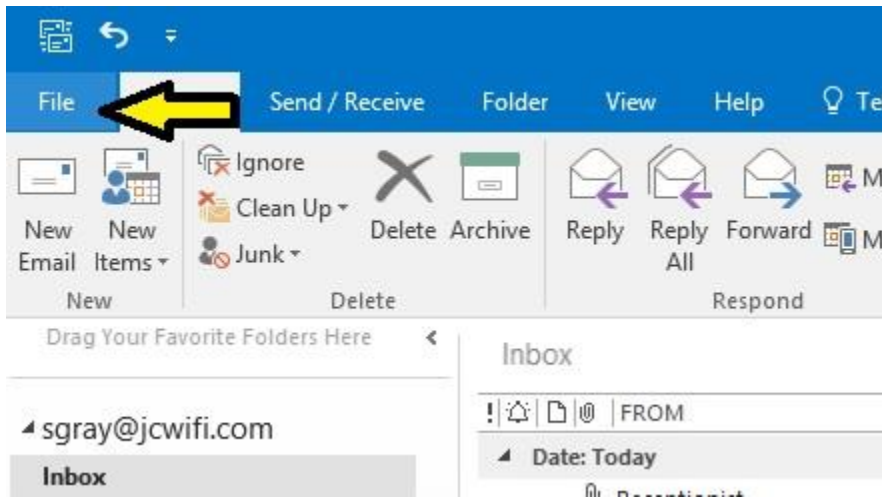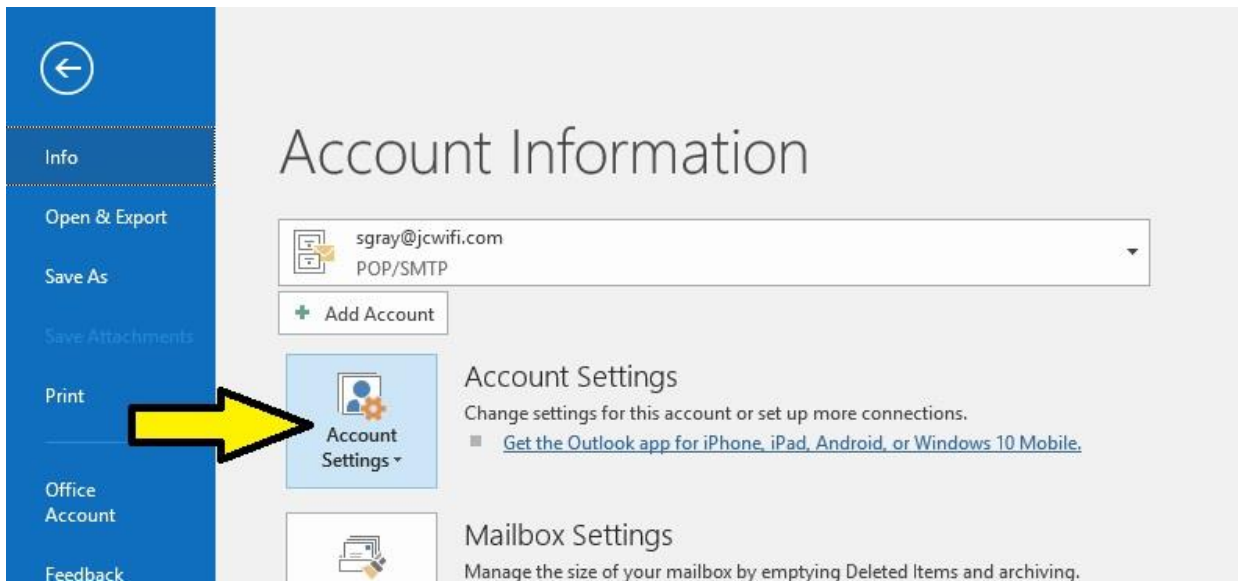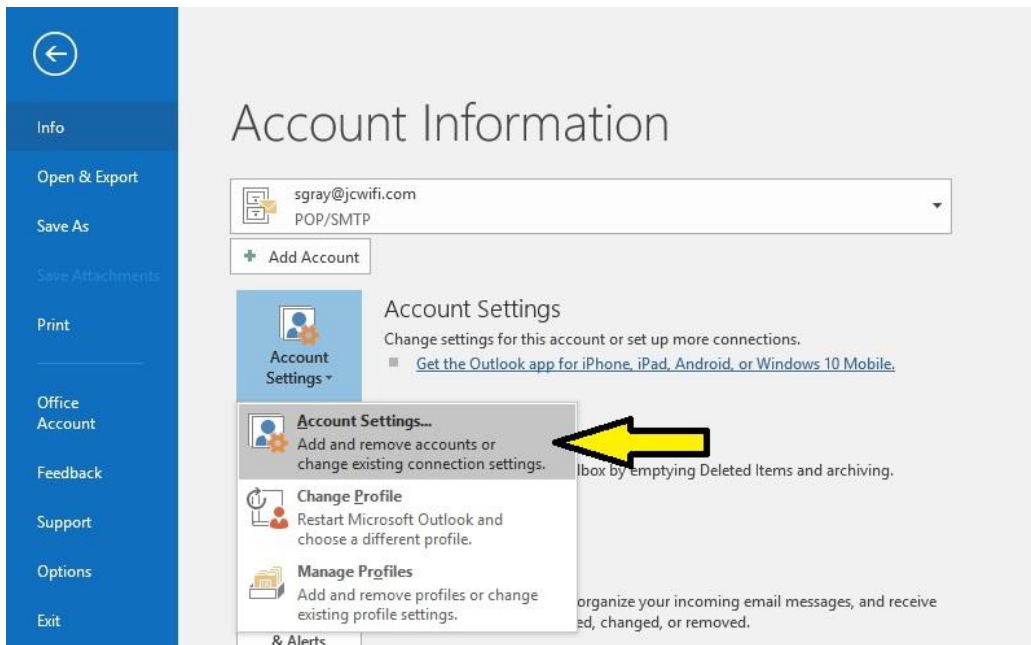