

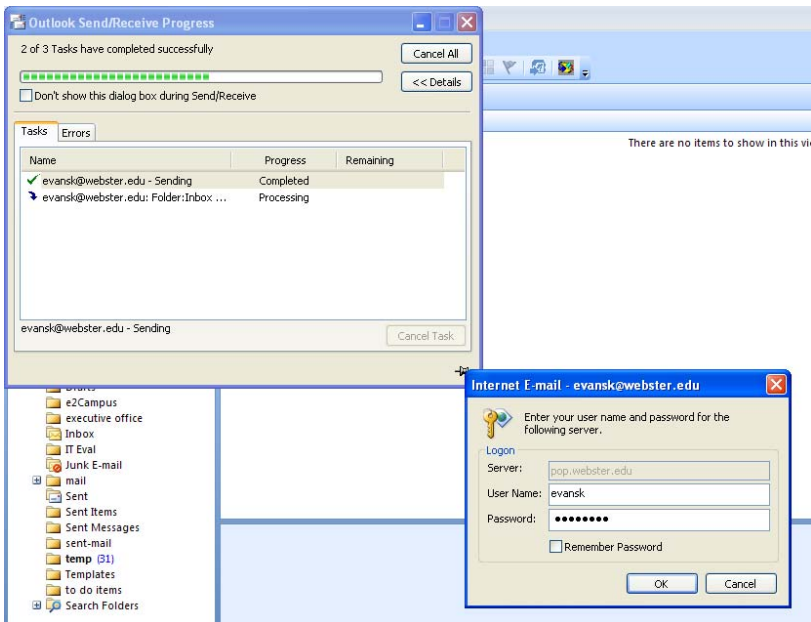
Changing Email Servers in Outlook 2007

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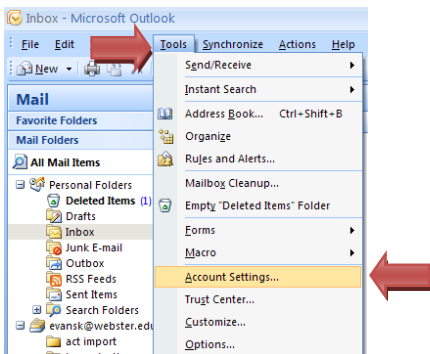
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Updating your Server Settings

1. When your email account has been moved but you have not yet re-configured your Outlook settings, you will receive an error when you try to send/receive email. The error will be similar to the one shown here.

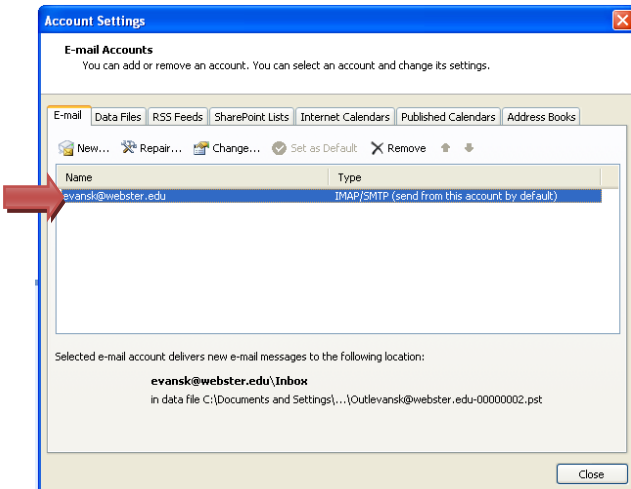


2. At this point you need to re-configure Outlook to use the new server name and settings.
3. Click on **Tools** and go to **Account Settings**

