

Outlook 2003

Update Account Details

- 1) Navigate to Tools > Email Accounts...
- 2) Select "View or change existing email accounts" and click Next
- 3) Find and select your email address
 - a) Note down the "Type"
 - b) Click change.
- 4) On the Internet E-mail settings window:
 - a) Change the "Incoming mail server" and "Outgoing mail server" to **emails.formationhosting.com**
- 5) Click on "More Settings..."
- 6) Click on the "Outgoing Server" tab
 - a) Ensure "My outgoing server (SMTP) requires authentication" is checked
- 7) Click on the "Advanced" tab
 - a) Ensure the "Server Port Numbers" settings are configured as follows:
 - i) Change "Incoming server (IMAP)"
 - (1) If 3a mentions **POP**, set this to 995
 - (2) If 3a mentions **IMAP**, set this to 993
 - (3) Ensure the checkbox for "This server requires an encrypted connection (SSL)" is checked
 - ii) Change "Outgoing server (SMTP)"
 - (1) Enter 465
 - (2) Ensure the checkbox for "This server requires an encrypted connection (SSL)" is checked