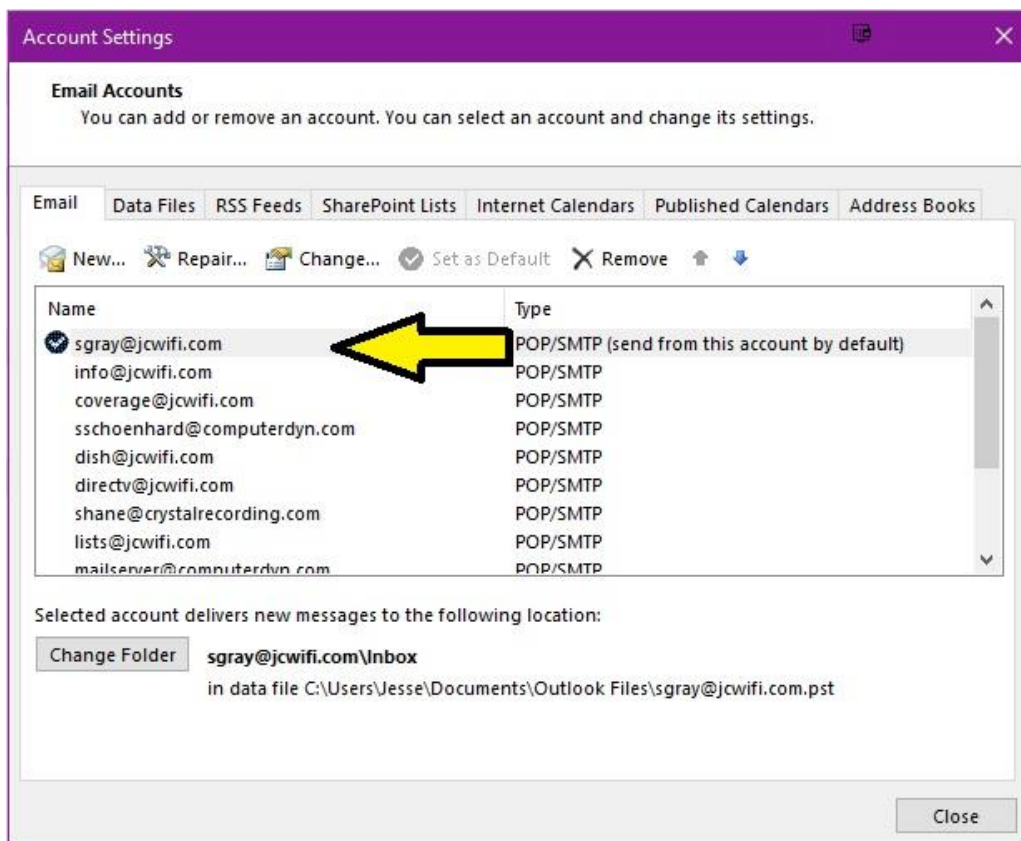# JCWIFI Email Settings Outlook 2016

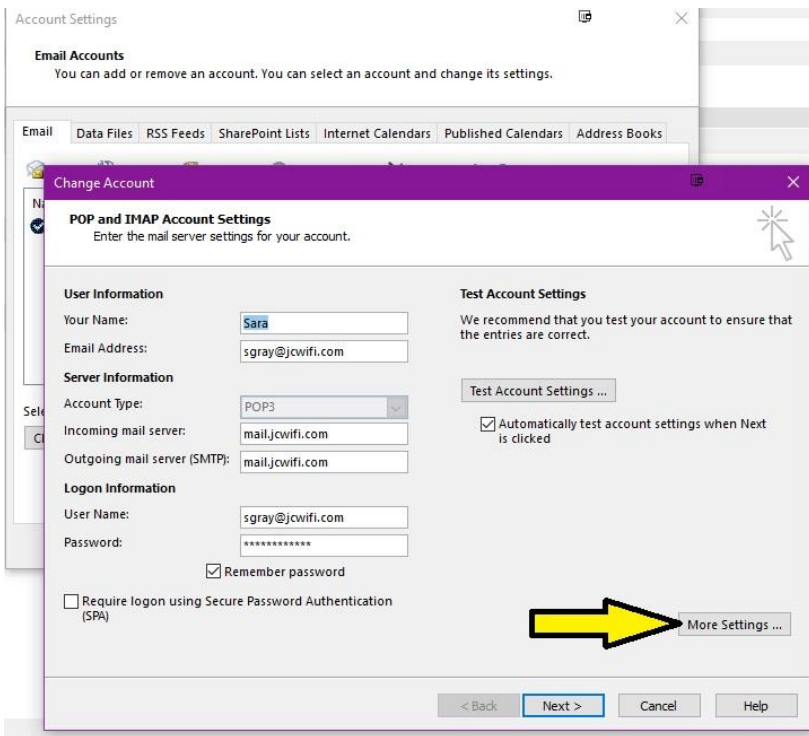In Outlook, click on