JCWIFI Email Settings Outlook 2016



In Outlook, click on File in the top left corner of the window.



Click on the box that says Account Settings.



In the drop down, click on Account Settings.

| ccount Settings | li ili | × |
|--|---|------|
| Email Accounts You can add or remove an accou | unt. You can select an account and change its settings. | |
| Email Data Files RSS Feeds Sha | rePoint Lists Internet Calendars Published Calendars Address Bo | ooks |
| 🧃 New 🎘 Repair 🚰 Chang | ge 📀 Set as Default 🗙 Remove 👚 🎍 | |
| Name | Туре | ^ |
| Sgray@jcwifi.com | POP/SMTP (send from this account by default) | |
| info@jcwifi.com | POP/SMTP | |
| coverage@jcwifi.com | POP/SMTP | |
| sschoenhard@computerdyn.com | POP/SMTP | |
| dish@jcwifi.com | POP/SMTP | |
| directv@jcwifi.com | POP/SMTP | |
| shane@crystalrecording.com | POP/SMTP | |
| lists@jcwifi.com | POP/SMTP | |
| mailserver@computerdvn.com | POP/SMTP | ¥ |
| selected account delivers new messa | ges to the following location: | |
| Change Folder sgray@icwifi.com | n\Inbox | |
| in data file C\Us | ers\lesse\Documents\Outlook Files\sgrav@igwifi.com.pst | |
| | | |
| | | |
| | | |
| | (| lose |

In Account Settings, double click on your email account in the account list.



On the Change Account Screen, click on More Settings, in the bottom right corner.

| mail | Data Files | RSS Feeds | SharePoint Lists | Internet Calendars | Published Calend | lars Address Boo | oks | |
|-----------|--|--|--|-------------------------|------------------|---|--|-------------------------------|
| Na CI | hange Acco POP and II Enter t | unt MAP Account ne mail server | t Settings settings for your ac | count. | | | <u>i</u> | × |
| ele Cl | Vector form You Internet Em Gener Ser Mail / Acc Type exam Cour Other Log Org Use Rep Pas | ation t Email Settir al Outgoin: Account e the name by mple: 'Work' ay@jcwifi.cor r User Informa ianization: [ly Email: [] | igs g Server Advance which your or 'Microst | e refer to this accourt | Test Account S | ettings d that you test yo correct. Settings tically test accound | ur account to e nt settings when More Se | nsure th n Next :ttings |

In the Email Settings Window, click on the Advanced tab.

| nail | Data | a Files RS | S Feeds | SharePoint Lists | Internet Cale | ndars Publishe | ed Calendars Add | ress Books | |
|------|---------|-------------|------------|---|-----------------|----------------|------------------|-----------------------|--------------|
| CI | hange | Account | | | | | | | |
| Na | 3 | | | | | | | | 2812 |
| 9 | POP | and IMAP | Account | t Settings | ccount | | | | × |
| | | nter the ma | iii server | seconds for your a | ccount. | | | | |
| - | | | | | | | | | |
| 1 | User Ir | oformation | | | | Test | Account Settings | | |
| | You li | nternet Em | ail Settin | igs | | 100 | nd that you | u test your account f | to ensure th |
| 1 | Emi | General (| Outaoin | Advanc | ed | | e correct. | | |
| | Ser | Conver Dord | Number | <u>, , , , , , , , , , , , , , , , , , , </u> | | | | | |
| | Acc | Server For | Numbe | | | | t Settings . | | |
| le ' | new l | Incoming | g server (| POP3): 995 | Use Defaults | | atically test | t account settings w | /hen Next |
| | マ | | is server | requires an encry | pted connectio | n (SSL/TLS) | ed | | |
| (| Ou | Outgoin | g server | (SMTP) 465 | / | | | | |
| | Loc | Use t | he follov | wing type of ency | ypted connectio | on: SSL/TLS | ~ | | |
| 1 | Use | Server Time | eouts — | 68 S. 194 | - 28 - 48 | $-\Delta$ | | | |
| 1 | Pas | Short | | Long 1 | minute | ТГ | | | |
| | | Delivery - | | | | | | | |
| r | _ | Leave | a copy o | of messages on th | ie server | 29 | | | |
| | | Re | emove fr | om server after | 4 🖨 day | 5 | | Mar | a Cattings |
| | | Re | emove fr | om server when d | eleted from 'De | leted Items' | | MOD | e settings |
| | | | | | | | | | |
| - | - | | | | | | | | |
| | | | | | | | 700 13 | | |

On the Advanced tab, make the following changes.

