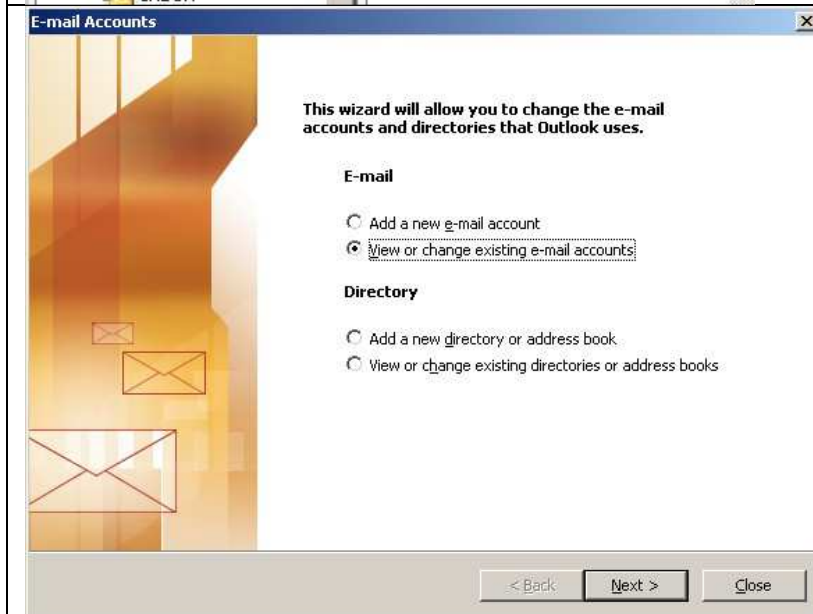# Microsoft Outlook 2002/2003
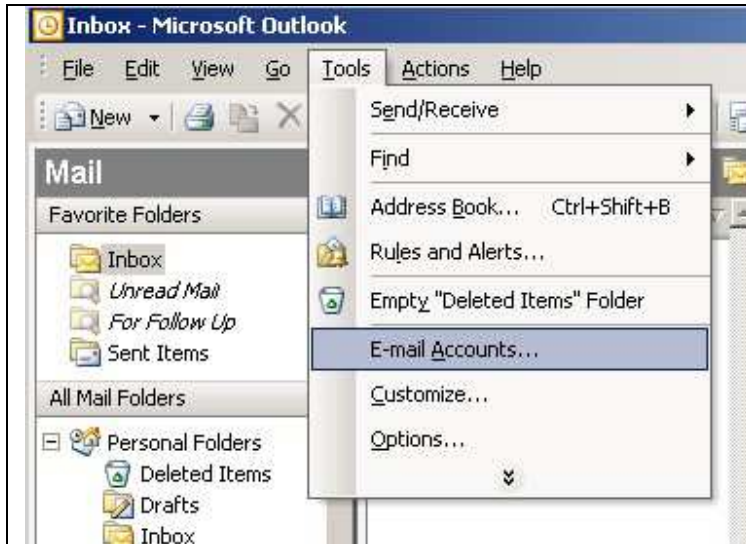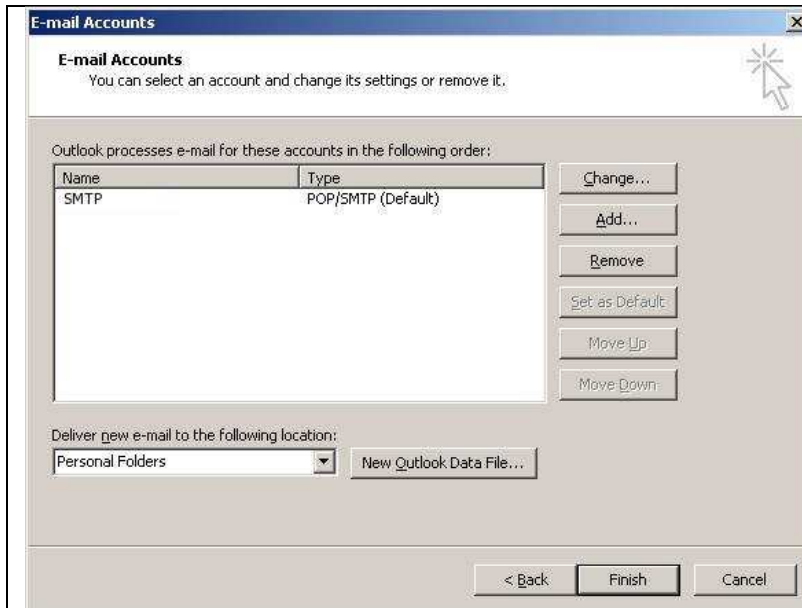
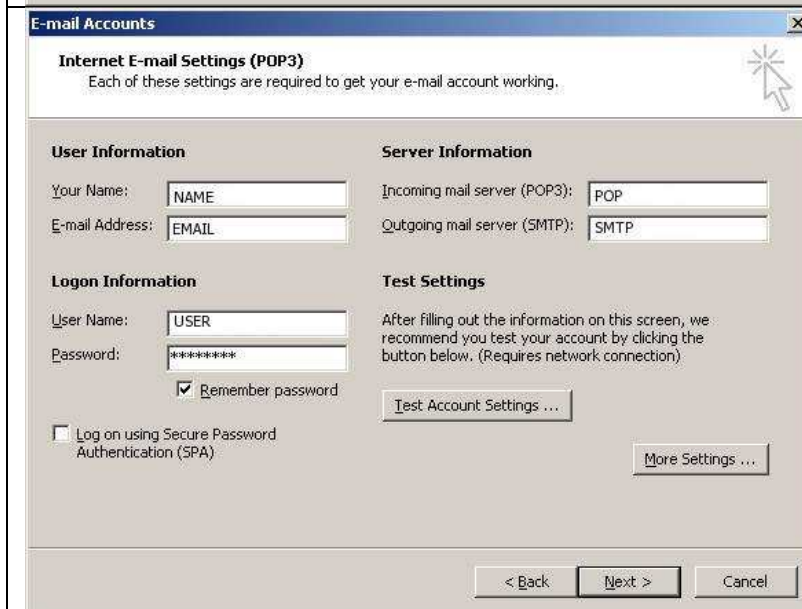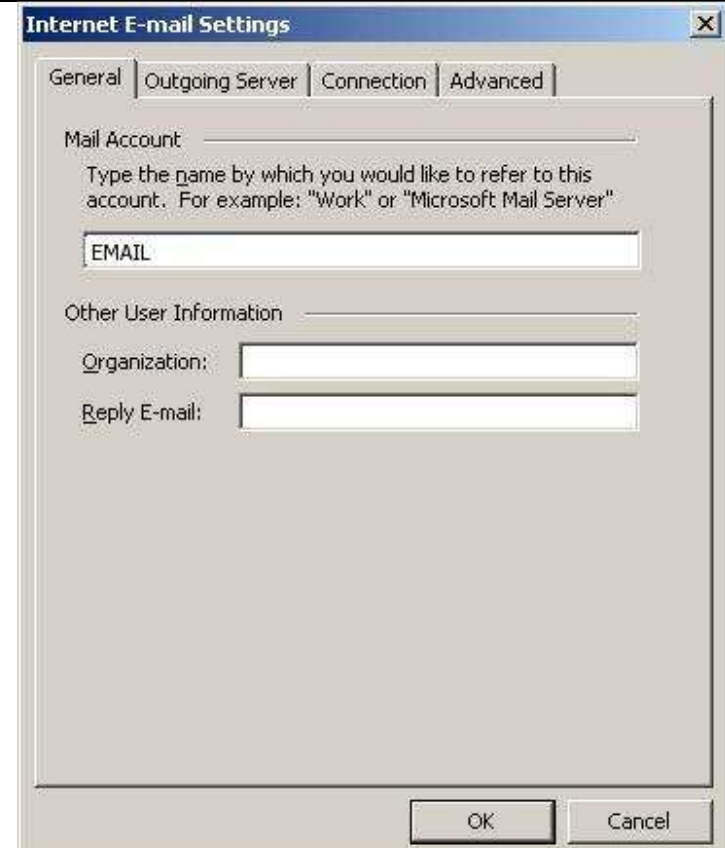|	
	Open Outlook. At the top of the page click on the 'Tools' menu and then select 'E-mail Accounts…'
	Put a dot in 'View or change Existing e-mail accounts' and click 'Next'