File in the top left corner of the window.

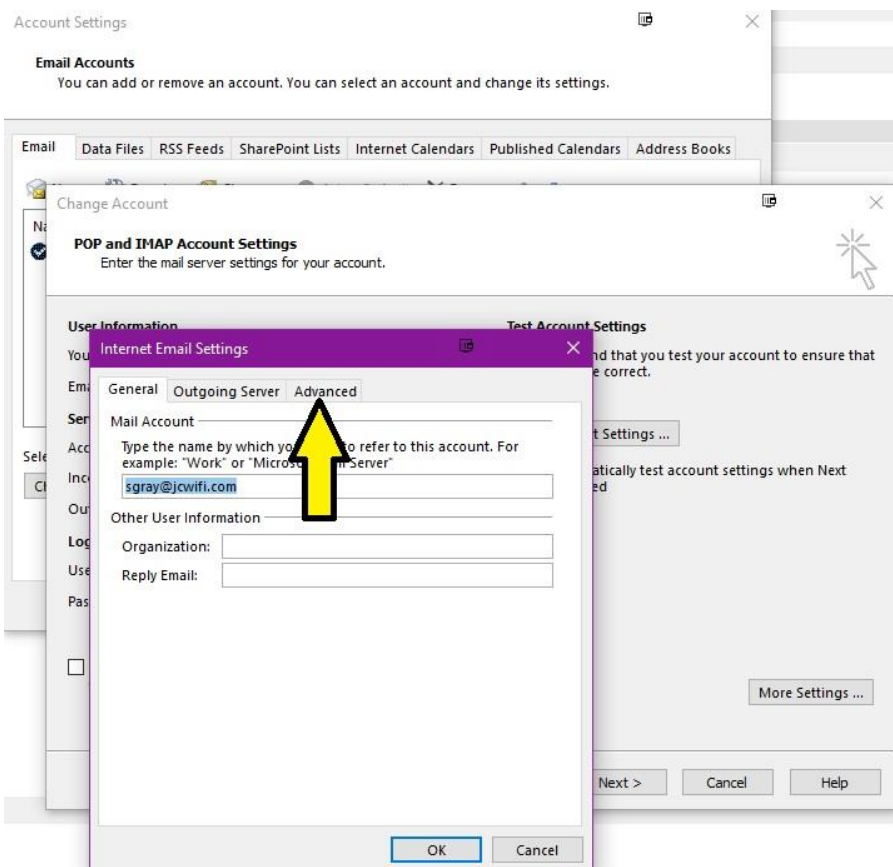Click on the box that says Account Settings.
