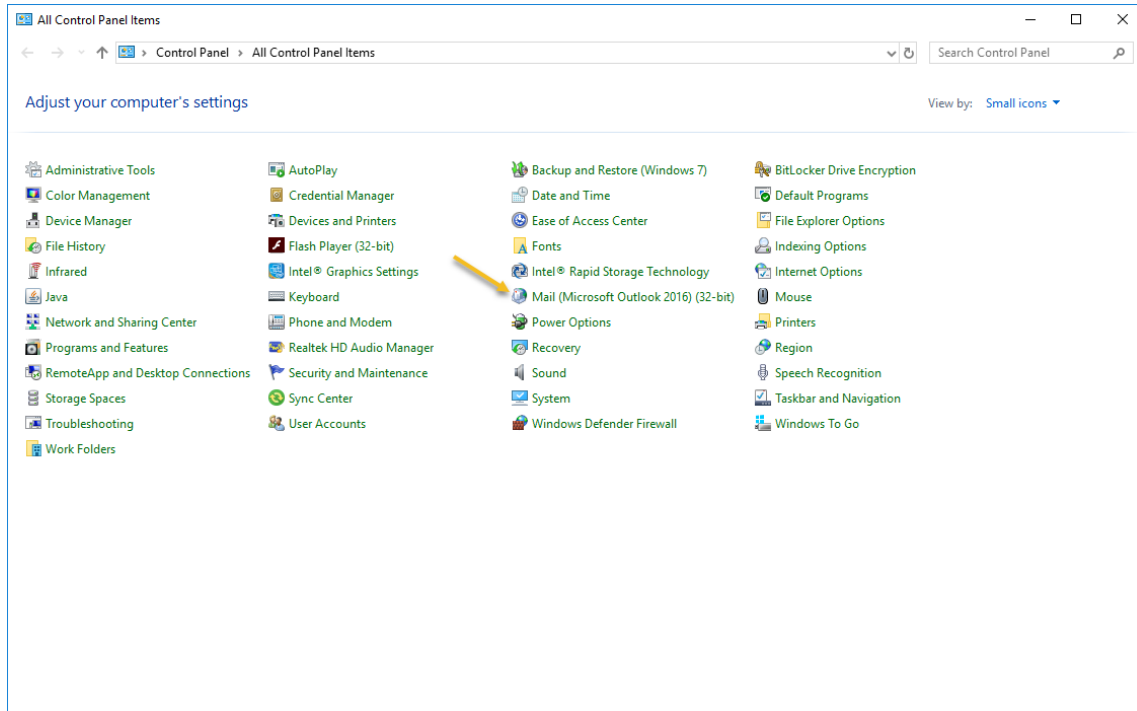
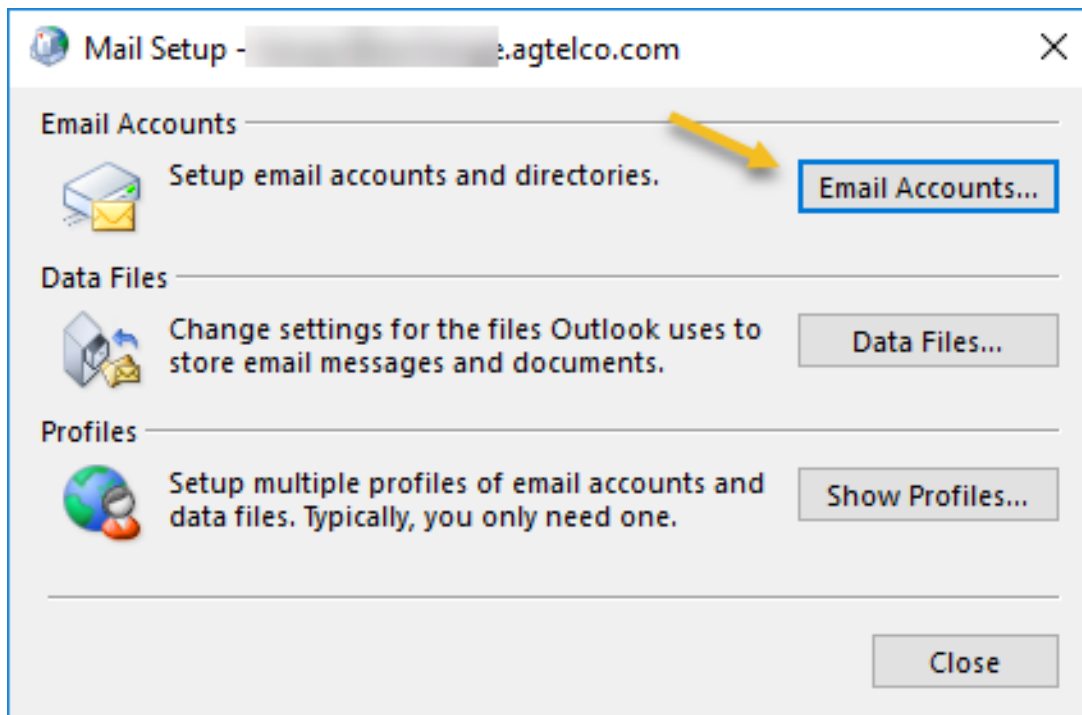