- 1. Incoming server (POP3) 995
- 2. Put a checkmark in the box next to "This server requires and encrypted connection (SSL/TLS)"
- 3. Outgoing server (SMTP) 465. If 465 doesn't work, try 587.
- 4. Select SSL/TLS from the dropdown box next to "Use the following type of encryption"
- 5. Click OK to save changes.

| | | | | | lue 9 |
|-------|------------------------------------|----------------------------------|--|-----------------|-------------|
| ccoun | t Settings | | | × | |
| Fmai | il Accounts | | | | Mon |
| Y | ou can add or remove an acco | unt. You can select an account a | and change its settings. | | Mon |
| | | | , and the second s | | Mon |
| | | | | | Mon |
| Fmail | Data Filer DSS Feeds Shi | rePoint Lists Internet Calend | ars Published Calendars Address Bo | oks | Mon |
| | butarnes hasreeds sh | interior carenda | and rubinited calcinants Address be | JOK5 | Mor |
| | Change Account | Aller Adda | | |) |
| N | | | | | |
| | POP and IMAP Account Set | tings | | | × |
| | Enter the mail server setting | ngs for your account. | | | 1 |
| - | | | | | 0 |
| | User Information | | Test Account Settings | | |
| | Your Name: | Sara | We recommend that you test yo | our account to | ensure that |
| | Email Address | | the entries are correct. | | |
| | | sgray@jcwn.com | | | |
| | Server Information | | Test Account Settings | | |
| Sele | Account Type: | POP3 | _ | | |
| 0 | Incoming mail server: | mail.icwifi.com | Automatically test account setting | nt settings whe | en Next |
| - | Outgoing mail server (SMTP): | mail.icwifi.com | is clicked | | |
| | Logon Information | | | | |
| | User Name: | sgrav@iowifi.com | | | |
| | Pacoword | sgruy@jewin.com | | | |
| | - | | | | |
| | ⊠ Re | member password | | | |
| tac | Require logon using Secur (SPA) | e Password Authentication | | More S | iettings |
| | | | ל ל | _ | |
| - | | | V | | |

Click on Next.

| Accour Ema | nt Settings ail Accounts | | Ū | Send/Receive All Folders Send/Receive |
|---------------|--|---|---------------------------------------|---|
| Email | Vou can add or ren Data Files RS am Change Account Test Acco | s Feeds SharePoint Lists Internet Calendars Published Ca | alendars Address Bo | nited Sales @ × |
| Sele | Outlook is Tasks Tasks Log Senc | The server you are connected to is using a security certificate that cannot be verified. The target principal name is incorrect. View Certificate Do you want to continue using this server? Yes No | Stop Close . test yo . accou | our account to ensure that nt settings when Next |
| | Logon Information User Name: Password: Require logor (SPA) | smbecker@jcwifi.com | | More Settings |
| - | | < Back | Next > | Cancel Help |

Click Yes to continue and accept the certificate.

