Click on "Account Settings".
The Account Settings window opens.
In the left panel, click on "Outgoing Server (SMTP)".
Click on the "Edit" button.
Account Settings

johndoe@adams.edu
  ● Server Settings
  ● Copies & Folders
  ● Composition & Addressing
  ● Offline & Disk Space
  ● Return Receipts
  ● Security
  ● Local Folders
    ● Disk Space
  ● Outgoing Server (SMTP)

Outgoing Server (SMTP) Settings

Although you can specify more than one outgoing server (SMTP), this is only recommended for advanced users. Setting up multiple SMTP servers can cause errors when sending messages.

SMTP Server

Settings
- Description: 
- Server Name: mail.adams.edu
- Port: 25  Default: 25

Security and Authentication
- Use name and password
  - User Name: johndoe
  - Use secure connection:
    - No

The "SMTP Server" window appears.
**Outgoing Server (SMTP) Settings**

Although you can specify more than one outgoing server (SMTP), this is only recommended for advanced users. Setting up multiple SMTP servers can cause errors when sending messages.

**SMTP Server**

- **Description:**
- **Server Name:** mail.adams.edu
- **Port:** 587
  - Default: 25

**Security and Authentication**

- **Use name and password**
  - **User Name:** john doe

- Use secure connection:
  - **No**
  - **TLS, if available**
  - **TLS**
  - **SSL**

**Change the “Port” field to 587**
Ensure that the "Use name and password" field is enabled, and that the "User Name" field has "your" username.
Enable "TLS" to ensure that your password is encrypted. This is required.
Outgoing Server (SMTP) Settings

Although you can specify more than one outgoing server (SMTP), this is only recommended for advanced users. Setting up multiple SMTP servers can cause errors when sending messages.

- Description: <not specified>
- Server Name: mail.adams.edu
- Port: 587
- User Name: johndoe
- Secure Connection: TLS

Click on "OK" to close the Account Settings window.