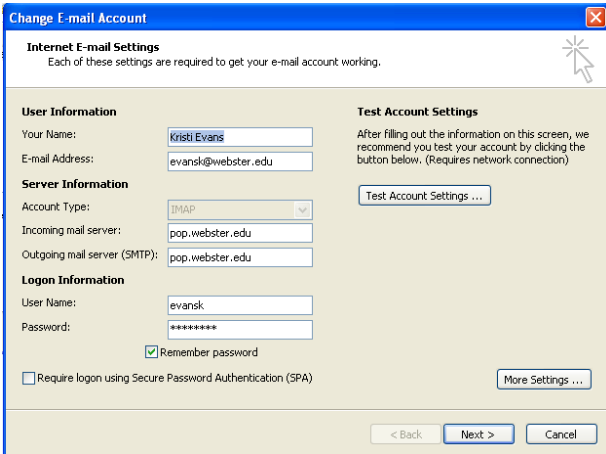


4. Locate your account from the list (if you have more than one)
5. Click on the account name

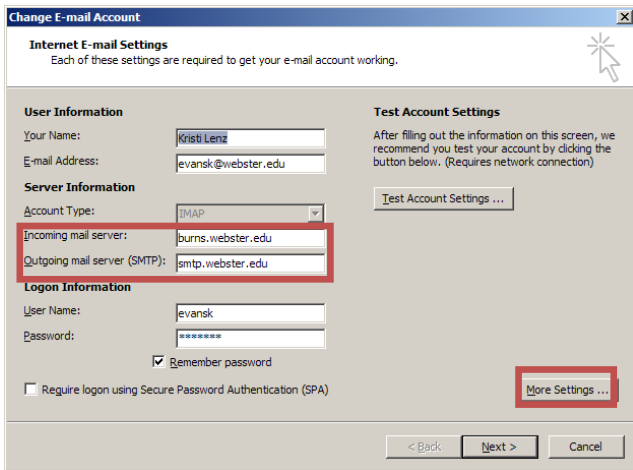
6. Click the **Change** button



7. You will now be shown your email account basic settings



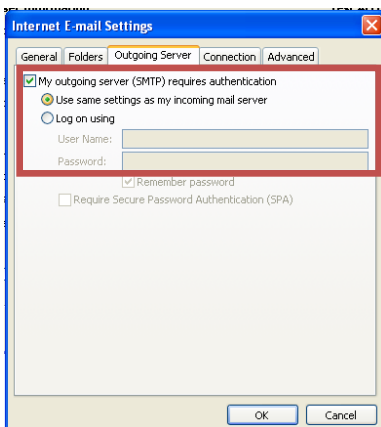
8. Click in the box next to **Incoming mail server** and erase the contents
9. Type in **the name of the email server provided to you by Webster University Information Technology**
 - a. **You will see in the examples below that we have used burns.webster.edu; please make sure to use the email server name provided to you**
10. Click in the box next to **Outgoing mail server (SMTP)** and erase the contents
11. Type in **smtp.webster.edu**
12. Do not change anything else on this screen
13. Now click on the **More Settings** button



14. Click on the **Outgoing Server** tab

15. Click the checkbox next to **My outgoing server (SMTP) requires authentication**

16. Click the radio button next to **Use the same settings as my incoming mail server** if it isn't already selected."



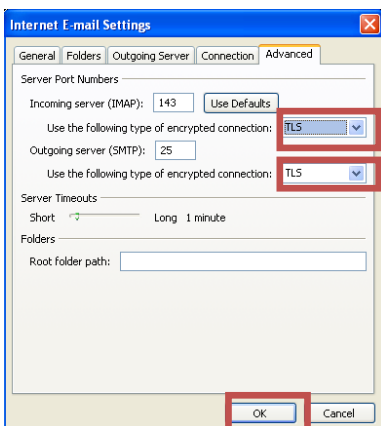
17. Click on the **Advanced** tab

18. In the **Incoming server (IMAP)** section

- click on the drop-down box next to **Use the following type of encrypted connection**
- choose **TLS**

19. In the **Outgoing server (SMTP)** section

- click on the drop-down box next to **Use the following type of encrypted connection**
- choose **TLS**



20. Click **OK**

21. You will be taken back to the main settings screen

22. Click **Next**

Change E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name:
E-mail Address:

Server Information
Account Type:
Incoming mail server:
Outgoing mail server (SMTP):

Logon Information
User Name:
Password:
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

23. Click **Finish**

Change E-mail Account

Congratulations!

