## 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.

In Control Panel Items International Items Int						×
				Search Control Panel		P
Adjust your computer's settings				View by: Small icons 🔻	•	
Administrative Tools	- AutoDisc	A Packup and Partors (Windows 7)	A Ditl acker Drive Encountion			
	G Credential Manager	Date and Time	Default Programs			
Device Manager	Credential Manager		Eile Evplorer Ontions			
File History	Flash Player (32-bit)	Ents	A Indexing Ontions			
	Intel® Graphics Settings	Intel® Rapid Storage Technology				
المراجع	Keyboard	Mail (Microsoft Outlook 2016) (32-bit)	M Mouse			
Network and Sharing Center	Phone and Modem	Power Options	Printers			
Programs and Features	Realtek HD Audio Manager	Recovery	Region			
RemoteApp and Desktop Connections	Security and Maintenance	Sound	B Speech Recognition			
Storage Spaces	Sync Center	System	Taskbar and Navigation			
Troubleshooting	liser Accounts	Print Windows Defender Firewall	Le Windows To Go			
Work Folders						

2. Select Email Accounts from the control panel.

🔕 Mail	Setup - :.agtelco.com	×
Email Acc	counts	
	Setup email accounts and directories.	Email Accounts
Data File	s	
<b>1</b>	Change settings for the files Outlook uses to store email messages and documents.	Data Files
Profiles -		
	Setup multiple profiles of email accounts and data files. Typically, you only need one.	Show Profiles
		Close

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

Acco	ount Settings	5					×
Email Yo	Accounts ou can add o	r remove an a	account. You can s	elect an account and	change its settings.		
Email	Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books	
🧟 Ne	w 🔆 Rej	pair 督 C	hange 🛇 Set	as Default 🗙 Rem	ove 👚 🖶		
Name de	mo@agtelc	o.com		Type Microsoft Exch IMAP/SMTP	ange (send from this ad	ccount by def	
Selecte	d account de	livers new m tracey@allpo in data file C	essages to the fol pintnetworx.com\ ::\\tracey@allpoi	lowing location: <b>Jnbox</b> intnetworx.com - trac	eyr@exchange.agtelco	.co	
						Close	

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

Repair Account		×
Auto Account Setup Manual setup of an	account or connect to other server types.	×
O Email Account		
Your Name:	Example: Ellen Adams	
Email Address:	Example: ellen@contoso.com	
Password:		
Retype Password:		
Manual setup or add	Type the password your Internet service provider has given you. litional server types	
	< Back Next > Cancel	Help

 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 <u>demo@agtelco.com</u>. Click the Test Account Settings icon.

User Information		Test Account Settings	
four Name:	Demo User	We recommend that you test your account to ensure	
Email Address:	demo@agtelco.com	the entries are correct.	
Server Information	·		
Account Type:	IMAP 🗸	Test Account Settings	
ncoming mail server:	imap.agtelco.com	Automatically test account settings when Next is clicked	
Outgoing mail server (SMTP):	smtp.agtelco.com		
Logon Information			
User Name:	demo@agtelco.com 🥖		
Password:	******	Mail to keep offline: All	
<b>⊠ R</b>	emember password	and the second	
Require logon using Secu	re Password Authentication		
Require logon using Secu (SPA)	re Password Authentication		

6. The test will ensure all setting 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 Aco	count Settings				
Congratulations! All tests completed successfully. Click Close to Sto					
continue	••		Close		
Tasks	Errors				
Tasks		Status			
✓ Log onto incoming mail server (IMAP) Compl					
✓ 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 <a href="https://www.agtelco.com">https://www.agtelco.com</a> so you may take full advantage of the new services.