Microsoft Outlook Change Guide

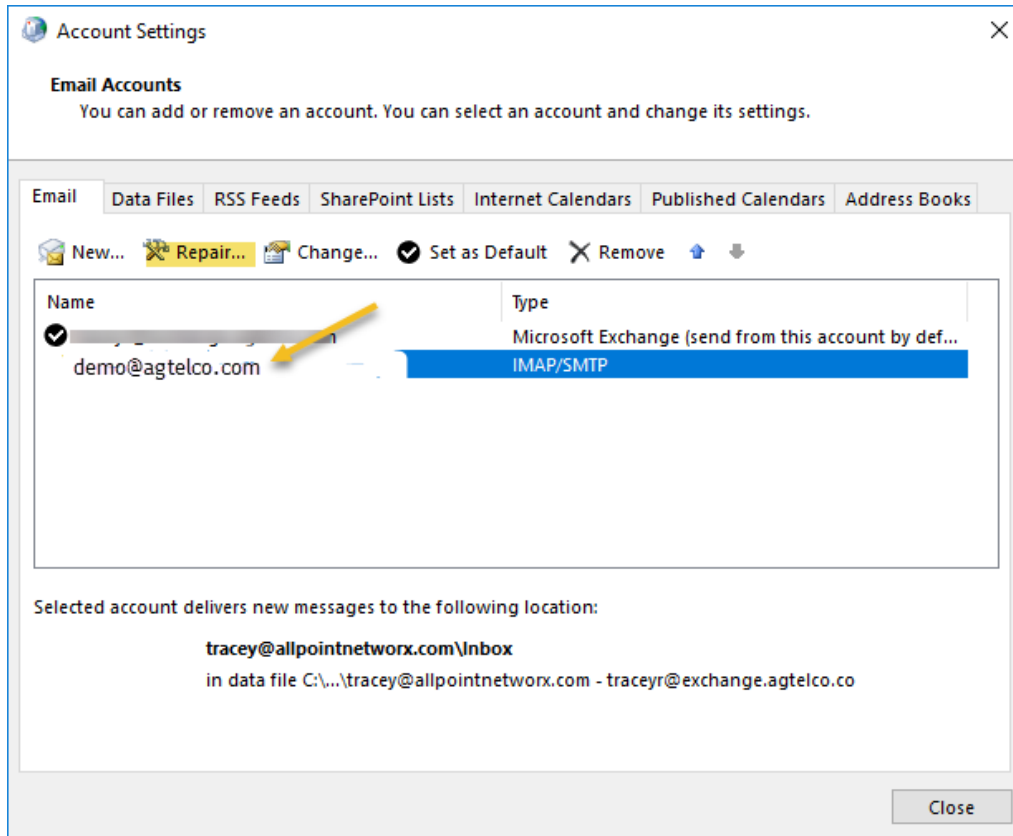
1. On a Windows machine open the Control Panel and select the Mail icon. The link will open the configuration page for your email settings.



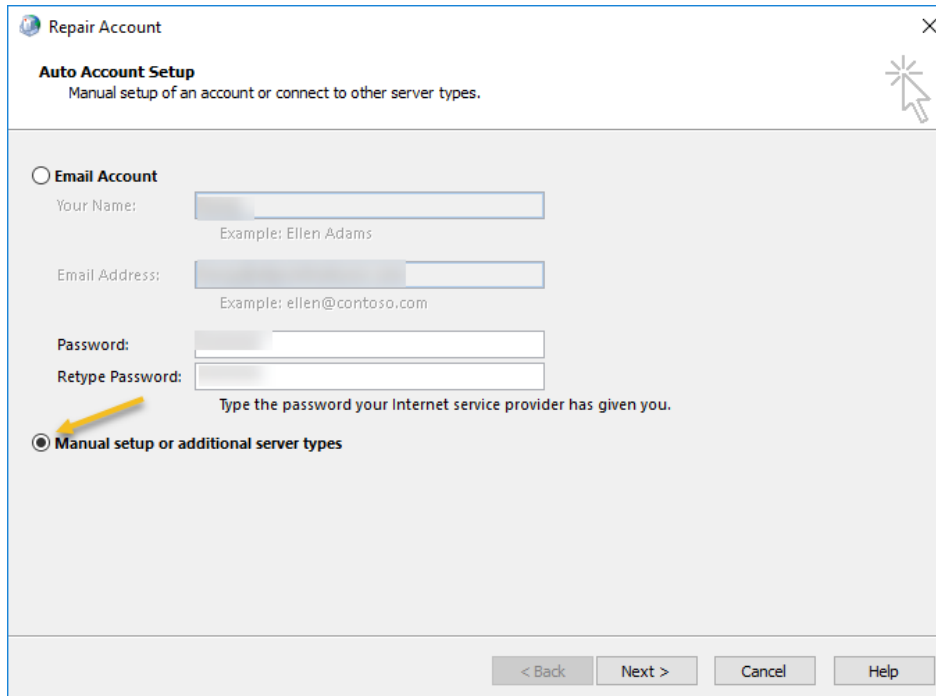
2. Select Email Accounts from the control panel.



3. Select the email account in which you would like to make changes to and select repair.



4. Select Manual setup or additional server types and chose next.



5. Check the user name and you may see only your email alias. The name on this account is demo. In this field, enter the full email address demo@agtelco.com. Click the Test Account Settings icon.

Repair Account
POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information
Your Name: Demo User
Email Address: demo@agtelco.com

Server Information
Account Type: IMAP
Incoming mail server: imap.agtelco.com
Outgoing mail server (SMTP): smtp.agtelco.com

Logon Information
User Name: demo@agtelco.com
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
We recommend that you test your account to ensure that the entries are correct.
Test Account Settings ...
 Automatically test account settings when Next is clicked
Mail to keep offline: All

More Settings ...

< Back Next > Cancel Help

6. The test will ensure all settings are making proper connections for email services. You should see a checkmark and completed after the incoming and outgoing email tests complete. You will also receive a test email in your mailbox.

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Stop
Close

Tasks Errors

Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
✓ Send test email message	Completed

7. Your email account is now setup on the new server. Please take time to review the videos on the email support page on <https://www.agtelco.com> so you may take full advantage of the new services.