You have successfully entered all the information required to setup your account.
To close the wizard, click Finish.

24. Click **Close** on the Account Settings page

Account Settings

E-mail Accounts
You can add or remove an account. You can select an account and change its settings.

E-mail | Data Files | RSS Feeds | SharePoint Lists | Internet Calendars | Published Calendars | Address Books

New... Repair... Change... Set as Default Remove

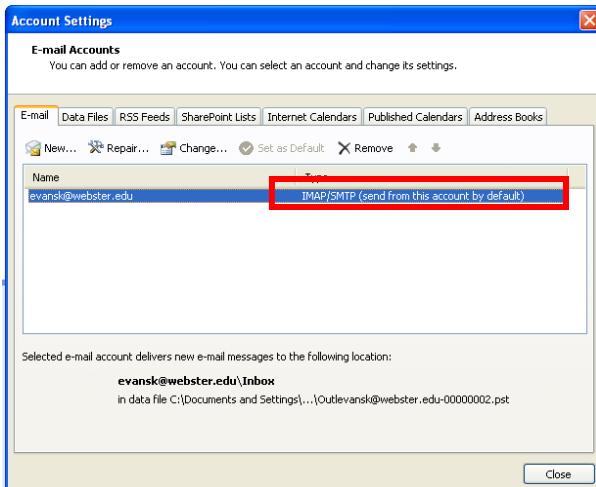
Name	Type
evansk@webster.edu	IMAP/SMTP (send from this account by default)

Selected e-mail account delivers new e-mail messages to the following location:
evansk@webster.edu\Inbox
in data file C:\Documents and Settings\...\Outlevansk@webster.edu-00000002.pst

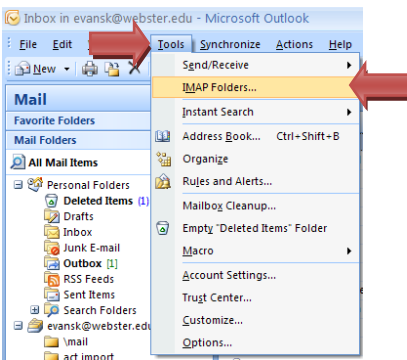
25. You have now updated your settings to use the new server.

Re-Subscribing to your Folders (for IMAP accounts)

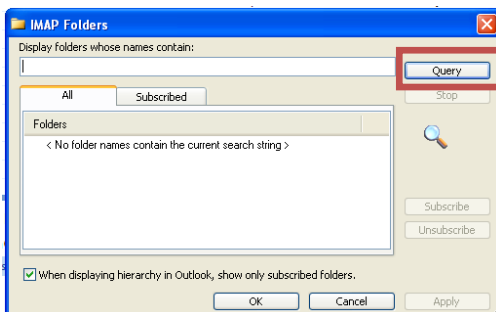
Note: When in the Account Settings man Menu if your account shows as IMAP/SMTP you will need to perform the following steps after changing email server names.



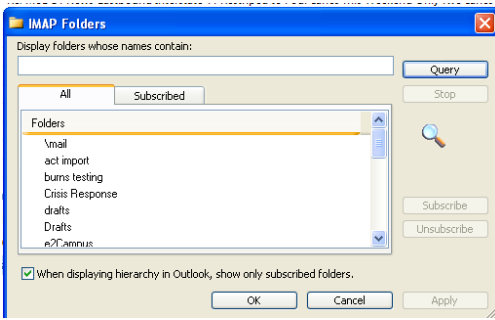
1. In order to see all of the folders and email that you have stored on the server you must re-subscribe to your folders.
2. Click into the **Inbox** of your Webster email account
3. Click on **Tools**
4. Click on **IMAP folders**



