Outlook 2007 – how to change your outgoing mail server

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

![Account Settings](image)

Selected email account delivers new email messages to the following location:

```
wstart@sfos.uaf.edu\Inbox
```

in data file C:\Users\...\Outlook\Outlookwstart@sfos.uaf.edu-00000002.pst
3. Change the line in “Outgoing mail server (SMTP)” to be “hubbard.sfos.uaf.edu” as shown below. Then click **Next**.

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