| | t Settings | | | | | | × | Tuc |
|---|--|--|--|---|-----------------------|------------------|------------------|-------------------|
| Fmail | Accounts | | | | | | | Mor |
| Yo | ou can add o | r remove an | account. You can s | elect an account and | d change its settings | 5. | | Mor |
| | | | | | | | | Mor |
| | | | | | | | | Mor |
| nail | Data Files | RSS Feeds | SharePoint Lists | Internet Calendars | Published Calenda | ars Address Bo | oks | Mor |
| | 475 - | | | | | | | Mor |
| C | hange Acco | unt | | | | | | 1 |
| 2 | | | | | | | | |
| | Test Accoun | t Settings | | | | | | 米 |
| | Congratulati | onsi All tests | completed success | fully. Click Close to | C+ | | | 43 |
| - 6 | continue. | | compression rotters | | 50 | | | |
| | | | | | Cl | ose | | |
| Ē | Teste | | | | | L test vo | our account to a | ensure that |
| | Tasks Errors test your account to ensure that | | | | | | | |
| | and a second sec | 0.005 | | and the second se | <u> </u> | | | |
| | Tasks | | | Status | <u> </u> | F | | |
| | Tasks ✓ Log on | to incoming | mail server (POP3) | Status Complete | <u>7</u> 1 | <mark>ר ו</mark> | | |
| | Tasks ✓ Log on ✓ Send to | to incoming est email mes | mail server (POP3) sage | Status Complete Complete | <u>ງ</u> 1 | ר | | |
| e | Tasks ✓ Log on ✓ Send to | to incoming est email mes | mail server (POP3) sage | Status Complete Complete | | | nt settings whe | n Next |
| - | Tasks ✓ Log on ✓ Send to | to incoming est email mes | mail server (POP3) sage | Status Complete Complete | | | nt settings whe | n Next |
| | Tasks ✓ Log on ✓ Send to | to incoming est email mes | mail server (POP3) sage | Status Complete Complete | | accourt | nt settings whe | n Next |
| e 1 | Tasks ✓ Log on ✓ Send to | to incoming est email mes mation | mail server (POP3) sage | Status Complete Complete | | accourt | nt settings whe | n Next |
| e 1 | Tasks ✓ Log on ✓ Send to Logon Infor User Name: | to incoming est email mes mation | mail server (POP3) sage sgray@jcwifi | Status Complete Complete | | accour | nt settings whe | n Next |
| | Tasks Log on Send to Logon Infor User Name: Password: | to incoming est email mes mation | mail server (POP3) sage sgray@jcwifi | Status Complete Complete | | r accour | nt settings whe | n Next |
| - - - - - - | Tasks Log on Send to Logon Infor User Name: Password: | to incoming est email mes mation | sage sgray@jcwiff | Status Complete Complete | | accour | nt settings whe | n Next |
| | Tasks Log on Send to Logon Infor User Name: Password: | to incoming est email mes mation | mail server (POP3) sage sgray@jcwifi *********** | Status Complete Complete | | . accour | nt settings whe | n Next |
| le 11 1 | Tasks ✓ Log on ✓ Send to Logon Infor User Name: Password: CEDD | to incoming est email mes mation | mail server (POP3) sage sgray@jcwifi *********** ✓ Remember pass Secure Password Ar | status Complete Complete | | accour | nt settings whe | n Next |
| - ie 1 1 1 | Tasks ✓ Log on ✓ Send to Logon Infor User Name: Password: ☐ Require I (SPA) | to incoming est email mes mation | mail server (POP3) sage sgray@jcwifi ********** ☑ Remember pass Secure Password Ar | status Complete Complete Licom word uthentication | | accour | nt settings whe | n Next ettings |
| | Tasks Log on Infor User Name: Password: Require I (SPA) | to incoming sst email mes mation | mail server (POP3) sage sgray@jcwifi ∞ Remember pass Secure Password An | status Complete Complete Monoplete | | accour | nt settings whe | n Next ettings |
| - Ite Ite Ite Ite Ite Ite Ite Ite Ite Ite | Tasks Log on Infor User Name: Password: Require I (SPA) | to incoming sst email mes mation | mail server (POP3) sage sgray@jcwifi | status Complete Complete Monoplete | | , accour | nt settings whe | n Next ettings |
| - ie 1 1 2 | Tasks ✓ Log on Ver Name: Password: (SPA) | to incoming est email mes mation | mail server (POP3) sage sage sgray@jcwiffi ************ ✓ Remember pass Secure Password An | status Complete Complete Loom word uthentication | | | nt settings whe | n Next ettings |

After the account settings have been tested click Close.