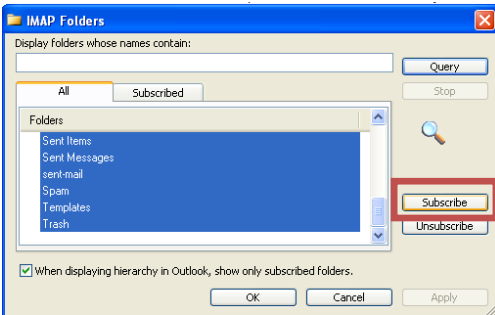
5. Click on the **Query** button



6. In a few moments (depending on how many folders you have) you will see a list of folders appear

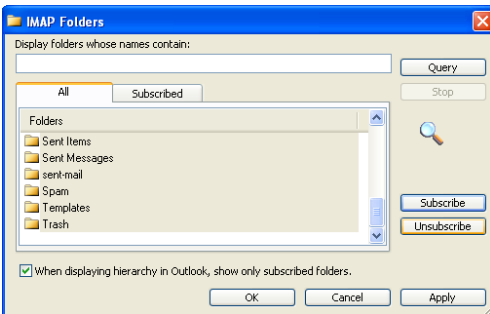


7. Click on the folder names you want to appear in Outlook (use Shift-Click to select all folders)



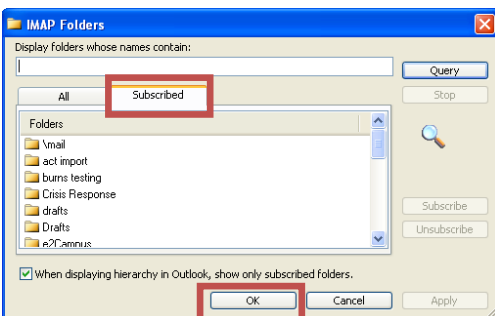
8. Click on the **Subscribe** button

9. The subscribed folders will turn from blue (selected) to beige (subscribed)



10. Click on the **Subscribed** tab to review your folder list

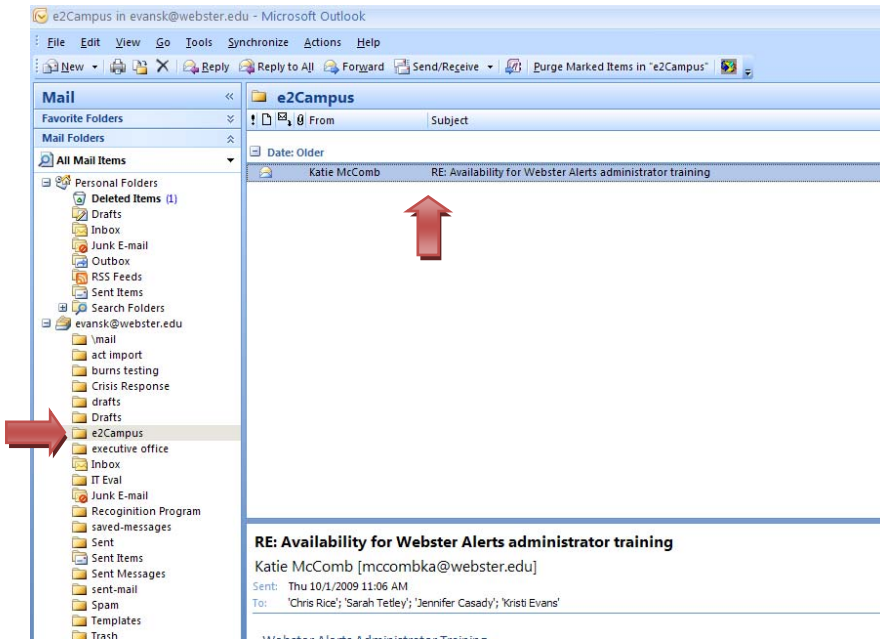
11. Click **OK**



12. Your folders will now appear in Outlook

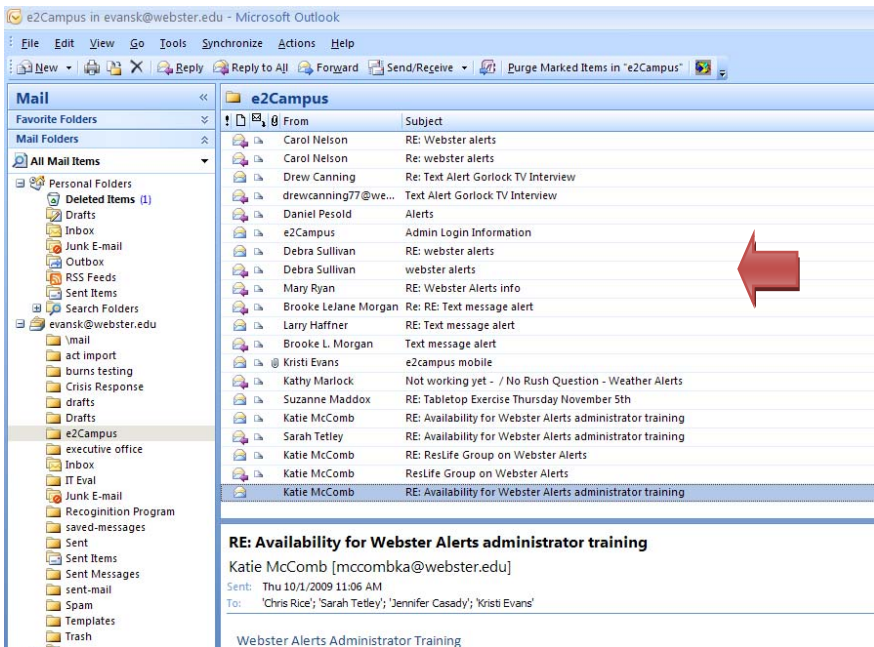
13. Since all of your email has been moved to the new server Outlook must re-index each of your folders to determine what mail is in each.

14. When you first click on a folder it may appear there is little or no mail in it.



15. To get Outlook to “see” the email click onto another folder then back onto that folder and you should see all of the messages appear.
16. You will need to do this for each of your folders

Note: The more mail in the folder the longer it will take Outlook to index it and the longer it might take for all of the email to appear



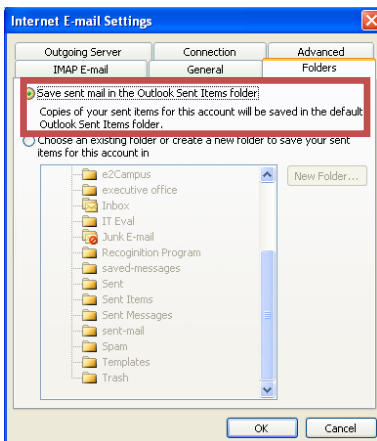
Testing and Setting Sent Folder

