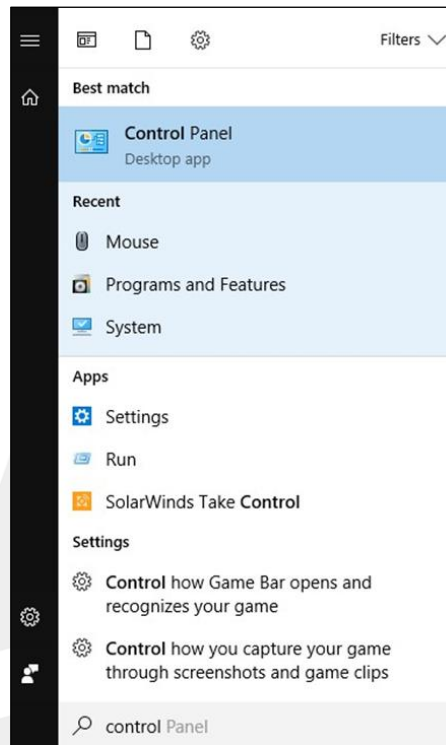
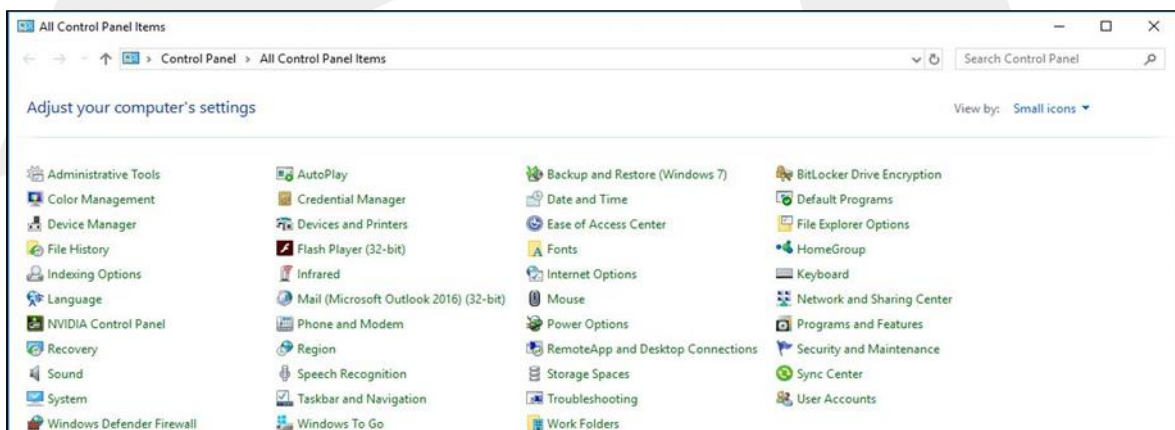


SMTP Mail Workaround Setup – Outlook 2016/2019

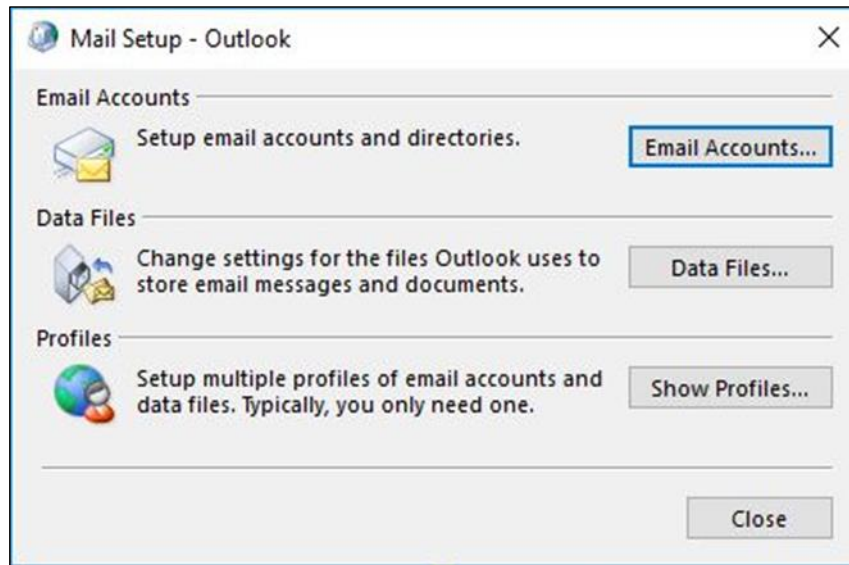
1. Click on the Windows button and go to (or search for) "Control Panel"