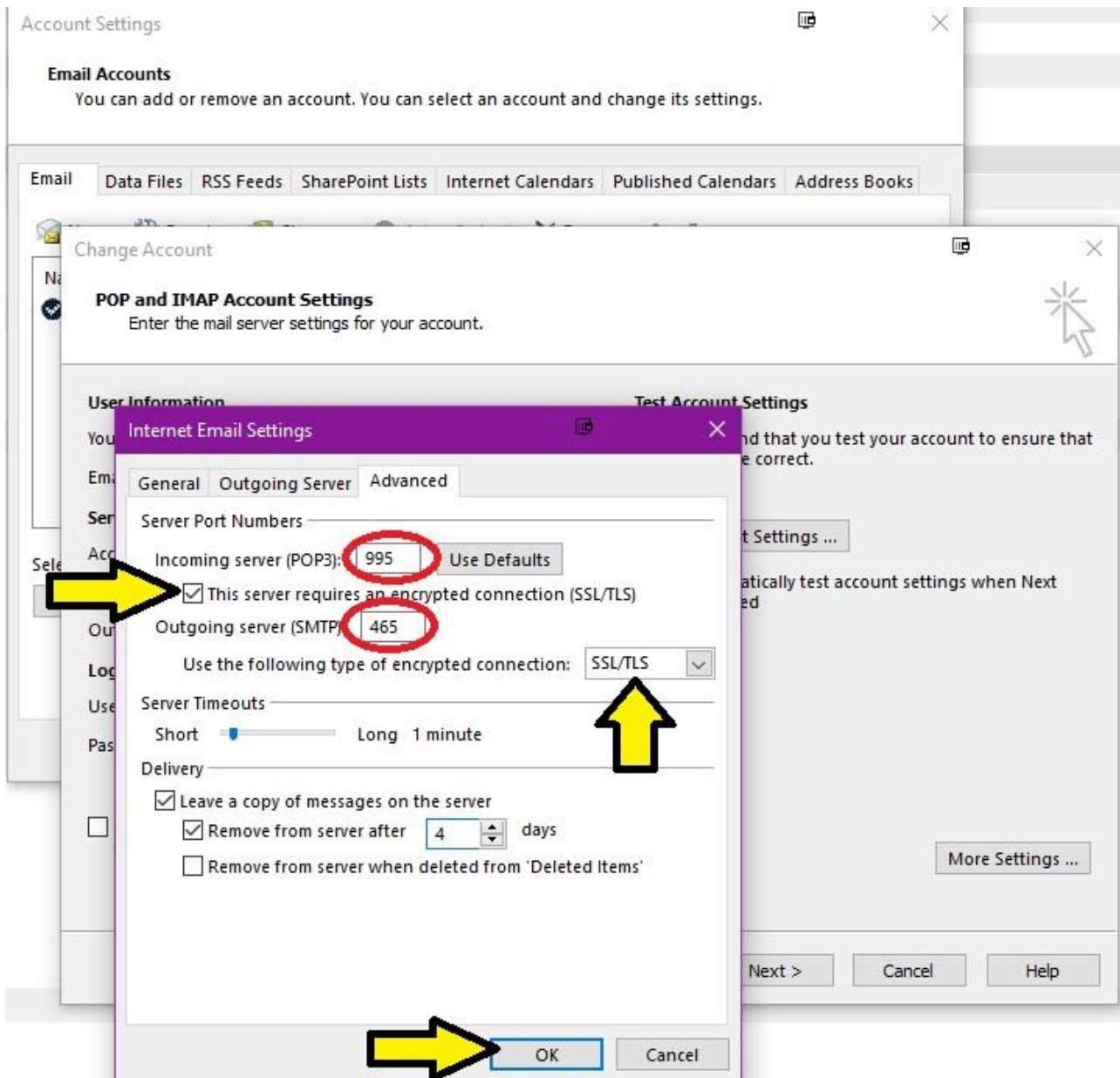
In the drop down, click on Account Settings.

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.