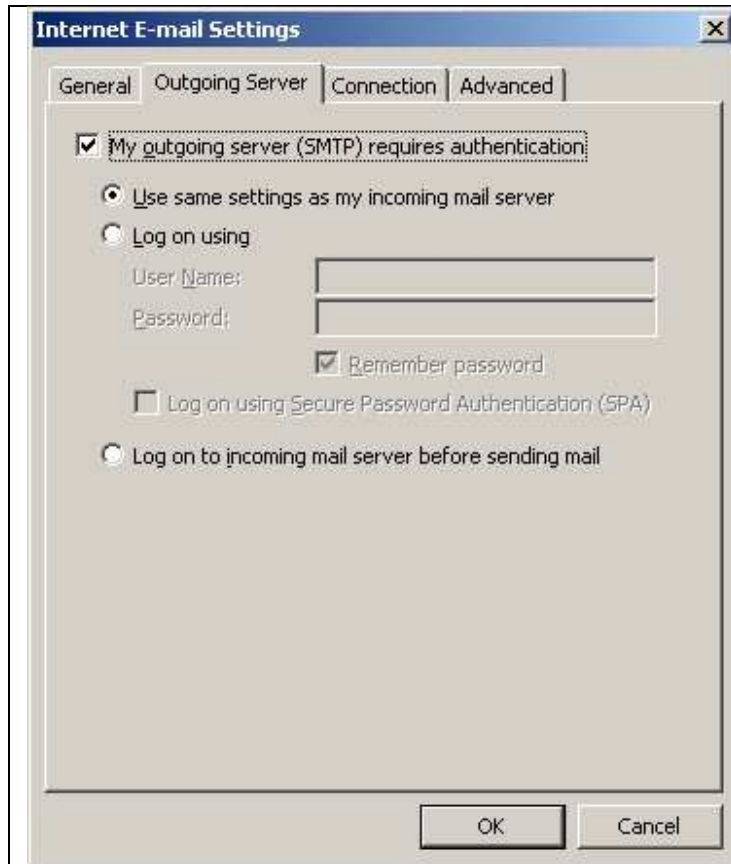|	
	Select the email account that you have been using to access your @wnylc.com email account then click the "Change" button.
	Review and update your settings as outlined below. o **Your Name:** *Ensure this field is populated with Your Full Name as you would like it to appear in your outgoing email messages.* o **E-mail Address:** *Replace your username with your full primary email address e.g.* username@wnylc.com o **Incoming mail server (POP3):** *Replace with: mail.wnylc.com* o **Outgoing mail server (SMTP)**: *Replace with mail.wnylc.com* o **User Name**: *Replace with your full email address, e.g.* **username@**w**nylc.com** o **Password:** *This should remain the same.* Once these settings are updated, click on the '**More Settings…**' button.