1. Next you should compose and send a new email in order to test that your settings are correct and also to establish the folder in which Outlook will store your sent emails
2. When you send the first email from your newly configured account you may receive a message that you need to setup your default sent folder

3. If this message appears, click on the **Choose Folder** button

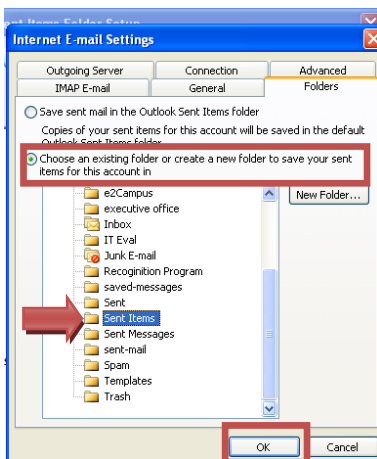


4. Here you have two options. You can choose to store your sent email locally. This means that all messages you send will be stored on your computer's hard drive and NOT on the server.
5. If you wish to choose this option click on **Save sent mail in the Outlook Sent Items folder**. This will save your sent email in the Sent Items folder which you can locate under Personal Folders in Outlook.



6. If you want to have your sent mail stored on the email server so that you can access it from mobile devices, other clients and webmail then click on **Choose an existing folder or create a new folder to save your sent items for this account**
7. Click on your Sent Items folder that is located under your Webster email account (NOT under Personal Folders)

Note: You may have more than one folder with the word Sent in it. Each email client and mobile devices uses their own naming structure for sent folders. Choose any of the Sent folders you wish to use.



8. Click **OK**