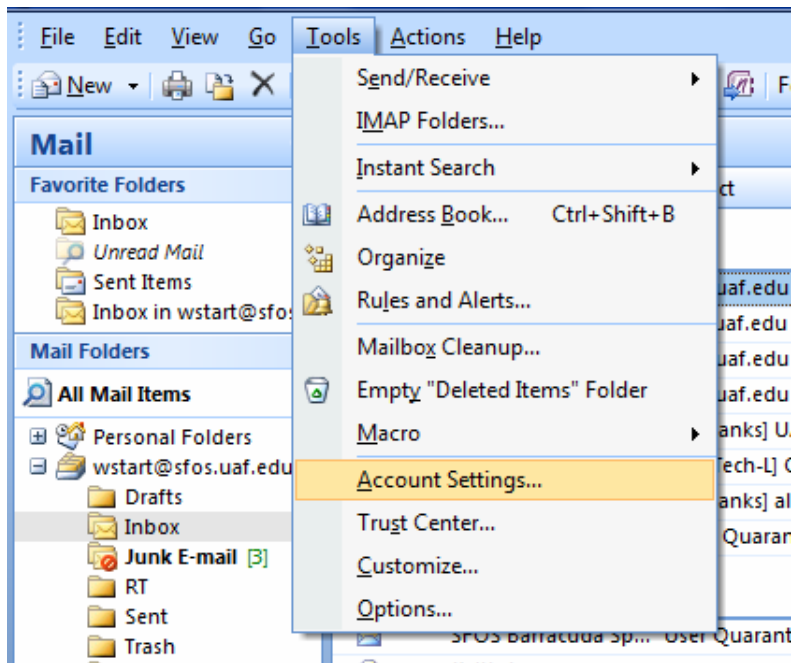
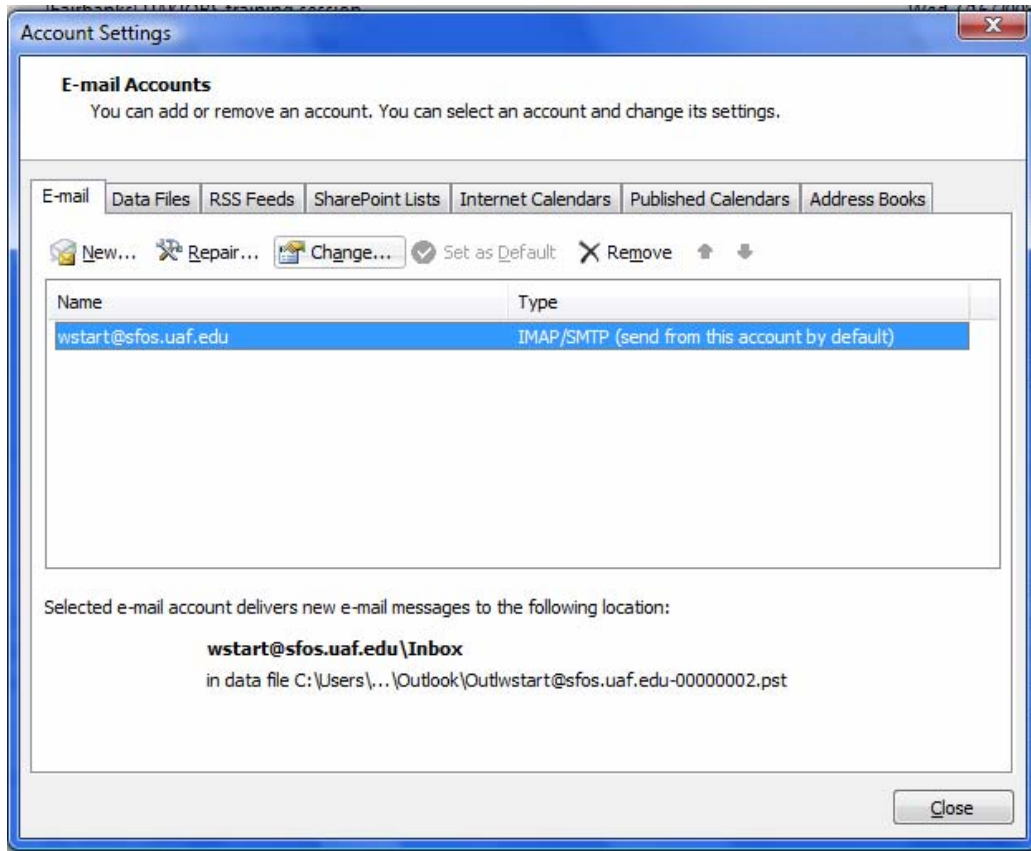


## Outlook 2007 – how to change your outgoing mail server

1. Goto Tools -> Account Settings.



2. **Select your email account** (the SFOS one if there are multiple set up on your mail client), and hit **“Change”**.



3. Change the line in “Outgoing mail server (SMTP)” to be “**hubbard.sfos.uaf.edu**” as shown below. Then click **Next**.

The screenshot shows the 'Change E-mail Account' wizard window. The title bar reads 'Change E-mail Account'. The main heading is 'Internet E-mail Settings' with a sub-heading 'Each of these settings are required to get your e-mail account working.' Below this, there are four sections: 'User Information', 'Server Information', 'Logon Information', and 'Test Account Settings'. In the 'Server Information' section, the 'Outgoing mail server (SMTP)' field is filled with 'hubbard.sfos.uaf.edu'. Other fields include 'Your Name' (Christopher Start), 'E-mail Address' (wstart@sfos.uaf.edu), 'Account Type' (IMAP), 'Incoming mail server' (topcat.sfos.uaf.edu), 'User Name' (wstart), and 'Password' (masked with asterisks). There are also checkboxes for 'Remember password' (checked) and 'Require logon using Secure Password Authentication (SPA)'. At the bottom, there are buttons for '< Back', 'Next >', and 'Cancel'. A 'Test Account Settings ...' button is also present in the 'Test Account Settings' section.

4. Congratulations! You have changed your outgoing email to run through the new server! Click **finish** and **close** any windows still open.

The screenshot shows the 'Change E-mail Account' wizard window at the 'Congratulations!' screen. The title bar reads 'Change E-mail Account'. The main heading is 'Congratulations!' followed by the text: 'You have successfully entered all the information required to setup your account. To close the wizard, click Finish.' The background features a decorative graphic of three envelopes. At the bottom, there are buttons for '< Back' and 'Finish'.