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

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"
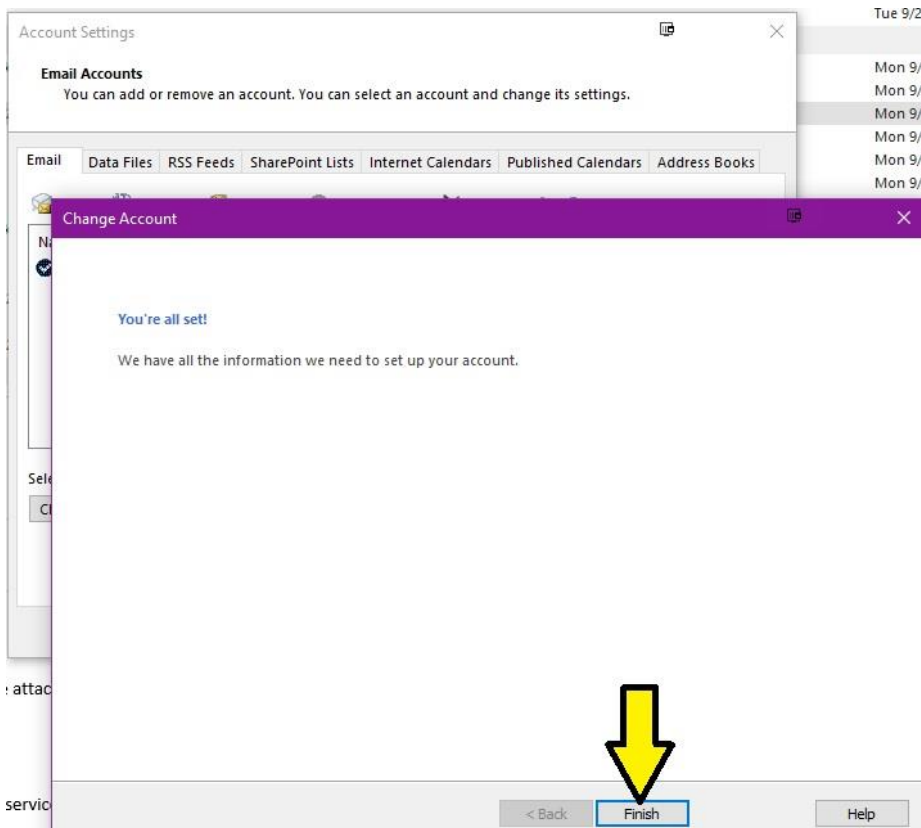