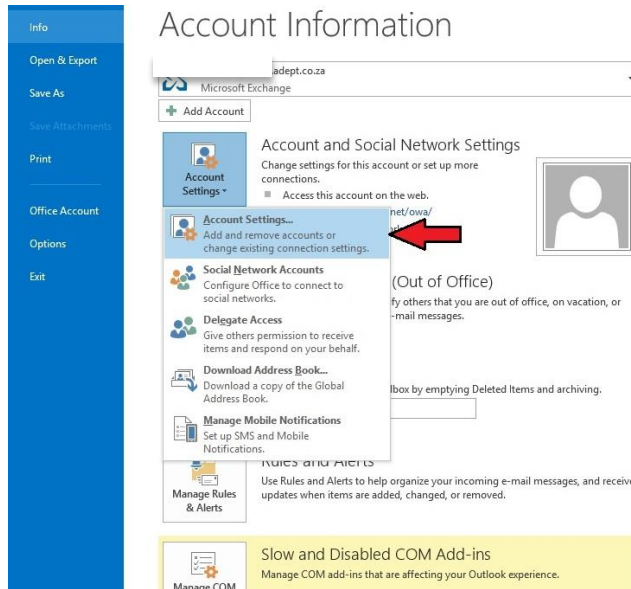
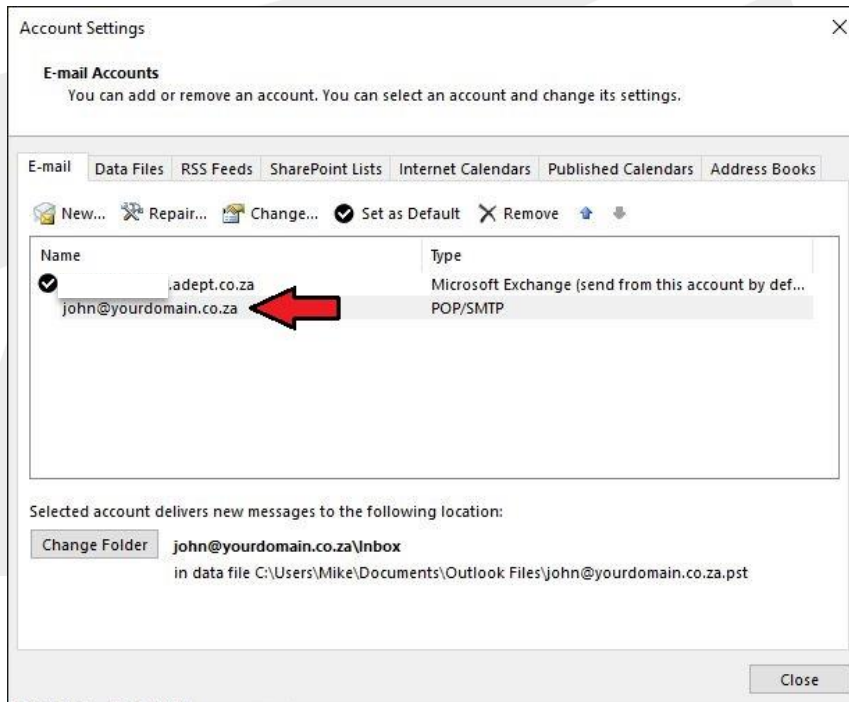


Verifying Incoming/Outgoing Servers in Outlook 2013

1. Click on file/info and select "Account settings"



2. Double-click your POP/SMTP account



3. Ensure that your incoming and outgoing servers are the same

Add Account

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

User Information
Your Name: John Smith
Email Address: john@yourcompany.co.za

Server Information
Account Type: POP3
Incoming mail server: mail.yourcompany.co.za
Outgoing mail server (SMTP): mail.yourcompany.co.za

Logon Information
User Name: john@yourcompany.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

Deliver new messages to:
 New Outlook Data File
 Existing Outlook Data File
Browse

More Settings ...