| | | | _ ⊡ | | Tue 9/2 |
|-----------|---|-----------------------------|---------------|----|---------|
| ccoun | t Settings | | | ^ | |
| Emai | il Accounts | | | | Mon 9 |
| Y | ou can add or remove an account. You can select an accour | nt and change its settings. | | _ | Mon 9 |
| | | | | | Mon 9 |
| | | | | | Mon 9 |
| mail | Data Files RSS Feeds SharePoint Lists Internet Caler | ndars Published Calendars | Address Books | | Mons |
| 0 | 17) | | | | Mon |
| Č C | hange Account | | | 06 | × |
| N | And All the other states and the | | | | |
| | | | | | |
| | | | | | |
| Vaulas al | I and | | | | |
| | You re all set: | | | | |
| | We have all the information we need to set up your | account | | | |
| | we have an the information we need to set up your | account. | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| ele | | | | | |
| C | | | | | |
| - | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| _ | | | | | |
| | | | | | |
| 100 | | | | | |
| ас | | | 1 | | |
| ac | | | 1 | | |
| ac | | ſ | L | | |
| ac | | Ĺ | ļ | | |
| ac | | | ļ | | |
| vic | | | | | Help |

Click Finish.

| Email Accounts You can add or remove an account. You can select an account and change its settings. Email Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books Image: Image:< | × |
|--|---|
| Email Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books | |
| New Repair Change Set as Default Remove Image: Change Name Type Sgray@jcwifi.com POP/SMTP (send from this account by default) info@jcwifi.com POP/SMTP coverage@jcwifi.com POP/SMTP sschoenhard@computerdyn.com POP/SMTP dish@jcwifi.com POP/SMTP dish@jcwifi.com POP/SMTP dish@jcwifi.com POP/SMTP directv@jcwifi.com POP/SMTP shane@crystalrecording.com POP/SMTP lists@jcwifi.com POP/SMTP shane@computerdyn.com POP/SMTP stane@computerdyn.com POP/SMTP shane@corystalrecording.com POP/SMTP stane@computerdyn.com POP/SMTP stane@computerdyn.com POP/SMTP stane@computerdyn.com POP/SMTP stane@computerdyn.com POP/SMTP stane@computerdyn.com POP/SMTP in data file C:\Users\Jesse\Documents\Outlook Files\sgray@jcwifi.com.pst | |
| Name Type Sgray@jcwifi.com POP/SMTP (send from this account by default) info@jcwifi.com POP/SMTP coverage@jcwifi.com POP/SMTP sschoenhard@computerdyn.com POP/SMTP dish@jcwifi.com POP/SMTP dish@jcwifi.com POP/SMTP directv@jcwifi.com POP/SMTP shane@crystalrecording.com POP/SMTP lists@jcwifi.com POP/SMTP shane@crystalrecording.com POP/SMTP shane@crystalrecording.com POP/SMTP selected account delivers new messages to the following location: Selected account delivers new messages to the following location: Change Folder sgray@jcwifi.com\lnbox in data file C:\Users\Uesse\Documents\Outlook Files\sgray@jcwifi.com.pst | |
| Sgray@jcwifi.com POP/SMTP (send from this account by default) info@jcwifi.com POP/SMTP coverage@jcwifi.com POP/SMTP sschoenhard@computerdyn.com POP/SMTP dish@jcwifi.com POP/SMTP dish@jcwifi.com POP/SMTP shane@crystalrecording.com POP/SMTP lists@jcwifi.com POP/SMTP shane@crystalrecording.com POP/SMTP lists@jcwifi.com POP/SMTP shane@crystalrecording.com POP/SMTP scomputerdyn.com POP/SMTP stare@crystalrecording.com POP/SMTP stare@crystalrecording.com POP/SMTP scomputer@computerdyn.com POP/SMTP selected account delivers new messages to the following location: Change Folder sgray@jcwifi.com\lnbox in data file C:\Users\Jesse\Documents\Outlook Files\sgray@jcwifi.com.pst | ^ |