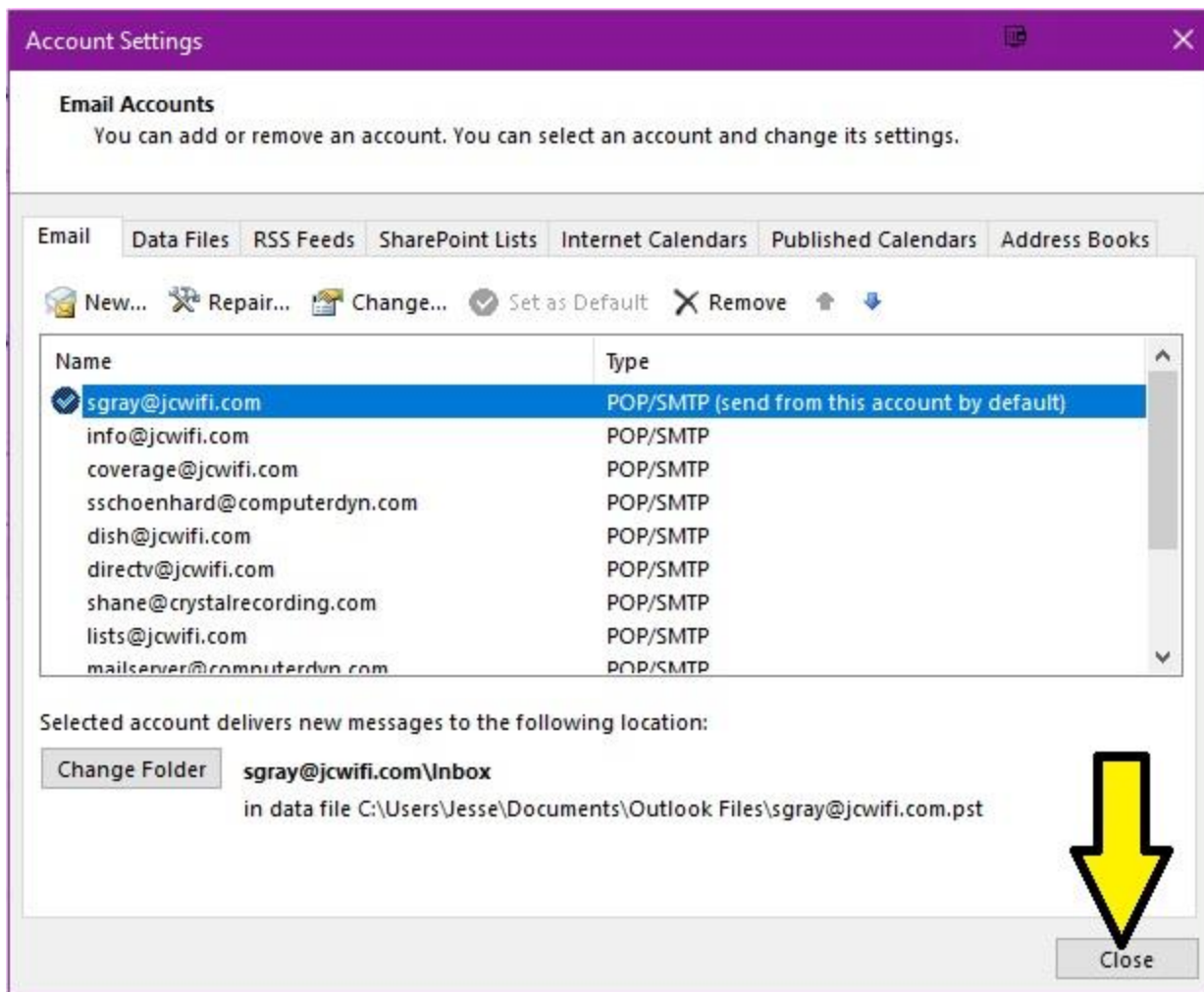5. Click OK to save changes.
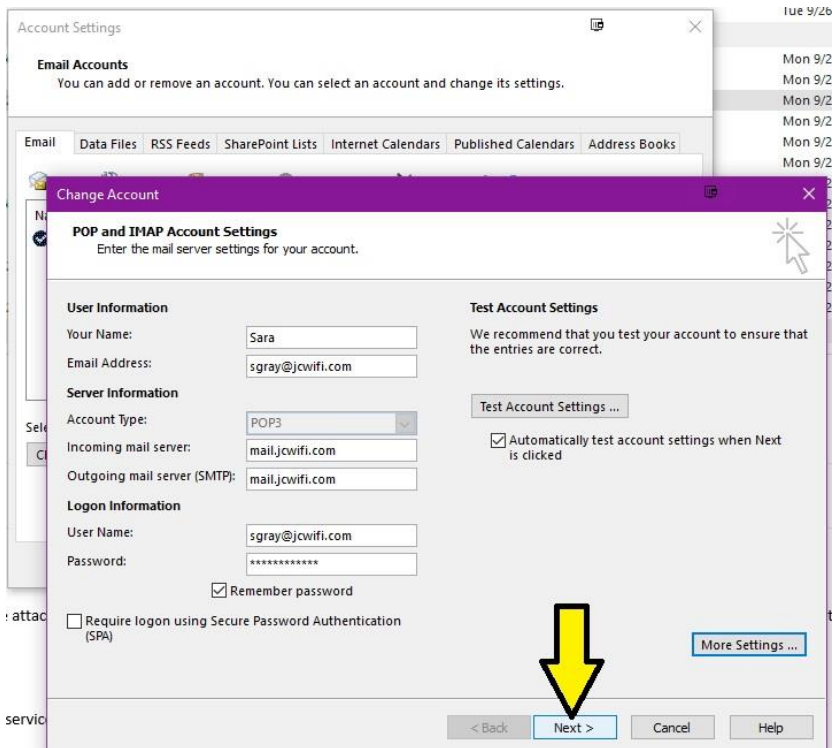
Click on Next.
