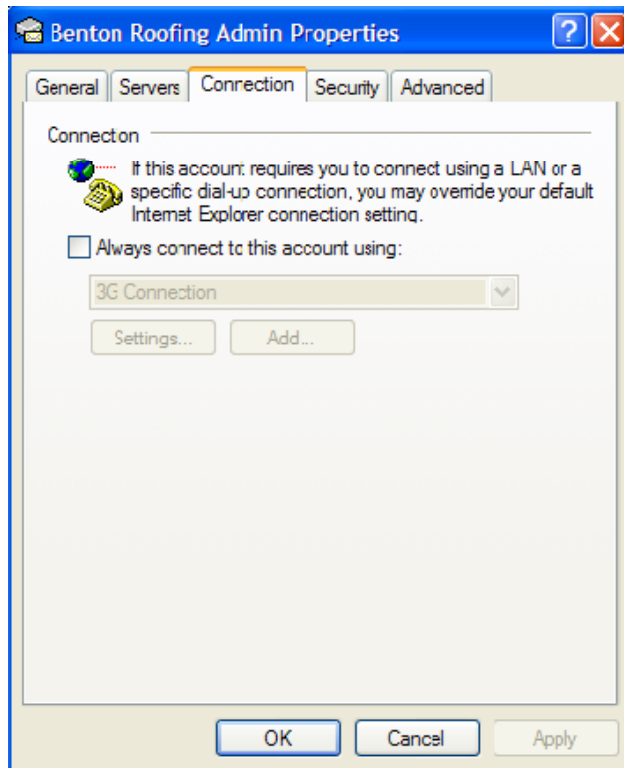
**Outgoing mail (SMTP): smtp.gmail.com**

Be sure you check **"Remember password"**

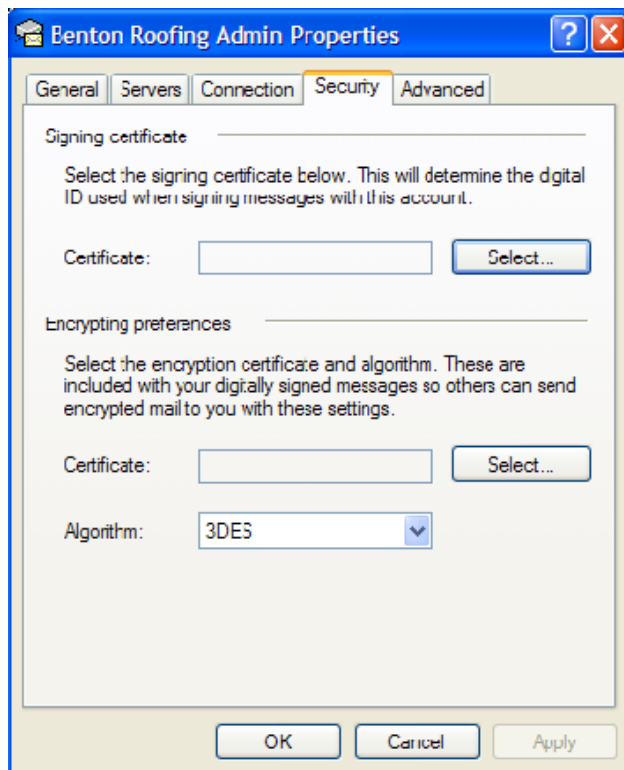
You should not have to edit this, since we have not changed it.

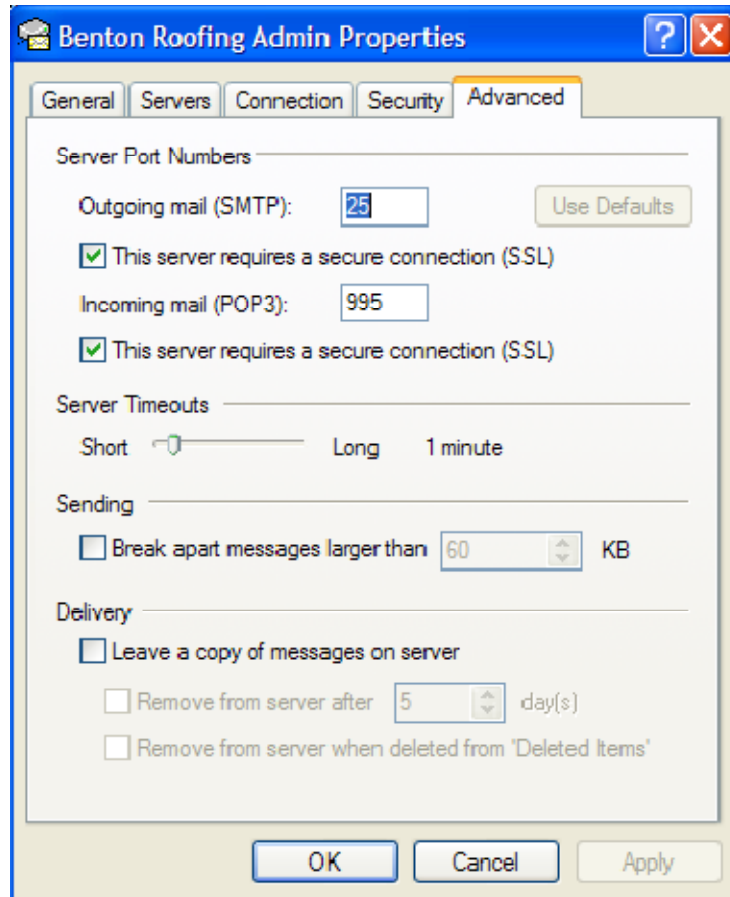
If you don't remember your passwords, they are in an email to me dated Thursday, February 11, 2010  
11:04 AM

Be sure you check **"My server requires authentication"**



You don't have to change anything on these 2 tabs.  
They should already look like this.





Be sure to check **“This server requires a secure connection (SSL) for both Outgoing mail (SMTP) and Incoming mail (POP3)”**

You can leave the rest of the setting alone, they should be fine.

You can also check email on the road or from another computer using this link:

<https://www.google.com/a/toeshome.com/>