< Back Next > Cancel

4. Enable SMTP Authentication if you are using that service

Add Account

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

Internet E-mail 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)
 Log on to incoming mail server before sending mail

OK Cancel

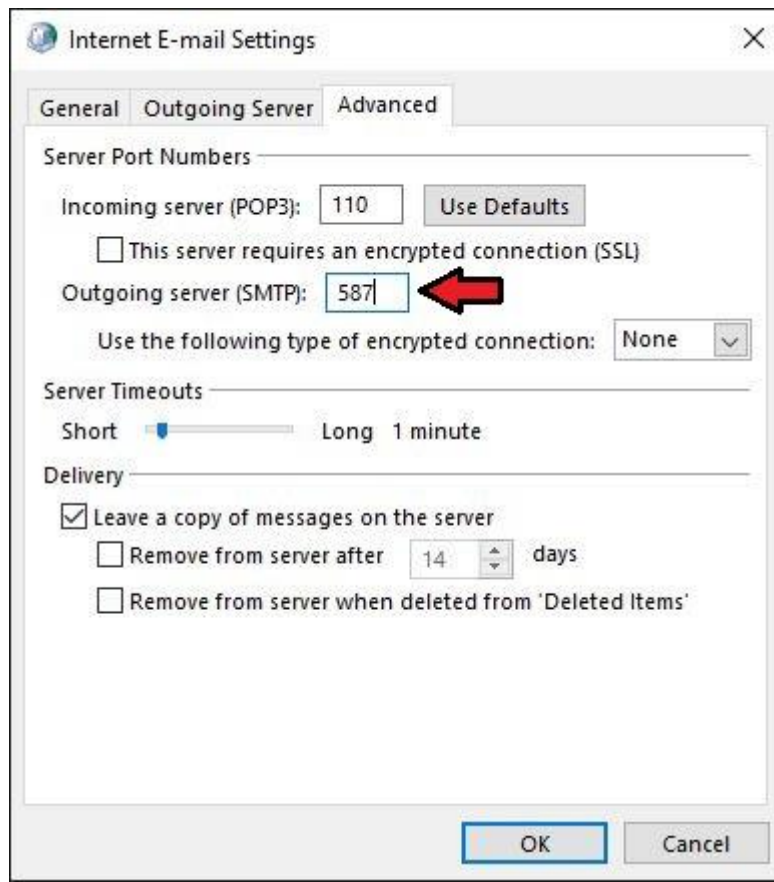
Test Account Settings
We recommend that you test your account to ensure that the entries are correct.
Test Account Settings ...
 Automatically test account settings when Next is clicked

Deliver new messages to:
 New Outlook Data File
 Existing Outlook Data File
Browse

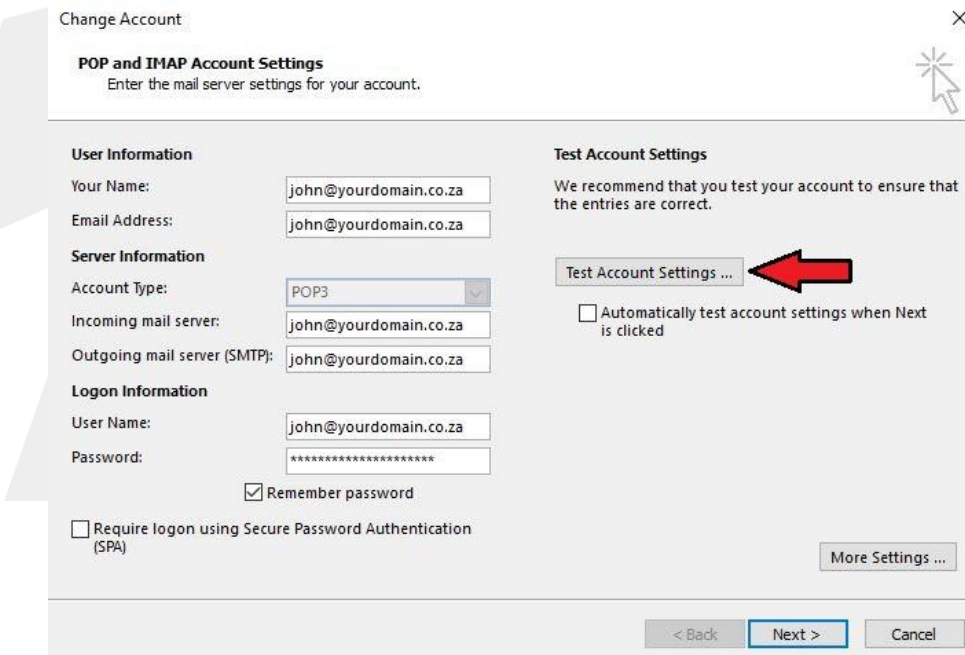
More Settings ...

< Back Next > Cancel

5. Ensure that port 587 is being used for the outgoing server



6. Click on the "Test Account Settings" button once complete to verify if the POP settings are valid or not



7. If the "Test Account Settings" found an issue with either sending or receiving, please take a screenshot and forward the information to support@adept.co.za