Changes to Outlook for Tore's Home Email

In Outlook Select Tools > Accounts >

🗐 Inbox - Outlook			
File Edit View	Tools Message Help		
i 📊 - 🗛 🚳	Send and Receive Synchronize All		
	Address Book	Ctrl+Shift+B	
	Add Sender to Address Book		
	Message Rules	•	
	Windows Messenger	+	
	My Online Status	►	
	Newsgroups	Ctrl+W	
	Accounts		
	Options		

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

Internet Accounts			? 🛛
All Mail News	Directory Servi	ce	Add ►
Account	Туре	Connection	Remove
RellSouth	mail mail (default)	Any Available Any Available	Properties
Benton Roofing	mail mail	Any Available Any Available	Set as Default
Customerservice	mail mail	Any Available Any Available	Import
nOrellana@bran	mail	Any Available	Export
	mail mail	Any Available Any Available	
			Set Order
			Close

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.

🗟 Benton Roofing Admin Properties 🛛 🔹 💽		
General Servers Connection Security Advanced		
Mail Account		
Type the name by which you would like to refer to these servers. For example: "Work" or "Microsoft Mail Server".		
Name the account here		
User Information		
Name: Put your name here		
Organization: Put your company name here		
E-mail address: leslie@toreshome.com		
Reply address: leslie@toreshome.com		
Include this account when receiving mail or synchronizing Select this box to automatically download email.		
OK Cancer Apply		

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"

Renton Roofing Admin Properties	?×
General Servers Connection Security Advanced	
Server Information	_
My incoming mail server is a POP3 server.	
Incoming mail (POP3): pop.gmail.com	
Outgoing mail (SMTP): smtp.gmail.com	
Incoming Mail Server	_
Account name: leslie@toreshome.com	
Password: password	
Remember password	
Log on using Secure Password Authentication	
Outgoing Mail Server	
My server requires authentication Settings	
OK Cancel Ar	oply

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"

염 Benton Roofi	ng Admin P	ropertie	S	? 🔀
General Servers	Connection	Security	Advanced	
Connecton				
specific Interna	account require c dial-up conne t Explorer conr	s you to c ction, you nection set	onnect using may override ting.	a LAN or a your default
Always con	nect to this ac	count usin	g:	
3G Connec	tion			~
Settings.	Add.			
	ОК		Cancel	Apply

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

🖀 Benton Roofing Admin Properties 🛛 🔹 💽
General Servers Connection Security Advanced
Signing certificate
Select the signing certificate below. This will determine the dgital ID used when signing messages with this account.
Certificate: Select
Encrypting preferences
Select the encryption certificate and algorithm. These are included with your digitally signed messages so others can send encrypted mail to you with these settings.
Certificate: Select
Algorithm: 3DES 🔽
OK Cancel Apply

🖀 Benton Roofing Admin Properties 🛛 🔹 💽
General Servers Connection Security Advanced
Server Port Numbers
Outgoing mail (SMTP): 25 Use Defaults
This server requires a secure connection (SSL)
Incoming mail (POP3): 995
This server requires a secure connection (SSL)
Server Timeouts
Short - Long 1 minute
Sending
Break apart messages larger than 60 🔅 KB
Delivery
Leave a copy of messages on server
Remove from server after 5 👘 day(s)
Remove from server when deleted from 'Deleted Items'
OK Cancel Apply

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: <u>https://www.google.com/a/toreshome.com/</u>