Click on "Tools"->"E-mail Accounts".
This wizard will allow you to change the e-mail accounts and directories that Outlook uses.

**E-mail**
- Add a new e-mail account
- View or change existing e-mail accounts

**Directory**
- Add a new directory or address book
- View or change existing directories or address books
Internet E-mail Settings (IMAP)
Each of these settings are required to get your e-mail account working.

User Information
Your Name: **John Doe**
E-mail Address: **johndoe@adams.edu**

Server Information
Incoming mail server (IMAP): **faculty.adams.edu**
Outgoing mail server (SMTP): **mail.adams.edu**

Logon Information
User Name: **johndoe**
Password: 

- [ ] Remember password
- [ ] Log on using Secure Password Authentication (SPA)

More Settings ....

Click on "More Settings".
The "Internet E-mail Settings" window opens. Click on the "Advanced" tab.
Change the "Outgoing server (SMTP)" from 25 to 587.
Under "Outgoing server (SMTP)" enable "This server requires an encrypted connection (SSL)".
Internet E-mail Settings (IMAP)
Each of these settings are required to get your e-mail account working.

User Information

Outgoing Server

Server Information

Advanced

Server Port Numbers
Incoming server (IMAP): 993
This server requires an encrypted connection (SSL)

Outgoing server (SMTP): 587
This server requires an encrypted connection (SSL)

Server Timeouts
Short Long 1 minute

Folders
Root folder path: 

Click on "OK".
Internet E-mail Settings (IMAP)
Each of these settings are required to get your e-mail account working.

User Information
Your Name: John Doe
E-mail Address: johndoe@adams.edu

Server Information
Incoming mail server (IMAP): faculty.adams.edu
Outgoing mail server (SMTP): mail.adams.edu

Logon Information
User Name: johndoe
Password: [Box]
Remember password [Box checked]

Log on using Secure Password Authentication (SPA) [Box]

Click on "Next".
E-mail Accounts

You can select an account and change its settings or remove it.

Outlook processes e-mail for these accounts in the following order:

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>faculty.adams.edu</td>
<td>IMAP/SMTP (Default)</td>
</tr>
</tbody>
</table>

Deliver new e-mail to the following location:

- Personal Folders
- New Outlook Data File...

Click on "Finish".