Click the 'Outgoing Server' tab at the top of the screen.

Put a checkmark in 'My outgoing server (SMTP) requires authentication' and make sure that the dot is in 'Use same settings as my incoming mail server'.
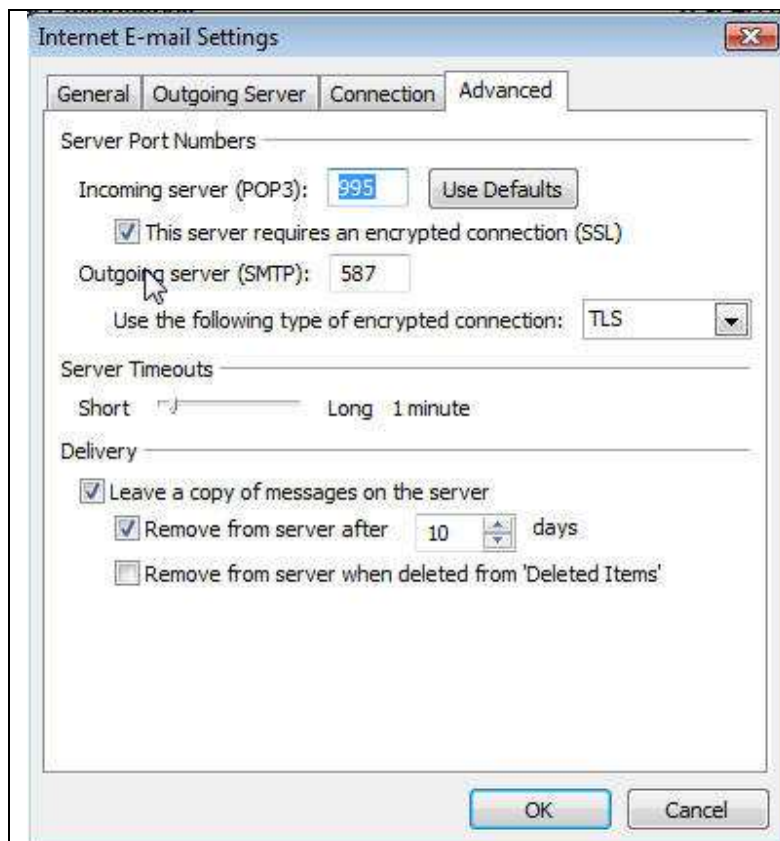
Internet E-mail Settings	Click on the 'Advanced' tab at the top.
General | Outgoing Server | Connection | Advanced	Make sure that your settings look like the settings shown in this screenshot.
Server Port Numbers Incoming server (POP3): 995 Use Defaults ☑ This server requires an encrypted connection (SSL) Outgoing server (SMTP): 587 Use the following type of encrypted connection: TLS ▾	Place a check mark under **This server requires an encrypted connection (SSL)** for **both** the Incoming server and Outgoing server.

Server Timeouts
Short ⸺⌐⸺ Long 1 minute
Delivery
☑ Leave a copy of messages on the server
   ☑ Remove from server after 10 ⏶⏷ days
   ☐ Remove from server when deleted from 'Deleted Items'
	Your Server Port Numbers, should appear as shown, with **995** for Incoming server (POP3), and **587** for Outgoing server (SMTP).

OK Cancel	
	Click the 'OK', 'Next' and then 'Finish' buttons and now you should be able to send and receive email. Accept the security certificate when prompted. Then try to send a test message to the same account to be sure everything is working. If it does not work, go back and see if the settings were saved.