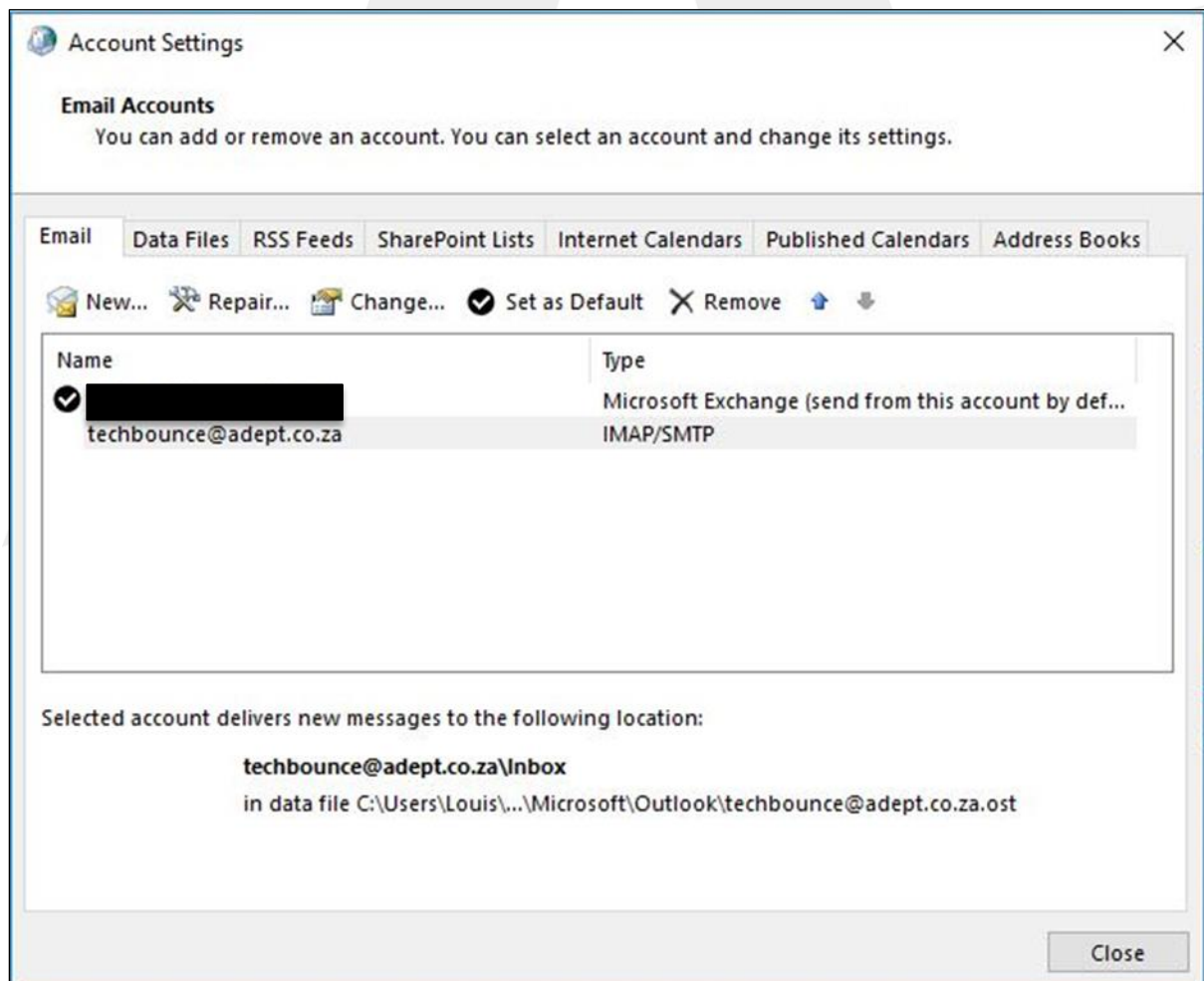
2. Select or search for "Mail (Microsoft Outlook 2016)"



3. Select "Email Accounts" from the Mail Setup window



4. Select your e-mail address and select the option "Change" in the "Account Settings" window



5. Change your outgoing mail server to "smtp.adept.co.za" and click "More Settings"

Change Account
POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information
Your Name: Tech Bounce
Email Address: techbounce@adept.co.za

Server Information
Account Type: IMAP
Incoming mail server: imap.adept.co.za
Outgoing mail server (SMTP): smtp.adept.co.za

Logon Information
User Name: techbounce@adept.co.za
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
We recommend that you test your account to ensure that the entries are correct.
Test Account Settings ...
 Automatically test account settings when Next is clicked

Mail to keep offline: All

More Settings ...

< Back Next > Cancel Help

6. Select the "Outgoing Server" tab from the Internet Email Settings window
 - a. Tick the box for "My outgoing server (SMTP) requires authentication"
 - b. If your outgoing details are the same as your incoming ones, you can leave it as the default, or select "Log on using" option, and fill in the details provided by your service provider

Internet Email Settings

General Outgoing Server Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

Password:

Remember password

Require Secure Password Authentication (SPA)

OK Cancel

7. Select the "Advanced" tab in the same window and fill in the correct details as shown below, then click "OK" when done

Internet Email Settings

General **Outgoing Server** **Advanced**

Server Port Numbers

Incoming server (IMAP): Use Defaults

Use the following type of encrypted connection: SSL/TLS

Outgoing server (SMTP):

Use the following type of encrypted connection: SSL/TLS

Server Timeouts

Short Long 10 minutes

Folders

Root folder path:

Sent Items

Do not save copies of sent items

Deleted Items

Mark items for deletion but do not move them automatically
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.

Purge items when switching folders while online

OK Cancel

8. Back on the "Change Account" window, click on the "Next" button, and once tests are done click "Close"

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Stop

Close

Tasks Errors

Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
✓ Send test email message	Completed

9. On the next window click "Finish" to complete your setup