| info@jcwifi.com POP/SMTP coverage@jcwifi.com POP/SMTP sschoenhard@computerdyn.com POP/SMTP dish@jcwifi.com POP/SMTP directv@jcwifi.com POP/SMTP shane@crystalrecording.com POP/SMTP lists@jcwifi.com POP/SMTP lists@jcwifi.com POP/SMTP shane@crystalrecording.com POP/SMTP lists@jcwifi.com POP/SMTP selected account delivers new messages to the following location: Change Folder sgray@jcwifi.com\lnbox in data file C:\Users\Jesse\Documents\Outlook Files\sgray@jcwifi.com.pst | |
| coverage@jcwifi.com POP/SMTP sschoenhard@computerdyn.com POP/SMTP dish@jcwifi.com POP/SMTP directv@jcwifi.com POP/SMTP shane@crystalrecording.com POP/SMTP lists@jcwifi.com POP/SMTP mailsen/er@computerdyn.com POP/SMTP Selected account delivers new messages to the following location: Change Folder sgray@jcwifi.com\lnbox in data file C:\Users\Jesse\Documents\Outlook Files\sgray@jcwifi.com.pst | |
| sschoenhard@computerdyn.com POP/SMTP dish@jcwifi.com POP/SMTP directv@jcwifi.com POP/SMTP shane@crystalrecording.com POP/SMTP lists@jcwifi.com POP/SMTP mailsen/er/@computerdyn.com POP/SMTP Selected account delivers new messages to the following location: Change Folder sgray@jcwifi.com\lnbox in data file C:\Users\Jesse\Documents\Outlook Files\sgray@jcwifi.com.pst | |
| dish@jcwifi.com POP/SMTP directv@jcwifi.com POP/SMTP shane@crystalrecording.com POP/SMTP lists@jcwifi.com POP/SMTP mailsenver@computerdvn.com POP/SMTP Selected account delivers new messages to the following location: Change Folder sgray@jcwifi.com\lnbox in data file C:\Users\Jesse\Documents\Outlook Files\sgray@jcwifi.com.pst | |
| directv@jcwifi.com POP/SMTP shane@crystalrecording.com POP/SMTP lists@jcwifi.com POP/SMTP mailsenver@computerdvn.com POP/SMTP Selected account delivers new messages to the following location: Change Folder sgray@jcwifi.com\lnbox in data file C:\Users\Jesse\Documents\Outlook Files\sgray@jcwifi.com.pst | |
| shane@crystalrecording.com POP/SMTP lists@jcwifi.com POP/SMTP mailsenver@computerdyn.com POP/SMTP Selected account delivers new messages to the following location: Selected account delivers new messages to the following location: Change Folder sgray@jcwifi.com\lnbox in data file C:\Users\Jesse\Documents\Outlook Files\sgray@jcwifi.com.pst | |
| lists@jcwifi.com POP/SMTP mailsen/er@computerdyn.com POP/SMTP Selected account delivers new messages to the following location: Change Folder sgray@jcwifi.com\lnbox in data file C:\Users\Jesse\Documents\Outlook Files\sgray@jcwifi.com.pst | |
| mailserver@computerdyn_com POP/SMTP Selected account delivers new messages to the following location: Change Folder sgray@jcwifi.com\lnbox in data file C:\Users\Jesse\Documents\Outlook Files\sgray@jcwifi.com.pst | |
| Selected account delivers new messages to the following location: Change Folder sgray@jcwifi.com\Inbox in data file C:\Users\Jesse\Documents\Outlook Files\sgray@jcwifi.com.pst | ~ |
| Change Folder sgray@jcwifi.com\Inbox in data file C:\Users\Jesse\Documents\Outlook Files\sgray@jcwifi.com.pst | |
| in data file C:\Users\Jesse\Documents\Outlook Files\sgray@jcwifi.com.pst | |
| in data me c. (osers besse) bocuments (buttook Piles (sgray@jcwin.com.pst | |
| | |
| | 7 |
| | |
| | |
| Close | |

Click Close to exit the Account Settings window, or choose another account if you have more than one JCWIFI email account to update.