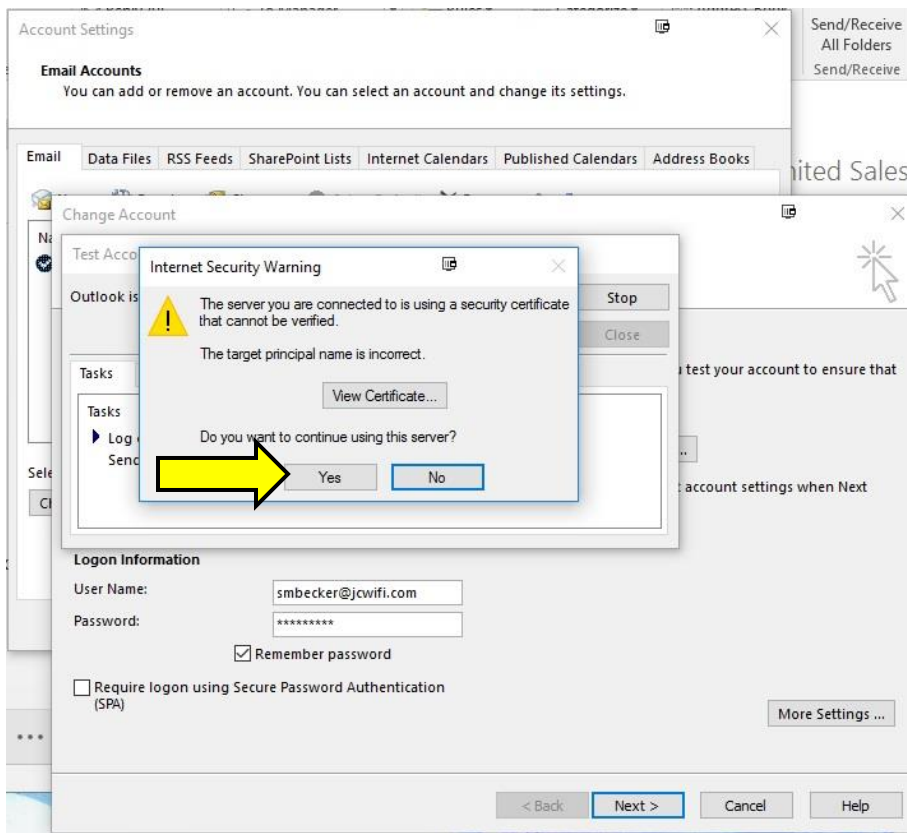
Click Yes to continue and accept the certificate.
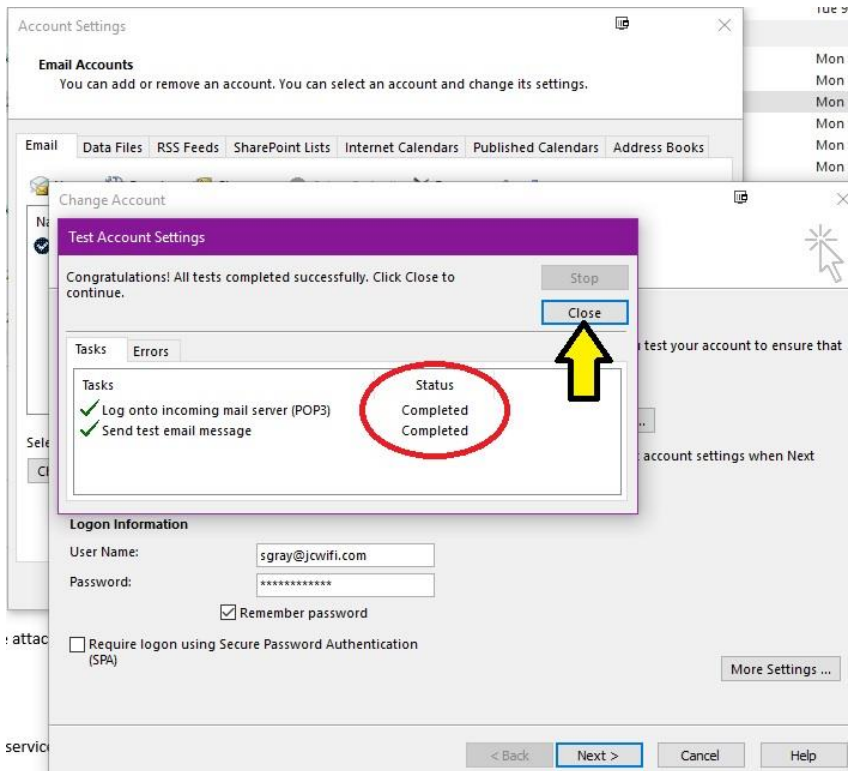
After the account settings have been tested click Close.

Click Finish.

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